

Mission Facility Steering Committee

May 11, 2023

Present: Bill Smith, Tom Rich, Kathie Klock, Mandy Budig, Reggie Kuipers, Catherine Dekkenga, Jon Hiatt, Andrea McCartney, Eric Yunag, Ashley Flynn, Jarrod Smart, Les Rowland, Robbie Veurink, Debbie Meyer

We began our time in prayer focusing on unity, humility, for us not to focus on the brick and mortar, but to keep our eyes on the mission/ministry.

Several members shared how meaningful the dinner with Elders was last night. The reminder to dream big, affirming how Central seemed always to be planning for growth to bring more folks to Christ, the fact that we as a 140 year old church are in a solid financial space, the history of how we began as the Swedish Baptist Church but realized the importance of reaching more people by dropping that name and speaking English - this widens the door and we have followed suit with our recent name change.

Tom distributed copies of a Cost Study that was prepared by Robin Miller of Schemmer, which was completed approximately 1.5 years ago. Tom drew our attention to a sheet with estimated costs for expansion (worship center upgrade was approximately 7 million; office expansion was around 1.5 million, addition of 7 classrooms for CPK was around 1.2 million, a larger "Clubhouse" was about 766,000 and a raised playground east of the 7 classroom addition with lower-level unfinished basement was approximately 1 million). Overall, this expansion was projected around 14 million (keeping in mind these numbers are from over a year ago).

Those who did a site visit to Berean Church said the advice they received from them was to build for future expansion. Example, We could have a lower level built but not finish it until a future date. Again, this is simply a rough sketch of what could be possible giving us an additional 600 seats in the worship center.

Eric mentioned that as we communicate the expansion possibilities, we need to be sure to have visuals that show our consistent growth (Kid Central/Student Central, CPK) and what we might project in the future should we continue at this current level. And while it is good to show statistics (especially when it comes to fundraising) the one thing we don't see are the children that get turned away in Kid Central because we have maxed out our current space. If we don't expand to meet the needs, what does that say to our community?

Catherine then reviewed the Request for Proposals for Architectural/Engineering Design Services. There was discussion as to whether to send to certain architectures or send it out to a wider audience. We might need to do some investigative work to determine who to send to. Is there something like a specialty church? Catherine indicated there is and they would certainly be qualified. We briefly highlighted the four phases listed and spent some time discussing the dates we thought possible for the proposal/selection process and preliminary pre construction timeline.

The RFP issued would be Monday, May 22

Design Firm Proposals Due: Tuesday, June 20

- The question was raised as to how long from proposals due to setting up interviews for design firms? How many responses do we think we would receive? Catherine indicated she thought we would receive 3-4 in town and 1-2 possibly from Iowa. Thought it was a big enough project to generate interest from other states.

Design Firms Notified of Shortlist: Friday, June 23 (do we need more than 3 days to create a shortlist?)

Interviews for Design Firms: July 11 (No Steering Committee on July 6 or 13)

- It was the consensus of the group that we would interview 3 firms, allowing 1 hour for each interview
- Conduct all 3 interviews on the same day
- Would be best to schedule interviews in the morning and then have a lunch together to discuss next steps
- Even though we have a few current Elders serving on this committee, we will invite entire Elder Board to participate in the interview process if they so desire
- Catherine would like to recuse herself from the interviews as she felt it would be a conflict of interest

There was a brief discussion regarding the Proposal Evaluation Criteria (scoring of 100 points). Scoring would be done during the interview process. It was agreed that we would increase the Character, integrity, reputation, etc to 15 and decrease the Ability, capacity, skill to 15. The only other change to this proposal was the Proposal Requirements, item #5. It's original form stated "Describe your firm's experience in working with CM partners in the following areas: It was agreed to change the wording to "Describe your firm's experience in working with CM partners.

Eric made the motion to accept the draft with proposed changes, Reggie seconded the motion. We will send the final draft to the entire Mission Facility Steering Committee.

We will need to mock up standard questions for the interview process.

We feel the need to be transparent and communicate well with the congregation about our progress to date. The committee needs to be giving the same message and Eric suggested creating a FAQ for when we get asked those questions. It was suggested to house those questions on google doc and then we can create talking points.

Tom asked if there was someone that would like to take charge of communication? Ashley, Eric, Jon Hiatt agreed to serve in that capacity. They will put this information into a google doc as well. We will need to also work with Mike Billeter to create a page on the website where possibly FAQ documents and other pertinent information would live. We will need to determine what gets communicated from the stage. Over communicating and being transparent is key.