



**Foothills Board of Trustees  
Approved Regular Meeting Minutes  
7-15-2021**

**Board Members Present:** Sue Sullivan, Doug Powell, Andrea Delorey, Debbie Gentry, Walter Nash, Linda Kothera, Richie Nelsen and Rev. Gretchen Haley (ex-officio board member)

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

## **CONSENT AGENDA**

*Item #1 - Minutes of the June 17, 2021 Board meeting*

Consent agenda consisted of the June 17, 2021 board of trustees meeting minutes. **Doug moved to approve the minutes of the June 17, 2021 Board meeting. Motion passed.**

## **REGULAR AGENDA**

### **GENERAL ACTION ITEMS**

*Item #1 - Items pulled from the Consent Agenda*

There were no items pulled from the Consent Agenda.

*Item #2 - Meeting logistics*

It was decided that the date of the August, 2021 regular meeting of the board would be scheduled online.

*Item #3 - Commitment by board members to engage on Basecamp*

After a discussion of each member's work load and desire to keep abreast of the priority communications that occurred on Basecamp, it was decided that Sue would notify individuals of this type of communication by using both the "ping" and "tag" features of Basecamp. All board members agreed to pay close attention when receiving these types of notifications.

*Item #4 - Technical training for new board members*

It was decided that Sue would cover any technical training for new board members during the annual check-ins held with individual board members and that she would begin scheduling those meetings the last week of July or the first week of August. She explained to the new board members that the purpose of this meeting was to see how each member was doing with the board work and also to find out the interests of each board member related to the specific board tasks.

## **Monitoring**

### *Item #1 - Minister's Report for June and July, 2021*

Rev. Gretchen began by explaining to the new board members that her monthly ministry reports were often generated based on her report on the policy items listed in the monitoring schedule as being due. She explained that because the board recently updated the policies in the policy book that the current monitoring schedule needed to be revised to reflect the changes that were made. She mentioned that she and Andrea would begin that work on July 22, 2021 and the new board members were invited to attend that meeting. She said her goal was to have a draft of the revised monitoring schedule to propose to the board by the August meeting.

Rev. Gretchen explained that as of now, the 9:00am and 11:00am worship services would be held online and there would be one in-person worship service at 10:00. She said that this schedule would run from September to December, 2021 and then be re-evaluated based on feedback received.

Rev. Gretchen said that the church's first open house since the pandemic began would be at 12:00pm and run until 4:00pm and that all three ministers would be present. At 1:00 there would be a newcomer tour for those who had not seen the inside of the building and at 2:00, Jerry Hanley would be available to walk around the building and explain to people how the new building would actually be situated. At 3:00, there would be a tour of the building for families. She mentioned that Rev. Elaine would be present to invite people to place "sticky notes" around the church with thoughts about what it was like to come into the church after having been gone since the pandemic.

Rev. Gretchen responded to a question from Richie regarding the church's sources of authority and accountability explaining that in April, 2019 and again in the fall of 2019 then board member, Sara Steen, made a list of names that might be considered the church's sources of authority and accountability but no further work on this had been done. Rev. Gretchen mentioned that her plan was to give a sermon the second week in August inviting the congregation to participate in small group conversations that would ask: Where does Foothills derive its authority as a congregation and to whom is Foothills accountable. Linda volunteered to search the web including on the Unity Consulting website to find information that would help the board in learning more about this. Rev. Gretchen suggested a one hour meeting could be arranged with Laura Parks of Unity Consulting to provide information on sources of authority

and accountability. Linda agreed to search the web including the Unity Consulting website to see what other information was available on that topic.

Sue asked Rev. Gretchen to report on the Here and Now process that had been reported to the congregation at the end of last year. Rev. Gretchen said that the next steps in this process were to form learning communities consisting of approximately 30 people that could be turned into task groups to perform projects. Rev. Gretchen agreed with Sue that the congregation would benefit from more communication about the Here and Now process.

Rev. Gretchen also mentioned that educational workshops describing Foothills' Covenant of Right Relations were being planned for this year so that congregants who were not familiar with this covenant could engage with it and know how and why it was developed and determine if it needed to be rewritten.

Rev. Gretchen informed the board that Rev. Sean was currently working on the next step after the base camp membership class that would actually address how to be a member and would probably occur six months to one year after base camp and that anyone could attend.

Rev. Gretchen also explained the procedure of addressing concerns that came into the church and were related to the ministry. She said that when a concern came into the ministry, it was directed to the appropriate staff person who was in charge of handling the concern. She said that since this was a new procedure, the executive team was in the process of determining exactly how ministry would be implementing this procedure so that the monitoring schedule could be updated with this new information.

Rev. Gretchen also mentioned that the church website was in the process of being revised in terms of its infrastructure and menus and that part of that would be adding a Spanish language option.

Rev. Gretchen provided an update on the finance ministry team noting that Katie was convening the team in a couple of weeks and an update would be available at the August board meeting.

#### *Item #2 - Building expansion update*

Sue mentioned that she had noted that the current board policies had language that only referenced authorizing the start of a capital campaign but did not provide policy guidelines on the board's fiduciary responsibility on such a campaign. She questioned if new policies or modifying existing policies were needed to assure the board that the project was proceeding in a fiscally responsible way, if the project was within the revised parameters approved by the congregation in February and what action the board needed to take should the cost of the building increase to a point where the board needed to be informed or involved. Rev. Gretchen acknowledged these concerns adding that another question for the board to consider would be who would approve variations to the budget beyond a certain amount, i.e., would it be the ministry, the board or the BET who would approve these variations. She noted that these

questions could better be answered when there was an actual project budget and that this budget number would probably be available either August or September. Rev. Gretchen offered to hold a brainstorming meeting with Katie and the board where guidance and limitations could be discussed.

Rev. Gretchen noted that the general contractor was currently in the process of doing the entire, detailed budget revisions. She added that the church was on track with the amount of debt that would be needed and if that was to change, she would report back to the board. Doug introduced the idea of a “cone of uncertainty” whereby the level of uncertainty would become smaller over time but until the project was actually completed the uncertainty would exist. Rev. Gretchen agreed, adding that between now and when construction actually started, it would be important for the board to consider what kind of information would be important from ministry so she could shape her report to provide that information. Walter added that he felt an “executive summary” would be helpful with Linda requesting some “talking points” to share with the congregation should she be asked about the project. Rev. Gretchen pointed out that Katie was involved in making sure the congregation was kept apprised of what was happening and that the board should also keep the congregation apprised as well.

### Item #3 - Reopening guidelines

Rev. Gretchen noted that the current reopening guidelines was a product of getting input from a group of people including lay leaders in the church, church staff and the board as well as following the UUA guidelines and the CDC experts. She noted that these guidelines would be in effect until the church’s first in-person service and afterward would likely change due to additional information and feedback. It was agreed that each board member would review these guidelines by tomorrow and if necessary, make comments so that the board could affirm that these guidelines were being written by the ministry in consultation with the board.

## **Annual Board Goal Oriented Work**

### Item #1 - Bylaws revision - Article 7 and Article 8

The board discussed a variety of changes and proposed updates to the church bylaws, specifically, Article 7 (Committees) and Article 8 (Nominations and Elections). The changes, which continue to be collaboratively developed with the Governance Committee, will go before the entire congregation for a vote tentatively scheduled for the June, 2022 annual meeting. These changes are intended to update our bylaws for the current size and governance structure of our congregation, and to ensure clear lines of authority and accountability between the board of trustees and the congregation.

## **Communications**

### Item #1 - What does the congregation need to know out of this meeting?

It was agreed that Debbie would write a report to include in the newsletter telling the congregation that the policy book was now fully revised and approved and the location where it could be found online. Also to be included were guidelines on how to attend a board meeting, how to check the church calendar for dates and a request to let the board know in advance if congregants wanted to attend. Rev. Gretchen said she would advise the congregation about ministry's consultation with the board on the reopening guidelines.

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

**Minutes written and presented by  
Debbie Gentry,  
Board Secretary**