

Building Renovations Steering Committee Minutes

November 3, 2016

Members Present: Lamar Hicks, Jane Wilson, Bob Miller, Diann Spencer, Tom Everitt, Don Wakefield, Ruth Robarge

Lamar called the meeting to order at 6:30pm and lit the chalice. Bob read the covenant.

Construction Task Force

An addendum to the CTF charter regarding developing solutions for parking was proposed. The addendum had been circulated. Passed unanimously and will be posted on the web site.

At the CTF meeting 10/26/16 the discussion about parking was postponed till their next meeting, 11/9, due to the extended discussion with Amy Echhoff (GW) regarding the proposed architectural design and construction administration services agreement and fee proposal. The minutes from that meeting will be posted on the web site. The proposal will be circulated to the Steering Committee via email. Members will be asked to approve or decline. If approved by the Steering Committee the proposal will be forwarded to the Board Administrative Committee asking that it be circulated electronically to the board for approval, and then formally adopted at the next Board meeting. We hope to have a response back to Amy early next week.

Amy Echhoff, Diane Cassity and Marilyn Carpenter will meet with staff to begin a discussion regarding the finished design. We will also be receiving recommendations regarding vendors from GW for surveys and testing. Once approved and selected Diane C. will coordinate access to the building. Bob Miller has already done a walk through with the environmental, where only a few minor asbestos issues were found. There was a lot of asbestos abatement done in the 1990's, which will save us time and money now.

Financial and Stewardship Task Forces

At the last Steering Committee meeting the creation of a Financial Task force to oversee reports billing and interface with the bank and endowment committee, and a Capital Campaign/Stewardship Task force to follow-up on pledges, seek new pledges and reach out to new members.

The Committee agreed to form the Financial Task Force, members to include Jamie Koelsch, Diann Spencer, Bob Miller and Chuck Downing. The members present felt a small group would be sufficient to handle the tasks assigned, but additional members could always be recruited. They will work on developing a charter.

There was discussion regarding the possible formation of a Capital Campaign/Stewardship Task force. Concern was expressed about distracting from the operations pledge drive and the creation of a Board Stewardship Committee. Consideration was given to possible having the follow-up on the Capital Campaign pledges done by the Stewardship Committee, or having our own Stewardship Task force, some combination, or to add a person on the Financial Task Force who would be especially charged with the follow-up tasks. No definitive decision was made, Diann Spencer will come back to the Committee with a proposal.

Another issue that has been brought up is the issue of special designated gifts. That is cash donations to the renovation project but designated to be used for a specific item. Questions were raised about how designated gifts could distract from the large campaign on the one hand, but should we say no to any donation on the other. It was noted that the primary goal has to be to get the renovation done, but being able to designate even part of a donation to a specific item may encourage larger donations. Also that the time for specific furnishings or other

items may not be here yet, a policy or procedure on how to handle such bequests should be considered. Lamar will reach out to Barry Finkelstein, our capital campaign consultant, to see if he knows of ways other congregations address this issue. Jane will discuss this issue with Rev. Kendyl. The possible process will be discussed at the next meeting.

Hand Bells Update

Chuck met with Dori and Carrie Bader. They have not been able to meet with the Music Team due to time constraints. This issue will be addressed at the next meeting

Congregational Involvement

Discussion regarding future church chats and ways to engage the congregation will be discussed at a future meeting due to the late hour of this meeting.

Financial Reports

Bob reviewed the financial reports that had been sent by email prior to the meeting. Incoming for October was low, but payments of pledges is expected to peak by end of December. The October numbers are estimated as not all information has settled yet. There was a payment of \$20,000 received in the office very late in October that is not reflected on the statement, but will show when on the November statement. Turning to the Meeting the Gap Report, Tom mentioned CTF will have approximately \$100,000 expense by the end of December. Estimates of upcoming expenses can be reflected on the Meeting the Gap Report, to help in planning. When CTF meets next week they will determine project expenses through end of year and advise Bob.

It was confirmed that the balance of the funds is in a separate checking account at First Citizens, so are readily available. Requests for payment from contractors will first be reviewed by GW as the owner representative and then be passed to Tom or Don as CTF chairs. After review they will complete and sign a check request to be given to Vickie (bookkeeper) and request the check be returned to them once issued. The check will be reviewed and signed by the Treasure. Tom or Don will receive the check and mail it to the contractor.

Flowers to honor Design II Task Force

Jane collected donations for flowers for the Design II Task Force in recognition and in gratitude for the work they performed for the renovation project. The flowers will be presented to the Task Force and used during the Sunday Service. Then the co-chairs, Bonnie Postlethwaite and Diane Cassity, will be able to take the displays home.

Next meeting will be December 1, 2016 at 6:30.

Lamar adjourned at 8:29pm.