

First Unitarian Society
Capital Campaign Steering Committee
Minutes – November 2, 2015

In Attendance: Greg Giles, Chair. Mike Iles, Allan Callander, David Breeden, Linnea Asp, Bill Karns, Tim Roehl.

1. Team Structures and Membership

The structure, showing the steering committee and the three teams, was distributed, along with the current membership of each team. The Steering Committee agreed that the structure was good and all were impressed with the depth and breadth of the people recruited. It was agreed that we would attempt to get more members under age 45 and newer to the Society.

2. Gift Pyramid – What it Will Take

Greg distributed a gift pyramid, showing a range of gifts needed to complete the campaign. It was reported that an anonymous \$200,000 commitment had been received, provided the campaign goes forward. This puts the effort at over \$400,000 already.

3. Engaging the Membership

a. Listening Session – November 15

It was agreed that the November 15 session should be held in the Upper Assembly Hall. Tim will work with the architects to determine a/v and other needs they have. A communications plan was determined to alert all parties.

b. Preparation for All-Membership Vote

The most likely time for the all-membership vote is in February. Bill's communications team will work on a process to keep the membership engaged and informed prior to that date. Greg has spoken to Gene Martinez about a forum date in late January focused on the campaign.

4. Decision Making Processes

Much discussion about the decision-making process for the campaign. Mike clarified that the board appointed this steering committee to be the final decision-making authority for all projects related to the campaign. Anything with fiducial ramifications needs to be decided by this team, as it has been authorized by the board for that purpose. Many other teams at the Society will be involved in design and construction decisions, and it is the obligation of this committee to do due diligence and obtain adequate input from those teams. It was emphasized that buy-in is important, and that no fiefdoms can be created during this project – the campaign must always be holistic in focus.

Minutes of these meetings will be made available to the board as soon as possible, and also to the general membership.

In the construction process, the committee agreed to create thresholds for decision-making authority involving Tim, the committee, and the entire board.

5. Next Steps

It was agreed that the next meeting will include a discussion of the budget. Meetings were set for every two weeks going forward. Each of the teams will meet separately as soon as is feasible.