

Phase II Design Task Force Meeting, June 12, 2016

Attendees: Diane Cassity, Bonnie Postlethwaite, Diann Spencer, Bill Wright
Recorder: Bonnie Postlethwaite

Minutes from the May 22 meeting were approved. They will be sent to Bob Miller for posting.

Status of action items from May 22 meeting

- Bonnie drafted the charter for the task force and distributed it to the committee for review.
- Diane scheduled the Grace Hill Library for all Sundays at 9:30am through September except for the July 4 weekend for our meetings.
- GW sent a proposal for professional design services to Diane Cassity and Bonnie Postlethwaite.

Report from the Steering Committee meeting of June 2

Diane Cassity attended the June 2 Steering Committee and reported that we have received a proposal for professional services from GastingerWalker. The Committee requested that the proposal be reviewed by Chris Davis to see if it seemed reasonable. Chris has reviewed the proposal and wrote: "I think both the projected amount of hours and the associated fee seem to be very reasonable. The hourly rates that Gastinger has been charging All Souls are very favorable. This is true for this proposal and also for the previous work they did for us."

Discussion about the Professional Services Fee Proposal from GW

A few questions were raised:

- Can the cost estimating be approved and/or paid separately if needed?
- Do we need photorealistic renderings?
- Do we need to have a full design proposal printed? Can we accept it in electronic form?
- What is the payment schedule? (The proposal states they will bill monthly for work performed in the billing period.)

They are proposing 4 meetings with the Task Force so we need to be prudent about scheduling to best use their time with us. They also propose a presentation to the congregation. Should this be in August for a full presentation and perhaps be present for the congregational vote to answer questions?

Diane will call Amy Eckhoff to discuss the next steps and to schedule our first meeting with them for June 19. She will ask about timetable and what we can

expect them to bring for discussion for that meeting. We will also want to set up a detailed timetable with them at that meeting. Diane can also ask about action items for GW from last meeting:

- GW will do a high-level check on the cost estimates we have so far.
- GW will provide names for doing the survey and geotechnical report as we need them.

Phase II Design Task Force Charter

Bonnie drafted the charter which was distributed to the membership for review. Clarity on when the work of the task force has been added to the purpose paragraph and reference to helping the Construction TF with the bid document were removed. The revision will be distributed with final discussion at the June 19 meeting so that it can be presented to the Steering Committee.

Future Meetings

The next meetings will be June 19 at 9:30. Diane Cassity has scheduled all meetings through September for the Grace Hill Library.

We tentatively set a congregational meeting to present the design concept for early August and the congregational meeting to vote on the design for October 3.

These are pending discussions with GW as well as confirming dates for Kendyl's availability, etc.

Action Items:

- Diane Cassity will contact GW to schedule their attendance at the June 19 meeting and determine what will be addressed at the meeting.
- Bonnie Postlethwaite will revise the Charter and distribute.