



Foothills Board of Trustees
Draft Regular Meeting Minutes
February 2, 2023

Board Members Present: Sue Bloomfield, Andrea Delorey, Diana Hutchinson, Mary Klecan, Linda Kothera, Walter Nash, Joan Woodbury, Gretchen Haley (ex-officio)

Also Present: April Undy, Katie Watkins

Absent: None

Consent Agenda

The January Board of Trustees meeting minutes were approved without objection

Regular Agenda/Goal oriented work

Introductions: As this was Joan's first meeting as a new Trustee, everyone introduced themselves. April Undy attended as a congregant who is going to assist the Board in its Linkage efforts.

Financial report and discussion

Katie presented updated financial data which indicated that the church's budget shortfall was larger than initially thought. Discussions centered on the following topics:

1. What should be done with existing cash reserves.
2. Root causes of the error and steps to prevent such errors going forward.
 - a. Although there was an established chain of review that involved the Finance Team (Tom Rhodes and Erik Martensen), Katie as the Director of Finance, and bookkeepers, and although the church contracted with an outside entity to review the budget, errors were made that were largely due to construction-related demands on staff time being so large they have reduced time available for the kind of review that was needed. As well, the increase of the size and complexity of the entire budget (including that for the new building), while not catching staff unawares, has become such that additional accounting services are needed.
 - b. Giving levels, while up substantially due to the recent pledge drive, are not adequate to sustain the current level of services provided by church staff.
 - c. An external professional reviewer is needed in the short term, and longer term outside accounting systems need to be put into place.

The Board went into Executive Session from 6:43 - 7:02 pm.

- d. At the meeting of the Board on February 19th to discuss the congregational meeting on February 26th, Katie will present options for hiring outside accounting services and their costs.
3. Details regarding the presentation of this information at the upcoming congregational meeting.
 - a. Services will not be cut at this time.
 - b. We are still getting data on end-of-year financials, and these data will be shared with the congregation more as the Board gets them.
 - c. Board noted that transparency is important regarding the church's finances, and that it was committed to speaking with one voice on this and all matters.

Finally, it was noted that the Board needs to work with Ministry to put systems into place to ensure staff workload keeps pace with the stated responsibilities of each position. In addition, it was noted that staff retention makes financial sense, because replacing staff incurs costs that would otherwise not have to be incurred.

The meeting was adjourned at 8:03

Minutes written and presented by Linda Kothera