

**First Unitarian Society
Capital Campaign Steering Committee
January 23, 2017
Minutes**

Present: Greg Giles, Mike Illes, Tim Roehl , Bill Karns, Jim Foti, Allan Callander, Phil Duran

7:05 Meeting started

1. Project management Report

The contract with Watson-Forsberg has been signed by Phil Duran, chair of the Board of Trustees.

Greg Giles took a moment to acknowledge all the work that has been done to get the project to arrive at this point.

Gaia negotiations continue. They have concerns regarding their continuing operations during the disruption of the construction. Allan Callander, Tim Roehl and David Breeden are working to address those concerns.

Tim Roehl raised the topic of the movers who will need to be brought in before construction can start. The PM team is working to identify what needs to be packed and moved before construction. They anticipate 2-3 weeks lead time, and construction will begin either the week of February 13 or February 20.

Some initial stages of construction: demolition will start on the 2nd floor, proceed to the 1st floor and then end up on the 3rd floor. We expect the boiler to be shut off sometime in April.

Allan Callander will supply an updated timeline diagram to the Communications Team to distribute to the membership. He stressed the importance of emphasizing that the timeline will shift and change over the course of the construction.

Tim Roehl showed a floor plan that he had received from Kodet, and he will supply a jpg version that the Communications Team will use to communicate construction activity and progress.

2. Fundraising Report

The fundraising team reported that the total amount raised currently totals roughly \$3.17 million, and that progress has slowed in recent weeks. They assured the committee that their work will continue after the contract is signed.

In the project email this week, the Communications Team will emphasize that match money is still available, and that members who have already contributed can make an additional contribution to take advantage of the match.

3. Groundbreaking

A "Wall-breaking" ceremony will be held on February 12 at noon. Leaders and members will participate in an activity to begin "tearing down the walls" in preparation for the construction.

The ministers will plan a ceremony as a part of the Assembly that day, Greg Giles will serve as the “Master of Ceremonies” for the “Wall-breaking”, the PM team will attend to the details and logistics of the activity and Bill Karns will arrange for a sheet cake with brick decorations.

Next steering committee meeting set for Monday, February 6, 7 pm.

Adjourned at 8:20 pm

Submitted by Bill Karns