

**First Unitarian Society  
Capital Campaign Steering Committee  
October 10, 2016  
Minutes**

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

**7:00 Meeting started**

1. Project management Report

Tim Roehl and Allan Callander reported on the latest round of preliminary estimates for construction costs: \$3.4M for the base package of building updates, and including roughly \$500K for soft costs, that's a total of \$3.9M. The committee spent a fair amount of time discussing how we might understand the difference between the numbers we received in May and those we have today.

Next steps are to 1) finalize the specs and the numbers, 2) request bids on the base package of construction items from 3 subcontractors in each trade, and 3) prioritize among the potential subprojects given the current state of budget constraints.

The Project Management Team will meet the week of October 17 in preparation for going out to bid by the end of October. The bidding process is expected to take about 3 weeks.

2. Fundraising Report

The fundraising team reported that the total amount raised currently totals roughly \$2.2 million, and that progress has slowed in recent weeks. The team expects to have initiated conversations with all FUS members by the end of 2016, with the conclusion of the campaign slated for end of March 2017. The team's current estimate of the ultimate fund-raising total is \$2.8M.

Greg Giles opened the discussion of the campaign's game plan for the next 10 weeks, leading up to the winter solstice and the end of the calendar year. Discussion revolved around several different proposals for generating fund-raising enthusiasm, including offering matching grants, getting the ministers and the board of trustees more involved, and piggy-backing on the excitement of the Dietrich event this weekend.

The committee ultimately decided to investigate taking the Chalice room make-over out of the confines of the overall project, and directed Tim Roehl to gather cost and schedule estimates. A tentative schedule was laid out to commence this Chalice room project in early-to-mid December, with completion prior to the winter solstice festivities. Phil Duran suggested running this idea past the board of trustees at their October meeting.

3. Communications Updates

Bill Karns reported that the Comm Team is looking toward the next email blast for mid-October. The website will be updated largely based on the content of that email. The comm team will be contacting members who have already made commitments to the capital campaign, and may be willing to provide a testimonial Capital Campaign Minute sometime between now and the end of the calendar year. The fundraising team has provided the names of several contributors who will be

approached about sharing their stories of their enthusiasm and commitment to First Unitarian Society.

David Breeden and Jim Foti will address the question of the Capital Campaign in their remarks during the Sunday Assembly on October 23.

The steering committee is planning to hold a Q and A presentation to the membership on Sunday, December 11 at noon in the Upper Assembly Hall, which will focus on the plans as they have taken shape by that time.

Next steering committee meeting set for Monday, October 24, 7 pm.

**Adjourned at 8:45 pm**

Submitted by Bill Karns