

# **Steering Committee: Capital Campaign and Building Renovations**

## **Meeting Summary: February 4, 2016**

Attendees: Lamar Hicks, Co-Chair; Jane Wilson, Co-Chair; Yvonne Jameson; Diane Cassity, Bob Miller; Rev. Kendyl Gibbons, ex officio

After chalice lighting by Diane and check-in, Lamar read the covenant.

### **Capital Campaign Update**

- More than \$800,000 in signed pledges have been received to date.
- At the end of February, a follow-up mailing with pledge card will be sent to recipients of the first mailing who have not yet turned in a pledge. **Kendyl** will write a letter for this mailing.
- Following the first wave of visits, stewards will be asked to do a second round of visits or host a small house party to talk with those who have not yet been reached.
- **Kendyl** will send a proposal to the Board for consideration of naming rights.
- Progress reports will go out in the Friday email blasts, the Sunday visuals and the bulletins.
- Yvonne provided the following timetable:
  - 2/29 completion of initial steward visits
  - 4/3 completion of campaign
  - 4/10 Report on campaign success

### **Planning for close-the-gap: endowment and bank**

- **Bob** will ask Chuck Downing and Jane Gilbreath to join him in investigating terms for additional borrowing as a potential close-the-gap measure with congregational approval.
- Use of accrued interest from the endowment could be obtained through a majority vote of the voting members of the congregation. A two-thirds majority is required to spend endowment principle.

### **Annual Meeting: Congregational Vote**

- We will ask the congregation to approve spending capital campaign proceeds and ask for approval to seek funds from the endowment and/or a bank loan, depending on the results of the campaign.
- We will not seek approval from the congregation on design plans since we will not engage the architects for final designs until after spending has been approved.
- **Jane** will draft a recommendation to the congregation to proceed with GastingerWalker& contingent upon contract negotiations agreeable to both parties. During a Church Chat the congregation can ask questions or voice concerns about the recommendation. Assuming general agreement, we will not ask the congregation to vote on architect selection at the Annual Meeting.
- **Jane** will contact Amy Eckhoff about terms for producing approx. 3“scaled” concept designs.
- 4/7 Finalize wording of resolution for congregational vote
- 4/20 Ask for Board approval of resolution
- 5/1 Resolution to congregation for vote on 5/15.

### **Communications**

- Email Blast articles on Music Room, Elevator, Maintenance and Main Entry
- Testimonials by members: each Sunday during February and March
- **Yvonne** and Diana Hughes will report pledges on the “Giving Pyramid” graphic.

### **Next Task Force**

- Chris Davis has offered to draft a timeline and skill requirements for the next phases.
- We will most likely have a design task force and a construction task force.
- We will develop job descriptions at the next meeting and publish them as “want ads.”

### **Charter revisions**

- We will add a description of our charge from the Board and develop a financial oversight strategy.

Next Meeting: February 18 at 2:30 p.m.