

## Vestry Meeting Minutes (approved)

R.E. Lee Episcopal Church

May 18, 2015

The regular meeting of the Vestry of R.E. Lee Memorial Church was held on Monday, May 18, 2015 at 5:00 p.m. in the Parish Hall of the church.

**In Attendance:** George Brooke, John Burleson (Junior Warden), Tom Crittenden (Rector), Susan Cross, Doug Cumming, Carole Elmore, Jim Farrar (Senior Warden), Julia Grossman, Diana Kenney, Elizabeth Knapp, Holt Merchant, Frank Settle, Sharon Massie (Program Director), Daniel Wubah and Anna Crockett (Clerk); **Guests:** Dave Hansen and Dennis Cross; **Absent:** Amy Holston, Grigg Mullen, and Don Whittington

**Opening and Prayer:** Tom noted current prayer concerns and opened the meeting with prayer.

**Approval Of Minutes:** Minutes of the April 20 meeting were approved as distributed.

**Mutual Ministry Review:** Jim distributed the updated Mutual Ministry Review and thanked members for providing the information regarding action steps completed, in progress, and revised.

**Phased Renovation and Funding Overview;** Dave Hansen, chair of the Space Planning Committee, provided a report described in his handout that addressed the following areas related to the proposed renovation/funding projects: background, key themes, funding phases, timeline of campaign action steps, and scope of architectural services. Overarching themes include 1) our obligation for the preservation and stewardship of our church grounds and buildings for future generations; 2) investing in a missional infrastructure that allows us to execute our programs and ministries, 3) creation of dynamic and attractive space that will drive utilization, and 4) designs that reflect an awareness of accessibility and environmental issues. The report suggests two phases, with the first comprising replacement of the organ, renovation of the Undercroft, and refreshment of the Parish House, and the second phase focusing on full renovation of the Parish House. Dave noted that architectural firms often recommend this approach when the cost of full completion of the projects is significant. Funding is similarly proposed in corresponding phases, and is anticipated to come from internal and external sources in addition to the capital campaign. The Finance Committee will review potential sources. The proposed timeline begins this month with Vestry review of draft phases, funding overviews, scope of services and campaign timeline and concludes with start of Phase 2 of the campaign in January 2021.

**Architectural Proposal:** Tom reported two strong candidates for architectural firms. He shared a proposal from Hughes Associates for the design of improvements to the Parish House and Undercroft, and added that Christ's Church and St. John's, both in Roanoke, had given this firm high recommendations. Approximately 40% to 50% of Hughes projects are church-related. Tom will send out the proposal from Wardell Architectural firm when it is received. Waddell is a smaller firm, but has considerable experience with church projects. Both firms will be invited to

make presentations to the Vestry at its June meeting. Tom added that proposals for conceptual and preliminary design work are important to help us understand what will be involved in the renovation projects.

Elaborating on the Hughes proposal, Tom reported that the firm had met with the committee last week, and had been recommended by VMDO Architects in Charlottesville, the firm that had produced designs for our parish's last campaign ten years ago. Cost of the initial design work would be \$12,000, to include Hughes contracting consultants. We could ask Hughes to engage a contractor that would give us more specific estimates, although this would involve additional fees. Contractor decisions would follow after approval of designs. The fee for Hughes' architectural and engineering services is projected at approximately 7% of the construction costs.

Tom pointed out that the proposed Hughes "scope of services" may require inspection for Hazardous materials, although the cost would not be included in the \$12,000 fee. We may need to engage an environmental firm to remove asbestos and lead paint. An estimate of \$3500 for asbestos removal from the bridge and narthex is already in hand.

Tom also noted that the Hughes formula for estimating the cost per square foot on Undercroft renovation is on the high end, meaning that it would allow for considerable work. Dave added that there would be give and take with contractors, allowing us to build their estimates around funds that we expect to have available. He also made the point that choosing an architectural firm is not a design, but a service competition.

In conclusion, Tom stated that the Space Planning Committee will provide a comparison of the services of both firms for recommendation to the vestry at its June meeting, when one of these will be selected.

**Campaign Planning Outline:** Dennis presented a proposed timeline for campaign planning, noting that we need to align major steps with architectural plans and estimates. He emphasized the importance of ensuring our credibility with parishioners by knowing the costs of projects before we begin soliciting funds. The projects included in the outline are the outcome of vestry conversations in the past several years, and the top priorities identified in the Mutual Ministry Review. Actions on the timeline include determining potential donor prospects in giving levels, looking outside the parish for possible supporters (e.g. foundations, parents of students, alumni), identifying chairs/co-chairs, forming a campaign committee, identifying the final costs of the projects, deciding on the goal and types of gifts, and beginning dates for the quiet and open campaigns, with completion in March 2016. Once the timeline is approved, we should start checking items off the list. Dave observed that work on the projects will not begin until we have commitments for funding them. Frank expressed gratitude for Dennis' work on the comprehensive timeline, and the considerable savings to the parish in this in-house work. Dennis noted that we have enough expertise in the parish to justify saving money on hiring outside consultants to provide a similar service.

In response to Tom's question whether contributions to the organ could be kicked off as a parallel campaign, Dennis emphasized that it should be one campaign, comprising the organ,

among other projects. The parish needs to know what we are trying to raise and for what purposes. We need to have all the costs by September. Parishioners can restrict their gifts to specific projects, if they choose, but it is important to keep the projects together, since total contributions are likely to be less if solicitations are made for one project.

In response to Holt's question whether the campaign could have a negative impact on the Every Member Canvass, Dennis stated that the campaign timeline purposely does not conflict with the EMC, and that the campaign committee will need to make it clear that the campaign is an extra fundraising program.

Doug asked about possible use of endowment funds toward the campaign. Dave responded that Finance Committee would review this, but that we are already using endowment income to support approximately 20% of the operating budget. Thus, the EMC may need to make up the difference if any of these funds are diverted to the campaign. There was a suggestion to hold a parish forum to discuss these endowment and parish operating budget issues.

**New Business:** None

**Comments from the Wardens:** None

**Comments from the Rector:** None

**Adjournment:** Meeting adjourned at 6:25 Julia led the closing prayer

Next Meeting: June 15, 2015; 5:00 p.m.

Respectfully submitted,

Anna Crockett, Clerk