

First Parish UU Beverly, MA	Capital Campaign Committee C3
Date: 3/19/07	

Facilitator	P. Willenbrock	Scribe	P. Willenbrock meeting #13
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Attendees					
	Name	Role		Name	Role
	Meegan O'Neill	member	y		
	Georgina Keefe-Feldman	member	y		
	Danni Simon	Member	n		
	Bob Wilks	Member	Y		
	James Mitchell	Member	n		
	Jack Reilly	Member	y		

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

Minutes for Meeting

C3 meeting #13 took place from 7:30-9:00pm on Wednesday April 04, 2007 at the church.

The following are the key points and decisions made at that meeting

- Reviewed minutes of meeting #12 and approved
- Georgina reviewed **The First Look at the Capital Campaign Feasibility Study**. Final copy will be ready next meeting. Much time was spent on the discussion of the results noted in the paper. It was agreed that \$350,000 was a reasonable expectation for Phase 1 **from the congregation**. It was further discussed that time would be taken to get more information from grants and Greater Beverly Community in the next two weeks in order to determine final Phase 1-tentatively \$500,000.
- Assignments: Jack to develop in a few days a questionnaire that can be used with our external contacts
- Meegan: talk to Jack Goode and Mike Cahill
- Georgina: talk to Mayor Scanlon and Susan Mueller- also review Massachusetts Historical Committee website
- Paul to talk to State Rep Grant, Paul Guanci, President City Council, and Stephen P. Hall , Beverly Historical Society
- Paul will talk to Sally Loring after the April 11 meeting
- There was a good deal of talk about planning for Phase 2 –as Phase 1 will only get some of the important work accomplished. Ex.: part of spin is to remind folks that there is a Phase 2 and to plan for continuous giving. Also save some major naming opportunities for Phase 2 and beyond
- We will try to make every effort to obtain monies from the Massachusetts Historical Commission and like agencies.
- We voted and agreed that there would be naming opportunities: Meegan and Bob agreed to develop this important area
- We ran out of time to discuss agenda items 4,8 and 9
- Paul noted that Mickey Ratte from membership inquired about membership composition for next year. Georgina, Jack, Bob, and Paul agreed to continue next year. Meegan is undecided

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- Bob did much work in putting lists of people to contact including major contributors list-to be discussed at the next meeting.
- Next meeting is Thursday April 19, 2007 from 7:30-9:00pm at the church

	Feasibility Study				Georgina K.
	Selection of Architect				James M.
	Framework for Naming				Bob W.
	Grant funding and Capital Campaign Ways of Giving to church Capital Campaign Globe article on giving Draft Communication Plan				Paul W. Jack R. Danni S. Danni S.

Action Items - Closed					
#	Description	Assigned	Closed	Status	Owner
1	Co-ordinate all gifts to the campaign	Danni S.	October	In place	Danni S.
2	Architect recommended to Parish Board LDA architects	James M.	November	done	James M.
3	Create Feasibility study letter	Danni S.	January	Done	Danni S.
4	Mail Feasibility study letter	Paul W	January	Done	Paul W.
5	Finalize Phone Script	Danni S.	February	Done	Danni S.
6	Finalize Feasibility Study Questions	James M.	February	Done	James M.
7	Preliminary Feasibility Study Report	Georgina	April	Done	Georgina