

**First Unitarian Society
Capital Campaign Steering Committee
January 9, 2017
Minutes**

Present: Greg Giles, David Breeden, Mike Illes, Tim Roehl , Bill Karns, Jim Foti, Allan Callander (by phone), Phil Duran

7:05 Meeting started

1. Project management Report

The construction contract is under review. It is an AIA standard contract and has 2 parts, one for materials and one for labor. An attorney will review on our behalf, possibly someone in John Lundquist's office.

Work continues on siting the new transformer that our building will need as a part of this work.

Allan Callander recommended and the committee approved that a letter of intent be drafted to enable the contractor to proceed with the ordering of materials in advance of contract signing.

The project management committee will convene a meeting of committee chairs and program leaders to discuss impacts on programming.

We discussed how the PM team and the Communications team will coordinate their work to notify the membership and community of how construction is impacting room usage as soon as is practical.

2. Fundraising Report

The fundraising team reported that the total amount raised currently totals roughly \$3.16 million, and that progress has slowed in recent weeks. They assured the committee that their work will continue after the contract is signed.

3. Groundbreaking

A groundbreaking ceremony will be held on February 12 at noon. It may consist of a couple wall demolition events, one for adults and one for the kids. Details are still being worked out.

Next steering committee meeting set for Monday, January 23, 7 pm.

Adjourned at 8:20 pm

Submitted by Bill Karns