



Foothills Board of Trustees
Approved Regular Meeting Minutes
10-21-2021

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

Online meeting convened at 6:15 pm via zoom with a virtual chalice lighting and check-in

Motion to read the new board covenant and then vote on its acceptance by Linda Kothera. New board covenant read by various board members and acceptance passed.

Motion to pass remainder of the consent agenda (Minutes of last meeting 9/16/21) by Doug Powell. Motion passed.

Regular Agenda:

1. General Board Work

A. Congregational Meeting Planning

- 1) Notice of meeting with agenda and all supporting materials written and published/distributed by Nov 14. **(Sue Sullivan)**
- 2) Scheduling of informational session(s) on the budget prior to the congregation meeting. **(Staff does this)**
- 3) Creation and population of the slide deck that is the a/v presentation for the meeting. **(Doug Powell)**
- 4) Running through with Amy Gage the process for registering attendees and confirming voting eligibility and the in-meeting process of establishing a quorum.
(Richie Nelsen)
- 5) Preparing the voting process and pre-writing the motion wording into a Zoom poll in advance with Amy Gage, and working out whatever adjustments need to be made for multi-member voting on a single device.
(Richie Nelsen)
- 6) Identify an in-meeting comments and questions manager (a board member), and identify processes for ensuring that all Zoom speakers are

recognized and all questions in chat are asked and answered, once the motion to approve the budget has been made and the floor has been opened for discussion. (**Linda Kothera**)

7) Identify who will make the motion to approve the 2022 church budget and prepare/share motion language with them (and with Amy Gage, who will be creating the Zoom poll and running it during the meeting.) (**Walter Nash**)

B. Monitoring

- 1) Discussion of the value of Gretchen's ministry report videos we watched prior to the meeting.
- 2) Discussion of the in-person and Zoom financial health meetings coming up on November 7th and 9th.
- 3) Sue and Andrea agreed to provide a giving testimony at November meetings.
- 4) Gretchen explains how the \$50,000 in employee retention credit under the federal CARES Act is to be used: \$12,500 to make up for a spring fundraiser that didn't happen because staff instead put their time towards applying for this tax credit, and the remainder to go into cash reserves, available to help cover any shortfall in 2021 annual pledging.
- 5) Discussion and review of the Ministry's 2022 Vision Interpretation.

Motion to affirm the Ministry's 2022 Vision Interpretation by Doug Powell

· Motion passed

C. Annual Board Goals & Assignments

- 1) Leadership development – **Mary Klecan & Walter Nash**
- 2) Finalize a new monitoring schedule – **Richie Nelsen & Sue Sullivan**
- 3) Finalize and draft new bylaws, etc. – **Doug Powell & Sue Sullivan**
- 4) Future focus and identify resources needed – **Doug Powell & Richie Nelsen**
- 5) Linkage Plan - **Walter Nash & Linda Kothera**
- 6) Ministry handbook review – **Andrea Delorey**

Meeting Adjourn 7:30 PM

Minutes written and presented by

Walter Nash

Treasurer