

Building Renovations Steering Committee Minutes

December 1, 2016

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

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

Construction Task Force

The CTF met last Monday with Amy Echhoff (GW). The site survey is completed, borings done and the soil test results received. The soil tests indicate some concerns. Hard rock is not too far below the service so piers may be required. The budget impact at this time is unknown as further analysis of the test must be completed.

After securing three bids a contract was accepted with Family Environmental to survey for asbestos and lead paint. The contracted was signed by President Carrie Bader.

Amy Echhoff and members of the CTF met with staff and a floor plan for the office space was agreed upon. Amy and members of the CTF will be meeting with stake holders regarding the lobby and gallery space, hopefully next week.

Contact has been made with Church Mutual; a building risk insurance rider will be needed. Once a questionnaire is completed an estimate will be provided. Amy will help with some of the detailed questions.

A sub group of the CTF is addressing parking. They are addressing the short term needs including loss of spaces during construction due to equipment and material storage first. The plan is to limit the contractors to just the spaces against the building and possibly the grassy area on the west side. This will allow Simpson House events to still have use of most of the parking lot and will not interfere with the Art Institute spaces, which they use weekdays. The sub group will explore other additional parking options with neighbors. The hope is as we make contacts for short term/construction parking we will be able to also find longer term solutions. They will be checking with the new owners of the old Community Christian parking lot.

Rev. Kendyl has drafted a letter to our neighbors regarding our renovation project including a tentative timeline. The CTF feels this is a good idea. The office will be sending the letter shortly.

There have been mentions of "side projects" not currently in the concept design, and therefore are not part of the CTF charge. They pose a concern to the CTF. Incorporating additional ideas into the design as it is completed may allow for efficiencies, but they could also cause delay and/or budget issues for the renovation. The CTF recognizes the need to manage expectations. This issue was raised last month at the Steering Committee meeting and is being addressed with a policy proposal.

The CTF will meet again next Wednesday.

Policy on Additional Funds and Designated Gifts

Lamar and Jane has worked some on a policy to address additional projects, designated gifts, and fund raising outside of or in addition to the capital campaign. The Steering Committee feels strongly that these activities could interfere with fund raising for the base project, which itself is not fully funded. They circumvent the arduous process used to set priorities with the entire congregation. They may interfere with construction itself, taking time and energy away from the core project causing delays and extra work. Delays, extra work, and change orders all

have a cost that would impact the budget. A process will be developed where a group or individual could bring a project idea to the Steering Committee. The proposed project or addition would need to have been researched including a benefits analysis, needs assessment and budget impact. The Steering Committee would create a priority “wish list” of these projects with a fully funded budget for the core project being the first priority. The need to keep the congregation apprised of the process and progress of such special projects would be a key part of this policy.

A draft of the policy will be sent to the Steering Committee. Once the Steering Committee agrees it will be proposed to the Board. Hopefully this will be in place by January.

Financial Task Force

The Income and Expense, and Meeting the Gap reports were distributed. All of November’s numbers are not yet available. An updated report will be sent electronically as soon as they are updated.

A letter regarding regular annual pledges should be going out next week. A separate letter regarding capital campaign pledges should be sent soon. Yvonne Jamison and Jamie Koelsch have expressed an interest in a March event to raise capital campaign contributions in conjunction with the start of construction. With the Annual Auction in February and a church budget/pledge event in May, the timing should work. However, Yvonne and Jamie are not taking on the responsibility for other campaign stewardship activities, like soliciting for additional donations, gathering pledges from members who have not yet pledged, or contacting new members for donation or pledges. It is not determined at this time how to proceed in fulfilling this vital function.

Lamar and Jane will be meeting with Kendyl and will discuss ideas about how to proceed with project stewardship.

The FTF presented their charter to the Steering Committee. After a couple minor changes the charter was approved unanimously.

Hand Bells

Dori Bader met with the Music Team and agreed that the Hand Bells could be sold. If so, they would like the funds to be applied to the Music Room. The Steering Committee will consider this option in light of the developing special project/designated gift policy.

Congregational Involvement

The CTF has scheduled a Yuelbock December 11 following the Sunday Service. The Sunday Plus Lunch originally scheduled for that day has been cancelled. Members of the CTF will be available for questions and heavy appetizers will be provided.

Future Church Chats are in the work, one possibly late January after some construction documents are completed and before we start soliciting bids.

Diann Spencer will speak with Rev. Judith regarding ways to involve RE.

Next meeting will be January 5, 2017 at 6:30. Jane adjourned at 8:40 pm.