

4-19-06 Meeting Minutes

Members PRESENT: Marge Norskog, Judy Barth, Don Bundy, Hal Chorpenning, Larry McCulloch, George Theodore, Liz McGrew

Others PRESENT: Marilee Long, Harry Halac, John Nortier, David Kress (RB+B), George Brelig (RB+B)

AGENDA

- Approve minutes from previous week
- Share feedback/discussions over the past week with members, observations from forum
- **Update from Larry on our borrowing ‘capacity’**
- **Update from David Kress [code review, cost updates, assessment of our priority list against practical considerations, impact of sweat equity (what/how)]**
- **Requests from David Kress to Plymouth**
- **Create outline for our May 21/23 forum/Council meeting presentation to help us structure what we need to get done**
- Communication content for that week
- Assessment of progress
- Verify quorum at next meeting
- Set agenda for next meeting

Minutes

- 4-10 Minutes were corrected
- Liz McGrew shared with us the members of the Building Committee:
 - George Theodore
 - Tom Dille
 - Janet McCulloch
 - Don Bundy
 - Hal Chorpenning
 - Marilee Long will join their meetings to assist with communication to the congregation
- We welcomed the architects, David and George to our project. They will begin work with us immediately, not waiting on the completion/signing of a letter of agreement. We discussed the project for about an hour. Some of the key points were:
 - We wanted RB+B to advise us with various scenarios for completing our project to help us put together a cost effective and efficient approach. We needed these scenarios to cover two approaches:
 - Completing all the work now
 - Breaking the project into two parts – the first having available funding of \$1.6 million.
 - We promised RB+B a prioritized list of projects (completed later in meeting and attached to this message.)

- RB+B wanted to know our ‘borrowing capacity’. Larry McCulloch agreed to do this research.
- RB+B cautioned us that the impact of city fees could be large. Also, the code version applied to our project could affect our costs significantly. (The city is in the process of adopting a significantly revised building code – that actually might be better for us than the current.) They agreed to do more research.
- RB+B recommended we present the project to the congregation with a single ‘bottomline’. They agreed to work with this committee at the line item level – putting as much cost (‘hard’ and ‘soft’) into each line item as practical (such as breaking their fees by line item rather than giving us a grand total.)
- We agreed to assess the interest in the congregation in providing sweat equity at the Sunday Forum.
- RB+B asked that we choose a contractor so they had someone to help them with costs. It was agreed the Building Committee would tackle this.
- It was requested that we reassess the heating and cooling of the facility as a whole, rather than assume we keep the same ‘zone’ setup we have now.
- RB+B agreed to provide revised cost estimates, but they REALLY wanted us to select a contractor who could help them improve the accuracy of their estimates before our forum/council/congregational meetings.
- We reviewed a list created by the Long Range Planning committee that broke out the big 3 projects into 12 parts. We combined two items and prioritized the list of 11.

WRAP-UP

- We put together a summary for Marilee to publish in the bulletin.
- Next meeting will be well attended. RB+B will be able to join.
- We reviewed the plan for the forum: focus on listening, don’t share our prioritized list – purpose of this meeting is to validate. Introduction should cover history, review of drawings and brochure from capital campaign. Handouts of the ‘backgrounder’ should also be available.

ASSIGNMENT / STANDARD MEETING AGENDA / TIMETABLE

Assignment of Project Priority Committee

- Proposal to Council will consist of BOTH a list of prioritized, discreet projects and a recommendation for financing that pending their review can be taken to the Congregation for a vote.

Procedures / Meeting plan / Communication strategy

- Will meet weekly – standard agenda will include:
 - Approve minutes from previous week
 - Share feedback/discussions over the past week with members
 - Communication content for that week
 - Assessment of progress
 - Verify quorum at next meeting
 - Set agenda for next meeting
- Timetable
 - ~~4/9 SUNDAY announcement – Marge Norskog~~
 - ~~4/10 7-9 Agenda: Consensus on philosophy, build list of projects – for entire master plan put forward by Exploratory Committee (George will be missing)~~
 - ~~4/16 SUNDAY bulletin – Marilee Long~~
 - ~~4/19 7-9 Agenda: Review project list with Architect (assuming selected) (Marilee will be missing)~~
 - ~~4/23 SUNDAY announcement – Judy Barth / First FORUM: 5 minute History of Master Plan, open dialogue~~
 - **4/27 7-9 Agenda:**
 - 4/30 SUNDAY bulletin – Marilee Long
 - 5/1 MONDAY 11:00 Discussion with Plymouth staff (Marge, Larry)
 - **5/3 7-9 Agenda:**
 - 5/7 SUNDAY announcement – Don Bundy
 - **5/8 7-9 Agenda:**
 - 5/14 SUNDAY bulletin – Marilee Long
 - 5/15 MONDAY 11:00 Discussion with Plymouth staff (Larry)
 - **5/15 7-9 Agenda: Determine whether to proceed with Council / Congregational meetings / Final Prep for FORUM**
 - 5/21 SUNDAY announcement – George Theodore / Second FORUM: presentation in preparation for Congregational meeting or conclusions to-date and timetable
 - **5/22 7-9 Agenda: Prep for Council meeting**
 - 5/23 Special Council meeting - tentative
 - 6/4 Congregational meeting – tentative