

CTF Meeting Minutes

Meeting attended by:	Tom Pistorius, Keely Schneider, Jane Gilbreath, Alan Barlow, Bonnie Postlethwaite, Diane Cassity, Don Wakefield, Lamar Hicks, Tom Everitt, Chuck Downing, Marilyn Carpenter; Amy Eckhoff (GW); Steve McGuire (GW)
Absent from meeting:	Kendyl Gibbons
Date:	December 7, 2016
Time:	6:30PM
<p>Topic #1 Notes: There was discussion of plans for the December 11th CTF Yulebock. Publicity for the Yulebock was published in Flame and Friday email. Diane and Sharon Cassity will coordinate food and beverage. CTF members will bring desserts and help with set-up and clean-up. Amy will provide status update and answer questions from congregation. No IT needs.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Diane to coordinate food/beverage prep. • CTF volunteers to deliver desserts on Sunday. • Amy to prepare floor plan design for display. 	
<p>Topic #2 Notes: Amy presented first invoice for GW services in the amount of \$12,751.56 (see attached).</p> <p>Amy reported on follow-up meeting with staff and IT representatives on 11/30/16. CTF member, Diane Cassity, represented the CTF at the meeting (see attached notes). Amy announced that a meeting with stakeholders regarding design of the lobby/gallery areas is scheduled for noon, December 8th. Several CTF members agreed to attend the meeting stakeholders.</p> <p>Don Wakefield reported that a questionnaire regarding Builder's Risk insurance had been completed and submitted to ASUUC's insurer. Don will continue to work with insurer to obtain a cost estimate. As discussed earlier, no quote can be provided until certificates of insurance are obtained from the general contractor.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • GW to move forward with stakeholder meetings to complete design of lobby/gallery. GW and Diane Cassity will coordinate meetings. • Don to continue working with insurer to get estimate of Builder's Risk insurance cost. • Don to facilitate payment of GW's invoice. 	
<p>Topic #3 Notes: Jane Gilbreath announced that the letter Kendyl drafted regarding the renovation was sent to a list of ASUUC neighbors (see attached). The letter having been distributed, it was decided that a meeting to discuss off-site parking with KCAI representatives would be sought ASAP. Jane Gilbreath will work with Diana Hughes to coordinate scheduling the meeting.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Jane Gilbreath to coordinate KCAI meeting. 	

Topic #4 Notes:

Amy sought input from the CTF regarding the following design items:

- 1) Downspouts – As alternatives to traditional downspouts, Amy presented several scupper/rainchain options that were well-received. The CTF generally agreed that it is beneficial to engage more with nature and avoid adding water runoff to the storm drainage system.
- 2) Chapel/music room ceiling – Amy presented an inverted pyramid design for the ceiling that was well-received,
- 3) Courtyard east of new admin wing – The consensus was that this area should accommodate some outside seating. The area should be able to seat 6-8 people comfortably at benches and tables. The areaway wall was suggested as an option for additional seating, but protection would be required. The design should avoid having turf to mow.
- 4) New west exterior – This area is to be a focal point following the renovation. The landscaping design and other features should be designed accordingly. The area should be warm and welcoming. This area will become the connection with nature, so visibility of natural elements is important. However, this should be balanced with the practical use of the space for events and gathering. Note this area will be used for the Unplaza Art Fair where 12' square tents will be set up. It is helpful if this module can be accommodated, but not absolutely necessary.
- 5) Lobby Lighting – the CTF agreed that incorporating natural light back into the lobby is desirable. Amy discussed the use of the solar tubes (a type of skylight) as an option that was well received.

Action Items:

- Amy to incorporate input on design features

Topic #5 Notes:

Lamar presented and explained a policy (see attached working draft) being proposed to the Board by the Renovation Steering Committee regarding *"projects, fund raising, designated gifts and in-kind donations that fall within the purview of the current building renovations."* The proposed policy is intended to create a protocol for coordinating improvements that are beyond the scope of the concept design that has been approved for funding from the Capital Campaign.

Following discussion, it was agreed that the CTF and GW would follow the structure of the protocol being proposed (pending Board approval). It was noted that no "side projects" have yet been approved for inclusion in the renovation. The design development will soon be complete and bid documents prepared. Timing of approval of "side projects" for inclusion will determine whether the project(s) will need to be addressed as change orders.

Action Items:

- Pending Board approval, the CTF will abide by the intended structure of the proposed policy.
- The Renovation Steering Committee will advise the CTF of the status and final terms of the policy.

Topic #6 Notes:

There was ongoing discussion of the formation of sub-groups of the CTF. The following were suggested:

Contract review

- Keely, Don, both Toms

Design development

- Diane, Marilyn, Bonnie

Landscaping

- Chuck, Tom Everitt, Marilyn

Transition

- Lamar, Don, Alan

Parking

- Jane, Alan, both Toms

Action Items:

- None

Topic #7 Notes:

A report of the CTF meeting of November 21, 2016 was circulated by email and no comment(s) received. All present indicated approval.

Action Items:

- None

Next Meeting: Monday, December 20, 2016 at 6:30PM in ASUUC Meeting Room.

1 December 2016

Invoice #: 2016.563-01

Don Wakefield and Tom Everitt
 All Souls Unitarian Universalist Church
 Architectural Design Task Force Co-Chairs
 4501 Walnut
 Kansas City, MO 64111

Project Information

All Souls Unitarian Universalist Church
 Renovation and Addition
 Kansas City, MO

cc: tom.everitt@gmail.com

Compensation based upon hourly rates toward \$80,590 fee for architectural services and \$67,550 fee for engineering services plus reimbursable expenses.

Professional services through 25 November 2016

Professional Personnel	Hours	Rate	Amount
Amy Eckhoff	57.00	110.00	6,270.00
Steve McGuire	61.00	105.00	6,405.00
Total Labor	118.00		12,675.00
Reimbursable Expenses			
Printing			64.68
Travel			11.88
Total Reimbursable Expenses			76.56
TOTAL THIS INVOICE			\$12,751.56

Billings to date

	Prior	Current	Total
Labor	0.00	12,675.00	12,675.00
Consultant	0.00	0.00	0.00
Expense	0.00	76.56	76.56
Total	0.00	12,751.56	12,751.56

Outstanding Invoices

Invoice Number	Date	Balance
01	12/01/2016	12,751.56
Total		12,751.56

Billing Backup

Gastinger and Walker Architects, Inc.

2016.563-01

**All Souls Unitarian Universalist Church
Renovation and Addition
Kansas City, MO**

Reimbursable Expenses

Printing

In-House Expense

64.68

Travel

Steve McGuire / 112116McGu2

11.88

Total this Report**\$76.56**

DATE	30 November 2016
PROJECT	All Souls Unitarian Universalist Church 2016.563
SUBJECT	Design Development – Staff and Admin area, IT requirements
BY	Amy Eckhoff, AIA, NCARB
PEOPLE INVOLVED	Rev. Diana Hughes, Rev. Kendyl Gibbons, Charles Dickenson, Mark Gibbons, Diane Cassidy

Existing IT System

- Internet access is provided by Google Fiber.
- The church does not have a server or network. All workstations and independently connected to internet access. Individual stations are backed up to cloud storage, so internet speed and connection is most critical for back-ups.
- The Fiber connection is routed under the parking lot from the pole in the southeast corner of the parking lot and enters the building underground at the west mechanical room.
- There is a router located in the admin wing in Diana's office.
- Multiple internet connection ports in the admin wing and Bragg are fed from the router location. In addition, a cable extends from the router to a switch in the coat closet. From the switch in the coat closet are fed multiple ports in Conover and the RE wing.
- There is a wireless bridge to Simpson House located over the lobby door in the southeast corner. This will need to be relocated and requires direct line-of-sight to Simpson House.
- There are WiFi repeaters in the admin wing, Meeting Room and Music Room.

Specific IT Needs

- Prefer to establish a separate guest and public WiFi access.
- Router should be relocated to west mechanical room prior to construction.
- A single homerun can be provided from the west mechanical room to a location in the admin office. A switch can be provided in the admin office to distribute cabling to all ports in this area.
- Each office will require (1) data port.
- Open office will require (2) floor mounted data ports, (1) for copier, plus additional for convenience at casework.
- Existing system has been cobbled together over time. Would prefer all direct home runs using CAT6E cable to all locations, existing and new.
- The cable from the west mechanical room to the switch should be replaced with CAT6E.
- Conover does not have a WiFi repeater but will need one, particularly for the temporary office need.

- The ports for (2) computers and projector located in Bragg are currently fed through the wall from the office. Since this space will be eliminated, these ports must be restored.

Visual Communication Elements

- There is a 43" wall mounted TV monitor used for announcements located in the front entry area. This needs to be provided in the vestibule. Preference is for this to be recessed into the wall and should be visible from outside the doors.
- There is also a board with locking cover for daily printed activity sheets (8 ½" x 11" typical). This could be located outside in a weatherproof enclosure.
- The new northwest corner of the lobby will become a visual focal point from the front entry. The design team should consider how this location can be used to communicate the mission of the church. Kendyl expressed this should not be a donor appreciation wall since that is not the message that should be the first impression.

Security System

- The existing panel is located in the east mechanical room.
- The battery for the system is located in the west mechanical room.
- System is maintained and operated by Stanley Security.
- There is an existing wireless camera on the front door, with visibility from office workstations.
- There is an existing duress alarm at the lectern in Bragg that activates an audible and visual alarm in the lobby and Diana's office. However, this alarm relies on wireless connection and has not been reliable when doors are closed or there are crowds of people.
- Church is reviewing a new security system with IP cameras. The monitoring of this system will need to be located in the new admin wing. Funds and a project budget are being raised separately for this project.

Admin Offices Comments

- The revised layout based on the prior meeting was well received.
- Staff will need a small refrigerator. Design should provide a location for this or include a built-in under-counter refrigerator in the casework.
- Upper cabinets should extend to ceiling to 1) maximize storage and 2) prevent items from being stacked on top of the cabinets.
- Diana's office should be location to receive cash and check drops. They would prefer a slot through the wall into a locking safe.



Logistics During Construction

- The entrance to Conover will become the primary entrance to the church during construction.
- Kendyl will be travelling during most of the construction schedule, but will need a space for a short time.
- Diana, Vicki and Sherry will relocate to the music room. They will require data connections for each workstation.
- The staff will need a locking safe or other way to secure cash temporarily.
- The north row of parking will be enclosed in the construction fence and unavailable for use by the church during construction. The rest of the parking lot will remain available. We will determine an appropriate number of spaces to allow the construction staff to use during the day. In addition, All Souls personnel will consider the arrangement with the Art Institute and whether these spaces can continue to be leased during the project.

ATTACHMENTS

- No attachments

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.



December 2, 2016

Dear Neighbors,

All Souls Unitarian Universalist Church, at the intersection of Warwick, Walnut, and 45th Streets, is undertaking a significant renovation project beginning in spring of 2017. We want you as our neighbors to know what is happening, and to work with us to minimize any inconvenience or difficulties for you. We hope that our continuing commitment to this unique area of the city, along with improvements in our exterior and landscaping, will be cause for celebration.

All Souls has a 150 year history in Kansas City, grounded in a strong liberal religious and humanist voice. Our members have been, and are, involved in work for peace, racial justice, support for local schools, refugee resettlement, service and advocacy for the needy, and many other local, national, and international issues. We provide meeting space for many progressive organizations and groups. We offer gallery space for emerging artists, and we host the Unitarian Forum, a weekly presentation on ethical values in the contemporary world, from well-known figures in the community. The Simpson House mansion, which we own and manage, provides event space for weddings, parties, and corporate meetings, as well as office space for community groups.

Our members are a diverse and welcoming congregation from all over the city, with young families, older adults, GLBTQ folks, people of color, and personalities of all types, who gather to build community, inspire personal and spiritual growth, and help create a just and compassionate world. We love our stimulating location in the midst of the arts community, the Plaza, and the Main Street corridor.

Our construction project is still in the drawing stages at the moment, but we expect construction to begin sometime in March, and last until approximately December 2017. We will be upgrading our HVAC systems, installing an elevator, replacing most of our roof, removing much of the west wing office suite, and expanding into part of our current patio area. During the period of active construction, parking will be even more scarce than usual in our lot.

As the renovations get underway, we will try to alert you to any special issues, such as momentary traffic restrictions, potential noise, or whatever comes up. If you have questions or concerns, now or at any time throughout the project, please be in touch with Don Wakefield, co-chair of the Construction Taskforce. You can reach him through the church office, at 816.531.2131, or office@allsoulskc.org.

Thank you for being our neighbors, and for your help and support as we undertake our next 150 years as a liberal faith community in Kansas City.

Off-Site Parking Sources					
	Location Name	Address	Contact	Proximity to ASUUC	Notes
A	Kansas City Art Institute	4415 Warwick Blvd.	Laura Snow VP Admin & CFO bsnoffice@kcai.edu 816.802.3500	.08 mile (433 feet)	2016 – KCAI is renting 26 spaces from ASUUC (\$700/month rental during school term), and has been in communication regarding renting space in ASUUC's building for classroom space. Diana Hughes has stated that she has a good relationship with Laura Snow at KCAI, and would coordinate a meeting. KCAI also appears to be renting spaces from Kemper in Kemper's north lot.
B	Nelson-Atkins Museum of Art	4525 Oak Street	(1) Michael Cross Mgr., Facilities/Security 816.751.1278 (2) Mark Zimmerman Dir. Admin. 816.751.1278 Owner: The Nelson Gallery Fdn. 4525 Oak KCMO 64111	.4 mile (2112 feet)	No known communications
C	Kemper Museum of Contemporary Art	4420 Warwick Blvd.	(1)*Neal Dazey Protection & Operations Mgr. (2) Paul Watts Facility & Ops Mgr. 816.753.5784	Entrance = .07 mile (393 feet) NW corner of north lot = .2 mile	2016 – Lamar Hicks had discussion with Neal Dazy at Kemper. Opportunity did not appear favorable, but more discussion possible. Kemper appears to have parking agreement with KCAI for spaces in Kemper north lot.
D	Marriott Plaza	4445 Main Street	Hotel: Brett Ellison Genl. Mgr. 816.531.3000 Owner: CWI Kansas City Hotel LLC c/o Ryan LLC 600 Fifth Ave. 9 th Fl. NYYY 10020	.1 mile (528 feet)	2016 – Lamar Hicks communicated with hotel management. No interest in parking accommodation. The parking garage associated with the Marriott may be independently managed. It is available for public parking for a fee.

E	Holiday Inn Plaza	1 E. 45 th Street	Hotel: 816.753.7400 Owner: Fox Valley II LLC 6875 Enterprise Rd. Glen Ellen, CA 95442	.06 mile (360 feet)	No known communications
F	American Century Investments	4500 Main Street	Patrick Bannigan EVP & CFO 816.531.5575	.1 mile (528 feet)	No known communications. ASUUC has investment acct. at Am. Century. There are 48 parking spaces in its surface level visitor parking lot.
G	Extended Stay America	4536 Main Street	Hotel: 816.531.2212 PLZ@extendedstay.com Owner: Twentieth Century Realty, Inc. 4500 Main Street KCMO 64111 Owner: BRE/HV LLC POB 49550 PEOP TAX 9672 CHARLOTTE, NC 28277		No known communications
H	Former CCC parking lot (now vacant)		Owner: HOOD ARBITRAGE LLC 4050 Pennsylvania STE 400 KCMO 64111		No known communications KCAI appears to be renting part of the property that falls under this owner.
I	Traffic Operations Section Public Works Department Kansas City, MO	City Hall	Signage: Bruce Johnson Capital Projects Div. Public Works Dept. City of KC 5310 Municipal Ave. KCMO 64120 bruce.johnson@kcmo.org Patrol officers: Rita Garcia 816.581.0706 Ted E. Smith 816.581.0707	Curbside parking - Walnut Street	2016 - Jane Wilson received instructions from Bruce Johnson on process to change on-street parking restrictions from City Manager's office. Requires petition by 75% of affected property owners. Bruce Johnson provided names of patrol officers as sources regarding enforcement posture.

Additional addresses for informational letters

Suzanne and Stephen Vawter

4526 Warwick, KCMo 64111

Manager, Montreaux Apartment Complex

4515 Walnut, KCMO 64111

Karen L. Chriansen, Chief Operating Officer

Nelson Gallery Foundation

4525 Oak, KCMo 64111

Southmoreland B&B

116 E 46th St.

KCMo 64111

Community Christian Church

Rev. Shanna Steitz

and

Levon Weaver

4601 Main Street,

KCMo. 64111

DRAFT

Building Renovations Fund Raising and Designated Gift Policy

Policy

This policy pertains to proposals for all projects, fund raising, designated gifts and in-kind donations that fall within the purview of the current building renovations. Such proposals will be submitted to the Renovation Steering Committee for coordination, approval and prioritization. Routine maintenance as administered by the Facilities Committee and gifts not related to the current building renovations are excluded from this policy.

Rationale

The Steering Committee and Construction Task Force are working hard with the architects to get as much done as possible with the money we have available. However, we will fall short in accomplishing some much needed/much wanted improvements. The Steering Committee encourages congregants and staff to envision building improvements beyond the scope of the technical design funded by our capital campaign, endowment and bank loans. Further, the Steering Committee wants to encourage hearty generosity and ongoing giving toward the improvement of our facility. Careful coordination of supplemental projects is important to insure:

- Fund raising efforts do not conflict with fund raising for the operating budget or other renovation fund raising efforts.
- Congregants with similar visions and projects will work together instead of counter to each other.
- Projects are scheduled most efficiently and productively in conjunction with other renovation projects.
- All communication with the architects will be by the Construction Task Force. Because change orders during construction are very costly, we need to carefully control our communications.

Procedures

1. The Steering Committee, in consultation with the architects, will develop and maintain a Wish List of items that were included in the concept design but excluded from the final design due to budgetary restrictions.
2. Any church member or staff person may propose an additional item for the Wish List. The item should be submitted to either co-chair of the Steering Committee, and should include a description of the proposed item as well as a cost estimate and a way to fund it.
3. The Wish List will be published to the All Souls Web site, and communications about the Wish List will be made in the *Flame* and weekly email blasts.
4. No Wish List fund raising will begin until after we have the final plan for our renovations from the architects, and we are confident about what will or will not be included in the projected renovation budget.
5. In-kind donations, e.g., furnishings, will be referred to a sub-group of the Construction Task Force for review and approval. This applies only to items on the Wish List and does not negate the Board Policy on non-monetary gifts.
6. The Steering Committee will work with all who submit entries to coordinate, prioritize and proceed with making our facility the church we want it to be. Final approval will be handled by the Construction Task Force with oversight by the Steering Committee.

Approved by the Renovation Steering Committee: [date]

Approved by the Board of Trustees: [date]