

ADTF Meeting Minutes

Meeting attended by:	Chris Davis, Tom Everitt, Diane Cassidy, Bob Miller, Phyllis Westover, Bonnie Postlewaite Amy Eckhoff (GW), Kirk Gastinger (GW) Jane Wilson (Steering Committee Co-Chair)
Absent from meeting:	Amy Robertson, Ginger Powers
Date:	September 13, 2015
Time:	1:00PM-3:00PM
<p>Topic #1 Notes: GW representatives presented draft "program area" diagrams of ASUUC building floor plan that were color coded to indicate levels of building usage at various times during a typical week (Diagrams attached). GW also presented a draft "Program Area Summary" with each room's square footage and possible increase/decrease of room size gleaned from visioning sessions (Summary attached). There was a general discussion of what information was portrayed and its potential usefulness.</p> <p>Action Items: GW to refine the "program area" diagrams and related summaries based upon the discussion for presenting at next ADTF meeting. GW to provide ADTF PDFs of the program area documents. D. Cassidy took the diagrams in order to laminate them for posting in a public place at ASUUC.</p>	
<p>Topic #2 Notes: There was discussion of the stages of progress of building evaluations that have been contracted. GW expressed the hope that those evaluations would be available ASAP.</p> <p>Action Items: C. Davis to follow up as needed with entities performing evaluations.</p>	
<p>Topic #3 Notes: A proposed ADTF charter was presented and approved.</p> <p>Action Items: B. Miller to post charter to ASUUC website.</p>	
<p>Topic #4 Notes: There was discussion of a need to identify three projected price points for the Capital Campaign to share/discuss with GW at earliest opportunity to provide a framework for their design efforts. There was discussion of framing the price points in terms of: 1) An amount believed to be a fundraising certainty; 2) An amount thought to be achievable but a fundraising challenge; 3) An amount thought to be a fundraising aspiration.</p> <p>Action Items: J. Wilson is to coordinate a meeting of the Steering Committee with leaders of the Capital Campaign to discuss projected fundraising levels.</p>	

Topic #5 Notes:

J. Wilson communicated that the Steering Committee is still looking for a Communications Coordinator for the renovation activities.

Action Items:

N/A

Next Meeting: Sunday, September 27, 2015 @ 9:00AM

Notes

DATE	13 September 2015
PROJECT	All Souls Unitarian Universalist Church – Kansas City 2015.351
SUBJECT	Programming Meetings
BY	Amy Eckhoff
PEOPLE INVOLVED	ASUUC Architectural Task Force

Amy Eckhoff and Kirk Gastinger met with the Architectural Task Force to present the current status of the programming efforts. The meeting was held outside on the patio since all interior meeting spaces were occupied!

We recorded the following comments, corrections and reactions:

Building Usage Diagram

- There is a “pinch” of traffic especially on Sundays in the corner between the restrooms, coat room, lobby and corridor.
- The stage is too small and not well integrated into the space.
- Meeting Room B is underutilized because of its location. Those with mobility limitations cannot reach it. This room is usually not used as a storage (present use for book sale is a rarity).
- Archive storage could possibly move to Simpson House.

Building Activity Diagram

- Office area should be “red” on Sundays.
- Might consider that Monday through Saturday is pretty consistent, but that usage varies more between daytime and evening uses.
- Should also consider seasonal schedule influences.
- Bragg would be “orange” from noon on Friday through Saturday.
- The kitchen is used during the week about 2 times per month.

Building Program

- Strong desire for a children’s chapel or small chapel that could serve the children, a meditative space and a space for intimate weddings or funerals. Should seat no more than 50.

Other Considerations

- The Jewish congregation of Kol Ami is about 30-40 people. They meet regularly, approximately 3 Fridays per month, in either Bragg or Conover based on the schedule. They use Bragg for high holy days.
- Noise from the nursery bleeds into Bragg during services. It is heard on the stage.
- Visibility of nursery would be an improvement. It does not need to be adjacent to the other RE classrooms, but more convenience for parents with multiple children would be helpful.

The preceding is our interpretation of the occurrences and conversations. Please contact us if any details appear to be in error or if you have questions or comments.

J:\All Souls Unitarian Universalist Church\2015.351 Concept Design\1 Design\Written\Programming\Programming Interview Notes\2015.351 ASUUC Programming Task Force Meeting Notes_AE_13Sept2015.docx











Space Needs	Net SF				narrative
	existing area	desired area	+ / -	priority level	
Assembly			676		
Auditorium / Bragg	3,180	3,180			add natural light, improve artificial light, increase sound booth functionality, increase options for meeting, increase attractiveness of space, improve sound separation between other spaces, especially lobby/prefunction activities, improve integration and use of stage area
Coat Room	184	100	-84	♦	
Conover	1,240	2,000	760	♦♦♦	increase usability to include banquets, move storage to new location; improve daylighting; improve acoustics; upgrade lighting; improve sound system; improve entrance and access to the space since after hours uses door directly into the space
Storage for Conover	113	150	37	♦♦	Storage for tables and chairs. Larger Conover space may need increased storage
Meeting			437		
Library	414	414			new furniture and finishes for larger and more diverse groupings, upgrade lighting, maintain function as library
Meeting Room 117	382	382			Needs new, flexible furniture for multiple groups, open corridor wall for visual access, upgrade lighting
Meeting Room B	198	250	52		Meeting Room B is underutilized due to location and could be larger
Meeting Room	0	385	385	♦	can be shared and/or serve as Cry Room on Sunday or for events, seat 30-40
Public Areas			2,377		
Lobby / PreFunction / Art Gallery	1,655	2,600	945	♦♦♦	improve usability for gathering, access to art gallery, coffee and snack offerings, open stair for visual access to lower level, including possible separate space for art display, upgrade lighting, areas for rest or seating
Entry Hall	155	0	-155	♦	combine existing west door and hall with reconfigured lobby, improve visibility for current events, "issues" information
Welcoming Hall	169	500	331	♦♦♦	new functional space to connect public areas more effectively with access to auditorium, elevator, administrative offices, meeting rooms, toilets, enhance to become a social area encouraging movement and discussion
Exit Stair West	156	172	16	♦	remove storage or correct defects in fire rating, open stair to lower level, if in a new location, increase in size for code compliance
Exit Stair East	150	165	15	♦	remove storage or correct defects in fire rating, open stair to lower level, if in a new location, increase in size for code compliance
Exit Stair South	144	158	14	♦	remove storage or correct defects in fire rating, open stair to lower level, if in a new location, increase in size for code compliance
Men's Restrooms	113	160	47	♦♦♦	
Women's Restrooms	149	210	61	♦♦♦	add accessible toilet and one WC for women
ADA Restroom, First Floor	47	47			
Religious Education			559		
Nursery	317	300	-17	♦	need connection or visibility to other areas, intergenerational experiences, ensure safety and control of children can be slightly smaller
Classrooms 1-3 Room J	299	299			
Classrooms 4-5 Room G	330	330			
Classrooms 6-7 Room F	330	330			
Classrooms 8-12 Room H	398	398			
Classrooms PS-K Room I	394	394			
Children / Small Chapel Room K	294	850	556	♦	Increased size of chapel to serve children, be contemplative space and serve small functions, should seat up to 50
RE Office	247	247			
ADA Restroom, Lower Level	62	67	5		
Unisex Restroom, Lower Level	51	51			
Children's Restrooms	60	60			Shared by classrooms, not ADA compliant
Kitchenette	0	15	15		incorporate sink and small counter for snack preparation into an RE space accessible by all
Storage Room 015	124	124			
Administration			388		Visibility into all spaces, adjacency to entrance for observation during weekdays
Sr. Minister Office	315	315			
Assoc. Minister Office	168	168			
Intern Minister Office	0	100	100	♦♦♦	needs own space for privacy, independent activities, maintain connection and supervision by senior minister
Admin Assistant	129	130	1		includes storage for office supplies
Accounting Office	167	100	-67		lockable storage for this function
Conference	0	100	100	♦♦♦	for small conferences, space set up for video covenant
Conference	0	100	100	♦	for small conferences
Vault	40	40			
Restroom	18	42	24	♦♦♦	make accessible
Liturgical Storage	10	40	30	♦♦♦	increase usability
Staff Break Area	0	40	40	♦	for staff functions
Archive Storage	198	198			Existing Room D in lower level, this could move to Simpson House
Volunteer Desk	0	40	30	♦♦♦	can be desk inside open area, work surface for variety of activities, computer station
Touch Down Station	0	30	30	♦♦	Computer station and desk for volunteers or staff with limited hours (i.e. children's choir director)
Seasonal Storage (Room A)	262	262			Room A could remain storage or be converted to other use
Seasonal Storage (Conover)	438	438			Apse of Conover currently used for storage but needs to be opened for use by Conover functions
Visiting Congregation Storage	0	30	30	♦	Storage closets dedicated for groups such as Kol Ami, AA, PerformOUT KC who regularly use space for activities
Music			243		
Music Rehearsal	307	425	118	♦♦♦	locate adjacent storage and part time staff area, including temp risers, improve adjacency to Bragg
Choir Director Area	0	25	25	♦♦♦	can be inside rehearsal room or at admin area
Music storage	0	100	100	♦♦♦	additional closet area
Support Functions			444		
Kitchen	346	500	154	♦♦	locate storage adjacent, increase for banquet serving, improve traffic flow; improve separation between serving area and preparation area, improve use for multiple users of different heights and mobility, add cooking lessons for children sewer capacity increase required
Food, Dry Storage	191	191			locate from lower level Room E to main level, adjacent kitchen
Custodial Storage	67	67			
Custodial Office	0	90	90	♦	
Mechanical Room	571	571			repair as noted in facility report, clean and upgrade lighting
Mechanical Room	270	270			repair as noted in facility report, clean and upgrade lighting
General Storage	144	200			Currently located below stairs on lower level, general building supplies, need safe area for emergency/storm supplies
Elevator	0	200	200	♦♦♦	sf is 80sf for each floor and mechanical room, critical for whole building use and addressing mobility issues.
Net Square Footage	14,996	19,150	4,154		NSF additional to meet programmatic needs
Actual Building Area	18,596				
			3,797	3,062	Area increase based on highest needs
			1,354	1,092	Area increase based on all requested improvements
Net to Gross Factor (Based on Existing)	124.01%	23,747	5,151	4,154	Total proposed area increase
Site					
Parking	40 cars	55 cars			
Courtyard					
Gardens					
Sunday School Play					could be smaller
Mechanical					
Landscaping					
Hardscaping					
Signage					
Lighting					
Utility Shed	120	120			

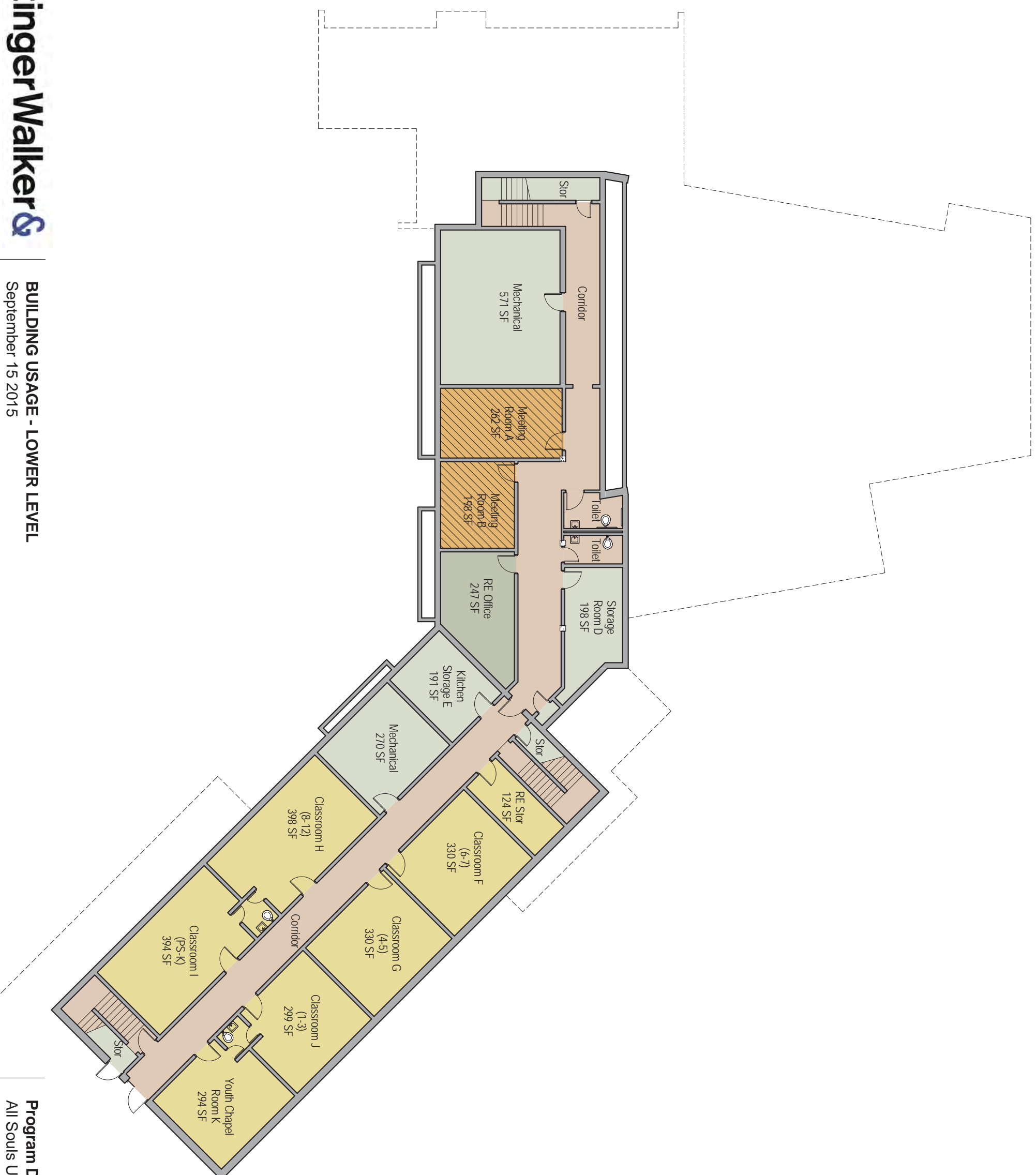
Scheme - Department Legend

Public
Assembly
Meeting
Administration
Music
Religious Education
Storage / Utility
Seasonal Storage

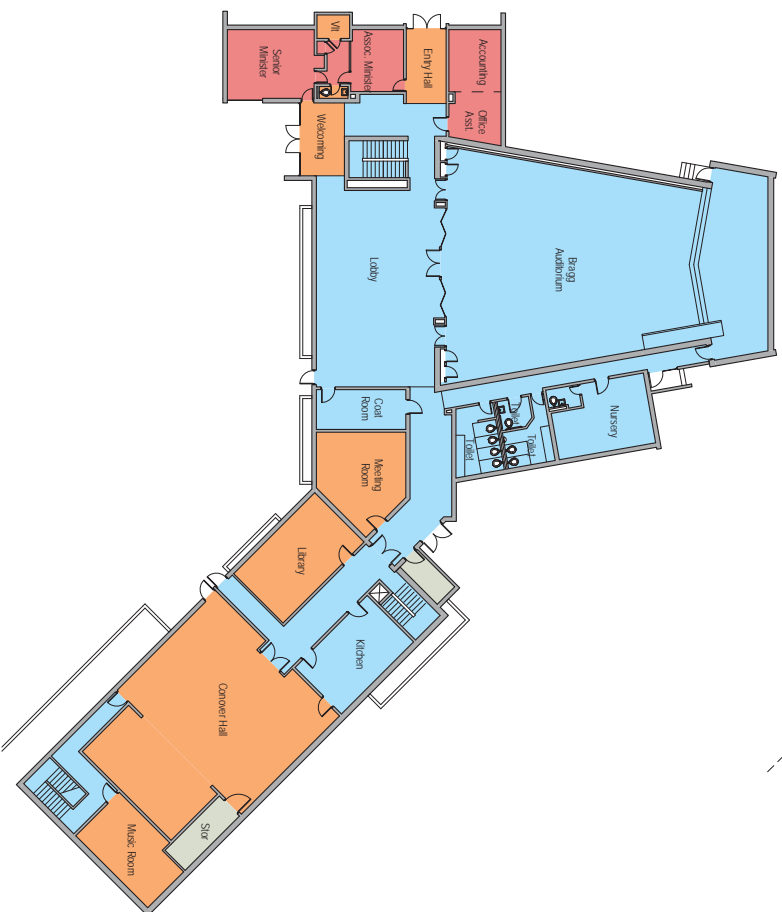
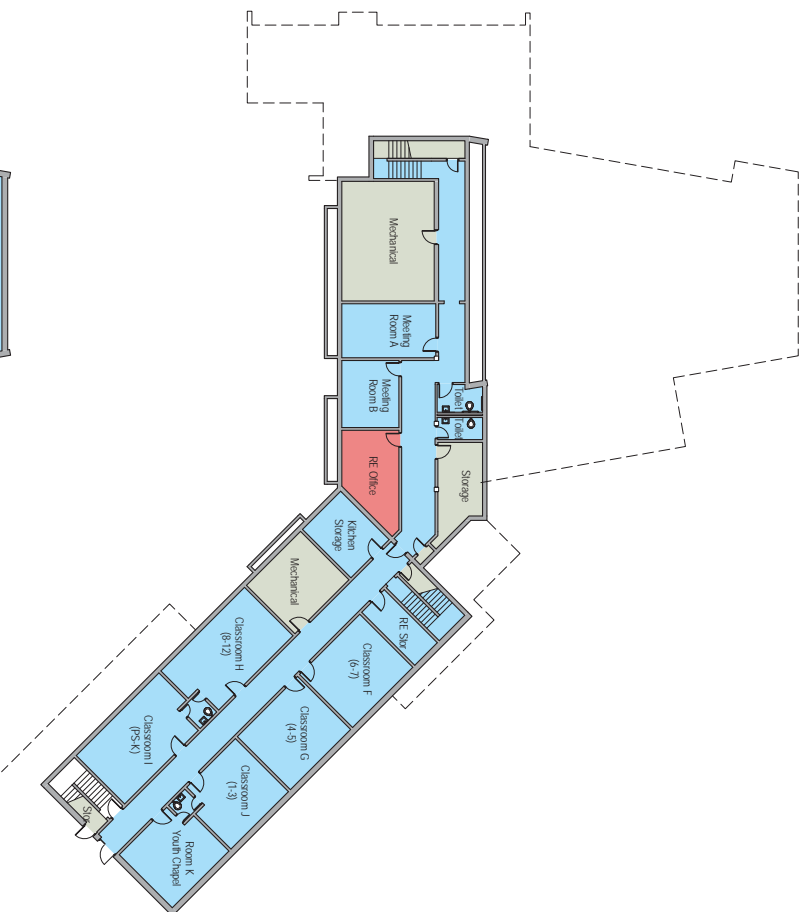


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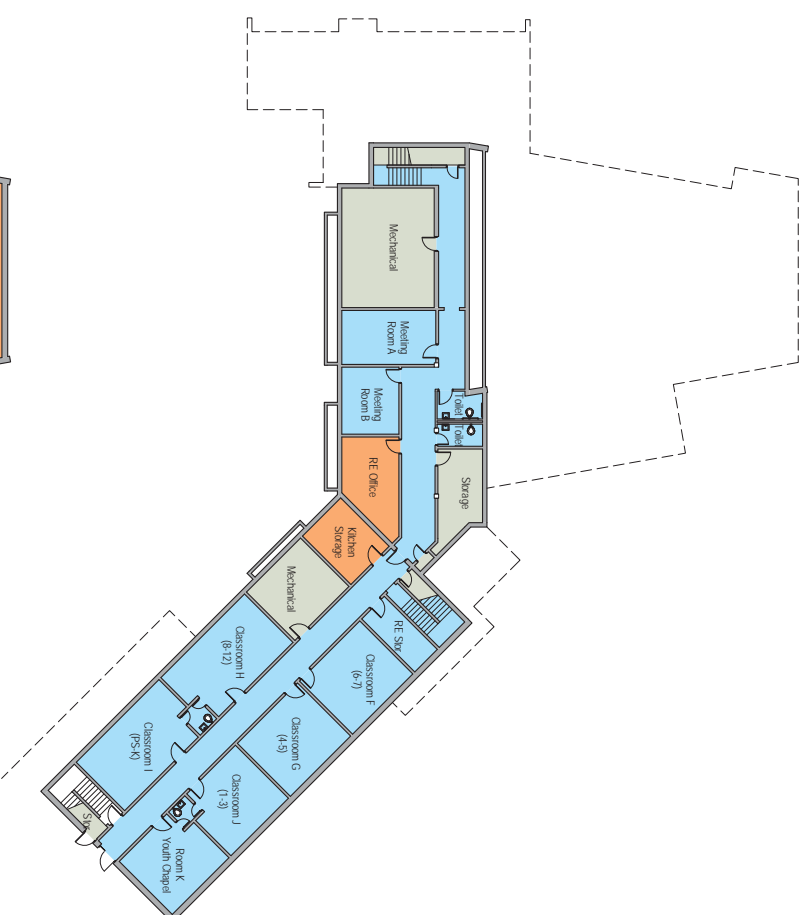
	Public
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MONDAY - THURSDAY



FRIDAY - SATURDAY



SUNDAY

