

Phase II Design Task Force Meeting, May 8, 2016

Attendees: Diane Cassity, Holly Miller, Bonnie Postlethwaite, Bill Raney, Diann Spencer, Bill Wright
Convener: Diane Cassity
Recorder: Bonnie Postlethwaite

Phase II Design Task Force membership may include a couple of additional people, but stands as follows:

Diane Cassity, co-chair
Bonnie Postlethwaite, co-chair
Holly Miller
Corva Murphy
Bill Raney
Diann Spencer
Bill Wright

Task Force Covenant

The task force members reviewed the covenant for the Building Steering Committee and elected to adapt it for the Renovation Design Task Force's covenant as is. Additions will be added later as needed.

Committee Charge

The Phase II Design Task Force charge is to work with the architect to develop options for renovation that fit within the budget which will include the funds pledged in the campaign, possibly loans against the endowment or other possibilities. The Task Force will develop a timeline for process and will negotiate a contract with the architect. The co-chairs will provide regular updates to the Steering Committee and Board on behalf of the Task Force. The Task Force will also communicate with the congregation in conjunction with the Steering Committee. The expectation is to take a couple of options to the congregation for vote in early fall 2016.

Action Item: Bonnie Postlethwaite will draft the charge.

Funding Options

The capital campaign is nearing its conclusion with pledges currently totaling approximately \$1.2M. Diann Spencer reported that the Finance Committee has talked to the bank about our mortgage and for the same loan payment amount, we can borrow up to \$400,000, adding \$225,000 to the current principle. There have also been discussions about taking out a loan or grants against the endowment. The Finance Committee would need a presentation that include the consequences to the operating budget. One suggestion was to ask the Board to create a policy that all future contributions that would normally go to the endowment go to the capital campaign. There was some concern that one could not budget for those types of

funds. This needs more consideration.

Communication with the Congregation

It will be very critical for the success of the project to establish excellent communications with the congregation. This can be done through a variety of means. Diann Spencer and Holly Miller will take the role of managing communications.

Action item: Everyone should review the current FAQ for changes.

Other discussion

Each committee member should have a role. Bill Raney and Bonnie Postlethwaite will focus on the legal aspects, specifically negotiating a contract.

How do we set priorities? What can we do and what is not possible with the available funding? What technology is included in the building project and what is operational? Wiring and security technology are definitely part of the project.

Need to establish Add Alternates with associated costs which can be prioritized if funding comes available. These can also be done later after the project is completed if money is available to do them. Part of the design will be to have a plan that allows for incremental improvements as we go forward.

Future Meetings

The group agreed on a 9:30am Sunday time slot to meet if that works for the architect. The next meeting will be May 22.

Action Item: Bonnie Postlethwaite will check with Amy Eckhoff regarding her availability.