



**Foothills Board of Trustees
Regular Meeting Minutes
Date 05-04-23**

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

Also present: Katie Watkins, Director of Financial Operations

By way of check-ins, the Board toured the new building with Rev. Gretchen to see the latest progress.

Consent Agenda

April Board meeting minutes were approved without objection

Regular Agenda

Updates to Policy Governance Book

The Board as a group worked on organizing files in the Google Drive where Board documents are stored. Progress was made on retaining, saving, and then working with a single copy of the Policy Governance Book.

The Board discussed and accepted the latest changes suggested by several Board members, in particular Diana Hutchinson made significant contributions that resulted in a more cohesive and consistent document.

It was noted that two areas of the Policy Governance Book need additional work. One need is to make the policy regarding termination of membership more general so it can be interpreted by Ministry, and the other is to include policy/policies regarding Foothills' relationship with the UUA and with other congregations.

It was also noted that a separate but related document, the Board Handbook, needs to be updated. Finally the Board determined that policies regarding the Linkage Committee need to be reviewed, now that work has begun on that Board goal. Sue Bloomfield made a motion that the Policy Governance Book be approved with recent changes and with noting the above changes and additions that need to be made yet. Motion passed.

Katie Watkins and Gretchen gave an update on finances.

Solid progress has been made in the Executive Team's ability to understand, manage and extract meaningful reports about church financials as a result of using the services of Your Part-time Controller (YPC). Katie noted that changes in how the church's assets are valued show we are on firmer financial footing than previously thought.

Katie also shared that a contribution from a congregant has allowed the purchase of software ("Wealth Engine") that will help streamline and improve fundraising efforts. Two campaigns are being planned as a result of using the software.

Gretchen provided data on the percentage of pledges (34%), donations (56%) and Share the Plate contributions (31%) the church has received so far this year as a percentage of the amounts expected as per the budget, noting that these percentages are robust given the reduced capacity of the sanctuary.

Katie provided an update on the expenditures for the new building, noting that projections suggest we will be very close to being on budget for the project, due in no small part to the Building Expansion Team.

Monitoring/Ministry Report

Gretchen and Linda shared information about the slate of candidates to be presented to the congregation for a vote at the upcoming congregational meeting (online) at 1pm June 4th.

The Nominating Committee has worked to contact and communicate with candidates for one position on the Nominating Committee, and four new or changed Board of Trustee positions. Cheryl Hazlitt is a candidate for the Nominating Committee for three years, with Ben Manvel to act as the chair of that committee. John Hill and Beth Adams are candidates for three year terms each for Trustee positions. Mary Klecan finishes her term as a Trustee and will be a candidate for President-elect. Since Sue Bloomfield was appointed by the Board to serve through the remainder of the 2022-2023 church year, she will be presented as a candidate for a two year term in order to serve a three year term total.

Joan Woodbury made a motion to accept the slate of candidates. Motion passed.

Gretchen announced she will be on sabbatical April - September 2024.

Gretchen noted that the monitoring schedule requires periodic evaluations of the performance of her duties as minister. A Board member will act as liaison to lead a task force to complete the evaluation.

Gretchen shared that she is working with staff to develop a congregational survey, with perhaps some kind of incentive for participating.

Gretchen noted that the UUA General Assembly (GA) is coming up in June. Several Board members (Bloomfield, Woodbury, Nash, Klecan, Kothera) will serve as delegates and vote on several issues, as well as cast votes for UUA President.

Upcoming congregational meeting preparation

The Board discussed details of the June 4th congregational meeting, where an updated set of church Bylaws will be voted upon. Other items on the agenda include a presentation by the Nominating Committee to present a slate of candidates for elected positions, a building update, and current information about the church budget.

The meeting was adjourned at approximately 8:15 pm.

Minutes written and presented by Linda Kothera