

CTF Meeting Minutes

Meeting attended by:	Alan Barlow, Bonnie Postlethwaite, Diane Cassity, Don Wakefield, Marilyn Carpenter, Tom Everitt, Lamar Hicks, Chuck Downing, Keely Schneider
Absent from meeting:	Kendyl Gibbons, Jane Gilbreath, Tom Pistorius
Date:	April 26, 2017
Time:	6:30PM
<p>Topic #1 Notes: Alan distributed copies of the updated budget tracker (attached). Total CTF expenditures as of April 5th are \$121,974.88. All invoices are paid.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • None 	
<p>Topic #2 Notes: Lamar reported that the Steering Committee had submitted a proposed Resolution to the Board that set out a revised scope of work and budget for the Renovation project (attached). He reported that the Board indicated its approval of the proposed Resolution at its meeting on April 19th, and that it would be presented to the congregation at the annual meeting on May 21st.</p> <p>Lamar also presented a “Breakdown of costs associated with Resolution amounts” (attached).</p> <p>Diane Cassity presented a request that consideration be given to developing design and cost information for improvements to Conover Auditorium for the congregation’s consideration (attached). Tom E. commented that the role of the CTF in the renovation is to provide oversight and management of the scope of the work defined by the Steering Committee within the budget established by the Steering Committee. The CTF takes direction on the scope and budget from the Steering Committee. It does not give direction to the Steering Committee.</p> <p>There was lengthy discussion of the new scope of work being submitted to the congregation. There are members of the CTF who are willing to approve what is being submitted. There are members of the CTF who would like to see consideration given to exploring design/costs of improvements to Conover as part of the scaled back scope. There are members of the CTF who would like to see consideration given to devoting more time and energy to raising more funds for completion of the renovation as designed. Absent unanimity, CTF did not express a position.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • None 	
<p>Topic #3 Notes: Tom E. reported on ongoing email communications with KCMO Public Works Director, Sherri McIntyre, regarding the request to relax parking restrictions on the west side of Walnut. We are trying to get clarity from Public Works regarding the process for accomplishing the change. Public Works personnel have not replied to emails requesting an explanation. City Council Representative, Jolie Justus, and her staff have been asked for assistance.</p> <p>Tom E. reported that contact had been made with the General Manager of the Marriott who stated that they had no parking that could be made available to All Souls. He stated that the hotel’s parking was not sufficient for their own needs. Often there was no room for the hotel’s employees to park in their garage. The Marriott manager recommended reaching out to the property manager (CBRE) of One Main Plaza, the office building immediately north of the Marriott. Tom E. will follow up with CBRE.</p>	

Tom E. reported contact had been made with the facilities director at the Kemper. Follow up conversation is to take place Friday morning, April 28th.

Action Items:

- Tom E. to continue to monitor status of KCMO Request for Service.
- Tom E. to follow up with CBRE and the Kemper.

Topic #4 Notes:

Report of the CTF meetings held April 5, 2017 were circulated by email and are approved.

Action Items:

- None

Next Meeting: Wednesday, May 17, 2017 at 6:30PM, in Conover at ASUUC.

Project Cost Analysis
ASUUC Renovation

Total Renovation Budget							\$1,775,000.00
Construction Budget							\$1,383,900.00
	Budget	Paid	Invoiced-Unpaid	Total			
Supplies/Materials				0.00			
Contractor Payments				0.00			
Landscaping				0.00			
Other				0.00			
Other				0.00			
Other				0.00			
Total Construction Costs				0.00			
Construction Budget Balance					\$1,383,900.00		
Owner Expense & Soft Costs Budget							\$191,877.00
	Budget	Paid	Invoiced-Unpaid	Total			
Architect/Engineering Fees	\$130,390.00	\$110,667.33		\$110,667.33			
Consultant Fees				\$0.00			
Inspections, Testing, Site Surveys	\$10,000.00	\$5,750.00		\$5,750.00			
Environmental Testing/Abatement	\$10,000.00			\$0.00			
Permit Fees	\$12,387.00	\$5,230.50		\$5,230.50			
Builder's Risk Insurance	\$4,100.00			\$0.00			
Signage	\$5,000.00	\$327.05		\$327.05			
Furniture/Fixtures/Equipment	\$10,000.00			\$0.00			
Information Technology Expenses	\$5,000.00			\$0.00			
Moving/Temporary Office Expenses	\$5,000.00			\$0.00			
Other							
Total Soft Costs	\$191,877.00	\$121,974.88	\$0.00	\$121,974.88			
Project Soft Costs Budget Balance					\$69,902.12		
Contingencies							
	Budget	Used	Unused				
Owner's Contingency	\$64,056.00		\$64,056.00				
Construction Contingency	\$127,167.00		\$127,167.00				
Architect's Contingency	\$8,000.00		\$8,000.00				
Contingency Totals	\$199,223.00	\$0.00	\$199,223.00				
Total Renovation Budget Balance							\$1,653,025.12

Resolution

The Renovation Steering Committee proposes to place the following before the congregation for its authorization to proceed with the building renovation project and financing thereof.



Completion of the following major scopes of work:

(Estimated Costs=\$1,575.440)

1. New Roof including Conover (30 year)
2. HVAC Energy Efficient, Fresh Air
3. Elevator installation
4. Tuck pointing (brick and mortar repair)
5. Lobby-carpeting, paint and panels
6. Soft Costs-architect, engineering, survey, testing, permits
7. Contingency

Note: This does not include structural stabilization of existing administration wing.



Funding for this proposal will be provided By Capital Campaign pledges. Supplemented by additional funding (projected at approximately \$675,000) from bank financing and/or Endowment Fund. **A construction loan will also be required as the construction will be completed before all pledges are received. The construction loan is estimated to be less than \$400,000. And be needed for less than twelve months.**

The Board of Trustees is authorized to determine and obtain the additional funding combination of bank financing and/or endowment grant using the most cost efficient combination based on market rates and other information available when construction is performed and financing is negotiated.

April 26, 2017

Breakdown of costs associated with Resolution amounts.

New Roof including Conover (30 year warranty)	\$250,000+\$98,000	\$348,000
HVAC - Energy Efficient, Fresh Air'		\$390,000
Elevator installation		\$238,595
Tuck pointing (brick and mortar repair)		\$ 18,022
Lobby - carpeting, paint and panels		\$ 31,284
Soft Costs		\$261,539
(Architect, engineering, survey, testing, permits, etc.)		
Contingencies		\$288,000
(to include Construction Operations and profit)		
Total		\$1,575,440

Sources:

Amy's last handout of Deferred Maintenance & Elevator only option

April 4 Project Analysis- April 4, 2017

Bob's latest Board spreadsheet of capital campaign receipts & expenses

For discussion and consideration by the Construction Task Force

The concept of improving our space energized and excited people in the All Souls congregation. It provided an opportunity for us to dream that our physical space could be functionally and esthetically improved.

The construction bids for the proposed project were significantly higher than anticipated, and as a result there were concerns regarding the capacity of the church to go forward with the project approved by the congregation at the 2016 annual meeting. The Steering Committee has concluded that there is little interest within the to raise an additional million dollars to complete the approved design approved by the congregation. The Steering Committee has recommended that the project be limited to installation of an elevator and deferred maintenance issues.

Improvement of Conover Auditorium was an item of significant interest to the congregation expressed in meetings to obtain information for a new design. The initial design developed by Gastinger/Walker included renovation of Conover. However, even though the cost of renovation of Conover was a small fraction of the total cost, this component of the design was eliminated from the proposal submitted for consideration by the congregation. Only the higher priority project of building a new Administrative wing and Music room was presented.

While a new Administrative wing and Music Room may not be feasible, improvements to Conover Auditorium should now be considered. That portion of the cost of the initial designs developed by Gastinger/Walker for Conover Auditorium was a fraction of the cost of the Admin wing and Music room. However, since this project was dropped from the design developed for congregational consideration, no design was presented for the congregation and no cost information was developed. Therefore, we have no information to allow consideration of a smaller project that is less costly and more doable.

The Construction Task Force should consider whether a design and cost information should be developed for congregational consideration. There may be interest and enthusiasm in raising funds for a smaller project.

Limiting the renovation project to deferred maintenance and installation of an elevation puts a very big damper on those dreams of an improved space. It is critical we do those items; however, when they are completed, our space will look much the same as it did before the renovation. Making significant improvements to the function and esthetic of Conover Auditorium will make a visible and valuable difference. It will achieve the important goal of an expanded space for our music program and make the space more rentable potentially bringing in more income to the church.

Renovations to Conover could include:

- Adding an accessible restroom to the space
- Expanding and improving the Music Room
- Better sound proofing
- More integrated sound system
- Removal of window to kitchen and making the coffee/beverage bar more attractive and functional
- Adding flooring to the entire space
- Improved storage

It is recommended that we ask Gastinger/Walker& to develop a design for renovation of Conover Auditorium, to include estimated costs. The Construction Task Force can work to develop a plan for congregational consideration.