



**Foothills Board of Trustees**  
**Regular Meeting Minutes**  
**Date 11-9-2023**

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

**Absent:** none

**Others present:** None

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

**Regular Agenda**

**Board Discussion**

Policy discussions

The Board discussed presenting next year's operations budget to the congregation at the December congregational meeting. Ministry will present the budget for the congregation's affirmation.

- Diana suggested adding a regularly scheduled external audit. Gretchen stated that after the work that has been done recently with Your Part-Time Controller and securing the mortgage for the new building, that the church's financials are sitting at a good point to start the clock on when to schedule an external audit in the future.
- The Board agreed a policy or clarification is needed, perhaps with regards to monitoring schedules, that includes a directive to conduct an external audit every five years.

Diana suggested clarifications to the policy book based on a recent event regarding a disruptive visitor to a church event.

- Changed wording of policy 2.3 (Board and Senior Minister relationship)
- Changed wording of policy 3.3 (Care for Members and Guests)
- Removed last sentence in policy 4.3.5, and deleted Board job descriptions as those belong in the Board Handbook
- Linda will make the current policy book into a pdf and send it to Kelsey to make available in electronic form

### Linkage related work

Board discussed our meeting/work session with Chris Hutchinson regarding formulating our “big question” that will inform our linkage work.

- The Board appreciated the opportunity to hear and learn about building relationships and will use the information going forward with our linkage and visioning work
- Board and its Linkage Committee still need a plan to track our progress, and show how we are moving forward with partners we have identified are a good fit for our work
- It was agreed that we may need to exist in the new building for a while for the vision to become clearer, but the Board enthusiastically agree that Linkage work will include reaching out to future congregants in multiple ways

### Logistics

- Board discussed leaving the first Thursday work session as a standing meeting that can be canceled if there isn't a need for it
- Board needs a way to confirm who is attending Board events like Bevs with the Board, with two Board members being sufficient to hold the event
- However, given the December congregational meeting, it was decided that the Board would hold only one meeting in December, on December 7th (first Thursday, not the usual second Thursday), at 4:30, in order to prepare for the congregational meeting on December 10th.

### **Ministry Report**

Gretchen talked about recent trends in giving to the church

- Stewardship efforts have looked at people who are engaged but have never pledged and seeing if they will make a “first gift” to the church.
- Some members are no longer active but still providing financial support to the church
- It is anticipated that giving will increase when we receive the Certificate of Occupancy and we can use the new building

Gretchen reported on recent meetings with Pinkard Construction regarding shoddy or unfinished work as the project wraps up.

- Executive Team feels that the church's concerns about these matters will be resolved to their satisfaction, including the church receiving some financial compensation (amount to be determined)
- Move-in date is anticipated to be December 3rd

Checkout: what does the congregation need to know?

- Congregational meeting December 10th, meeting packet to go out via email in late November
- Linkage Committee is working towards a plan on how to proceed

**The meeting was adjourned at approximately 6:40 pm.**

**Minutes written and presented by** Linda Kothera