

FUS Capital Campaign Steering Committee (CCSC)
Meeting Minutes
April 4, 2016

Present: Linnea Asp, Allan Callander, David Breeden, Jim Foti (via Skype), Greg Giles, Mike Illes, Tim Roehl, Bill Karns

7:05 Meeting started

Fund-raising team Update

Current commitments are \$843K, including an additional gift recently received. The team continues to canvass the Board of Trustees, and is working on planning and scheduling for the rest of the fund-raising campaign. Teresa West is working on getting the gift pyramid graphic into publishable form. Continue looking at the possibility of recruiting another member for the team. Linnea Asp and Bill Karns agreed that the fund-raising team and communications team should work more closely together.

Scope & Authority Document

Mike Illes described the Board of Trustees discussion on the current draft. Allan Callander suggested that this document be described as guidelines. Greg will send the updated version to the steering committee for review and comment. The Board will discuss at their April 27 meeting, with a goal of issuing the document after that.

Design Process Update

Allan, Greg and Tim met with Kodet on March 30, along with Building & Grounds members Bruce Nelson and Greg Mansfield. Main issues covered were the HVAC design work and a re-design of the Groveland entrance ramp. An issue was raised regarding the building's fire alarm system. Kodet will meet with the city on compliance issues, date to be determined. Kodet is on track to deliver the Schematic Design Report on April 30, and the final on June 1.

Communications Team Update

Daria Paul has resigned from the team. The comm team will publish Kodet's Process & Approach document, pending some clarifications from Kodet. Also in the works are a project calendar/timeline. The "About Our Building" for kids is tentatively scheduled for the month of May. A Process Chart showing stakeholders will be made available on the website.

Following the June 1 delivery of the final Schematic Design Report, a presentation to the congregation will be held on Sunday June 5 at noon.

Next meeting set for Monday, April 18, 7 pm.

Adjourned at 8:30 pm

Submitted by Bill Karns