

ST. JOHN THE BAPTIST GREEK ORTHODOX CHURCH BUILDING COMMITTEE MEETING NO. 1

MEETING MINUTES 09/23/08

TO: **Joe Sullivan, Mirela Tudora, Ted Stoycos, Stacia Leeders, George Moutafis, Mitch Chokas, Buck Kinman, Taki Sofokidis, Fr. Vasile Tudora**
Bold indicates those present for the meeting.

- Building Committee (BC) members were introduced and the Building Committee and Capital Campaign Committee Missions were reviewed (see attached). We clarified that although the Committee Chairs (Joe, Dr. Lou, George V.) will work very closely together to fulfill their missions, the Building Committee will be requesting funding for their design/construction needs from the Parish Council, not the Capital Campaign Committee.
- All funds requested over \$2,500 will be required to be approved by the General Assembly. We will be putting these requests in general categories (i.e. Detailed Design funds; Construction funds, Church Hall Renovation funds, etc.).
- Short Term goals for the BC will be to develop a strategy for implementing the Detailed Design of the Church Building based upon Mirela's Concept Design, establishing an overall budget for the Detailed Design effort and establishing a schedule for Detailed Design. These three items to be presented at the **November 9th** General Assembly Meeting.
- Our first order of business will be to have all BC members reach out to their key contacts, peers, business associates, friends, etc. to solicit interest in implementing the key design phases: Site/Civil, Structural, Architecture, Mechanical/Electrical/Plumbing (MEP), Fire Protection. We all agreed to leverage our contacts to enable the Detailed Design to be implemented as cost effectively as possible.
- Buck volunteered to perform the ME design himself pending clearance from his company's "moonlighting" policy.

AI-1 All BC members are to bring list of potential *interested* consultants to the next BC meeting scheduled for **October 14th** at 7:00pm at the Church. We will review the candidates and determine to whom we will be submitting a Request for Proposal (RFP) for budgetary costs for their services.

AI-2 Joe to revise the existing RFP submitted previously to GC's to enable a simplified document to be reviewed by the selected design consultants. By the next BC meeting, **Joe and Mirela** to coordinate revisions of the Church description in the RFP based upon minor changes recommended by His Eminence.

- Mirela reviewed the status of the Concept Design. All exterior details are completed; interior changes recommended by His Eminence are to be developed (cry room, Narthex, office, small restroom at altar).

AI-3 Mirela to email the latest version of the Church Building Concept Design to all BC members to aid in their preliminary discussions with design consultants.

- We discussed the proper forum to solicit feedback from the congregation on the Detailed Design. By providing an opportunity to review the design prior to its completion will provide the congregation with a sense of ownership for the development of the Church Building. It will be up to the discretion of the BC to review and approve any change requests based upon functionality, cost and proper Church architecture protocol.
- Changes after the Detailed Design is completed will be scrutinized more closely as we all agreed that they will negatively impact construction budget and schedule. It was confirmed that the preliminary cost estimates presented at the June General Assembly Meeting had included a 7% contingency for change items.
- We agreed that the most efficient and cost effective means for implementing the construction process would be to carry it out as a continuous effort, thus requiring a substantial amount of funds to be raised by the Capital Campaign Committee prior to breaking ground. We will need to provide the Capital Campaign Committee with a detailed schedule for construction and payment draws from the General Contractor to ensure we can keep the construction effort moving forward on a continuous basis.
- We agreed that the BC will consider the Church Hall renovation as a separate, secondary project. However, this renovation will be presented to the Capital Campaign Committee and scheduled as part of one overall construction project to ensure funds are immediately available just after the Church is completed and ready to be used.
- Joe will be giving a small presentation at Taverna Night to describe the Church Building efforts and formation of the two committees. A framed artist rendering will be displayed.

AI-4 Joe to plot a color rendering of the exterior views of the Church and provide it to **Stacia** to mount and frame for Taverna Night. Costs for the framing can be turned into Harry for reimbursement.

- All BC members will be blessed after Liturgy on Sunday, **October 5th**.

Building Committee Meeting Schedule:

October 14th

November 4th

Meetings will be at 7:00pm at the Church.

Capital Campaign Committee Mission

- To establish and execute a Capital Campaign program to carry out the mission of the Building Committee based upon an approved Construction Budget.
- To collaborate with the Building Committee to ensure that the construction project is properly financed to the satisfaction of the Parish Council.

Building Committee Mission

- To complete detailed designs of the New Church Building in the traditional Byzantine-style architecture and to complete a renovation of the existing Church Hall.
- To manage the construction of the New Church Building and renovation of the Church Hall within the approved Construction Budget.