

**Administrative Council – Special meeting**  
**Nov 5, 2007**  
**7:00 p.m.**

Attendees: Catherine Mater, Barb Kralj, Jim Kildea, Father John

Minutes:

- Started out by discussing the current plan for the church interior remodel. The architect had the project broken into major phases (I thru IV) and rough sequence of major projects, though much more detail is needed to break the project down into critical path construction steps and staging. Discussed the duration.. Father John is hoping for a 12 month duration, though the expectation of the AC members present was this could be more likely be in the realm of 18 to 24 months. We need a critical path construction schedule ASAP
- Had discussion to clarify if the project has been approved and if there are permits. The archdiocese has approved the plan. Permits are not in place nor have they been started. Had a fair amount of discussion around the need to work with someone local who can work through the permitting process .. this is a significant challenge in Benton County and City of Corvallis in particular
- Recommendation was made to hire Dominic (Anderson Construction) for construction management review .. probably would cost ~\$10K. Dominic comes highly recommended/regarded in work that he has done to date on major construction projects in Corvallis
  - Clarification that what we want is a critical review of existing documents .. intention is to formulate critical path. Careful that the high-level plan is defined and approved by the Archdiocese. We need a comprehensive implementation plan and schedule.
  - Expect there to be some amount of pressure by the architects and other local contractors as we get further down the road on this project, as there is interest in taking on this project (e.g. construction management); agreed that we just needed to get a really strong/critical look at the facility and the plans for a reality check and critical path schedule for now
  - Still open would be who should fill the role of the construction supervisor on this project. TBD at a later date. Strong feedback to have an independent person not affiliated with the architect on the general contractor for this role.
- All agreed that we should spend the \$10K. Considered this AC endorsement to Father John to spend the \$10K.
- Catherine will schedule initial meeting w/ Fr John & Dominic
- Father John will provide the current set of documents from the architects .. Catherine will make copies and distribute to the AC members.
- Also discussed (though no definitive conclusions) ..
  - Need a story board .. people need to see the vision – the reason for giving. Need to have visuals that are clear/compelling and visible (in the back of church every week)
  - Need to start with very visual projects .. lighting, windows, etc. Parishioners need to see real progress early-on.
  - Need to combine visual with structural projects in order to compress the timing and minimize disruption (e.g. combining windows with electrical, plumbing w/ baptismal font, etc)

- It's very likely that displacement from the church will drive additional project needs (and spending) that we haven't accounted for yet (e.g. sound system in the gym, maybe chairs/seating, other furnishings, etc)
- It's very likely that the cost contingencies are understated. Costs ALWAYS exceed estimated amounts, especially with remodels. Dominic can help with this.
- Need to develop detailed Fundraising plans .. capital campaign program, capital committee chair, fundraising goals, financing plans/options, targeted donors & amounts .. lots to do here but we're not ready yet. Too soon to hire or recruit someone to lead.
- This is not going to be a project that can be done "internally". Father John doesn't want to hire someone who wants to start by going back to square one, though this is very clearly above & beyond what the current staff (and Council) is able to absorb. Need to determine how best to proceed though we need the critical path defined first.