

## 4-27-2006 Meeting Minutes

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

Others PRESENT: Marilee Long, Don Heyse, Janet McCulloch, Tom Dille, Paula Dille, David Kress (RB+B), George Brelig (RB+B)

### Minutes

- Minutes from 4-19-06 meeting were approved. Liz McGrew emphasized the importance of keeping the Memorial Committee 'in the loop' as we get more detailed in our planning.
- We were pleased the forum was well attended and impressed by the energy and enthusiasm of those present. Judy Barth shared copies of the notes taken during the forum.
- Larry McCulloch presented in a very easy to follow diagram the rather complex approach used by the UCC Cornerstone Fund to determine how much they will loan a congregation. Per their guidelines we should be able to either
  - borrow \$1.6M now against our campaign of \$1.6M and start building OR
  - wait and borrow more, the amount depends how much we build-up our commitment receipts before starting.
- We also learned that Bank of the West has a church loan department. Larry said he would investigate.
- David Kress shared updated costs by the projects we had enumerated. His presentation was in priority order. He agreed to revise the presentation of analysis based on our recommendations. (more detail on each line item, expand to include the entire list, enhance the totaling on each column)
- We discussed the need to conduct a formal assessment of our current facility to ensure the list of 'renovation' items was complete and get an outside assessment of urgency. Don Bundy, who is also the Trustee Chair, agreed to coordinate this assessment with the Trustees and RB+B.
- David Kress requested a 'usage map' of the facility. It would help him assess heating, lighting requirements, etc. Hal agreed to put this together. He will get the assistance of Karin Marsh, church secretary, who keeps the event calendar.
- We discussed the need to stay focused on our assignment – to set priority and make a recommendation regarding financing. We will be diligent about directing discussion of 'how' to the Building Committee as we stay focused on 'what'.
- Don Bundy recommended that RB+B give Plymouth their requirements for feedback. George and David appreciated his understanding of their position and said they would put this together.
- We reviewed the timeline. We will announce the Congregational meeting at the 5/21 service. We are going forward with the hope that Council will feel ready to hold the Congregational meeting on 6/4 after our review with them on 5/23. HOWEVER, the focus remains on doing this RIGHT – so if necessary/appropriate we will cancel the Congregational Meeting to a later date.
- We put together a list of all the work that needs to be done for our next meeting
  - Further financial analysis – Larry

- Mechanical assessment of current facility – Don
- Outline for forum and presentation to Council – Marge
- Feedback Requirements on Plymouth – David, George

#### 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.
- Marge will miss two upcoming meetings 5/8, 5/15 – but will be able to facilitate the forum on 5/21.

## 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