

**First Unitarian Society
Capital Campaign Steering Committee
September 26, 2016
Minutes**

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

7:00 Meeting started

1. Project management Report

Tim Roehl and Allan Callander reported that the preliminary estimates of construction costs came back from Watson-Forsberg, and many are significantly higher than initial Kodet estimates. A walkthrough of the FUS building is planned for this coming Wednesday to identify potential sources and causes of these discrepancies, and look for opportunities for savings.

Next steps are to 1) request bids on the base package of construction items, and 2) prioritize among the proposed alternates given the current state of budget constraints.

2. Fundraising Report

The fundraising team reported that the total amount raised currently totals roughly \$2.2 million. The pace of voluntary submissions has increased, and the team expects to have completed conversations with all members by the end of March 2017. An outstanding question is how this extended timeframe will impact the construction budgeting process.

3. Communications Updates

Bill Karns reported that the Comm Team is looking toward the next email blast for mid-October, and thanked David for his recent comprehensive email. The website will be updated largely based on the content of that email. The comm team will be working on issuing some testimonials from members who have already made commitments to the capital campaign, based on input from the fund-raising team.

Next steering committee meeting set for Monday, October 10, 7 pm.

Adjourned at 7:50 pm

Submitted by Bill Karns