



**SPECIAL MEETING
UR BOARD & FIC TEAM MINUTES September 20, 2016**

PRESENT

Board: Christopher Naughton (CN), Ed Rosequist (ER), Michele Peters (MP), Valerie Winters (VW), Rev. Paula Mekdeci (RevP)

FIT Team: John Kidd, Susan Lang

Visitors: Adam Ritt (Hoy Construction); Mike Aldridge (Tidewater Electric); Bart Cardea, Sr and Bart Cardea, Jr. (Viacom)

FIC DISCUSSION

ER: Began at 5:11 pm with discussion of reason for meeting: HOY is ready to start construction Monday, Sept. 26. They anticipate being able to be completed with the work by October 28, rather than Nov. 1. Now that we have the new plans on realignment of the clouds and how they need to match to the lighting scheme (stage, projection system) and sound to put Phase 0 in place, we need to make sure everyone knows what needs to be done to actually begin work in the sanctuary on Sept. 26. What is critical right now is to get all parties on the same page with respect to power / electrical requirements

Hoy now plans to work all the demo and framing during the first week.

Mike: Needs to confirm lighting options, with appropriate distributed lumens to support the space. we need info on the lights as soon as possible because it could take up to two weeks to get the right lighting fixtures ordered and received.

Adam: Soffits will hide new HVAC ducts, cans for lights just need to be framed out for now until we actually get them. Stage lighting needs to be framed. Would like to leave existing lights up as long as possible. Will be painting the ceiling black (maybe two weeks before completion), hanging clouds, dropping lights, taking out the old lights. Anything that will be exposed will be painted so it's not as obvious. Will be messy in sanctuary esp when hanging walls so will tear out carpet *after* ceiling and walls come out. Carpet is 2 weeks away.

ER: Asked that we have staff available to supervise during construction phase on a daily basis; seeking assistance from JH, SJ, John, and Jan S, as well as himself, as check-in representatives to

the on-site Hoy supervisor. The first week prob won't be any big deal but the second week more info and consultation will be required from us.

Susan: Spoke to Oliver Knott at Dominion Va Power re Dominion Power Small Business Improvement Rebate - requires operator to take a 1.5 hours class but it is free and Unity can get a rebate for some of the lights we will be replacing with new lights; i.e., hi voltage. There is a deadline to apply for the rebate to be aware of. ER will review and sign the rebate applcn. Also we can get a free duct inspection and HVAC inspection to see if it is working efficiently; currently scheduled for Oct 4. Mike has already taken the Va Power class but needs to make sure the class he took is still viable toward the rebate.

Cardea Sr: All theatrical lighting is low voltage and it will all be LED. They gave Mike a list of all LED lighting the contractor needs to be part of installation. Everything falls under Mike's guidelines; Mike approves everything. Cardea is not an electrical contractor. He also suggested that we ask VA Power to inspect and clean the connection from their line to the church - it is free. Dilutions occur from heat/cold. ER will make contact to confirm this.

Adam: sound booth needs to be empty by Monday so it and hanging lights can be demolished; ER will work on this.

Mike: Needs to know what lines control what before the demo. ER or Jan S can determine this and let him know by Friday. Also need to know the power requirements for lights

John: Asked if existing amperage will need to be upgraded for future additions. Mike answered that this information can easily be obtained by looking at the monthly electrical service statement to calculate what amount of electrical service is adequate. They will take a look at this.

ER: During this phase and demolition, the screen stays, piano stays (after being wrapped and protected with plywood cover), projection system will be stored, additional lighting to be demo'ed. Lights along the walls are going away, monitor will go away. The sound system for Sunday services will consist of a small portable system that Humphrey and Corey put together.

Mike will come by this Thurs or Fri to investigate what needs to be done up on ceiling; Adam will send Mike all ER's contacts.

CN: How many seats or stations at sound board? Adam answered that as Jack designed it, there are now 2 seats - CN isn't comfortable with this but we have time to work on this issue. Our entry doors and the height of the board are the problems.

Lights: Sound equipment and stage lighting are being provided by Cardea; Mike is doing house lighting; Mike and Cardea need to coordinate. All lights will have dimmers. Two 3-ways at the sanctuary entry doors; anyone on stage can also control lights without having to leave the stage and walk to sound board. Controller will be an iPad and be pre-set for stage lighting.

Adam: Will bring his dump truck so no need for dumpster. Port-A-Potty will be in back corner

RevP asked Adam about signs: He suggested New River Signs as good and cheap

Contractors were then thanked and dismissed.

Board of Trustees meeting began at 5:53 with CN, ER, RevP, VW, MP, and guests John Kidd and Susan Lang

ER: Adam has been frustrated b/c he wanted all the light information resolved so he could discuss cost with us. He now has it so we should get a new cost estimate very soon. ER's opinion is that we should just get started and at service next Sunday if Hoy is still framing out, people will be ok with it. The new ceiling plan includes two big speakers in the ceiling and bars for lighting hanging from ceilings (can set lights or move the as appropriate). We are going with all black clouds, lighter walls, sconces darker in color; as you go higher in the room you get darker. Carpet is grey fleck/taupe rather than blue.

Richard Mekdeci will clean all instruments and cover piano. We saved about \$800 by not having to store the piano. We have dropped \$36,000 on half of the sound construction parts and \$150,000 to Hoy on all electrical systems and building. Happy we are getting everything to code.

We have over \$100,000 in capital campaign fund but we need to press for donations because we need to be able to pay our bills as they come due. We can leverage the 60,000 CD and take out another loan against it, up to \$30K and then reimburse the fund later. We have about \$37K in the operating fund, over \$10K in excess, and \$32K in money market. We won't need to pay the second half of Viacom's bill until we are satisfied with the system, so this could be well into Nov or even Dec.

VW: once the congregation sees the framing we should see an uptick in contributions

CN: what needs to be paid? ER answered that Hoy will give us new cost estimate and a bill on the 20th of every month on what they have done so we can pay as they go; majority of the cost will be electrical (about \$60K); We will owe Viacom \$72K (of which we have paid half); Shoreline is doing HVAC and ducting; it will be interesting to hear what the sound of the new AC will be when the diffusers are in the clouds.

Briefly discussed need to take out a loan to cover construction costs as they come due: Board decided that we don't need to vote on the loan tonight - we can take care of Hoy and the subs without the additional capital...the problem may be paying off the second half of the \$30K. This vote on taking out a loan should be taken at the next Board meeting so we have the option all set.

RevP - Humphrey/Jan: side closet needs to be cleaned out. Classroom 6 will be storage pod. If we need more classroom space we will use the chapel.

ER: Side sheds are half full and still have storage. Corey sold blue chairs before and Starr indicated that the place she bought used office stuff from also buys chairs. Corey gets \$5/chair.

Does Starr's place get more? We need to compare what we can get for our old blue chairs. But we need the new ones here before we get rid of the blue ones, so how do we do this?

John: Asked if it would be ok to allow construction workers to use our bathrooms rather than the port -a -potty. ER responded that this is a discussion point with their supervisor

John: Has received the proposal for Phase One Environmental Site Assessment from Bay Environmental Inc – assessment and fee will be \$1,700 to be done with site plan approval. Chesapeake Dept of Public Works said they can't waive study and therefore cost because it is in the City Code but did reduce the fee from \$1,600 to \$400. Study is done to make sure there is no residue from hazardous chemicals on the site so they research use of site etc. The site was undeveloped before the church was built. Will also have to re-route site drainage which will cost approx. \$20K; trees will need to be removed and the shed will need to be demolished. But all of this is down-the-road.

ER stated it would be good to put off the site plan approval b/c once the site plan is approved, all the phases shown on the site plan - the classroom wing, the cafe/bookstore, the chapel, and the sanctuary addition, will all have to be completed within five years of the approval date or else we will need a new site plan approval from the city (with new engineering fees and city review fees).

Adjourned with prayer by CN at 6:33.