Church of the Foothills

**Board of Trustees**

Agenda for Meeting on Feb. 11, 2018

* **Attendance**
* 2018: Carol Dawes, Loren Jonkey, Jane Niehaus-Tull
* 2019: Karen MacConell, Jim Word
* 2020: Valerie Allison, Walt McCarty, Karen Musser
* Council Member at Large: either Sharon Groeneveld, Nancy Merrick, or Karen Sedlacek
* Support: Gary Lairmore, Steve Treanor
* **Approval of minutes**
* **(Loren)** Last regular meeting on Jan. 14
* **Election of Officers**
* Chairperson
* Vice Chairperson
* Secretary
* **Treasurer’s Report**
* **(Loren and Gary)** Year-to-dateChurch-wide Financial Report
* Insurance status
* **(Loren)** Trustees’ Budget Review
* Year-to-date Expense Account 66000 Plant and Property
* Year-to-date Funded Account 21400 Building and Grounds
* **Old Business - Loren Jonkey**
* December 2017 Thomas Fire Completed work
* Buildings cleaning - Carol Dawes
* Irrigation damage repaired
* **New Business**
* 2018 Projects - Establish priorities - See Trustee Projects 2018
1. **Landscape Plan and Phase 1 restoration of fire damage** - Loren - Request for bids from 4 companies (see bid instructions)
2. **Tree Trimming** -We are collecting an bids from tree companies to cut damaged trees. Also getting additional arborists out to look at our big trees that may need trimming or fortifying - Kris & Jim
3. **Storage shed -** Select and Replace storage shed
4. **Termite/Dry rot Damage** - Replace posts, fascia, and other areas that have old termite damage and dry rot - Jim Harris
5. **Termite Fumigation** - Loren & Carol - Received 3 bids for fumigation when repairs are completed.
6. **Kitchen and Bathroom flooring and door replacement**. - Jim Word
7. **Replace floor in Agoura Room to match kitchen**
8. **South side brush clearance -** Thin brush below buildings with emphasis on reducing fire danger
9. **Kitchen exhaust fan**
10. **Update media cabinet in Agoura Room**
11. **Land use study**
* **Funding**
* Insurance covered building cleanup and $7000 for landscaping
* Establish separate accounts to track fire related expenses.
* Funded accounts for trustees have ~ $27,000 + 2018 Special Projects expense account 66120 has $11,000 = Total ~ $38,000 now available for Thomas Fire repair and renewal
* Jim Williams of Gold Coast Construction purchased materials based on two contracts approved in 2017: 1) new floors for kitchen and two front bathrooms, and 2) new doors dividing kitchen from Agoura Room. Trustees may need to reimburse Jim Williams for any materials he is unable to return for a refund
* **Trustee Roles and Responsibilities**
* Trustees establish priorities for maintenance tasks and projects.
* Jim Harris will provide monthly report of tasks completed and plans for the coming month.
* Jim Harris will request Trustee authorization for expenses over $??
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? will be the primary interface between Trustees and Harris
* **Next meeting: March 11, 2018**
* **Adjournment**

**Church Bylaws:**

The **Board of Trustees** shall have the care and custody of the assets of the Church as prescribed by law, with the exception of the Foothill Endowment Fund, which is vested in the Endowment Committee. The Board of Trustees has no power to buy, sell, mortgage, lease or transfer real property without specific vote of the Church membership. The Board of Trustees shall consist of nine to twelve members.

The **Board of Trustees** shall be responsible for the following functions and shall appoint a person or committee to handle these functions and report periodically to the Board.

* **Budget:**  The Board shall administer the budget with power to limit expenditures within income. It shall oversee a Budget Committee, which shall prepare annually a tentative budget for the Church. It should periodically review the income and expenditures during the year and recommend changes in the budget if necessary.
* **Building and Grounds:**  The Board shall supervise the use, care and renovation of the Church buildings and property.
* **Facility Rental Use:** The Board shall oversee the use of facilities, rental policies, and related insurance requirements.
* **Capital Funds:** The Board shall supervise the accumulation and maintenance of construction, trust and other funds (except for the Foothill Endowment Fund).
* **Other as Needed:** recommend the employment of an auditor, business manager, and or maintenance staff or contractors to the Church Council.