

Steering Committee: Capital Campaign and Building Renovations Meeting Summary

July 7, 2014

Members present: Chris Davis, Yvonne Jameson, Jamie Koelsch, Bob Miller, Jane Wilson
Rev. Kendyl Gibbons, ex officio

Bob lit the chalice. Following check-in, the committee decided to recruit a Communication Coordinator as soon as possible. Jane will contact a candidate.

Jamie reported the Capital Campaign Task Force is putting a plan in place to contact major donors. The CCTF members are currently writing a Case Statement. The goal is to secure approximately half the campaign goal by the holidays.

Chris reported the Architect Selection Task Force sent out a Request for Qualifications to a long list of 13 firms. Six firms have shown interest. Ideally the short list will have three firms to participate in interviews during the week of July 20. Chris asked the committee to begin working on a list of stakeholders at All Souls to give input to the architect. Because staff have important input and often receive input from congregants, a member of the Steering Committee will be available to attend staff meetings at appropriate times to report and/or gather input. The ASTF recommends that the architect selected give a short presentation at a Sunday service and be available for a Church Chat following the service.

The Communication Coordinator will work with Bob to create an FAQ page on the web site. When needed, members of the committee will host a table in the lobby on Sunday mornings to gather input and answer questions. Another suggestion was to have a bulletin board where congregants can post questions and concerns.

The Committee also decided to insure transparency by informing the congregation that at the request of any congregational member, questions, issues or concerns not addressed by the FAQ sheet, will be placed on the agenda for the next Steering Committee meeting. Congregants are welcome to attend and observe all meetings. Some fund-raising and architectural search issues involve confidential information; therefore, the committee may need to close a portion of a meeting.

Planning a financial feasibility study with our consultant and development of a Steering Committee covenant were tabled until our next meeting when we hope to have all members present.

The next meeting of the Steering Committee will be July 29 at 5:30 p.m.

Submitted by Jane Wilson, July 8, 2015