



**Foothills Board of Trustees Meeting
Approved Monthly Meeting Minutes
6:00pm May 21, 2020**

Board Members in Attendance: Brendan Mahoney, Sue Sullivan, Cheryl Hazlitt, Debbie Gentry, Glenn Pearson, Sara Steen, Joan Woodbury, Rev. Gretchen Haley (ex-officio member)

Meeting convened at 6:00 pm online via Zoom.

Chalice lighting and check in

Consent Agenda

Sara asked to pull the Board Meeting minutes from April 21, 2020 in order to approve the April 21, 2020 Nominating Committee report. Cheryl asked to pull the current Nominating Committee report in order to clarify with Sue that the three potential Endowment Committee candidates had expressed interest in serving on this committee.

Cheryl moved to approve the Consent Agenda consisting of the Finance Committee, Personnel Committee, Governance Committee, Senior Minister Evaluation Task Force and Endowment Task Force minus the April 21, 2020 Board Meeting minutes and the April 21, 2020 Nominating Committee report. **Motion passed.**

From the April 16, 2020 Board Meeting minutes, Sara moved to approve the April 16, 2020, Nominating Committee report. **Motion passed.**

Cheryl moved to approve the revised April 16, 2020 Board Meeting minutes. **Motion passed.**

From the current Nominating Committee report, Cheryl confirmed with Sue that the three potential Endowment Committee candidates, Steve Tenbrink, John Busby, and Jeff Dean, had, indeed, expressed interest in serving on this committee. Sue confirmed and Cheryl agreed that the Nominating Committee would contact these three candidates as soon as possible to affirm their willingness to serve on the Endowment

Committee. Sara moved to approve the current, revised Nominating Committee report.
Motion passed.

Discussion Agenda

Item 1: Ministry Report

Rev. Gretchen reported that although the UUA continues to advise that churches are not likely to open until June, 2021, ministry continues to develop strategies for moving forward in the following four areas:

1. Worship Where You Are
2. Community Circles
3. Community Resourcing
4. Stewardship of Foothills for the Long Haul - Updates regarding Finances

Rev. Gretchen reported that we have had higher attendance online than in-person. Even so, ministry is preparing for the possibility of interest dissipating and is focused on ways to sustain commitment, engagement and a connection to the “larger why”.

Rev. Gretchen reported the church currently has 21 Circles all with at least 3 active lay leaders (including parish visitors). This equates to approximately 70 lay leaders actively involved in the ministry of our community. Also the Circles are shifting from a rapid response orientation to an orientation toward shared visioning and for the next couple of months, ministry will be working with the leaders to establish a vision grounded in how we can best fulfill our bold vision in these times. She also reported weekly check-ins via text/website have continued and new, more meaningful questions are being considered to keep Circle members connected and engaged.

Rev. Gretchen reported that she and Kristen have been actively involved in the ISAAC Emergency Immigration Fund and she has also taken a strong leadership role in the Faith Family Hospitality families being housed in the church. The mobile food bank is now a drive through and Kristen has taken an active role in managing that program. Rev. Gretchen noted her interest in racial and class disparities in terms of the impact of the coronavirus and how we can be partners for that work and have been in contact with organizers in Greeley.

Rev. Gretchen outlined details regarding Rev. Kristen’s resignation, the hiring of Rev. Elaine Tenbrink and how roles and responsibilities would be divided. She noted Rev. Kristen plans on transitioning out of most of her responsibilities by July 31, 2020 at

which time Rev. Elaine will begin taking over her responsibilities. The remainder of the transition will occur during the month of August. She also mentioned the congregation would be notified by email of the upcoming annual meeting as well as the departure of Rev. Kristen and other staffing transitions.

Rev. Gretchen reported she had not had a chance to meet with Rev. Sean around monitoring of Policies 3.3.1 through 3.3.15 and 3.3.15 through 3.3.18.

Sara moved to revise Gretchen's housing allowance request. **Motion approved.**

The Ministry Report was accepted by the board.

Item 2: Senior Minister Evaluation

Sara acknowledged the hard work Glenn had done in putting together this report. Sue noted it should be included in the information presented by the board to the congregation at the June annual meeting and also as a blog post after the meeting. Rev. Gretchen said she would get information to the board on how to post a blog to the weekly "Pulse".

It was decided that the board would include the four page summary of the report at the annual congregational meeting and also include it in the information that would go out after the meeting. Glenn agreed to write 3 thank you notes to the volunteers who participated in gathering this information and Cheryl agreed to write a thank you note for Glenn.

Rev. Gretchen also commented that she thought that this would be a good time to educate the congregation on the role of governance by advising the congregation that although this was the first time a three-year evaluation had been done on the senior minister in our new governance model, the board was evaluating ministry on a monthly basis. Rev. Gretchen also expressed her desire to let the congregation know that she had the responsibility of evaluating Rev. Sean as well as the other ministers.

The Senior Minister Evaluation was accepted by the board.

Item 3: Ministry evaluation

It was decided that Sara would redraft the ministry survey to include questions such as : How do you see Foothills ministry impacting your life; Where do you see this happening;

What things have you participated in and how often are you participating; How well is the ministry impacting your life; What are you doing to help Foothills be a vital part of the lives of its people.

Sara agreed to review the Plymouth UU ministry survey to see if there were questions that could be incorporated into the Foothills survey.

Sara agreed to redraft the survey and post on Basecamp. She also agreed that once the redraft was accepted, it would be given to Gretchen for review with a request asking that she disseminate it by email and also to the Circle leads. Because this is part of monitoring and not linkage, it was decided that the community partners would not be included in this survey and that perhaps in 6 months, these partners would be contacted to get feedback on their partnership with Foothills.

Item 4: Endowment Guidance

Sue mentioned that she would let the congregation know at the annual meeting that the endowment fund would be governed by the board with clear and concise policies on how the ministry could and could not use the money. Rev. Gretchen added that the congregation should be given notice that the board will be coming back to them in November asking for guidance on decisions they envisioned would be coming up in the future. Sue noted that the task force members felt it was important to communicate to the congregation that the board was already monitoring and overseeing the ministry finances. Brendan mentioned that the policy might need to state how the ministry can and cannot use the funds and also charge the ministry with growing the funds by a certain percentage each year. Rev. Gretchen added that this growth could be connected to the giving and the end of life gifts received by the ministry. Sue agreed to write up a draft and present it on basecamp before the annual congregational meeting.

Item 5: Restoring Wholeness Statement and Next Steps

After much discussion of what should be included in the June annual congregational meeting, it was agreed that Sara would briefly explain that in an effort to be transparent and to conclude the work of the task force, a three tiered report of the past misconduct would be forthcoming. After the annual meeting, decisions would be made on what to be included in each tier and how these reports would be distributed given the current pandemic. Sue agreed to finalize these reports with the help of Glenn before this year's board transition

Item 6: Annual Meeting Planning

It was decided that the meeting would occur on June 14, 2020 at 11:00am and that only the 9:00am service would be given. It was also decided that the youth would be invited to the annual meeting. Gretchen advised that only the congregational meeting minutes from the most recent meeting would need to be included in the packet. Sara mentioned she had created an Annual Meeting 2020 Project in Basecamp and asked that everyone submit their reports, etc. in that section. Sara also mentioned that she would present the president's report which would include a thank you and acknowledgement to everyone who had worked on the Capital Campaign and on the Building Expansion team. Sue would present the Endowment Committee report, Glenn would make a Zoom video of himself and the three volunteers who had worked on the Senior Minister Evaluation task force and Cheryl would make a video of the slate of candidates from the Nominating Committee. Rev. Gretchen and Sara agreed to discuss how these videos would be edited. Rev. Gretchen also said that Sean would be pre-recording the remembrances and celebration video.

It was decided that only procedural votes and a vote on the slate of nominees would occur during the meeting.

It was decided that people would be asked to sign in with their full names and that Joan would monitor for a quorum. Joan also said she would review a link from the UUA on how to vote during a Zoom meeting. Sara added she would be deciding on the logistical jobs needed during the meeting and post these jobs on Basecamp so board members could sign up.

Item 7: Board Transitions

Sara reported that the two new board members Doug Powell and Andrea Delorey, would be starting on the board July 1, 2020. Jessica Vyvial had declined for now. Sara mentioned she would like to continue on the board in a regular trustee role for one year and it was decided that she would be added to the slate of nominees at the annual meeting. Debbie, Sue and Brendan agreed to begin thinking about how to onboard new members online. Sara mentioned a primary topic of the June board meeting would be to talk about lessons learned from the members transitioning off the board. She also volunteered to call the new members and invite them to the June 18, 2020 board meeting.

Item 8: UUA General Assembly

Rev. Gretchen reported that the UUA would be holding its general assembly June 24-28, 2020 and it would be online this year. She noted that the board is responsible for certifying the Foothills' delegates and presented a list of delegates.

Glenn moved to approve the list of delegates . **Motion passed.**

Sara moved to adjourn the meeting at 9:00pm. **Motion passed.**

Meeting adjourned at 9:00pm

Minutes written and presented by
Debbie Gentry
Board Secretary