

## NOTES

### Building Committee, Reversing Falls Sanctuary

June 23, 2013

Present: David, Gail, Alison, Jackie, Barbara

We identified several short term and long term needs for the sanctuary, including immediate repairs, actions steps, possible resource people, and our roles in recruiting “work crews” and proposing budgets for repairs for the facility and grounds.

#### Preliminary Steps:

We need to familiarize ourselves with the facility, its systems and the surrounding property. The Poole’s have donated land, which has been transferred to the church. Apparently the transfer of the deed is in process but the property is “flagged” off, so we should be able to walk the boundaries at any time.

John Gray is familiar with most of the systems in the building, so we decided to ask him to meet with us to go over the facility, at which time we can begin an inventory of repairs and expenses. **Allison will get in touch with John to see when he could meet with us. Tentative date Saturday, July 13<sup>th</sup> at 8:00am.**

Bob Poole did an energy audit at some point, with recommendations, including replacing the windows. He may be another resource to call to help with inventory of needs. Gary mentioned a list of repairs and facility needs, so we need to see if we can get in touch with the old list. At the full leadership meeting, **Tom Amado thought he had a copy of the list and will forward it to us if he can find it.**

We discussed a list of responsibilities for the committee. These include: develop a Facility Plan, proposing short term and long term repairs and improvements to the facility and grounds; monitor repairs; maintain updated list of repairs and maintenance; prepare draft budgets for projects—submit to finance committee; recruit work crews for projects; identify expertise from within the community and recruit assistance; recruit helpers beyond the RFS parish, if needed; convene a “dream team” for imagining the potential uses for the building and suggest additional equipment (such as projector, chairs, etc) and improvements/design elements to meet these needs; maintain notes of our meetings and disseminate to the larger leadership group

#### Immediate Repairs and Maintenance:

- **Roof** over the kitchen needs to be repaired—leaking into the attic and kitchen—may need to replace insulation in attic. David indicated that the steeple is in dire need of repair, an expensive project for the longer term, but there are leaks in the roof around the steeple, which will have to be on hold for now. **ACTION: David will get an estimate for materials to repair the roof over the vestry and contact Matt Freeman as he offered a free day of labor for the project. We’ll need to recruit additional work crew for the repair**

- **Floor**—Dan Huisjen offered to refinish the floor in the sanctuary. We want to get him ASAP to get this put into his schedule. We discussed the acoustical effects of the carpet being removed and will have to consider this as we move forward—may need floor covering, quilts on walls, etc. - . **ACTION: Gail will contact Dan to see when he will be available and determine what expenses he anticipates. Dan has also expressed interest in serving on the Building Committee —Gail will confirm**
- **Paint the front of the building.** Tom Pascal has offered to paint the front of the building. Apparently Avis Poole left funds for this project—we need to look into the status of those funds. Painting can be done during the summer. **ACTION: We'll need to get a paint crew together after talking to Tom, and track down the status of funds left by Avis.**
- **Clean out the cellar and upstairs. ACTION: Schedule a clean up day!**
- Consider an energy audit. **ACTION: Check with Bob Poole about his past audit. Schedule audit if needed.**
- Improve and clean up outside property. **ACTION: Obtain deed and property boundaries once available. Plan a cleanup day, to include clearing some o the trees out from around the building and out back. TBA**
- Apparently the foundation is in great shape and the electrical system has been updated. The heater in the sanctuary works unless its bitter cold outside—may need furnace
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#### Long Term Improvements:

- New kitchen
- Bathroom
- Well and septic
- Furnace??
- Windows
- Parking—recent donation land should enable additional parking. David mentioned that you can now put in a septic system that you can park cars on top of
- Repair steeple
- Design space to maximize potential uses
- Sustainable design and systems (i.e. solar, green construction, efficient designs and systems...)

Communications: We decided to communicate among ourselves by email and distribute notes to the full leadership team.

Tom Amado is interested in serving on the Building Committee, pending his commitment to Finance. He asked to be on our email list. Daksha is interested in joining the survey of the property, grounds and vegetation—Invite her to the date with John Gray. Ralph Chapman was mentioned as someone to rope into the committee, once the legislative session ends.