



## Building Committee Minutes December 7, 2016

Heather Haynes, Meg Lojek, Linda Burns, Karen Lannom, Andy Laidlaw, Lola Elliot, Larry Swan, Dean Martens

Called to order 3:18

Minutes 11/16/16 approved, 1st Andy, 2nd Heather, all in favor

### Amendments to the agenda

- Add consideration of a proposal from Humphries/Poli Architects
- Add Discussion of putting in place a framework for receiving and handling donations
- Dean makes motion, Larry seconds to add those two items to the agenda

### New Business

#### General Comments

- We need to make an effort to keep our ongoing progress in the news
- Committee members have had good comments from City Departments and the public

#### Timeline proposal for City Planning

- Meg handed out "Capital Campaign in Your Future?" to help with timeline planning
- City Manager asked for a general timeline for our part of the project
- Meg created a rough timeline/list of steps and we as a committee needs to add dates/chronology of items.
  - Andy suggests we don't get too far down the road with the design stage
  - But we do need some design drawings to show when initial fundraising begins
  - Discussion of bond - if we decide to go down the bond path, we would need to decide by January of 2018. Gives 1 year to fundraise, since bonding was not 1st choice strategy.
  - January of 2017 to issue RFQ to hire a fundraising coordinator - simultaneously coordinating with city departments, soliciting with large donors and applying for grants.
  - Potentially solicit LOT funds annually
  - Public campaign for funds could potentially start Summer 2017
- Discussion about handling donations - cash, checks, funds, etc

RFQ - Andy moves to approve the RFQ for a fundraising coordinator. Karen seconds.

Final report came from Humphries Poli was received today. Meg also received an email from Dennis Humphries regarding fees for the further development of the project, including schematic design.

Next meeting is Wednesday, December 21 at 8:00 am.

Meeting adjourned 4:21 1st Heather 2nd Karen

Minutes Prepared by Karen Lannom, Secretary

Respectfully submitted by Heather Haynes, Chair

*Bill Thomas, Vice Chair, for HH*