

**FUS Capital Campaign Steering Committee (CCSC)**  
**Meeting Minutes**  
**November 30, 2015**

Present: Greg Giles, Linnea Asp, Allan Callander, Bill Karns, Jim Foti, Mike Illes, Tim Roehl

7:00 Meeting started

**1. Communications Plan**

- Bill Karns presented the current communications plan as developed by the Communications Team over the last couple of weeks. See attached for the details of that plan.

**2. Timeline for Congregational Vote**

- Greg Giles proposed that we extend the time between the architect's January 31 presentation and the congregational vote in order to allow the membership to reflect and respond. After discussion, the committee decided to schedule the vote for February 21, 2016.
- Allan Callander noted that the architect will be presenting concepts, but that no final drawings will be available at the time of the vote.
- The committee discussed various additional ways to communicate with the membership about the project. Suggestions included: a table at the solstice celebrations to provide information, providing an FAQ document on the website, publishing the historical timeline.
- A question came up regarding the impact of the construction on FUS programming.

**3. Decision Structure and Board of Trustees**

- It was noted that 2 trustees sit on this committee, and will be able to provide Board perspective.
- There needs to be a threshold for escalation to the Board, especially for "lightning-rod" issues that may be controversial for the membership, as well as for large expenditures. Greg Giles will wordsmith a motion that can be taken to the Board for approval.
- The committee discussed the issue of managing cash flow as the project progresses: the approach to borrowing, to bridge financing as compared to a mortgage, or to a line-of-credit. Allan recommended that we establish our banking relationships in advance of any need for financing. Greg mentioned a need to interface with the Finance Committee. Tim Roehl mentioned that a phased approach is not uncommon.
- Allan reviewed the by-laws for any direction that they might give to these deliberations.

**4. Budget**

- Teams will submit budget proposals to the steering committee, which after review and approval will submit them to the Board. These budget proposals are due into the steering committee by the next meeting, December 14 at 4 p.m.

**5. Procedure to respond to Ed's concept**

- The committee discussed various approaches to responding to the architect's presentation to the committee scheduled for December. Decisions on this procedure will be deferred until the next steering committee meeting. The committee will be sure to ask Kodet what of his presentation is shareable.

8:45 Adjourned

Minutes submitted by Bill Karns.