



Community of Christ

Calgary Congregation

Agenda - Business Meeting

Sunday, March 18, 2018 @ 12:15 PM

1. Call to order
2. Opening Prayer
3. Adoption of the Agenda
4. Adoption of the Meeting Minutes from November 12, 2017
5. Feasibility Study Proposal and Budget Request

The Facility Planning Team requests approval to commit up to \$50,000 for the Feasibility Study as presented to be funded by the Restricted Reserve holding Proceeds from Sale of the Church.

6. Adjournment



Calgary Congregation

Business Meeting

Date: Sunday, November 12, 2017

Time: 11:17 am to 12:48 pm

1. Call to Order

- Doug Hayden called meeting to order at 11:17 am

2. Opening Prayer

- Opening prayer offered by: Doug Hayden

3. ADOPTION OF THE AGENDA

- The agenda was reviewed and received as presented.

Marilyn Smith moved that the agenda for the Calgary Congregation business meeting of November 12, 2017 be approved as presented.

Motion seconded by Don Jenkins

MOTION CARRIED

4. ADOPTION OF THE MEETING MINUTES FROM NOVEMBER 13, 2016,

- Minutes from the November 16, and November 27, 2016 Calgary Congregation business meeting were reviewed and received as presented.

Sam Smalldon moved that the minutes from the Calgary Congregation business meetings of 16, and November 27, 2016 be approved as presented.

Motion seconded by Shirley Smith

5. Pastoral Report

- Attached with these minutes
- Caitlin d'Esterre present MOM project update, attached

6. Communication Team Report

Insert link here please

7. Property Team Update

- Attached

8. Election of Officers

- Office of secretary remains open

- Doug gave formal recognition to Shauna Smalldon for her many years of service as secretary and thanked her.
- Sam Smalldon assumed chair of meeting for election of branch president for 2018
- Nominations open for the office of branch president
- Marilyn Smith nominated Doug Hayden, seconded by Amy Cartwright
- No other nominations, Doug declared elected by acclimation

Doug Hayden declared Calgary Community of Christ branch president for 2018 by acclimation.

- Doug spoke to his plans, and thanked informal leadership within the congregation, naming Marilyn Richea and Shirley Smith
- Doug resumed Chair
- Office of Secretary: Cindy Larsen nominated by Marilyn Smith, seconded by Amy Cartwright, no other nominations

Cindy Larsen declared Secretary for 2018

Motion to sustain Sam Smalldon Congregation Financial Officer, Naomi Moor Accounts Payable, Contributions Christy Howard, Banking Amy Cartwright, Don McLeod Historian and Marilyn Smith Recorder was moved by Don Jenkins.

Seconded by Bev Cargill.

MOTION CARRIED

9. Review and Approval of the 2018 Budget

- 2018 budget attached, categories aligned to mission objectives
- Sam Smalldon asked for formal approval for capital expense for the architect of \$5000 to be included as part of the budget vote

Ron Richea moved that the total budget for 2018 be set at \$144,750 as proposed.

Motion seconded by Don Jenkins

MOTION CARRIED

10. Motion to transfer funds to World Church

Moved by Don Jenkins that the Calgary Community of Christ with a one-time contribution transfer \$200000 CDN to the Canadian Church Endowment and \$200000 CDN to the Bridge of Hope from the Restricted Equity Fund that holds the proceeds of the sale of the Ranchlands property, to be completed by December 31, 2017

Seconded by Caitlin d'Esterre

- Discussion ensued. Shirley Smith, Marilyn Smith, Jim Cameron, Bev Cargill, Caitlin d'Esterre, Ron Richea, Don Jenkins, Amy Cartwright, Don McLeod spoke to the motion

Amy Cartwright moved an amendment, that the original motion be split so that the contributions of \$200000 to the Canadian Endowment Fund and \$200000 to the Bridge of Hope could be voted on individually

Seconded by Shirley Smith

MOTION CARRIED 13-6

Don McLeod moved an amendment that Calgary Community of Christ with a one-time contribution transfer \$100000 CDN to the Canadian Church Endowment and \$100000 CDN to the Bridge of Hope from the Restricted Equity Fund that holds the proceeds of the sale of the Ranchlands property, to be completed by December 31, 2017. When our new facility is established that we revisit the amount and consider that more can be offered to the Canadian Church Endowment and the Bridge of Hope.

Seconded by Marilyn Smith

MOTION DEFEATED 2-11

- Call for the question as amended

Moved by Amy Cartwright that the Community of Christ with a one-time contribution transfer \$200000 CDN to the Canadian Church Endowment from the Restricted Equity Fund that holds the proceeds of the sale of the Ranchlands property, to be completed by December 31, 2017.

Seconded by Shirley Smith

MOTION CARRIED 16-2

Moved by Amy Cartwright that the Community of Christ with a one-time contribution transfer \$200000 CDN to the Bridge of Hope from the Restricted Equity Fund that holds the proceeds of the sale of the Ranchlands property, to be completed by December 31, 2017.

Seconded by Shirley Smith

MOTION CARRIED 12-4

11. Other Business

- Delegates for Canada West Mission Conference to be held February 3, 2018 as an electronic meeting via video hook up
- 9 delegate spots available

12. Closing Prayer

- Closing prayer offered by: Doug Hayden

13. ADJOURNMENT



Community of Christ

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Facility Planning Team

Feasibility Study Proposal, March 18, 2018

The project feasibility study includes testing and validating the assumptions contained in the concept design. The concept design was developed with the assistance of the selected Architect based on the feedback received in the Congregation's facility needs assessment.

Basically, the feasibility study will help us move from identification of spatial needs and development of a concept to the steps involved in the proof of concept. The feasibility study treats the concept as a project and is focused on success by identifying the costs and benefits of the project and any barriers to a successful project.

The feasibility study is a set of steps where we test and validate the following:

- Investigation for possible sites in Calgary
- Identifying financial costs, benefits and budget impacts for:
 - Project Planning,
 - Project Construction,
 - Project Commissioning, and
 - Future Operations
- Identifying and assessing potential risks of the project
- Identifying an acquisition model (lease versus purchase)
- Identifying a construction management model
- Identifying potential partners to assist with the project
- Providing an independent audit report of financial risk assessment

The feasibility study will take several months to complete, involving the use of professionals and their expertise, with the conclusion being a proposal and plan to be presented to the Congregation. The feasibility study will help us progress from Step 3 to Step 6 of our Space Planning Process and is the step we take before we present for approval any project plan for facility acquisition and construction.

A budget for the project feasibility study will be proposed to the Congregation. The study will include the following professionals and expertise to assist us and we propose to enter agreements for services by contract:

- Engaging realtors for site visits and market information as consultants
- Engaging architects for site visits as design consultants



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- Engaging a project manager for site visits as construction consultant
- Engaging a lawyer to ensure all contracts are reviewed for due diligence before signing
- Engaging an auditor to report on the financial risk assessment
- Engaging other risk management, professional or construction expertise to assist with study, as required within the budget available

As this is a significant investment for the Congregation, the Facility Planning Team would like to recommend they be provided with authority to spend up to \$50,000 on due diligence on behalf of the Congregation to complete the work listed below, shown under the feasibility study.

The structure below illustrates the role and responsibility of the Facility Planning Team in overseeing work done for the Congregation and maintains accountability for the work on behalf of the Congregation to ensure success of the feasibility study and to manage risk. No project work will be undertaken until completion of the feasibility study and the Congregation has been presented with a specific project for approval.

Congregation



Facility Planning Team

Parker Johnson
Doug Hayden
Ken Moor
Jim Cameron
Gordon Snell
Sam Smalldon



Feasibility Study

Real Estate
Architect
Project Manager
Auditor
Lawyer



Project Team

Owners Representative
Project Manager
Architectural Design
Construction Management