

## Building Renovations Steering Committee Minutes

July 7, 2016

Members Present: Jane Wilson, Lamar Hicks, Ruth Robarge, Diane Cassity, Bonnie Postlthwaite, Bob Miller, Diann Spencer, Chuck Downing, Tom Everitt, Don Wakefield, Kendyl Gibbons.

Visitors: Aaron Mesner, Brad Kempf, Austin Paul – all from Block

Presentation: Aaron Mesner first became involved with All Souls when we were considering the East Meyer property. He and his team presented information on possibly using their service, Block Construction Ownership. They can act as the owner's representative in dealing with contractors and architects. They make sure the architect does not over design, develop and review range of magnitude cost, work onsite with builders, negotiate with contractors, care for any conflict between architect and builders, and perform other services as the representative of the building project owners. In doing so they save the owners time and money. The cost of their service would depend on several factors including the scope and scale of the project and the hours needed. In answering questions regarding using minority owned and women owned business or contractors (MB and WB) they answered that they did have numerous contacts in the community, work with many unions, and with the city's office that certifies such designations. They would be able to assist in setting diversity goals as well as cost analysis. They pointed out that as a business designated MB or WB grows it can lose the designation, even though they are still minority or women owned.

Covenant: The Steering Committee covenant was unanimously approved.

Phase II Design Task Force Report: The PIIDTF has approved their charter, which was forwarded to the committee. PIIDTF again met with Gastinger Walker. They discussed ideas about scaling back the design to fit within capital campaign funding including keeping the elevator but perhaps locating it in lobby, making needed repairs, possibly a new administration wing, moving the main entrance, scaling back any changes to the Warwick stairs/entrance. They will be coming back with design options. There may be two options, one in line with what was raised with the capital campaign and one that would consider other finance options. A church chat is scheduled for July 24, following the Sunday Plus Lunch, to present ideas and gather feedback from the congregation. Dessert will be available at the chat, as well as child care. The architects will attend. The contract with Gastinger Walker was finalized, and approved at the last Board of Trustees meeting.

Coordination of PIIDTF and the Contraction Task Force: The CTF will consider and create their own charter. Responsibility will be handed off from the PIIDTF to the CTF after the congregational vote. At that time we will have a design from the architect ready to start building. The CTF co-chairs, Don and Tom, will select members of their team, to be approved by the Steering Committee. The Committee is willing to help with selection or talking to potential members. Financing will be coordinated at the Steering Committee level.

Communications: The Communication plan was approved as amended. The changes include clarification of the objectives, and a provision that while minutes will be sent the Committee members within a week of the meeting, they will be posted within two weeks. This gives members time to make corrections. An updated copy of the Plan will be emailed to the Committee. All members of the Committee will be included in the Google Group. The expectation is to use the Google Group email address so all members will receive all communication and a record of emails and documents will be kept on Google Group.

Capital Campaign Financial Report: Bob reports that there is at least \$150,000 in the bank. At future meetings will bring copy Building Renovation Financial Statement. A sizeable amount came in as a partial payment from a major donor and several contributors are making monthly payments. Projections of when payouts are due and pledges are expected was discussed. These projections can be ready as needed.

Next Meeting: August 4, 2016 6:30PM