

Renovation Committee Minutes – August 28, 2019

Members Present: Br. Martin, Fr. John, Matt Gray, Dot Reid, Lisa Prendergast, Lisa Sims, Bill Weikel, John Castlen, Sarah Ford, Steve Weaver, Julie Renshaw.

The meeting began at 6:15 p.m. following the welcome and opening prayer in Classrooms A of the Parish Family Center on Wednesday, August 28, 2019.

Architect

Michael Eagan from Entheos Architects came to provide more information on the design process. Michael thanked the committee for placing trust in his architectural firm to work on the renovation. He especially appreciated the fact that the committee checked with the references they provided.

Michael explained how they envision the process of developing schematic drawings and concepts.

1. Initial Session: The architects will break apart the renovation document and present the architectural implications to the committee. The architects will then ask the committee questions to collect more detailed information about the parish, its culture, and its needs. If the architect needs more information from people, i. e. ushers, musicians, Eucharistic Ministers....he will get that information from the appropriate people.
2. The architects will take the information they collected, come up with ideas, and then return to the committee with the ideas. There will be in-depth discussion of what ideas will work, what ideas won't work, and why.
3. The feedback collected at the previous session will be incorporated into the plans to meet the parish community's needs and the architects will continue to meet with the committee to hone the plans.

Michael envisions it will take 90 to 120 days (3 to 4 months) to create the initial set of schematic drawings.

To assist the process, Michael requested all committee members attend every meeting held with the architects. The entire plan will be discussed at each meeting and some sections of the renovation may take more work than others to plan.

Educational Sessions

Br. Martin suggested that at the first session the information presented could include the history of architecture and how the architecture of churches has changed over the years. At the second session the information presented could include the symbolism of the baptismal font, the symbolism of the altar, and, perhaps, the history of the location of the tabernacle in the church. At each session, the last half hour will be set aside for questions and answers.

Prior to the sessions, the parishioners will be provided an accurate description of what each session will entail.

Based on his experience with this process, Br. Martin suggested that the parishioners sit at tables during the presentations with a basket of index cards placed in the middle of each table. The parishioners would be encouraged to jot down their questions on the index cards during the presentations. Then the committee will collect the cards with questions on them. During the last half-hour of the session, the questions will be addressed by the architect, the committee, and/or the pastor. At the final session, the schematic drawings should be presented to the parish.

After the educational sessions, the schematic drawings can be on display in the Parish Family Center. After each mass, committee members can be present to observe the reactions of the parishioners, answer questions, and collect feedback.

The committee discussed dates for the sessions and tentatively chose the following dates, contingent on the master schedule of the parish:

Sunday, October 20, 2019
Sunday, November 3, 2019
Sunday, November 24, 2019

This schedule will provide the parishioners with time to digest the information after each session. The consensus was to begin the meetings at 1:00 p.m. and they probably will last two hours, including a half hour set aside for questions and answers. The architects will plan to attend the last session.

Standard AIA Contract

Michael provided an overview of the standard AIA contract (latest revised 2017) his firm has used with the Archdiocese of Indianapolis. He touched on the highlights that included, but were not limited to, the types of engineering needed (civil, mechanical, structural, acoustical, and interior design; a proposed; whether to bid the contract or choose a negotiated contractor up front; Entheos' responsibilities; the parish's responsibilities; compensation of Entheos on a percentage of construction cost basis as opposed to a locked in fee; schedule of payments, etc.

The committee will not be responsible for negotiating the contract with Entheos. Br. Martin said the standard practice is to give the contract to at least two representatives of the diocese to look at and determine if anything in it is objectionable. A representative from the parish finance committee also would be involved in the review of the contract. Several members who are familiar with the terms of this type of contract can review the contract closely on behalf of the committee and direct any comments to Fr. John.

NEXT MEETING: The next planning meeting of the committee with the architects will be held on **Tuesday, September 24, 2019 at 5:30 p.m.**

Fr. John closed with a prayer. The meeting adjourned at approximately 8:11 p.m.

RESPECTFULLY SUBMITTED,

Lisa Prendergast, Secretary