



**Foothills Board of Trustees
Regular Meeting Minutes
Date 08-03-2023**

Board Members Present: Beth Adams, Sue Bloomfield, Diana Hutchinson, Mary Klecan, Linda Kothera, Walter Nash, Gretchen Haley (ex-officio)

Absent: John Hill

Others present: none

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

The Board affirmed the roles of officers: Sue Bloomfield as Treasurer and Linda Kothera as Secretary, in addition to the elected positions of Walter Nash as President and Mary Klecan as President-elect.

Regular Agenda

Board Covenant

The Board discussed completing the Board Covenant. The final version is as follows:

United in our shared commitment to serve the mission, values, and vision of Foothills Unitarian Church we, the Board of Trustees, in the spirit of creativity, dedication, and wonder leavened by a healthy dose of humor, covenant to:

Speak honestly and listen deeply, cultivating curiosity about others' opinions and assuming good intentions, and actively partnering with each other and the ministry team. Honor and respect the Foothills Covenant of Right Relations.

Be courageous enough to directly bring up incidents where you disagree, feel uncomfortable, offended, or think the covenant has been broken. Call others in by asking about their intent and sharing the impact on you.

Seek to include all opinions and, as needed, consider the devil's advocate position (e.g., "what could go wrong?"). Request more discussion time, time for processing, or even postponement if more time is needed for discernment or to allow collective wisdom to emerge.

Keep our eye on the big picture, avoid getting “down in the weeds”, prioritize time for creative thinking about the future, and bring good snacks;

Actively solicit and carefully consider input from our sources of authority (congregation/ partners/community/UUA values);

Pursue consensus but, if not achievable, agree to decisions all can live with and then represent those decisions with one voice to our congregation, partners and the larger community.

End meetings with a check out, including gratitude about the meeting.

Connecting with the congregation. The Board discussed efforts to connect better with the congregation and will host two drop-in type events, one on September 18 at Intersect Brewing from 4:30-6:30 and the other will be at Cuppy’s coffee on Sep 22 from 10:30 - 12 . Need to bring a table sign and nametags. They will be of an unstructured format, but Gretchen would like us to keep track of attendance.

Linda will write up an abbreviated list of Board goals, and we will also write up an interview piece (interviewing Board members) for the Communicator newsletter.

Linkage work

Board discussed having Chris Hutchinson lead a discussion with the Board on how to ask good questions with a forward focus, to inform our Linkage efforts. Discussion will occur October 5 from 4:30-6.

Committees

The Board discussed what the current committees are and their composition:

Nominating Committee: Ben Manvel, Christine Engelen, Cheryl Hazlitt. Linda Kothera is Board liaison.

Linkage Committee: Mary Klecan, Beth Adams, April Undy, Sara Steen (document support role)

Policy Committee: No firm members yet. Ideas for members include Doug Powell, Sara Parrish. Brian Woodruff, Andrea Delorey

Restoring Wholeness Committee: Walter, Mary as Board members. No other firm members at this point.

Ministry Report

Board discussed steps taken by Ministry in response to a person who has been exhibiting harassing behavior in response to the “God is Trans” sermon.

Gretchen presented a new Quarterly Dashboard report the Board is to view through the lens of congregational engagement policies.

It is a review of past engagement metrics

Gretchen reported on results of the congregational survey. She felt it was a good read on the pulse of the congregation. There are good levels of engagement, and good numbers of congregants that see themselves as wanting to take on future leadership roles. Results from the part of the survey that asked people to gauge others’ levels of engagement, people generally think that others seem less engaged. Gretchen thinks this is more from a lack of information than other factors.

August Monitoring Notes

Gretchen wants to wait until the new building is complete to report on the Facility Certification monitoring requirement.

Employee file audit: Board will receive this information in September.

Upcoming Monitoring work:

Board meeting agenda item	October	2.4	Reviewing Compensation	Did we review the compensation package for the SM prior to the budget going to the Congregation?
---------------------------	---------	-----	------------------------	--

Gretchen mentioned that the Building Expansion Team would like to make a final presentation on their work to the Board. This will likely be in the November Board meeting. Board will then present the information at the December congregational meeting.

Budget Report

Budget could have a shortfall of about \$36k due to reduced rental income as a result of construction delays. The final number is still under negotiation with the construction company.

The church will likely need to pay Your Part-time Controller (YPC) about \$10k more than previously thought.

The church is experiencing positive cash flow. Katie is working with YPC to merge the operations budget with the construction budget, which is needed going forward. The value of church property is expected to increase after the building is completed.

The church is not operating with three months of cash reserves at the moment, but is working towards fulfilling that policy.

The church's annual pledge drive is scheduled to begin the third or fourth week of October and conclude about a month later.

Building update

No building update this month. Gretchen reviewed a timeline for the church to receive the occupancy permit for the new building, around September 8th, but subject to unforeseen events.

Gretchen mentioned there have been difficulties with final details attended to by the architect and the construction company, which is causing delays. One point of contention is the grade of a slope that is currently causing flooding into a basement door. The grading probably needs to be redone. A second point of contention is the evaluation conducted of the church's emergency/ fire alarm system deemed the system adequate for our current needs, but it now looks like the system will need to be upgraded.

What does the congregation need to know?

Bevs with the Board coming up

Board Goals - we share

The meeting was adjourned at approximately 6:30 pm.

Minutes written and presented by Linda Kothera