

**Elizabethtown Church of the Brethren
Church Board Special Working Session Minutes**

October 8, 2018 6:45 PM Fellowship Hall

In Attendance: Pastor Pam Reist, Dick Keeseey, Rhonda Myers, Pastor Jason Haldeman, Pat Dennehy, Pastor Josh Tindall, Bob Hollinger, Nancy Hivner (Chair), Frank Rhodes, Duane Hernley, George Snaveley, Vida Snaveley, Pastor Greg Laszakovits, Carroll Kreider (Moderator), Kristen Siler, Peggy McFarland, Peg Over, Alyssa Cross (Clerk)

Building Improvements Committee: Barry Garman, Lisa Clemens, Jim Hoffer, Mike Bierbower

Campaign Team Members: Donna Hollinger, Don Kraybill

I.	Welcome and Recognition of Guests
II.	<p>Housekeeping</p> <ul style="list-style-type: none"> ● Finance requests that Counters report to their commission rather than the Resources commission. Approved. ● Admission payment for attendees at the District meeting ● Witness Commission - 141 hygiene kits completed. Would like to cover the cost of shipping (\$282) from O&M. Approved.
II.	<p>Review of Building Sketches - Scheme 18</p> <ul style="list-style-type: none"> ● ACTION ITEM: Commissions to go back to their original ministry requests for the building and evaluate the sketches with these in mind. Is anything missing?
	<p>Basement Floor Level</p> <ul style="list-style-type: none"> ● Accessibility & Navigation ● Music Ministry Area ● Shared Space (Nursery School) ● Security for Tenants (Nursery School & Child Care Center) ● Courtyard <ul style="list-style-type: none"> ○ Concerns about maintenance related to heavy rain, water drainage, snow removal, freezing drains, etc. Consider putting under a greenhouse type of roof to prevent this type of maintenance, but not as a finished atrium that requires heating or cooling.
	<p>First Floor Level</p> <ul style="list-style-type: none"> ● Main Entrance ● Gathering Space ● Sanctuary <ul style="list-style-type: none"> ○ Untouched, but there is space to expand off the South side, should future needs arise ● New Fellowship Hall (Multi Purpose Space) <ul style="list-style-type: none"> ○ As drawn, capacity at 200. Could change table arrangement/types to accommodate more. Can expand to the east to increase square footage, if needed. ● Chapel ● Sunday School Wing ● Church Offices ● Courtyard
	<p>Second Floor Level</p> <ul style="list-style-type: none"> ● Accessibility ● Adult Classrooms ● Audio Visual Room ● Maintains existing balcony ● Storage

	<p>Entire Building Features</p> <ul style="list-style-type: none"> • MEP (Mechanical, Electrical, Plumbing) upgrades • HVAC system (state of the art) • Security, technology, communications, fire protection • No occupied area without natural light
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III.	<p>THE NUMBERS</p> <ul style="list-style-type: none"> • SCHEME 18 ANALYSIS <table border="1"> <thead> <tr> <th></th> <th>EXISTING SF</th> <th>RENOV. SF</th> <th>% to be Renovated</th> <th>NEW SF</th> <th>PROPOSED SF</th> </tr> </thead> <tbody> <tr> <td>BASEMENT</td> <td>17,669</td> <td>17,669</td> <td>100%</td> <td>9,000</td> <td>26,669</td> </tr> <tr> <td>1st FLOOR</td> <td>17,669</td> <td>12,781</td> <td>72.3%</td> <td>12,980</td> <td>30,649</td> </tr> <tr> <td>2nd FLOOR</td> <td>6,576</td> <td>4,376</td> <td>66.5%</td> <td>4,480</td> <td>11,056</td> </tr> <tr> <td>Totals</td> <td>41,914</td> <td>34,826</td> <td>83.1%</td> <td>26,460</td> <td>68,374</td> </tr> <tr> <td>% of Overall</td> <td>61.3%</td> <td></td> <td></td> <td>38.7%</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Reduced overall SF from previous sketches by ~8k • Removed duplication within the estimating process • <u>Existing SF Usage</u> <ul style="list-style-type: none"> ○ Nursery School - 11% -- include shared classrooms with SS (Renovation Cost \$306,468) ○ Child Care - 34% -- includes fellowship hall and kitchen (Renovation Cost \$947,267) ○ Church - 55% • <u>New Completed Project Usage</u> <ul style="list-style-type: none"> ○ Building Committee to work out on getting the usage percentages of the new building • <u>Finance Cost Questions</u> <ul style="list-style-type: none"> ○ Cost to finance/borrow until pledges come in? ○ Leakage/ pledge failure? 		EXISTING SF	RENOV. SF	% to be Renovated	NEW SF	PROPOSED SF	BASEMENT	17,669	17,669	100%	9,000	26,669	1st FLOOR	17,669	12,781	72.3%	12,980	30,649	2nd FLOOR	6,576	4,376	66.5%	4,480	11,056	Totals	41,914	34,826	83.1%	26,460	68,374	% of Overall	61.3%			38.7%	
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IV.	<p>Ministry Focus</p> <ul style="list-style-type: none"> • Discussion on some of the opportunities that will be possible with a new/renovated building: <ul style="list-style-type: none"> ○ Dedicated space for Blaze ○ Multi-Purpose Room <ul style="list-style-type: none"> ■ Daytime activities for children/families ■ Seminars ○ A/V room - enhanced capabilities for streaming ○ Chapel - for use in peace-garden ceremonies (wedding, funeral) in case of inclement weather ○ Dedicated space for Witness - educational opportunities on ministries
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V.	<p>Preparation for October 21 Special Church Council Meeting</p> <ul style="list-style-type: none"> • Language to put to a vote: <ul style="list-style-type: none"> ○ The Church Board unanimously recommends that Council authorize a capital campaign to finance the renovation and new construction of our church building as proposed in schematic design 18.
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VI.	<p>Next Meetings</p> <ul style="list-style-type: none"> • 10/21/18 Special Council Meeting • 11/12/18 November Board Meeting • 11/18/18 Fall Council Meeting • 12/10/18 December Board Meeting
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	<ul style="list-style-type: none">• 01/12/19 Hold calendar for Church Board Retreat
VII.	Adjournment

Respectfully submitted,
Alyssa Cross, Church Clerk
October 28, 2018