## ADTF

### Meeting Minutes

| Meeting attended by: | Chris Davis, Tom Everitt, Diane Cassidy, Bob Miller, Phyllis Westover, Bonnie Postlewaite  
Amy Eckhoff (GW), Kirk Gastinger (GW)  
Jane Wilson (Steering Committee Co-Chair) |
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<tbody>
<tr>
<td>Absent from meeting:</td>
<td>Amy Robertson, Ginger Powers</td>
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<tr>
<td>Date:</td>
<td>September 13, 2015</td>
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<tr>
<td>Time:</td>
<td>1:00PM-3:00PM</td>
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### Topic #1 Notes:
GW representatives presented draft "program area" diagrams of ASUUC building floor plan that were color coded to indicate levels of building usage at various times during a typical week (Diagrams attached). GW also presented a draft "Program Area Summary" with each room's square footage and possible increase/decrease of room size gleaned from visioning sessions (Summary attached). There was a general discussion of what information was portrayed and its potential usefulness.

### Action Items:
- GW to refine the "program area" diagrams and related summaries based upon the discussion for presenting at next ADTF meeting.
- GW to provide ADTF PDFs of the program area documents.
- D. Cassidy took the diagrams in order to laminate them for posting in a public place at ASUUC.

### Topic #2 Notes:
There was discussion of the stages of progress of building evaluations that have been contracted. GW expressed the hope that those evaluations would be available ASAP.

### Action Items:
- C. Davis to follow up as needed with entities performing evaluations.

### Topic #3 Notes:
A proposed ADTF charter was presented and approved.

### Action Items:
- B. Miller to post charter to ASUUC website.

### Topic #4 Notes:
There was discussion of a need to identify three projected price points for the Capital Campaign to share/discuss with GW at earliest opportunity to provide a framework for their design efforts. There was discussion of framing the price points in terms of: 1) An amount believed to be a fundraising certainty; 2) An amount thought to be achievable but a fundraising challenge; 3) An amount thought to be a fundraising aspiration.

### Action Items:
- J. Wilson is to coordinate a meeting of the Steering Committee with leaders of the Capital Campaign to discuss projected fundraising levels.
**Topic #5 Notes:**
J. Wilson communicated that the Steering Committee is still looking for a Communications Coordinator for the renovation activities.

**Action Items:**
N/A

**Next Meeting:** Sunday, September 27, 2015 @ 9:00AM
Amy Eckhoff and Kirk Gastinger met with the Architectural Task Force to present the current status of the programming efforts. The meeting was held outside on the patio since all interior meeting spaces were occupied!

We recorded the following comments, corrections and reactions:

**Building Usage Diagram**
- There is a “pinch” of traffic especially on Sundays in the corner between the restrooms, coat room, lobby and corridor.
- The stage is too small and not well integrated into the space.
- Meeting Room B is underutilized because of its location. Those with mobility limitations cannot reach it. This room is usually not used as a storage (present use for book sale is a rarity).
- Archive storage could possibly move to Simpson House.

**Building Activity Diagram**
- Office area should be “red” on Sundays.
- Might consider that Monday through Saturday is pretty consistent, but that usage varies more between daytime and evening uses.
- Should also consider seasonal schedule influences.
- Bragg would be “orange” from noon on Friday through Saturday.
- The kitchen is used during the week about 2 times per month.

**Building Program**
- Strong desire for a children’s chapel or small chapel that could serve the children, a meditative space and a space for intimate weddings or funerals. Should seat no more than 50.
Other Considerations

- The Jewish congregation of Kol Ami is about 30-40 people. They meet regularly, approximately 3 Fridays per month, in either Bragg or Conover based on the schedule. They use Bragg for high holy days.
- Noise from the nursery bleeds into Bragg during services. It is heard on the stage.
- Visibility of nursery would be an improvement. It does not need to be adjacent to the other RE classrooms, but more convenience for parents with multiple children would be helpful.

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.
<table>
<thead>
<tr>
<th>Space Needs</th>
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<tbody>
<tr>
<td><strong>Music</strong></td>
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<tr>
<td>Auditorium</td>
<td>1,190</td>
</tr>
<tr>
<td>Lobby/PreFunction/Art Gallery</td>
<td>1,655</td>
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<tr>
<td><strong>Administration</strong></td>
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<tr>
<td>Equipment Storage</td>
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<tr>
<td>Cubicle</td>
<td>130</td>
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<tr>
<td><strong>Public Areas</strong></td>
<td></td>
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<tr>
<td>Lobby PreFunction / Art Gallery</td>
<td>1,655</td>
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<tr>
<td><strong>Liberal Arts</strong></td>
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<tr>
<td>Classroom</td>
<td>184</td>
</tr>
<tr>
<td>Classroom</td>
<td>2,340</td>
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<tr>
<td><strong>Facility Needs</strong></td>
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<td>Utility Shed</td>
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<td>Signage</td>
<td>30</td>
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<tr>
<td>Hardscaping</td>
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<td><strong>Housing Needs</strong></td>
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<td>Swimming Pool</td>
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<td><strong>Academic Needs</strong></td>
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<td>Classroom</td>
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<td>Classroom</td>
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<td>Classroom</td>
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<tr>
<td>Conference Room</td>
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<td>Library</td>
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<td><strong>Meeting Spaces</strong></td>
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<td>Meeting Room</td>
<td>385</td>
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**Notes:**
- **Music** needs include storage of music and music-related items for performances, workshops, and rehearsal spaces.
- **Administration** includes the need for additional storage for records and documents.
- **Public Areas** require increased visibility and accessibility to enhance the user experience.
- **Liberal Arts** require additional space for educational programs.
- **Facility Needs** highlight the need for updated facilities such as bathrooms and lighting.
- **Housing Needs** include the need for additional bedrooms and storage.
- **Academic Needs** require additional classroom space and resources.
- **Meeting Spaces** require additional meeting rooms for different sizes.
- **Meeting Spaces** also require improved connectivity and accessibility.
- **Library** needs additional space for increased user capacity.
- **Meeting Spaces** require additional space for public engagements.
- **Facility Needs** require updates to existing facilities.
- **Housing Needs** require additional space for growing families.
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All Souls Unitarian Universalist Church

Program Diagrams

BUILDING USAGE - LOWER LEVEL

972 SF
Mechanical
Corridor

262 SF
Meeting
Room A

198 SF
Meeting
Room B

247 SF
RE Office

198 SF
Storage
Room D

191 SF
Kitchen

270 SF
Mechanical
Corridor

330 SF
Classroom F

(6-7)
124 SF
RE Stor

299 SF
Classroom J

(1-3)
294 SF
Youth Chapel

398 SF
Classroom G

(4-5)
394 SF
Classroom H

(8-12)
270 SF
Classroom I

PS-K

270 SF
Classroom K

Stor