

Meeting Minutes

Attendees:

Dick Lasch	Justin Randerman	Heather Finder	John Finder
Craig Melde	Murray Scheibe	Pastor Mark Lasch	

Opening Prayer

A. Architect Discussion

1. Craig Melde, AIA Senior Principal; ARCHITEXAS
 - Volunteer and architect on the LCEF Architects Advisory Committee (LCMS)

Craig provided information and recommendations regarding the next steps the FNC should consider and/or pursue. He also provided multiple planning documents the FNC can use as we prepare for building. The LCEF Arch Advisory services website is a good source of information. Craig also indicated he is a resource for us as we progress through the planning and building phases. He can also assist us identify and connect with professionals we will need to achieve our facility expansion goals.

The following are three recommended “next steps” for Concordia:

- 1) *Ministry Planning (includes LCMS Vision Path)*
- 2) *Master Planning (typically approximately 3 months to prepare; costs can range from \$18K to \$25K)*
- 3) *Select an Architect (issue RFQ’s: “Request for Qualifications”)*

Craig suggested we investigate LCF “Laborers for Christ”. Laborers for Christ is a group of retired project managers, skilled construction workers, building professionals, etc. who volunteer their time to assist churches with building projects. The group takes-up temporary residence at the Construction site and partners with the Congregation on building projects.

Another recommendation is to use a Construction Manager. The Architect should deliver project Budget updates as plans are being developed.

Funding Plan development can possibly start as part of “Visioning” and run in parallel with build planning.

Actions:

- 1) *Confirm availability of blueprints for existing structure*
- 2) *Obtain current survey of existing property. The architect we engage for our building project will need current survey. Recommendation is to ensure a credentialed Civil Engineer performs the survey. Request will be made to Council at the March 30 Council Meeting*

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March 25, 2017; 9:00 am

- 3) Request will be made at the March 30 Council Meeting to engage LCEF to lead the church through the Vision Path process. NOTE: Craig provided the LCEF contact information for Vision Path.
- 4) Complete the LCEF Affordability Worksheet
- 5) Prepare RFQ (Request for Qualifications) document for issuance to potential Architects
- 6) Prepare an RFP (Request for Proposal) for entire project
- 7) Confirm with Nancy if "past" building funds can be transferred to the FNC
- 8) Research "Laborers for Christ"

B. Administration

- 1. Extend invite to Pastor Nelson (DR) to join the FNC as a permanent member
- 2. Table Banner

The Committee unanimously endorsed extending an invitation to DR to join the FNC as a permanent member. Subsequent to the meeting, the invitation was extended to and accepted by DR.

C. Previous Discussion Topics

- 1. Marketing/Communications:
 - Webpage

ACTION = Determine where we would like our Webpage to reside on the Concordia Website

Front Page Options:

News	Calendar	Ministries	Education	About Us	Our Pastor
	Windsock		Fellowship		Mission/Vision
	Resources		Offices/Boards		Family Crosses
			VBS		LCMS
					History
					Luther's Rose

ACTION = Develop Webpage prototype

A Webpage prototype was briefly discussed. The prototype has been forwarded to Jim Wilson for addition to Concordia's website. Given the current Front Page location options, the FNC page will be organized under "News".

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2. Site Visit Update:
 - Advent Lutheran Church - Arlington (***DONE - Update***)
 - Saint Michaels
 - Peace Lutheran

Katy, Heather and Murray toured the Sunday School and Fellowship Hall facilities at Advent Lutheran Church. Many of the features included in their facilities could apply to what is being envisioned for Concordia. The Committee decided to suspend any additional site visits.

3. Information Gathering:
 - Vicar Requirements (***DONE - Distributed to Committee Members***)
4. Funding Plan Development
 - Questions/follow-up for DR

Note was made that the Texas District also has an Extension Fund. The EFT option, for donations, was discussed. Thrivent has a free and secure service that will support EFT.

D. New Discussion Topics

1. **ACTION** = Review CEF Arch Advisory services website:

lcef.org/architectural-advisory-committee

2. Information Technology (IT) Audit
 - Need for easy to setup, maintain, modify and use communication distribution lists across multiple channels (text, email, voice) and across multiple boards/groups
 - Need for consistent communication utilizing multiple channels
 - Need for singular data source (e.g. names/addresses/etc.) that supports multiple communication channels
 - Strategic view and plan for IT resources as new facilities are added and current facilities are renovated
 - Strategic view of service providers that meet the church's needs

The Committee briefly discussed the "need" to conduct an IT Audit focused on the objectives listed above under #2. Marcos Veloz and Murray Scheibe will prepare an initial plan and present to the Council for review and/or approval.

E. 30-60 Day Planning

1. May target date:

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- Conclude site visits
- Review and confirm list a new facility characteristics (e.g. one level vs. multi-level) and amenities (e.g. kitchen, classrooms, sports court)
- Identify and Interview Architects; arrive at a recommendation

The FNC will be updating the 30-60 Day Planning schedule based on information and suggestions obtained during the meeting.

F. Next Meeting Date

The next FNC meeting will be Sat, April 22 at 9:00 am

G. Meeting Adjourn