

## MINUTES OF MEETING

### **CHURCH CONFERENCE Oakdale Emory United Methodist Church June 5, 2011**

**Start Time:** 11:50 am

**Recording Secretary:** Terri Copman Axtell

**Attendees:** Kevin Baker (Senior Pastor), David Deans (Associate Pastor), Leslie Myers (Executive Pastor), Vivian McCarthy (District Superintendent), Jef Zalewski (Building Committee Co-Chair), Debbie Goldberg (Building Committee Co-Chair), Joe Long (Trustees), Kevin Lewis (Capital Campaign), Scott Frederick (Finance), Ted Strahan (Council Vice Chair), David Young (Council Chair), Charles Alexander (Charles Alexander Design Group), 198 congregants (163 are members)

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#### Vivian McCarthy - Opens with Scripture/Greetings/Prayer

Vivian is convicted this conference is about gifts of the spirit. God is in this and we should see each other as brothers and sisters in Christ, agreeing it's okay to disagree but listen for the Holy Spirit so we know where God is leading the congregation going forward.

A description was provided regarding, "Charge Conference," which is called of elected leadership that make up the OEUMC church council and may be included in voting. When we are working towards borrowing money or making significant structure changes, a "Church Conference," is called. The church council brings a vote before the congregation. Council and "members" may vote but anyone may ask questions.

**Ted Strahan:** Going back to the previous church conference held in November 2009, there was a vote on two motions:

- **Motion 1:** OEUMC membership voted to convene a Building Committee and begin a Capital Campaign for the purpose of implementing Phase 1 of the Master Plan Review Committee's recommendation. *Passed by a vote of 125 to 20 (86%).*
- **Motion 2:** OEUMC financial reserves currently held in both the Education Expansion Fund and the Sanctuary Expansion Fund may be transferred to the General Building Fund. *Passed by a vote of 118 to 28. Moved \$366,425 into General Building Fund.*

**Kevin Baker:** We are the church and the buildings are the tools for our mission. We are the family of God and we are together in Christ.

**Dave Young:** Dave introduced attendees and their roles. Slide shown providing definition of, "Church Conference Motion."

Debbie Goldberg: In January 2010 the Building Committee (see *Building Committee Members*) began meeting monthly.

Jef Zalewski: The Building Committee drafted a request for qualifications (see *Progress to Date: Selection of Architect*). Three of thirteen architects were invited to speak with the committee and were further interviewed. Important feature was the proposed cost. One architect rose quickly to the top, “Charles Alexander of Alexander Design.”

Debbie Goldberg: Shared slide, *Progress to Date: Qualifications of Architect*. Building Committee went on field trips to view work done by Alexander Design and compared old projects with new projects. Alexander Design is located close to OEUMC and has designed numerous churches and synagogues in the Washington/Baltimore area. They are also very familiar with Montgomery County.

Jef Zalewski: Provided an update of where the Committee is currently (see *Progress to Date: Development of Architectural Plans*). Charles Alexander began working with the Committee in October 2010. The design has been shared with Montgomery County. Everything is within their requirements and the Committee has received a preliminary code review concept approval.

Debbie Goldberg: Master’s Plan Committee met and reviewed the original plan from 1996. Master’s Plan Committee made recommendations to the Building Committee (see *Major Elements of the New Design*).

Jef Zalewski: Shared details regarding:

- First Floor Interior (Overview)
- Second Floor Interior (Overview)
- First Floor Enlarged View - New Entrances & Third Place – Will significantly change the design and how our facility operates. Georgia Avenue will become the “front” entrance.

Jef referenced his article in *Two42 Magazine* comparing a “First Place” is considered our homes where we spend a significant amount of time; “Second Place” is considered our place of employment; “Third Place” is where we want to spend time with friends or mingling with others. Design changes are as follows:

- First Floor Enlarged View - Additional Meeting Spaces & Classrooms
- Second Floor Enlarged View - Additional Meeting Rooms & Classrooms
- First Floor Perspectives - New Entrances & Third Place
- First Floor Enlarged View - Music Ministries: Huge and important part of worship at OEUMC.
- First Floor Enlarged View – Nursery: Will include a secured entrance. Can also be used by the ARK during weekdays.

- First Floor Enlarged View – Improved Handicapped Accessibility: Will provide low slope ramp off Georgia Avenue. Most important addition is elevators, which will connect to all levels of the building. Entire facility will be handicap accessible.
- First Floor Enlarged View – New Toilet Rooms: New bathroom will be off parlor to accommodate weddings or for grieving families during funerals, etc.
- Second Floor Enlarged View – New Toilet Rooms
- Second Floor Enlarged View – Relocated & Consolidated Offices
- First Floor Enlarged View – Additional Sanctuary Seating: Narthex will allow approximately 100 additional seats.
- First Floor Enlarged View – Kitchen Improvements
- New Georgia Ave Entrance/Third Place (Exterior)
- New Rear of Sanctuary Entrance/Office & Meeting Rooms (Exterior)
- Summary of Major Design Elements

Virtual (video) Walk-Thru from Charles Alexander provided.

Kevin Baker: “*Proposed Timeline to Constructions*” explained. We have as much money as the church is willing to give. If we move forward, the Committee will come back and present a more affirmative plan by fall to include financing. Contracts will not be signed until agreed on by membership. Concept and design have been worked with confidence and we have a far better idea of cost. If we move forward, there will be a continuation of the design for County approval and we will begin a bidding process to be sure we can move forward with what we have estimated. If we move forward, we will begin a Capital Campaign, which has not started. However, two-thirds of staff and leaders have already pledged. We have approximately \$700,000 already committed from staff, the Building Committee and Church Council.

Joe Long: Explains “Trustee Projects” with “replacement details.” Standalone estimated cost is \$462,700. In conjunction with the expansion projects we can take advantage of cost efficiencies by having contractors on site, resulting in a 20% savings, bringing the cost down to about \$300,000 to \$370,000.

Two additional slides provide breakdown of replacements to include estimated costs for the following:

- Roof Replacement
- Sanctuary HVAC
- Sewer Line Replacement
- Oil Boiler Replacement – replace it with gas

Kevin Baker: Kevin provided additional clarification on Trustee Projects. Those costs are in addition to the \$3,500,000. Built in is some contingency money and reserve funds.

Review of Capital Campaign. Committees are trying to avoid a divisive process. Kevin introduced Kevin Lewis (Capital Campaign).

Kevin Lewis: As a family in Christ, it's about giving sacrificially. Kevin Baker's goal is for everyone to have an opportunity to contribute, while keeping the congregation informed of where we are in the process.

Kevin Baker: Overview of "Summary" provided, to include costs.

### **Question/Comments Opened by Kevin Baker**

1) Question from Clare: Will it interfere with church life?

*Response by Jef: Growing pains will take place. We won't have access to the sanctuary for possibly a year; however, we are blessed to have Brigham Hall in order to continue worship.*

2) Question from Clark: You indicated you have \$700,000 already committed from gifts, that's in addition to the \$357,030 in the Building Fund. So you have already a little over \$1,000,000?

*Response by Kevin Baker: Yes!*

3) Question from Steven: How much more seating will be in the sanctuary?

*Response by Jef: About 100 people!*

4) Question from Larry: There will be a lot of glass facing west, which seems like a major heat problem. How will this be addressed?

- Jef introduces Charles Alexander -

*Response by Charles Alexander: We are well versed in issues of sun and have the ability to simulate how the sun comes in during the day. We will make sure we don't have any adverse impact, such as in the balcony in terms of solar gain. This will be carefully studied. As shown on one of the images, we do have an overhang with canopies on large window areas.*

5) Comment from Larry: The flowchart of the timeline shows a question mark after design. Seems like it should be after bidding.

*Response by Jef: In an effort to save and have concrete costs, we are going to enter into a different contracting mechanism than traditional design bid/build construction. We're going to entertain bidding, as we're in the design process; probably three bids. The one selected will be based on their qualifications and we will work with them to establish a guaranteed, maximum price so when we get to this point, we will know the cost. The difference between bidding and design is signing on the line. We have a contractor on board and already know the cost. He can make recommendations along the way to include cost saving suggestions so this guaranteed maximum price, procurement process is going to be really perfect.*

- 6) Question from Ken Shroeder: We're talking about 120 more people in the sanctuary, which equates to about 60 more automobiles to park. What plans do we have for the parking?

*Response by Jef: The reality is we have enough parking. Per the county zoning code, we have enough parking and adding additional seats in the sanctuary does not push us over the limit. Folks need to consider parking in the park. There is adequate parking for both the 9:00 and 10:30 services. It's the transitional overflow between services that challenges us, particularly when services run over.*

*Kevin Baker Adds: We are again experiencing growing pains and may have to rework worship service times but don't want to change everything at once. This will be discussed further as we move forward with this project. We're going to be using Brigham Hall and the Refuge for a period of time for all our worship services. The Refuge is almost completely connected for better simulcasting. If we move forward and as we get closer, we'll know better how to stage our way through this.*

- 7) Question from Sandy: From the second/upper level, it doesn't appear to be enough bathrooms for all that will take place on that level.

*Response by Jef: There will be a men's room and a lady's room. We are struggling against costs and trying to hold them firm. With elevator access, there's access to lower level bathrooms as well.*

- 8) Question from Cindy: There will still be the two existing bathrooms in Emory Hall as well, is that correct?

*Response by Jef: That is correct.*

- 9) Question from David Holbert: Is it correct that the church currently has no sprinkler systems? Assuming sprinkler systems will be installed, where will they be?

*Response by Jef: The church currently does not have sprinkler systems. After construction, our facilities will be 100% sprinkler covered. It is included in the costs, which is \$200,000.*

- 10) Question from David Holbert: How many square feet of construction is renovation and how much is new construction?

Response by Charles Alexander: 100% is being renovated because we are adding sprinklers. Approximately 18,000 square feet with about 1400 of that new construction.

Kevin Baker Adds: We hope there will be some savings on insurance with the addition of a sprinkler system.

- 11) Question from Brian: Is the vote to agree on design and not financial costs? Can we assume the next mode is financial?

Response by Kevin Baker: The vote is on the design and not financial. The next step is to determine how much money we have and will need.

Jef Adds: The vote limits how much we can spend and we “will not” exceed \$3,500,000 and are holding to that figure.

- 12) Question from Skip Schoening: Will there be staff on the first floor so others can access the facilities?

Response by Kevin: A staff person or volunteer will be at the reception desk.

- 13) Question from Skip Schoening: Will there be an awning for dropping off people in inclement weather? This isn't indicated in the plans.

Response by Jef: The location of the drop off has morphed over time. Within 3-steps of the drop off area, you're undercover.

- 14) Question from Skip Schoening: Is there a minimum amount of money to be raised before moving forward.

Response by Kevin: This is for membership to decide. In 2009 it was agreed not to move forward until we have at least half the money on hand. Staff and leadership have already pledged, once we break ground. Our current estimate is good until March 2012.

Jef Adds: Debbie made the point the timing is right financially because of the current economy. Costs are historically lower than it's been in decades.

- 15) Question by Waldo: Is there a certain amount of paving and grading that will be required in the parking areas and sidewalks and is the cost included in the \$3,500,000?

Response by Jef: Yes, costs are inclusive of everything.

- 16) Question by Matt Van Patten: Are we going ahead with this project without addressing Trustees Projects or will they be done in conjunction with the new design? Concern is adding square footage to the sanctuary. We cannot renovate the sanctuary without improving the HVAC. This is also a perfect time to do the roof. Would one go without the other?

Response by Joe: *We hope to perform Trustees Projects in conjunction with the construction.*

- 17) Brian Walden Adds: That's an immediate need. These projects are the same as those we addressed years prior. We can't keep putting repairs off.

Response by Joe: *The reason we didn't include the Trustees Projects in the \$3,500,000 is because HVAC could go out tomorrow and we would find a way to fund it and go forward. The same is true for the roof and the sewer line. We will find ways to do that but separately.*

- 18) Question from Brian: Do we currently have funds?

Response by Joe: *Yes, currently we have over \$343,000.*

Jef Adds: *It's another reason to pursue this guaranteed maximum price procurement option. We can get contractors in early and get these costs identified soon. We have an estimate but by having numbers sooner, we'll have a clearer picture.*

- 19) Question from Paul Ensor: The Sanctuary won't be used for 1-year?

Response by Jef: *Yes, up to a year.*

Paul responds: I'm involved with the organ project and if there's construction taking place with dust and dirt in the sanctuary, this is a concern.

Response by Jef: *There will be little work in the sanctuary and we can control the cleanliness. Most work is around the sanctuary. We can't use the sanctuary unless we can use the front doors. If it's blocked by construction, we can't use it. It's "access" that is the restriction.*

Ray Brubacher Adds: With previous work we've had, organ techs remove the pipes and take them out and stored them to protect them. You can't run the risk of dirt in the pipes. It will do major damage. This needs to be considered.

Response by Jef & Kevin: *Understood!*

Charles Alexander Adds: *Connectivity is paramount. It's the main reason for the project. All these concerns can be raised early in the design process. The contractor can control timeliness.*

- 20) Question by Jane Ann DePas: Clarifies only members can vote but asks, “anyone can pledge is that correct?”

Response by Kevin Baker: *Yes and we've already been receiving pledges from non-members.*

Jane Ann Reiterated: The overhang for the parking area is very important because of handicap congregants.

Response by Kevin Baker: *The concern will go back to the Building Committee to reinforce the importance.*

- 21) Question by David Holbert: Jef, what happens if we don't get the funds?

Response by Jef: We need \$3,500,000. We may need to finance some funds.

Kevin Adds: *Is it possible to raise the funds? We think it is! We “will” get \$2,000,000 within the next 2-years.*

- 22) Question by Steve Sumner: Question for Jef. Can you provide a snapshot of the checklist process to define scope holes and potential problems? It may provide a little reassurance.

Response by Jef: *We've intentionally moved slowly to be sure we're getting it right. It started back in 2009 with the study piece. Steve Sumner works for the Smithsonian and he has a program that has allowed us to double check we've made the right decisions along the way. Steve has agreed to let us continue double checking even if it means we may have to go just a little bit slower than we might like.*

- 23) Question from Brian: Are we leaving the question about Trustees Projects unresolved/unanswered or are we waiting for the Capital Campaign to be addressed?

Response by Kevin: *Yes, we will take care of Trustees Projects. If we do them now, there's currently \$462,700. We can take from reserves or get a loan. It's NOT being forgotten.*

**Questions/Comments Closed by Kevin Baker**

Kevin asks, “Are we ready to vote on the design?” We’ll come back for another vote in September on the financial status. Congregation agrees to vote.

**Motion 1:**

OEUMC membership votes to proceed forward implementing Phase 1 of the Master Plan new construction for a cost not to exceed \$3,500,000 exclusive of architect fees and furnishings which will be funded separately from existing Building Committee funds.

- Yes A vote “YES” means that you agree to support this motion both **prayerfully** and **financially**.
- No A vote “NO” means that you will continue to prayerfully support OEUMC but do not support moving forward with the proposed plan.

Vivian offers prayer after question/answer period. Advises to mark ballots and pass them to the center isle to be collected.

Ballots being counted while congregation sings, “How Great thou Art”.

***Vivian announces the Voting Numbers:  
146 in favor  
17 against  
89% vote in favor***

Vivian offers closing prayer with thanksgiving. Kevin Lewis closes by stating, “Continue to be in prayer.” Kevin Lewis and Kevin Baker offer thanks.

Meeting Adjourned: 1:50 pm