



**Foothills Board of Trustees Meeting
Approved Monthly Meeting Minutes
July 28, 2020**

Board Members Present: Sue Sullivan, Sara Steen, Doug Powell, Glenn Pearson, Andrea Delorey, Brendan Mahoney, Debbie Gentry, Reverend Gretchen Haley (ex-officio member)
New Staff Member: Katie Watkins, Director of Finance and Operations

Call to Order and Chalice Lighting

On-line meeting convened at 6:00pm via Zoom with a virtual chalice lighting; and introduction of the new staff member, Katie Watkins; and board development questions based on the material Rev. Sean asked each board member to review.

Consent Agenda

The Consent Agenda consisted of the June, 21, 2020 board meeting minutes, the June 14, 2020 Annual Congregational Meeting minutes and the June 30, 2020 Special board meeting minutes. Both the June 21, 2020 board meeting minutes and the June 14, 2020 Annual Congregational Meeting minutes were pulled. **Doug moved to approve the remainder of the Consent Agenda. Motion passed.**

On the June 21, 2020 board meeting minutes, it was written that Reverend Gretchen was in attendance at this meeting when in fact, Rev. Gretchen was not present. In the *Discussion Items, Item #1*, the sentence referencing the Capital Campaign Calling Team report indicated they had contacted most of the congregants who had made pledges but had not yet started making payments”. To clarify, this sentence should have read “the Capital Campaign Calling Team report indicated they had contacted most of the congregants who had made pledges *of \$10,000 or more* but had not yet started making payments”. In these same minutes under *Discussion Item #2*, the following sentence was not accurate and deleted: “*Sue mentioned that going forward, a good idea might be to charge the endowment task force with educating the congregation.*” **Sara moved to approve the June 21, 2020 board meeting minutes as revised. Motion passed.**

On the June 14, 2020 Annual Congregational Meeting minutes under *Item #19*, the sentence “There has been over 220 members of four communities of all ages participating in making worship happen...” should have read “There has been over 220 *of our members* of all ages

participating in making worship happen...”. In these same minutes under *Item #26*, Elaine Tenbrink was identified as Steve Tenbrink’s daughter and should have been identified as Steve Tenbrink’s “*daughter-in-law*”. Finally in these same minutes under *Item #28*, the sentence “The motion to remove Steve Tenbrink from the current slate of nominees was denied by a vote of 84 yes to 22 no” was confusing and to provide clarity should have read “*The motion to remove Steve Tenbrink from the current slate of nominees was voted down with 84 voting for him to remain on the current slate of nominees and 22 voting for him to be removed.*” **Debbie moved to approve the June 14, 2020 Annual Congregational Meeting minutes as revised. Motion passed.**

Action Item #1: Monitoring via Senior Minister’s Report

Rev. Gretchen noted that the most recent board policies, church bylaws and monitoring plan had been added to Basecamp in a Board Notebook folder under “Docs and Files” and noted that she and Katie would be working on a document storage system this year. She reminded the board that currently, there is a routine schedule spaced throughout the year for monitoring where ministry communicates how they are interpreting policies and determines whether or not they are in compliance with those policies. With Katie on staff, she is working on policy metrics she will teach the board to give them the ability to monitor whether ministry is in compliance with each policy. As part of the board’s fiduciary responsibility to the church, each board member will need to these metrics and if the board finds ministry is not in compliance with a policy, the board will need to ask:

- 1) What is causing the policy not to be in compliance?
- 2) Are resources needed that would bring the policy into compliance?
- 3) Is this a reasonable interpretation of the policy?
- 4) Is this a one-time only exception to the policy?
- 5) Is it the policy itself wrong?

She noted the way policies had been revised in the past was for the board to get clear on policy language with appropriate guidance and limitations on the policy and it then would be given to the Governance committee for drafting. With so many policies needing to be revised, it was determined that Sara, Sue, Doug and Rev. Gretchen would be taking the list that Sara had been keeping throughout the year and prioritize those policy revisions that needed to be revised first. Rev. Gretchen also suggested the ministry report begin with policy based monitoring.

Rev. Gretchen requested the board set a deadline for their work around anti-racism. She noted that, as a resource, the UUA had been doing work the last couple of years to address institutional racism and white supremacy within Unitarian Universalism and she had obtained a report from them called “Widening the Circle of Concern”. She mentioned the report had been written from an institutional lens and also had a section on governance and that Sara had put it on basecamp

under “Docs and Files” for the board to review. Sue agreed to put this topic on the agenda for the upcoming board retreat.

Katie advised that she had done some preliminary work on the current fiscal year budget and was in the process of doing some revision work to make the budget more usable and understandable for everyone and speculated this would take a couple of months.

Rev. Gretchen noted that she was in the process of arranging the data she had received from the survey that was sent out to members and would have that data analysis completed in August.

Andrea moved to accept the Minister’s report. Report was accepted.

Discussion

Item #1 Annual Review/Updating of our Monitoring Plan

Sue noted that annually, the board is tasked with doing a review of the current monitoring plan to determine whether the plan is effective in giving the board data that is needed and the method is one that effectively collects this data. She noted that because we have not updated the policies, it would not be effective to set the monitoring plan in place until those revisions were made. It would however make sense to review the plan to adjust the monitoring dates to reflect our current fiscal year and Rev. Gretchen, Katie and Andrea agreed to do that work and report back to the board by the August board meeting.

Item #2 Monitoring Catch-Up Decisions

Sue mentioned that there were several monitoring tasks that needed to be completed. One task was for the board to form a covenant and that this would be completed during the upcoming annual board retreat. Two of those tasks were for the board members and board committees to do a twice yearly self-evaluation. She mentioned talking to Laura Parks who suggested that board self-monitoring could be measured in a collective way looking for exceptions or places not working, rather than going line by line and segment by segment. The final task mentioned was to evaluate if any board members had a conflict of interest or any board misconduct. Rev. Gretchen noted that it would be healthy to have an intentional conversation about any conflicts of interest or board misconduct as a way of ensuring that the board was being transparent and holding each other accountable. Katie mentioned some boards asked members at the beginning of each meeting if anyone had a conflict of interest with the agenda items.

Item #3 Annual Board Retreat

Sue asked for feedback on the agenda items needed at the annual board retreat beginning Thursday evening, August 6, 2020 where there would be some warm-up exercises and finishing on Saturday, August 8, 2020 via Zoom from 9:00am to 4:00pm. Several topics were mentioned for Saturday and it was decided that she would post the agenda on basecamp if anyone wanted to suggest other topics be included.

Item #4 Restoring Wholeness Work Update

It was noted that the work of writing the Restoring Wholeness narratives had not been completed and would need to be completed as quickly as possible. Possible people who might help with this writing were discussed and it was agreed that Sue would put any additional news of who might help on basecamp.

Meeting was adjourned at 8:18

Minutes written and presented by
Debbie Gentry, Board Secretary