

## Building Committee Minutes

2-26-25

### I. Opening Prayer- Linda String

### II. New business

A. Larry is not here tonight; his father in law passed away. Debbie will send him a card on behalf of the committee

#### B. Discussion- Update Kent County Commissioners

1. Unanimous approval at the last meeting

2. Need to vote on if we want Prettyman Builders be our official builder

a) Kevin asks- are we paying as we go, or if there is a specific contract?

b) Joan says we have not legally signed the contract that was proposed- Dated Jan 20th, \$879,000- this number can change due to costs; it is an estimate

(1) Maybe we make a motion to explore that, because he may not want us to sign the contract until we have the financing- do we need to have more than one quote?

(a) Kevin and Joan mention that they both think we should get two more bids for the supervising contractor

(b) Phil says the conference may require additional contractor bids yet

c) Phil says there is a standing building committee at the Conference

(1) Years ago, when we were buying the land, we had to go through many steps with the conference to buy the land

(2) The conference organization has changed since then, but we need to make sure the DS signs off on everything

(a) The DS might call for a special charge conference with the church before we move forward

(b) Debbie will be seeing the DS to talk about everything

(3) Linda makes a motion for us to vote on him being our supervising contractor

(a) We don't move forward with this motion; further discussion of getting multiple quotes happens

(4) We think the proper way to go through this is to talk to the conference (meaning Tom, specifically, as the conference building committee isn't functioning), what do they want, probably get two other contractors to build on the design we have

(a) Christine talked to Jake Macklin, who is supposed to be the chair of the building committee, but we think Tom will really be the authority here

(5) Debbi says realistically, we won't have the funds ready for about a year, so it's okay if it takes a few months for the quotes

d) Kevin says, it makes sense for us to go through the normal process that any organization would require, until we are told otherwise- which means getting three quotes, having a well documented plan presented

(1) We can start both processes now- getting the three quotes AND talking to DS Tom

e) Phil says he doesn't think we are required to take the lowest bid, just have a good reasoning about why we prefer one over the other

3. Who should we ask for the quotes?

a) Greg Scott- Debbi will email him tomorrow

b) Maybe ask Larry who he thinks would be good to ask too

III. Approval of Secretary's Minutes- Sarah Sheppard

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- A. From January 22nd, attached to email from Debbi
  - B. Joan makes a motion to approve minutes
  - C. Kevin seconds motion
  - D. Unanimous approval
- IV. Financial Update- Joan Nicholls
- A. Need clarification of paying Prettyman Builders for completion of construction designs for new church building. Remaining balance shows \$9,282
    - 1. Invoice attached to email
    - 2. Joan confirms Prettyman is paid in full
    - 3. The soil invoice was separate, but he's paid in full for everything
  - B. Mid Atlantic- \$109,598.41
  - C. Building Fund in Shore United- \$80,431.52- this is accessible money; we had been paying bills through this chunk of money
  - D. Continuing donations
    - 1. Joan was putting everything into the Mid Atlantic every month, and then every quarter. This past year, we have been transferring it every 6 months, and putting it into the building fund in Shore United because it has been a small amount
  - E. When we start going into the Mid Atlantic funds, it is not easy to get to, it takes about a month for the stock situation
  - F. \$118,900- Scott Engineering
    - 1. Paid ~\$22,936.25
    - 2. Owed ~\$95,000 basically
  - G. First check April 2024 \$10,000 retainer fee; second Oct 2024 \$2816.25 "task two conceptual site plan"; third Jan 2025 \$11,164.64 "preliminary site plan" (including the mailings)
  - H. When we go to financing, we will have to have some leeway for an overage, because we don't know if prices will be going up or down but we should plan for them going up

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- I. Debbi was thinking get the new building built before we sell the old building, and use the funds from that to buy new chairs or whatever we end up needing
- V. (unrelated) we passed our kitchen inspection
  - A. The inspector told Joan a lot of information about regulations to keep in mind for our new kitchen.
- VI. Other Concerns
  - A. Financing/Grants/Fundraising
    - 1. Worth asking Tom directly
    - 2. Disability ministries grants for accessibility, Sarah is looking into it
  - B. Are we a 501(c)3?
    - 1. We would have to ask Gene, he would know
    - 2. General council on finance and administration should have that information- Kevin will look into it
  - C. Links to explore:
    - 1. [https://www.emcapfund.com/?gad\\_source=5](https://www.emcapfund.com/?gad_source=5)
    - 2. <https://reachrightstudios.com/analyze/>
    - 3. <https://www.ubt.com/business/loans-lines-credit/church-financing>
    - 4. <https://www.church-loan.com/>
    - 5. <https://www.foundationsearch.com/>
  - D. Making a email address for this committee
- VII. Closing Prayer- Kevin Feltz

Present members: Sarah Sheppard, Phil Lawton, Kevin Feltz, Richard Schneider, Debbie Cadwallader, Joan Nicholls, Linda String

Next meeting on March 26, 2025, in person at church, 6p