



Foothills Board of Trustees
Regular Meeting Minutes
Date 06-01-2023

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

Absent: Sue Bloomfield

Others present: Beth Adams, John Hill, Katie Watkins

Consent Agenda: The May Board meeting minutes were approved without objection.

Regular Agenda

Board Evaluations Each member provided a brief evaluation of the past year. Items mentioned included:

- Our Linkage efforts got a good start but there is a need to incorporate the work into the Board Policy Book. Feedback on Linkage meetings with partners was very positive, and relationships were strengthened by sharing struggles in their work and plans for the future. Gretchen suggested creating a calendar for regularly reaching out to community partners.
- The last year held challenges with regard to the church's restoring wholeness work, and efforts made to update and revise church documents such as the Bylaws and the Board Policy Book, and ensuring such documents aligned with each other. We acknowledge together how far such efforts have come since policy based governance was first introduced as an idea.
- Board discussed the structure of Board meetings, including the idea of meeting over Zoom to go over the Board packet prior to each regular Board meeting. Suggestion was made to explore other rules structures besides Roberts Rules for future large meetings. It was mentioned to include a mention of Board membership on our church name tags.
- Gratitude was expressed for deepened connections among Board members and the others in the church. Related, it was suggested that past Board members be contacted periodically to engage with the Board on various topics, in order to continue to benefit from past members' experience and expertise and "cultivate allies".

- Board was unanimous in expressing excitement about the new building and how many new members have joined recently.

Congregational Meeting Board discussed and determined the agenda and structure of the upcoming Congregational meeting.

Building update Gretchen shared that the Building Expansion Team and DFO Katie Watkins have been examining the budget and have estimated that final expenditures will be only \$40K -\$50K different than original estimates.

- In the near future the Board will be asked to finalize the dollar amount for the loan the church will take out as longer term debt.

Annual Board Goal Oriented Work

Monitoring

Diana Hutchinson led a discussion regarding bringing the Monitoring schedule in line with recent changes, updates and revisions to the Board Policy book and the church Bylaws.

- Items mentioned included the need for an HR audit that includes and employee benefits review
- Adjusting the monitoring schedule to reflect that the Board meets the first Thursday of the month

In addition the Board discussed the June policy monitoring goals. The monitoring schedule can be found at this link

<https://docs.google.com/spreadsheets/d/1K8bAAdj8xXhUYIkqEbizQNgT5vBjgyoAxnytMgBQSDI/edit?usp=sharing>

A small number of items were held for further discussion at the upcoming Board retreat, noted below.

The Board discussed the following items.

Policy	Item to monitor	Specific guidance on item for the Board to self monitor	Board answer to the question
3.1	Personnel Decisions	Did we support the SM in being the one to make personnel decisions?	yes
3.1.4.3	Disclosure to the Congregation	Did we disclose any needed complaints of misconduct to the Congregation?	yes

3.1.4.4	Congregational Healing	Did we ensure appropriate actions were taken to support Congregational healing following misconduct?	yes
3.3.11	Complaints to the Board	Did we handle any complaints the Board per our policy?	yes
3.4.12.1	Restoring Wholeness Committee	Is our Restoring Wholeness Committee staffed and effective?	no
4.1	Mission Focus	Did the annual evaluation tell us what progress we are making on the mission, values, and vision?	Discuss at Board retreat
4.2	Monitoring	Did our monitoring tell us how well our resources work toward our mission?	yes
4.2.1	Monitoring Methods	Is our monitoring system working? Do we have any gaps in monitoring? Do we need any special monitoring this year?	Yes/
4.2.2	Programmatic Monitoring	Did we check that all monitoring by the SM was accomplished this year?	yes
4.2.4	Internal Financial Review or External Financial Audit	Did we get and review an internal financial review or external audit per the policy? Did we get a report of internal review or external audit of HR policies, practices, and procedures?	Discuss at Board Retreat - need to ask GH
4.3.1	Ministry Evaluation	Did we have a conversation with the SM on how well we are accomplishing the vision?	yes
4.3.2	Board and Senior Minister Partnership Evaluation	How are we working together between the board & SM?	Good. Board needs regular financial reports
4.3.4	Senior Minister's Triennial Evaluation	Did we conduct the triennial review of the SM according to our schedule? In the years not performing a triennial review, see 4.3.1	In progress
4.3.5	Board and Board Committee Evaluation	Did we review our committees and make any changes based on their ongoing relevance and effectiveness?	yes

4.3.6	Policy and Bylaws Review Revision	<p>Did we review our bylaws and board policies this year and identify if changes were needed?</p> <p>Have we done a major review at least once in the last 5 years? When was the last review of by-laws and policies?</p> <p>Do we have a place to keep notes on potential changes or updates needed?</p> <p>Did we publish the revised policies this year and replace all older versions? Did we notify stakeholders? Where are we tracking the revision history?</p>	<p>yes/yes/ Need a place to collect notes on policy book changes and additions / yes/ yes /Need clearer revision tracking</p>
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Linda will coordinate with Jenn Powell to print an updated version of the Board policy book.

Ministry Report

No formal report this month. John Hill will be Board liaison for Gretchen’s Senior Minister review.

Gretchen mentioned the availability of UUA large church board training offered online. Several Board members expressed interest.

The meeting was adjourned at approximately 8:30 pm.

Minutes written and presented by Linda Kothera