Building Renovation Steering Committee Report

August 01, 2018

Present: Jane Wilson, Lamar Hicks, Bob Miller, Bonnie Postlethwaite, Chuck Downing, Diann Spencer, Jane Gilbreath, Tom Pistorius, Ruth Robarge

Updates from OAC

- Elevator
  - city inspection should happen next week
  - emergency phone line, Mark Gibbons has checked with AT&T, can use one of the three lines we have that is not being used, will need follow-up regarding where this emergency line will ring to
  - need to finish masonry, drywall, ceiling
- Carpet - old will be removed starting next week
- Punch List walk through – scheduled for Friday, 8/10/2018 at 3pm (A punch list is a document prepared near the end of a construction project listing work not conforming to contract specifications that the contractor must complete prior to final payment.)
- AC Commissioning - (Air conditioning system commissioning and startup is the process of inspecting and verifying that the new system is running efficiently. This includes balancing air flow.) Scheduled for next week.
- Owner Training
  - Will include staff and a few chosen members who work a lot with building maintenance, e.g. Chuck, Bob etc.
  - Scheduled 8/8/2018 10am
- Roof
  - Haven’t seen inspection report, so no warranty received
  - Amy was at OAC meeting and will follow-up
- Volunteer Office
  - Ductwork was in the office, but not connected till now
  - Office now has air/heat, but also a lot of dust

Finance

We received $23,000 in pledges last month. Estimate will need to borrow 90-120k additional from Endowment, depending on pledges or other contributions received, final bills and any adjustments or discounts received. We should have a better idea in September. Diann will follow up with some large pledgers to see when we can expect payment.

Celebration

The committee determined to hold a church wide celebration 8/19/2018 to celebrate completion of construction. We will have cake and refreshments, a ribbon cutting and the honorary first ride in the elevator with Mike Jonasson (winning bid at the auction), as well as recognition of everyones generosity with time and treasure to bring this project to its conclusion.

To Do’s

- Jane W
  - act as MC
  - reserve Conover
  - gather pictures for possible slide show
• invite Amy and contractors (not required so not paying them to come)
  • Lamar
    o check with Kendyl regarding her schedule
    o create card for possible donations, will ask Andrea for assistance
  • Diann
    o Confirm if there is a Sunday Plus and if so advise them of our plan to provide dessert and have program
    o Order Costco cakes
    o Pickup lemonade
    o Check on plates and forks
  • Ruth - Pick up cakes and anything else needed
  • Chuck – check with Mike Jonasson, the winning bid for the “first ride”
  • Everyone
    o Send any pictures of construction, before and after, to Jane W
    o Help set up and clean up
  • Jane G
    o is involved in the service that day so will not be available to help
    o will provide a bottle of champagne for the “first ride”

Committee Members Party

Jane W will host a party for committee members at her home the evening of 9/29/2018. She will provide wine and beer, Lamar will provide some champagne, and everyone will bring finger food. More information to follow.

Communication

Flicker articles will continue. Special notice is needed for the 8/19/2018 celebration

Next Meeting

The next meeting will be 8/15/ at 6:30pm. Jane W will light the chalice and Chuck will read the covenant.