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| First Parish UU Beverly, MA | Capital Campaign Committee C3 |
| Date:11/02/06 | |

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| Facilitator | P. Willenbrock | Scribe | P. Willenbrock meeting #4 |
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| Attendees |
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| | Name | Role | | Name | Role |
|--|------------------------|--------|-------------|------|------|
| | Meegan O'Neill | member | Y | | |
| | Georgina Keefe-Feldman | member | Y in spirit | | |
| | Danni Simon | Member | Y | | |
| | Bob Wilkes | Member | Y | | |
| | James Mitchell | Member | Y | | |
| | Jack Reilly | Member | Y | | |

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| Meeting Agenda |
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| 1. Introduction - Opening | | See attachment |
| 2. Review Action Items | | |
| 3. Discuss Issues | | |
| 4. Make Decisions – where applicable | | |
| 5. Roundtable | | |
| 6. Wrap-up | | |

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| Minutes for Meeting |
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The meetings of the October 19 meeting were reviewed and accepted.

Under Committee Volunteer Assignments:

- 1) Danni determined that \$9000 is available for the Architect and \$3,000 currently available in Capital Campaign Fund. Given the importance of the products produced by the Architect to the success of the Capital Campaign it was suggested that this \$12,000 plus up to \$3,000 from the church budget might be allocated to the architectural firm.
 - 2) Danni informed William Hines of the probable need of a church financial audit-needed before the campaign reaches out for grants and outside community for funding.
 - 3) Paul and William Hines exchanged ideas concerning the definition and use of the Capital Campaign Account. A paragraph to guide the use of the funds is under consideration.
 - 4.) The 2006-2007 goals for the Capital Campaign Fund were developed by Paul, modified and approved by the C3 and sent to Parish Council
 - 5) Danni obtained background information on the Woburn Fund. C3 is interested in applying to the Woburn Fund in order to fund Capital Campaign projects. C3 thought the idea of applying for funds to install elevator/ and/or make bathrooms handicapped accessible was a good idea. Grants writer needs to be identified preferably outside the committee. Meegan indicated possible involvement.
 - 6) Jack indicated that the idea of setting up a 501C non-profit org. separate from the church would probably be non-productive as funding agent would still think they are giving money to a church. However, Danni stated a church member specifically said if a 501C Non-Profit separate from the church were created his company would match his donation. Thus the issue is still open and on the table. Jack noted that it would take 3-5 legal hours to do the necessary paperwork. Danni will continue to determine the workplace of church members relative to matching contributions. Meegan noted from her work experience that not many companies match employee contributions. Paul noted that Jen Flynn may have collected information regarding workplace of congregation.
- Results of Agenda discussion

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Continued
Results of Agenda

1) Paul attended Associated Grants Management (AGM) training. He will go back for a one on one session next week and report to committee on 11/16

2) Issue of making **naming** a notable piece of the C3 effort discussed. Bob Wilkes was asked to develop a naming framework that makes this effort a reality. It is noted that Jen Flynn and Danni Simon have specific ideas. { scribes thoughts:: The issue is how we maximize campaign dollars with naming. What is on the table and off table relative to naming? Certainly giving money in remembrance of family member or friend should be part of the plan. The elevator, Tree of Life, bricks are all on the table; probably the church itself and Hale Hall are off the table}

3) Meegan presented a listing of the activities that needed to be done in order for a capital campaign to be a success. Meegan, with C3 input, is developing a timeline for these critical activities. This will become the timeline that guides committee activities for the year. She also presented a computer driven model to help C3 determine what is necessary from the giving community to raise a specific amount of money. It was agreed that the case statement, one of the activities, must result from the architect's master plan and that the feasibility study rolls out after the work of the architect is complete and accepted. However, Many activities can be done prior to the case statement and feasibility study. These include but are not limited to: 1) developing a refined and powerful plan for conducting the feasibility study. Plan who gets contacted, what is said to them, what is presented to them-both congregation and Greater Beverly Community, 2) developing every possible grant opportunity that would augment funding and 3) developing a name framework for finalization by the church congregation.

4) James provided an update on the selection of an Architect. Three architects responded to the RFP. An interview committee consisting of Doug Baumol (Chair Parish Board), James Mitchell (Parish Board, Building and C3 member), Danni Simon (C3 member), Jack Reilly (C3 member) and Terrence Strum (Building Committee Chair?) will interview the three applicants on Tuesday 11/14. The results will be presented at the 11/16 C3 meeting.

Other agenda items on the 11/02 C3 meeting will be pushed to 11/16

Respectfully submitted
Paul K. Willenbrock

| Action Items - Open | | | | | |
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| # | Description | Assigned | Due | Status | Owner |
| | Capital Campaign timeline | | | 11/16 | Meegan O |
| | Feasibility Study | | | 11/16 | Georgina K. |
| | Selection of Architect | | | 11/16 | James M. |
| | Framework for Naming | | | 11/16 | Bob W. |
| | Grant funding and Capital Campaign | | | 11/16 | Paul W. |
| | Ways of Giving to church Capital Campaign | | | 11/16 | Jack R. |
| | Globe article on giving | | today | | Danni S. |
| | Draft Communication Plan | | | 11/16 | Danni S. |

| Action Items - Closed | | | | | |
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| # | Description | Assigned | Closed | Status | Owner |
| 1 | Co-ordinate all gifts to the campaign | Danni S. | October | In place | Danni S. |

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