

**UUSS Building Project Steering Committee
Summary of March 22, 2015 meeting**

Steering Committee Participants: Carrie Cornwell, Dennis Clear, Janet Lopes, Lucy Bunch and Margaret Wilcox. Also in attendance: Colene Schlaepfer, John McMillan, Patty Taylor and Roger Jones

Project Delivery Team Report:

Aesthetics Recommendations on Palette: Patty Taylor, head of the Aesthetics Group, shared the palette for the building exterior and interior, including wall color, carpeting, flooring, chairs, stage curtains, etc. Steering Committee members unanimously approved the selections and thanked the Aesthetics Team for their hard work on this project.

Stage Curtains: A bid of \$1797 was received for making the large stage curtain. Estimates for making the doorway curtains are still needed.

Surfacing Nesting Tables: The cost for surfacing the nesting tables will be \$2600. Alternatives, including painting the surface, are still under discussion by the Project Delivery Team.

Entrance Sign: A decision is needed on placement of the sign and approximate size for landscaping purposes. A building permit will be required. The Steering Committee discussed the idea of a simple, two-sided perpendicular sign. The Project Delivery Team will return to our next meeting with a recommendation for the type of sign. Carrie mentioned that she and Linda Clear are involved with recommendations for naming of rooms within the new building. She offered to join the entrance sign group so that the efforts are coordinated.

Pulpit Chairs: The pulpit chair fabric will match the sanctuary chairs. The chairs need refinishing. Colene will put an item in the Blue Sheet seeking names of people who might have expertise in this.

Pulpit Tables: Lucy will talk with the Worship Committee about the need for pulpit tables and will bring that information to the Project Delivery Team.

Office Furniture: This item will be placed on our next agenda. It needs input from the Funding Team.

Approval Process for Furnishings and Equipment: The Steering Committee unanimously approved the written statement reflecting the approval process. A copy is attached to this summary, as page 3.

Project Managers Update: John reported that Change Order #3 will be available on Monday. It will be sent to Steering Committee members for their information. John clarified that kitchen items included in the contract budget are only the large items, not small items like pots and pans.

Funding Team Update: Mary reported by email that the roll-out for sale of the chairs will be April 26. The team would appreciate Steering Committee members' help with staffing a table on Sundays. They are planning to ask Theater One to fund-raise for the curtains and other items. The team will be contacting people who have already indicated that they want to give money. Andrea will be writing thank-you notes to those people. Lucy clarified that Michelle is creating a report to track these donations, using Power Church. A question was raised about whether the Funding Team will be responsible for the celebration when we return to Sierra Blvd.

Phase 1A Construction Budget: Glory Wicklund and Michelle are collaborating on the project budget. The Steering Committee will need to receive this for review at each of our meetings.

NEXT MEETING
Sunday, April 19, 2015

Approval Process for Building Project Furnishings and Equipment

The Project Delivery Team, the Project Funding Team, the Steering Committee and the UUSS Board of Trustees are the groups with responsibilities related to Building Project furnishings and equipment.

Project Delivery Team

Requests for Building Project furnishings and equipment should be given to the Project Delivery Team (PDT) co-leaders for consideration at an upcoming meeting. If the PDT decides to pursue the request, a member of the PDT should be selected to research the feasibility of the request, including reasons supporting it and possible downsides, as well as all costs for implementing it.

The PDT will review the results and forward the information to the Steering Committee along with a recommendation to approve or not. If there is a recommendation to approve, a copy should also be sent to the Building Project Funding Team lead.

Building Project Steering Committee

The Steering Committee, along with the Funding Team, will review the recommendation and either return it to the PDT for additional information or approve the recommendation or, if the PDT recommendation is to approve, the Steering Committee may determine that approval is not appropriate at this time. Included in the Steering Committee's decision is the feasibility of funding the request, based in part on input from the Funding Team.

UUSS Board of Trustees

The Steering Committee will inform the Board of any decision on Building Project furnishings and equipment, as well as the cost involved and the recommended source of funding to cover the cost.