



**Foothills Board of Trustees Meeting  
Approval Monthly Meeting Minutes  
November 19, 2020**

**Approved: 12/17/2020**

**Board Members in Attendance:** Sue Sullivan, Sara Steen, Brendan Mahoney, Doug Powell, Andrea Delorey, Glenn Pearson, Debbie Gentry, Rev. Gretchen Haley (ex-officio member)

**Staff member present:** Katie Watkins, Director of Finance and Operations. Katie left the meeting at 7:50pm.

Online meeting convened at 6:00pm via Zoom with a virtual chalice lighting and check-in.

## **Consent Agenda**

Sara asked that the revisions to the policy book, sections 2 and 4, be pulled from the Consent Agenda.

**Brendan moved to approve the consent agenda containing the 10/15/2020 Board Meeting Minutes minus the revisions to sections 2 and 4 of the policy book. Motion passed.**

## **Regular Agenda**

### **General Action Items:**

*Item - 1 - Review of revisions to Sections 2 and 4 of the policy book:*

Sara noted in Section 2, *Delegation to Staff*, policy 2.3, a third paragraph was added stating that the board would need to approve the senior minister's annual update of the Vision Interpretation. In Section 4, *Oversight*, policies 4.2.1 *Monthly Financial Statements*, 4.2.2 *Quarterly financial statements* and 4.2.3 *quarterly stewardship reports* were not revised as the financial policies were in the process of being turned over to the financial committee for review and revision. It was agreed that policies 4.2.1 through 4.2.3 would be left in the policy book as a placeholder while the financial committee work was being done. Rev. Gretchen noted that by the second quarter of 2021, ministry would be able to provide the board with key performance metrics that would demonstrate how we are doing on our Vision Interpretation and that ultimately that would come out of the revision to the monitoring schedule. In policy 4.3.5, Senior minister's triennial performance review, Sue suggested this not be a "performance" review as this would suggest the board due an evaluation of the senior minister rather than providing the minister with feedback in order to learn. Rev. Gretchen agreed that an open process of receiving feedback from the congregation every three years would provide her with an opportunity to continue to learn and

grow and that this would be more in line with the church's culture. Sara will work to revise the language contained in 4.3.5 to convey an policy of receiving "feedback" rather than "evaluation" and **post it in basecamp for review.**

**Glen moved to approve the revisions to Sections 2 and 4 of the policy book. Motion passed.**

*Item 2 - Congregational meeting debriefing and lessons learned:*

Due to much discussion and debriefing having already been done on basecamp, it was decided that the remainder of the discussion would be completed on basecamp.

**Monitoring:**

Monitoring was moved to occur after the Financial oversight.

**Board Goals Related Work:**

*Item 1 - Financial oversight*

Sue presented a brief history of events that had occurred within the last two plus years that had placed a strain on the budget leading up to the beginning of the pandemic in March, 2020. Rev. Gretchen reported the church's financial position as sound overall in part due to receiving the PPP loan and the Wake Now Our Vision money. She added that although there were more pledges given in 2020, there were also more staffing expenses in the form of salary increases that were not budgeted. She noted that our cash flow account was in good shape and outlined some measures that were being taken to increase cash flow in order to build a safety net for our cash account. She noted that going forward pledges would need to be increased by 2022 so the church could build a budget that would sustain programs and staffing. Katie noted that she and Rev. Gretchen had been very diligent in reviewing the budget and also had an outside audit done. Rev. Gretchen added that ministry was still on track with the vision for the church going forward.

Katie then presented the 3<sup>rd</sup> quarter of the budget expressing excitement that Foothills was ahead of the projected pledges for the year. She also pointed out that the number of donors this year has been phenomenal and attributed that increase to new people joining us online each Sunday that did not participate last year and felt compelled to support the work Foothills is doing. She added that she and Rev. Gretchen would be doing some fundraising toward the end of 2020 so that the church could finish strong. Katie again expressed excitement at the many opportunities to do fundraising in our community.

Katie noted that Pat Murphy would be doing a quarterly audit going forward to make sure the budget was being looked at externally with any issues being brought to the board. She also noted that she, Rev. Gretchen and Vanessa, the church bookkeeper, would be signing off on the budget going forward before presenting it to the board. She also mentioned that a financial team might be created and if so, they would sign off as well. She emphasized that the board and ministry needed to be clear on how this budget information needed to be presented and once established, would be added to future board orientations as

part of understanding how Foothills reviewed the church's finances. Katie then asked the board to reflect on the budget report and send her any questions or feedback on what information needed to be conveyed and how this information needed to be presented. Sue asked each member to review the budget report and provide Katie with feedback within one week. Rev. Gretchen said she had requested a graph of our "cash flow over time" so the board would be able to predict each month's cash flow based on the last five years. Doug asked that it be noted more prominently on the budget report that the numbers indicated were year to date numbers. Gretchen mentioned it would be helpful to have a quarterly comparison of our cash flow and Katie shared her past experiences that most boards approved each quarterly financial report. Katie also offered to do some individual budget training to board members who felt that would be helpful.

Sue mentioned that in terms of financial policy additions or revisions, new oversight policies needed to be put in place with a clearer monitoring schedule and the need to clarify and implement appropriate roles of treasurer/finance committee. As far as information to communicate to the congregation, Sue suggested this be discussed at the December board meeting.

### Item 2 - Restoring Wholeness finalized

See below

#### **Monitoring:**

#### Senior Minister's Report

Sue suggested the board move the ISAAC Fiscal Sponsorship Agreement to basecamp to review and approve.

**Note: The ISAAC Fiscal Sponsorship Agreement was moved to basecamp, reviewed by the board and approved.**

Sue suggested the BIPOC Agreement be moved to basecamp for review as well.

Rev. Gretchen reported that a new Operations Handbook would be available next year.

**The Senior Minister's Report was received by the board**

#### **Board Goals Related Work**

### Item 2 - Restoring Wholeness finalized

Sue reported former board president, Erin Hottenstein, had reviewed the longest narrative and brought forth a question about whether or not to include information on the board president who was presiding over the board when misconduct occurred by the former music director, Ryan Marvel. Both Rev. Gretchen and board members provided their comments and after much discussion, it was decided that these details would be included in the longest narrative. Rev. Gretchen said that she felt it was a part of

the church's history as it did change how the nominating process was done and made it essential that the senior minister check in with individual board members to make sure each person was grounded in their work and did not have any strong issues that needed to be addressed.

Erin also felt that both the former senior minister, Rev. Marc Salkin's, and the former music director, Ryan Marvel's, reactions to their disclosures of misconduct produced a "second layer" of misconduct by creating more damage and wounding to the congregation. Sue introduced the following wording to include in the narrative in response to Erin's thoughts: *The legal threat was part of a pattern of "secondary misconduct," a not-uncommon exacerbation of the primary misconduct by religious professionals. The misconductor's denials, lobbying for support, and interference with both the truth-telling and the healing, create a second level of injury and mistrust for the congregation as a whole and for targeted congregants.*

A question was brought up if the word "alleged" as it pertained to Rev. Marc Salkin's misconduct was accurate. Rev. Gretchen strongly noted that the word "alleged" was not accurate because the misconduct had been verified and therefore this word needed to be removed. Sue offered to remove all references to "alleged" in the document.

Sara added that it was necessary to make sure the narrative was clear that the board deliberations at the time were *not* to assess if misconduct had occurred, as that was very clear. The board deliberations were instead about how to do the work around the misconduct that would cause the minimum amount of additional harm to the church system. Rev. Gretchen added that much of those deliberations had to do with trying to find ways to communicate with Rev. Salkin with the thought that if the board could talk with him, things could be resolved. Sue provided wording to be added to the narrative that emphasized that Rev. Salkin's denials, his refusal to communicate with the board, communications to a select group of congregants, false characterizations of the UUA's potential role in any investigations and false narratives about the board's actions and intent, destabilized the congregation severely and constituted secondary misconduct, just as we had experienced in the wake of Ryan Marvel's misconduct and dismissal. It was decided that this language would be incorporated into the narrative and posted in basecamp for review and approval.

Sue suggested that the new wording be added to the narrative and that this document would be added to the consent agenda to be approved at the December board meeting. Sue noted that several congregants had expressed an interest in reviewing these materials. Rev. Gretchen said that she felt giving everyone access with password protection by January 1, 2021 would be sufficient. Rev. Gretchen noted that by the time the board approved these narratives, she would know which platform would be used to disseminate this material. She added that she, Sue and Sara could decide between board meetings which primary documents needed to be included in the appendix. It was also decided that thank you notes would be sent out to the lay leaders and staff members who worked on this project and Rev. Gretchen said she would provide a template of language to use in these thank you notes. It was decided that the list of people who needed thank you notes would be posted on basecamp and divided among each of the board members, with the exception of Sara, to write these notes on behalf of the board.

### Item 3 - Linkage/Communications

Andrea provided an update on the anti-racism work she and Glenn had worked on. Glenn noted that Andrea had found a nice start to this work that would take us the next several months to complete. This was an anti-racism online course through the University of Colorado, Boulder. It would be 12 to 15 hours a month with a once a month discussion among the board members. The course included videos and readings from anti-racism books. Andrea added that she and Glenn had also looked at some other online possibilities that would be an introduction to anti-racism with small chunks of learning from different books. They also suggested the possibility of choosing a book, such as “White Fragility”, “How to be an Anti-Racist” or “The New Jim Crow” to read together as a board. The third area they explored was finding an affordable way for each board member to take the Intercultural Development Inventory (IDI) with the thought of lay leaders and staff taking it as well. Andrea summed up these three buckets: the online learning book group, the board taking the IDI and the University of Boulder online course.

Rev. Gretchen mentioned two additional ways the board might proceed: the board reading different books and doing a high level book report and discussing; all board members choosing a book and read the first two chapters and designate members to lead a conversation about the book for the first 30 minutes of the board meeting (she mentioned “My Grandmother’s Hands” as an excellent body-centered, experiential book). Rev. Gretchen noted her desire for everyone to complete the IDI adding that she had a couple of facilitator leads that were more affordable. In this way, pre and post work could be measured and documented.

Sue suggested we use the first 30 minutes of each board meeting to discuss the readings we had done and felt this would serve as our spiritual learning and usual check in’s. After some discussion it was decided that for the December board meeting, all board members would listen to the podcast, “On Being”, interviewing Resmaa Menakem and/or the conversation on the On Being podcast between Resmaa Menakem and Robin DiAngelo (author of “White Fragility”). Andrea agreed to share information on the On Being podcast on basecamp and also agreed to lead the conversation during the first 30 minutes of the December board meeting. It was also agreed that in January the board would begin a shared read of “My Grandmother’s Hands”.

It was decided that because the annual meeting had just taken place, no information from this board meeting would be shared with the congregation.

Each person then shared what was on their heart.

**The meeting was adjourned at 9:00pm**

Minutes written and presented by  
Debbie Gentry,  
Board Secretary