



Community of Christ

Calgary Congregation

Business Meeting Agenda

Sunday, November 12, 2017

1. Call to Order
2. Opening Prayer
3. Adoption of the Agenda
4. Adoption of the Previous Meeting Minutes From:
 - November 13, 2016
 - November 27, 2016
5. Pastors Report
6. Communication Team Report
7. Property Team Update
8. Election of Officers for 2018
 - Leadership team
 - Secretary
 - Sustained positions

Note: The sustained positions are Congregation Finance Officer (*Sam Smalldon*), Accounts Payable (*Naomi Moor*), Contributions (*Christy Howard*), Banking (*Amy Cartwright*), Historian (*Don McLeod*), Recorder (*Marilyn Smith*)
9. Review and Approval of 2018 Budgets
 - 2018 Operating Budget of \$144,750
 - 2017 Capital Expense for Architect of \$5,000
10. Motion to transfer funds to the world church
 - Proposed Motion on Next Page
11. Other Business
12. Closing Prayer
13. Adjournment

10. Motion to transfer funds to the world church

Proposed One Time Contribution

Whereas, Community of Christ is called to be fully engaged in the mission of Jesus Christ around the world, and

Whereas, Community of Christ is facing significant financial challenges which are adversely affecting its pursuit of this mission, and

Whereas, the Presiding Bishopric has asked congregations and mission centers to consider supporting Worldwide Mission Tithes or the Bridge of Hope project, now, therefore, be it

Resolved, that the Calgary Congregation make a one-time contribution of \$376,798 (10% of value at September 30, 2017) by December 31, 2017 to Worldwide Mission Tithes or the Bridge of Hope project from an Affiliated Investment Pool account for which it is the steward, (CIBC Wood Gundy Account #462043082C – Community of Christ Calgary Reserve).

Alternate Funding Motion

Moved that the Calgary Congregation transfer \$200,000 CDN to the Canadian Church Endowment fund and \$200,000 CDN to the Bridge of Hope project fund by December 31, 2017 from the Restricted Equity from the Sale of the Facility fund.



Community of Christ

Calgary Congregation

Business Meeting

Date: Sunday November 13, 2016

Time: 12:16 p.m.

Members Present:

Leadership Team:

Doug Hayden, Presider
Sam Smalldon, Congregation Financial Officer
Gordon Snell - Counsellor
Shauna Smalldon, Secretary

Members of the Congregation:

Cindy Larsen	Jack Cargill	Marilyn Richea
Marie Coulson	Isabelle Williams	Shirley Jones
Mike Coulson	Keith Williams	Don McLeod
Bev Cargill	Ron Richea	Shirley Smith

3 guests

1. Call to Order:

- Doug Haydon called the meeting to order at: 12:16 p.m.

2. Opening Prayer

- Opening prayer offered by: Doug Hayden

3. Adoption of the Agenda:

- The agenda for the November 13, 2016 meeting was reviewed and received as presented.

Moved by Gordon Snell and seconded by Isabelle Williams that the agenda for the Calgary Congregation business meeting of November 13, 2016 be approved as presented.

All in favour, motion carried.

4. Adoption of the Meeting Minutes from April 9, 2016:

- Minutes from the April 9, 2016 Calgary Congregation business meeting were reviewed and received as presented.

Moved by Ron Richea and seconded by Gordon Snell that the minutes from the Calgary Congregation business meeting of April 9, 2016 be approved as presented.

All in favour, motion carried.

- For the record, the meeting notes from the April 9, 2016 meeting were reviewed by Steven Thompson.
- The meeting notes from the May 1, 2016 meeting (re: support of world accord donation) will be presented at the November 27, 2016 annual business meeting.

5. Update on Sale of Church Property

- An update on the sale of the church property was prepared by Sam Smalldon and included in the meeting package.
- As at September 30, 2016, the total amount of invested funds = \$4,178,668. The invested funds are sitting in four CIBC Wood Gundy accounts:
 - Restricted Capital Equity Investment \$ 3,730,080
 - Restricted Development Fund (estate donations) \$ 169,854
 - Unrestricted Operating Fund (excess money from savings) \$ 151,537
 - Restricted Capital Fund \$ 127,197
- The money from the sale of the Calgary Congregation church (*net proceeds of \$3,730,080*) is currently sitting with the Bishop, and is being held in trust with an investment advisor under the name of "Calgary Congregation".
- The Bishop has provided assurance that the Calgary Congregation has full control over the proceeds from the sale of the Calgary church. (the process is that the congregation would make a request directly to the Bishop regarding any transaction as it relates to the funds from the sale of the Calgary church)
- Sam is strongly recommending that every time money is being transferred or moved between the Calgary Congregation financial accounts, that a motion be made to support the request(s).
- Costs for the sale of the building in the amount of \$43,700 were used from the operating fund.
- Sam is recommending that a cost recovery in the amount of \$43,700 be made to the operating account (chequing account), and that the funds be transferred from the unrestricted operating account (savings account).

Moved by Gordon Snell and seconded by Ron Richea that the amount of \$43,700 be transferred from the unrestricted operating fund (savings account) to the operating fund (chequing account).

All in favour, motion carried.

6. Financial Report, including current status of 2016 budget, and presentation of draft 2017 budget for consideration, and feedback (final to be presented for approval at next business meeting):

- A statement of financial position and proposed 2017 budget were included in the meeting package.
- Sam highlighted the decrease in capital investments (\$1,330,000) and the increase to the capital equity account due to the sale of the church property. The funds are currently sitting in a very low risk investment account, earning nominal interest.
- Mission assessment is based on the generosity model as directed by the congregation in previous years.
- World church contributions have increased.
- The interest raised on endowments is being used for programs (based on 3%).
- Sam is proposing a budget of \$102,500 for 2017.
- The projection for the 2017 program budget has been increased by \$20,000 from the previous year, which is to be allocated for missional objectives. (albeit, program funds have not been spent in past years).
- Doug provided that the programming dollars will be used to focus on our people and engagement. (eg: 3 or 4 events geared towards revitalization of the congregation)
- A plan on the use of the program funds will be formalized and communicated to the congregation.
- A projection for rental of space will be added to the 2017 budget projection. The assumption is that for the next twelve months, we will continue to rent space at the Lions Club at \$1,400 / month. At the preference of the Lions Club, we are currently on a 6-month lease, but the contract has no end date. (the contract includes a clause for a one-month notice period be given by either party should either party decide to terminate the contract)
- Doug indicated that we have established a very good rapport with Bethany Care and the Lions Club, and that he has received positive feedback from the Lions Club residents.
- Shirley Smith asked if there was any opportunity to negotiate rental on a larger space should we need it. She has asked that the information be available for the next meeting.
- Sam informed the congregation that he is stepping down as the congregation CFO, but that Naomi and Christy have agreed to let their name stand for their current roles.
- Doug indicated that during 2017, the roles and responsibilities of the congregation officers will be more accurately defined.
- If any of the congregation members have any questions on the proposed 2017 budget, please contact Sam by November 26.

7. Next Business Meeting - November 27, 2016

- Confirm election of officers for 2017
- Approve budget for 2017

8. Adjournment

- Meeting adjourned at: 1:05 p.m.

Moved by Mike Coulson and seconded by Bev Cargill that the Calgary Congregation business meeting of November 13, 2016 be adjourned at 1:05 p.m.

All in favour, motion carried.



Calgary Congregation

Business Meeting

Date: Sunday, November 27, 2016

Time: 12:11 p.m.

Members Present:

Leadership Team:

Doug Hayden, Presider
Sam Smalldon, Congregation Financial Officer
Ken Moor, Facility Leader
Gordon Snell, Counselor
Shauna Smalldon, Secretary

Members of the Congregation:

Amy Cartwright	Cindy Larsen	Naomi Moor
Brendan Cartwright	Carolyn Smith	Bev Cargill
Marilyn Smith	Dave Smith	Jack Cargill
Shirley Navey	Karen Snell	Don McLeod
Marilyn Richea	Lorraine Boote	Carol Forsberg
Ron Richea	Kirk Boote	Ethel Hayden
	Elaine Christensen	

1. Call to Order

- Doug Hayden called the meeting to order at: 12:11 p.m.

2. Opening Prayer

- Opening prayer offered by: Dave Smith.

3. ADOPTION OF THE AGENDA

- The agenda was reviewed and received as presented.

Moved by Gordon Snell and seconded by Ron Richea that the agenda for the Calgary Congregation business meeting of November 27, 2016 be approved as presented.

All in favour, motion carried

4. ADOPTION OF THE MEETING MINUTES

- Minutes from the May 1, 2016 Calgary Congregation business meeting were reviewed and received as presented.
- Minutes from the November 13, 2016 business meeting will be reviewed at the next business meeting.

Moved by Marilyn Richea and seconded by Gordon Snell that the minutes from the May 1, 2016 Calgary Congregation business meeting be approved as presented and that the minutes from the November 13, 2016 meeting be reviewed / approved at the next business meeting.

All in favour, motion carried.

5. Pastoral Report

- Report included with meeting package.

6. Election of Officers for 2017

i) Pastor | Presiding Elder

Sam Smalldon acted as chair while the congregation put forward nominees for the role of Pastor | Presiding Elder.

Nominations: Marilyn Smith put forward Doug Hayden's name as Pastor for the Calgary Congregation for 2017.

It was declared by acclamation that Doug Hayden be appointed as Pastoral Leader for the Calgary Congregation for 2017.

All in favour, motion carried unanimously.

ii) Property Leader

Nominations: Carol Forsberg put forward Ken Moor's name as Facility Leader for the Calgary Congregation for 2017. Ken did not let his name stand and suggested that Parker Johnson be considered for the role.

Discussion:

- Ken recommended that the title of the position be called "Property Team Leader". All in favour.
- The role of the Property Team Leader will be to act as facilitator in identifying the congregations space needs (via a survey), and with the assistance of the leadership team, to develop a move forward strategy.

Moved by Ken Moor and seconded by Shirley Navey that Parker Johnson be appointed as Property Team Leader for 2017.

All in favour, motion carried.

iii) Recommendation to CWM for Congregational Financial Officer

Discussion:

- Steve Thompson is looking for recommendations for the position of Congregational Financial Officer to bring forward to CWM. Doug has discussed with Steve, the possibility of hourly financial remuneration to any one who takes on the role. As long as the individual is skilled in financial management, membership with the church is not necessary.

Moved by Sam Smalldon and seconded by Gordon Snell that all recommendations for the role of Congregational Financial Officer for CWM be made to the Pastor. The Pastor will then share all recommendations for the role with the Bishop and Steve Thompson.

All in favour, motion carried.

iv) Secretary

- Shauna Smalldon did not let her name stand for reappointment to the position of Secretary.

Moved by Sam Smalldon and seconded by Marilyn Smith that the Pastor be allowed to appoint a Secretary for 2017.

All in favour, motion carried.

v) Sustained Positions

Discussion:

- The sustained positions are Congregation Finance Officer (Sam Smalldon), Accounts Payable (Naomi Moor), Contributions (Christie Howard), Historian (Don McLeod) and Recorder (Marilyn Smith).
- Sam Smalldon advised that he will be stepping down as the Congregation Finance Officer for 2017.
- Shirley Navey put forward Brennan Cartwright's name for consideration of the Congregations Finance Officer role. (Recommended that Brennan discuss the role with Sam and make a decision at a later date).
- Sam has agreed to hold the role until the end of the year, or until a replacement can be found.

Moved by Shirley Navey and seconded by Dave Smith that all Sustained Positions be appointed as presented for 2017.

All in favour, motion carried.

7. Review and Approval of the 2017 Budget

- Sam provided a summary of the 2017 proposed budget in the meeting package.
- The budget of \$102,500 that was proposed at the November 13, 2016 Calgary Congregation business meeting has been increased by \$15,000 for facility rental and additional revenue has been added in, in consideration of the GST rebate.

Moved by Sam Smalldon and seconded by Naomi Moor that the total budget for 2017 be set at \$117,500 as proposed.

All in favour, motion carried.

8. Closing Prayer

- Closing prayer offered by: Doug Hayden

9. ADJOURNMENT

Moved by Marilyn Smith and seconded by Ron Richea that the meeting be adjourned at 1:02 p.m.

All in favour, motion carried.

The sustainability of the church from the local congregation to the world church depends on many things, but one of the key areas is “building relationships”. The past 4 years for the Calgary congregation has been a time for re-assessment, challenge, disappointment, and massive change and now we are moving into a time of revitalization, exploration, and again, change. The health and sustainability of our congregation will continue to hinge on building relationships, internally, with the communities that we connect with, with the Mission Centre, and importantly, with our world-wide organization. We have seen positive steps forward as we have stuck to the mission plan we formed 3 years ago.

For me, the highlights have been:

The hiring and deployment of Parker Johnson. Parker has been a tremendous asset to the Calgary congregation and the CWM Centre. He has built relationships, advanced our communications and provided ministry and caring to a broad spectrum of our organization, and helped move our property acquisition process forward. In all his work with us, he has also engaged himself with the world church and has provided templates that are already being used by other congregations, mission centres, and the world church.

The quality of our worship experience. Our worship team has used imagination, engaged a wide variety of contributors, and set the stage for many meaningful, deeply spiritual, and memorable worships. The willingness of people to contribute and give from their heart has brought us all closer together.

Special events. We have connected and engaged other communities, including the residents of Lions Village, our extended congregation, and other congregations, particularly the Toronto Centre Place congregation, as we have hosted special events, including the John Hamer weekend, Encounter World Religions, Christmas and Stampede dinners at Lions Village, and recently our Tuesday “retirees” activity and our “Generation Now” youth activity program. Many have stepped up to provide leadership and support to make these activities a resounding success. Building relationships.

Developing Leadership. Pastors are allowed to brag and I will state that Parker Johnson and Caitlin d’Esterre have been among the most involved and committed young adults in Canada in supporting church programs. From camping, to CWM to CEM activities, to young adult, youth, and significantly, Caitlin’s “MOM Project”, which has engaged a wide variety of our extended congregation to provide ministry for our larger community. The continued support and encouragement of our congregation for our young leaders growth and success is critical for our future.

Righting the Church’s Financial Ship. The world church is facing challenges in getting our financial feet under us again. Financially, our congregation is in a strong position to grow our own mission, but also to support the larger mission and organization. We are incredibly fortunate the have one of our own, Sam Smalldon, help guide the church forward.

We have lots to forward to in 2018, including the acquisition of a new home, special events, and the continued growth of healthy, positive and collaborative relationships.

Doug Hayden, Pastor



Community of Christ

Calgary Congregation

2017-2018 Communications Budget Proposal

ITEM DESCRIPTION	MATERIAL COST (\$)	OTHER COST (\$)	TOTAL PER TASK
Weebly Pro Service (good for 2 years)	\$228.15	\$0.00	\$228.15
Weebly Add-in: Calendar for website	\$65.88	\$0.00	\$65.88
Weebly Add-in: Instagram Plug-in	\$31.80	\$0.00	\$31.80
	\$31.80	\$0.00	\$31.80
	\$0.00	\$0.00	\$0.00
Subtotal	\$357.63	\$0.00	\$357.63

MailChimp	\$158.16	\$0.00	\$158.16
MeetEdgar	\$329.00	\$0.00	\$329.00
Zoom	\$193.95	\$0.00	\$193.95
SurveyMonkey	\$264.00	\$0.00	\$264.00
Biteable	\$123.00	\$0.00	\$123.00
MeetUp	\$325.00	\$0.00	\$325.00
Subtotal	\$1,393.11	\$0.00	\$1,393.11

Incidentals (signage/ads/print)	\$500.00	\$0.00	\$500.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
Subtotal	\$500.00	\$0.00	\$500.00

Total (Scheduled)	\$2,250.74	\$0.00	\$2,250.74
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*ALL PRICES ARE ANNUAL

Note: Non-profits receive 20% discount with Weebly.

* Weebly Pro Service includes: 1 year free domain, SSL, password protected pages, free \$100 Google Ads

* Domain paid up through October 6, 2021. (\$55.84/5 years)

* Weebly Add-in: Calendar = \$65.88/yr (CAD) - this ensures that anything added into our calendar automatically syncs with website and stays current.

* Weebly Add-in: Instagram Plug-in - this allows non-Instagram users view our content through our website in gallery form.

* The domain and calendar plug-in bill annually while the web management service (Weebly) bills on even years. We will be charged again in Fall 2018 for our web management platform which is why we have built it back into the budget for 2018. Because we qualified for a free domain in our first year, this was not included in the 2016 budget. There were no costs associated with the website in 2017 aside from the calendar plug-in and domain renewal.

Note: MailChimp is free for basic, but \$13.18CAD/mo for unlimited sending and automation services. This allows us to automatically send welcome emails to new subscribers, automate birthday/anniversary emails, etc.

* MeetEdgar is an online social media management tool that allows one person to do the work of about 5. It is normally \$49/mo USD, but when you pay annually you get 2 months free. Non-profits receive 20% off that annually (already-discounted) price.

* Zoom is a web-conferencing software. Pivotal in ongoing Leadership Meetings as well as the development of Community Place in Western Canada. This package can support up to 50 active participants at a time. 2 months free if paid annually.

* Biteable is a web service that produces high-quality infographic videos for presentation purposes.

* MeetUp provides us with a powerful platform to list our public-facing events. We currently do not have an active account; however, we have budgeted for it as we have events coming in 201 for which we would like to utilize MeetUp.

* SurveyMonkey provides us with the ability to anonymously survey the congregation conveniently and aggregate that data in usable formats.

DRAFT

In preparation for our new home, the Property Team has developed a more comprehensive set of steps for the congregation to better understand the process in its entirety. While the eight steps that were originally distributed to the congregation are still being utilized, the ten additional steps added below provide more specific tasks for accountability purposes. With this in mind, and in the spirit of transparency, the Property Team has broken out the following 18 steps into three focused phases: SPACE PLANNING, CONSTRUCTION, AND COMMISSIONING

SPACE PLANNING

1. **Review Survey** data and recommendation(s) generated by survey results
2. **Engage Architect** – Designer for general model(s) to meet needs
3. **Review, Discuss Models** with congregation, finalize general model
4. **Engage Realtor** to locate suitable properties to accommodate model
5. **Select Properties** that fit needs, bring to Congregation in business meeting
6. **Receive Appropriate Approvals** from Congregation, CWM President, Bishop and Apostle on recommendation
7. **Acquire Property** through lawyer
8. **Task Architect** – Designer to design detailed construction drawings and plan, review with congregation for final approval

CONSTRUCTION

9. **Develop Project and Operations Budget** – prepare a business case for investment
10. **Tender for Project Construction Bids** – prepare RFP (*request for proposals*), criteria and manage a bid process
11. **Engage Builder for Construction** – review and recommend a builder based on scoring against criteria for recommendation and approval by Congregation
12. **Receive Approvals for Construction Project and Commissioning Budgets** from Congregation, CWM President, Bishop and Apostle
13. **Develop and Sign Construction Contract** – through lawyer
14. **Oversee and Manage Construction Progress** - through Owner's representative or Project Manager
15. **Achieve Completion of Construction** – on time, on budget, as designed

COMMISSIONING

16. **Implement Commissioning Projects** – furnishings, equipment, and other commissioning matters
17. **Establish Occupancy Date** – give notice at temporary location, set date for occupancy, and plan move to new location
18. **Hold Grand Opening** – celebrate and invite community into our new home

R O B E R T
P A S H U K
A R C H I T E C T U R E

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COMMUNITY OF CHRIST

FACILITY NEEDS ASSESSMENT

DRAFT

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7	LOCATION MAP
7	PROGRAM MATRIX
8	PROGRAM CUBES
10	PRECEDENT

PROPERTY CHECKLIST

1	SITE	COMMENTS
1.1	SITE FEATURES	
1.1.1	Street Oriented – Street oriented location feels welcoming and draws people in. For example, a corner unit with glazing on two sides would feel more open to the community but may pose planning complications in terms of public and private spaces.	
1.1.2	Central location within the City – Refer to location map for potential site candidates. Sites beyond these boundaries can be considered. Site access and transportation considerations come into play.	
1.1.3	Accessibility – older properties tend to have less accessible features such as ramps or level entrances.	
1.1.4	Property Zoning <ul style="list-style-type: none"> - What is the property's existing zoning? - Is a Place of Worship a permitted use? - Will it require a change of use permit? There is no guarantee that the City of Calgary will approve a change of use. Parking typically becomes one of the larger issues in a change of use situation. 	
1.1.5	Minimal or controlled traffic noise – location that is located on a secondary street or set back from the street.	
1.1.6	Site lighting – Site safety. Considerations to be given to afterhours site safety.	
1.2	ADJACENCIES	
1.2.1	Compatible neighbours – Are the adjacent tenants compatible with the Community of Christ? A list of building tenants to be provided for review.	
1.2.2	Close to outdoor spaces/parks – A park or open green space provides the potential for activities outside.	
1.2.3	Is there food services nearby? – Potential for catering or receptions at nearby restaurants or community centres.	
1.2.4	Noisy Neighbours – Review adjacent tenant/neighbours activities and hours of operations to minimize the potential issues around noise or odours.	

PROPERTY CHECKLIST

1.3	TRANSPORTATION	
1.3.1	Minimum 25 parking stalls – based on Sanctuary occupancy of 100 people. A higher occupancy would require more parking stalls. Final Bylaw review would be required, but a preliminary calculation of 25 stalls should be considered.	
1.3.2	Minimum 2 Barrier-free parking stalls – based on Alberta Building Code using 25 parking stalls. Are the barrier-free stalls close to the proposed unit? Where is the barrier-free ramp in relation to the stalls?	
1.3.3	Drop-off access near the entry – Access to the unit entry without having to navigate between parked cars. Is there a large space just outside the doors as often after a service or event, people tend to gather outside?	
1.3.4	Site Walkability – Are there level changes? How wide are the sidewalks and are they in good condition?	
1.3.5	Accessible doors, ramps, access to parking – Are power door operators provided to the suite? Power door operators can be in the +/- \$5,000 range to install single operator.	
1.3.6	Located on a transit route – if not, how close is the nearest stop? Access to C-Train, Bus Routes should be considered.	
2	BASE BUILDING	COMMENTS
2.1	ARCHITECTURAL	
2.1.1	+/- 4,000 sqft – based on preliminary program matrix	
2.1.2	Single Level – Single level spaces are easier to plan and reduce the amount of circulation space.	
2.1.3	Ground level location and entrance.	
2.1.4	Ceiling height – A finished ceiling of height of a minimum of 10'-0" would be ideal. Higher ceilings for the sanctuary space would be preferred. Without feeling too cavernous, a 12'-14' ceiling for the sanctuary would be acceptable.	
2.1.5	Is it a vacant undeveloped space or is demolition required? – cost considerations come into play when existing leasehold improvements need to be removed. Demolition also requires additional time for the construction schedule. Hazardous materials may also be present (asbestos, lead, PCB's)	

PROPERTY CHECKLIST

2.1.6	Layout – Is the space linear, square, or asymmetrical? The shape of the space will affect the functionality of the layout. Long narrow spaces lead to more circulation space whereas more square spaces reduce circulation space and helps with adjacencies.	
2.1.7	Entrance – How many entry points are there? Is the primary entry centrally located in the plan? Is a vestibule provided? Is there a secondary exit? Does the space have double doors or other access to bring in large items (i.e. grand piano)	
2.1.8	Visible signage – what are the signage regulations set out by the condo association or building? Is there a pylon sign or signage locations on the building?	
2.1.9	What is the age and general condition of the building – needs to be suitable for 10-15 years. Older buildings tend to have more issues. Is the building post-tensioned?	
2.1.10	Single use or adjacent tenants – Are there condo association rules & regulations?	
2.1.11	Lots of natural daylight – access to daylight will make for more pleasant public spaces.	
2.1.12	Structural Considerations – Are there any structural changes that will be required? Are there structural columns in the space which would affect the size of location of key rooms?	
2.1.13	Sustainability Initiatives – Are there any sustainability initiatives which the building has implemented? There may be access to rebates from the provincial government for replacement lighting and other building components.	
2.1.14	Location of Garbage and Recycling – Where is the garbage and recycling located on the site or in the building?	
2.2	MECHANICAL	
2.2.1	HVAC (Heating, Ventilation and Air Conditioning) – What is being provided for the base building HVAC system? Do upgrades need to be done to provide proper ventilation and cooling?	
2.2.2	Roof top units – How many Tonnes of cooling are being provided by the base building? Who maintains the RTU's?	
2.2.3	What plumbing is provided – Are there existing washroom facilities? Are there communal facilities in the building? Are they accessible after hours? Possible Plumbing requirements to include: - Washrooms, sanitary lines	

PROPERTY CHECKLIST

	<ul style="list-style-type: none"> - Kitchen Sink/Dishwasher - Janitorial Sink 	
2.2.4	Minimum 4 water closets including 2 barrier-free – A Place of Worship is required to have a minimum of 1 Men's and 1 Women's water closet for an occupancy of 100 people. Typical Assembly spaces of 100 people would require a minimum of 1 Men's and 2 Women's water closet. For a flexible use space, a minimum of 4 water closets are recommended.	
2.3	ELECTRICAL	
2.3.1	What is the base building panel size? – Typically condo bays/lease spaces provide a 200amp service. Panel and Service information should be provided by the Owner/Landlord.	
2.3.2	Security System – Budget for security system installation and monitoring.	
2.3.3	Technology: Data Lines, Telephone Room, Wi-fi – Review building incoming data lines, telephone room location.	
3	BUDGET	COMMENTS
3.1	Purchase Price	
3.2	Maintenance/Condo fees	
3.3	Realtor fees	
3.4	Legal fees	
3.5	Property taxes	
3.6	Renovation construction budget – Construction costs, permitting and consultant costs (architectural, mechanical, electrical etc.)	

LOCATION MAP



PROGRAM MATRIX

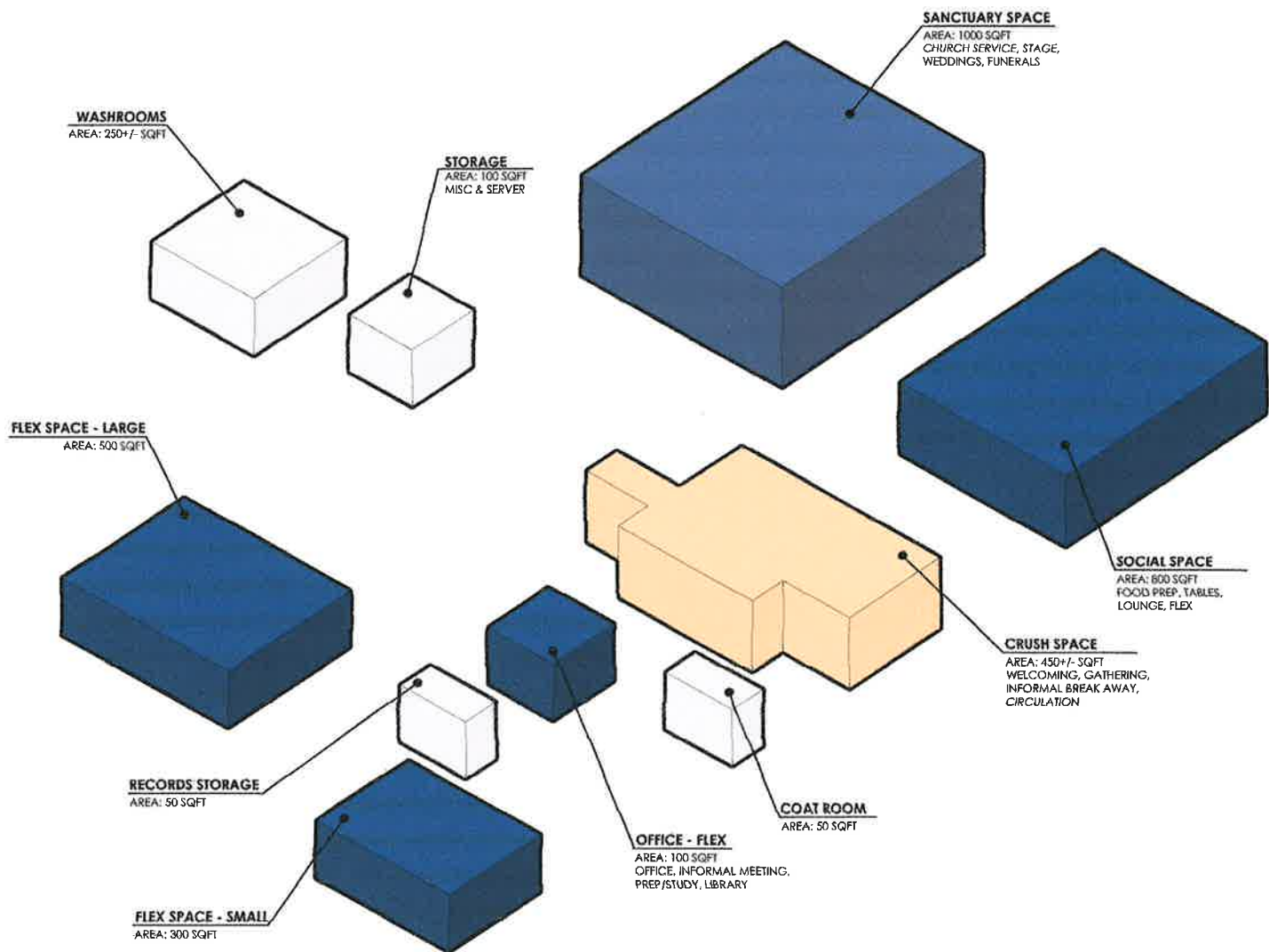
#	PROGRAM	APPROX SQFT	# PEOPLE	LOUD	QUIET	ACCOUSTICS	PLUMBING	COMMENTS
101	Main Service Hall/ Sanctuary	1000	50-100	✓		✓		Flexible stage, Piano, Funerals, Weddings
102	Crush Space	450	50-100	✓				Welcoming Area, informal break away space
103	Social/Community Room	800	30-50	✓			✓	Tables, bar, food prep (but no full kitchen)
104	Flex Space Small	300	10-15		✓	✓		Small Flex
105	Flex Space Large	500	20-30		✓	✓		Large Flex
106	Storage	100						Server
107	Office/Informal Meeting Space	100	1-5		✓			Library, Prep/flex/study
108	Records Storage	50						
109	Washrooms	175	4				✓	
110	Coat/Boot room	50						
	Circulation	529						Allowing for 15% of all other spaces
TOTAL		4,054						
Parking			25*	Stalls				
Bicycle stalls			3**	Stalls				

*based on 100 occupants of the largest assembly area - bylaw 262/261
 ** based on parking requirements

10-Nov-17

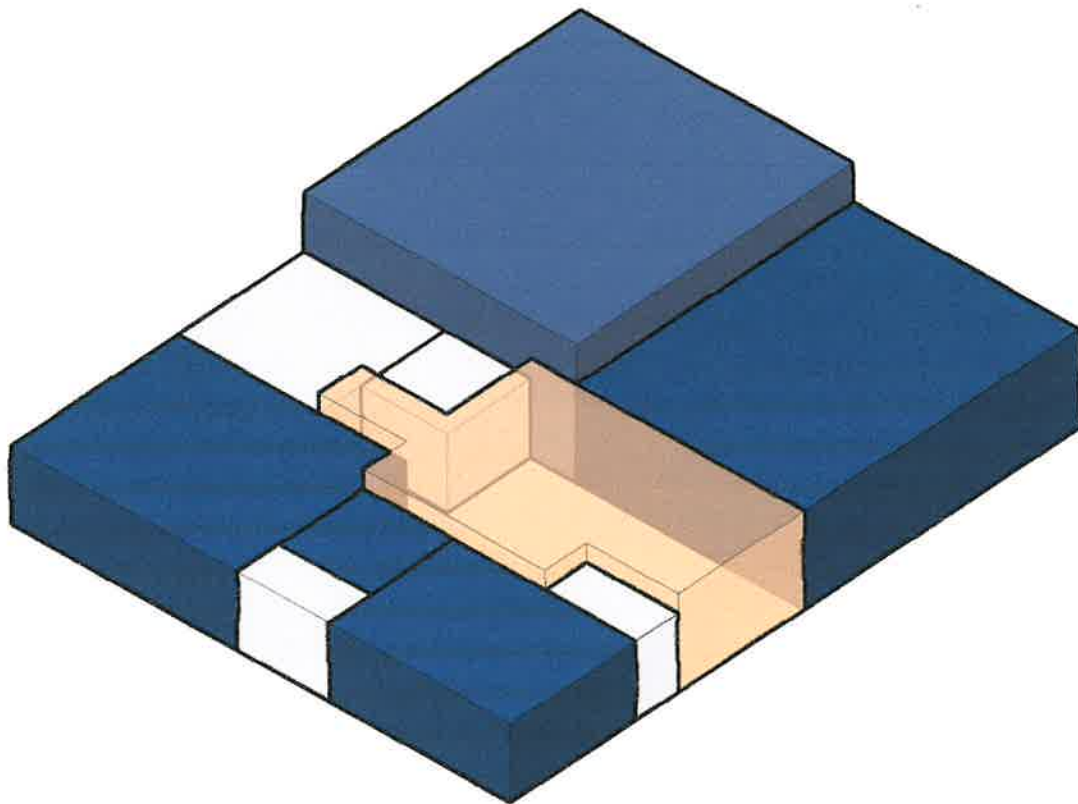
PROGRAM CUBES | EXPLODED AXO

Program cubes scaled according to the Program Matrix.



PROGRAM CUBES | ASSEMBLED

A possible layout would utilize the Crush space as the entrance and gathering space from which other public programs branch off.



DRAFT

PRECEDENT | ONE COMMUNITY CHURCH



Location: Melbourne VIC, Australia
Project Year: 2013
Architects: DKO

The MOM Project

Where have we been and where are we going?

Business Meeting

November 12th 2017

For more detailed info...

Please review the
Power Point
presentation that was
sent in this week's
email, and contact
Caitlin d'Esterre with
any questions.

The Mother's Own Milk (MOM) Project

- Launched March 2017
- Provides low cost rentals of hospital grade electric breast pumps to mothers of babies in the Foothills Hospital NICU who are in cannot afford a rental otherwise
- This allows these mothers to provide their breast milk to their sick baby
- Program provides mothers with pump, accessories to make it compatible with the hospital machines, a cooler for milk transport, and a user manual
- Each baby receives a beautiful handmade blanket from members and friends of the congregation

Pilot Project: March 2017- March 2018

Statistics as of November 10th

- Rented pumps to 25 moms who have provided milk to their combined 29 babies (this is ten more moms and babies since our update in September!)
- Most babies <32 weeks gestation at birth (more than 2 months premature)
- Around $\frac{1}{4}$ of our moms are single or don't have a live-in partner
- At least one mom has donated some of her excess milk to the Northern Start Milk Bank

- Just over half are recent immigrants to either Canada or Calgary
- Most are first time moms
- Most have **chosen** to formula feed once their baby is discharged home because of the feeding complications preemies often have
- Rentals ranging from 20 days to 6 months

Testimonials



To The Community of Christ Congregation, I am so grateful to have your pumping machine to provide my milk to my son in the NICU. The MOM Project is an amazing act of concern for both baby and mommy. You don't know how you all touched my heart. Maybe for you it's just a small deed, but for me it's a reason to build and increase my faith.

Giving birth unexpectedly, and seeing my baby so tiny and lots of stuff on his body makes me worry and feel down all the time. I know I have my family, relatives and friends to support me in this part of my life and MOM Project drives me to be strong and fight my worries and fears. I don't know you all but you showed love and selflessness for us mothers with babies in NICU. You helped me not only financially, but you also helped me emotionally and spiritually to be motivated and not give up if there's big challenges that come into my life.

I want to thank you all for sharing this project with me.

-Mary Ann (son Maven born at 29 weeks)

Testimonials



I want to thank you and the church family for allowing me to provide the milk needed for my sons growth. I really appreciate your help and that you are helping others like myself. I Pray That God continue to bless you so you can provide the help we need always.

-Yasmin (sons Darius and Cyrus born at 32 weeks)

Apart from these two written testimonials, our volunteers are often greeted with hugs, tears, offers of food and drinks, and copious thanks from the families we meet. Caitlin sees the families on the unit and they are always grateful and singing the praises of the program and how much it has helped us.

The Lactation Consultant and Social Workers from the Foothills Hospitals constantly voice their gratitude for the programs existence and how it increases their ability to help families in difficult financial situations while their baby is in the NICU.

Next Steps

Plans for The MOM
Project once the pilot
project ends

Expand!

Expand

Expand to all four Calgary Zone NICU's

Engage

Engage more volunteers from inside and outside of C of C to do drop offs/pick ups, help with administration etc

Incorporate

Incorporate as a society or non-profit to give the program legal status, ability to own property, accept direct donations, increase visibility and independent advertising

Funding

Continue to have C of C as a sponsor, but seek other sources of funding and sponsorship to help grow the program and promote sustainability

2018 Funding Proposal

- \$5 500 seed grant from *Invite People to Christ* program funds payable January 1st
- \$5000 directed to purchase of 30 additional pumps
- \$500 designated for office supplies, incorporation fees, graphic design and misc for expansion

Thank you!

The MOM Project wishes to sincerely thank the Calgary C of C congregation for all of the financial, emotional, administrative, and creative (knitters and crocheters) support that it has received in the last seven months! The success we have achieved thus far would not have been possible without it!

The future for the Project is bright, with endless possibilities of how we can help mothers and babies in need!

Community of Christ - Calgary Congregation
Statement of Revenues and Expenditures
Proposed 2018 Budget

PROPOSED	
Budget	2018 Budget Comments
2018	
Revenue	
Contributions	
Received - Operating	\$ 56,750 Operating contributions for 2018 to balance budget
Received - Capital Reserve Fund	2,000 Capital contributions reduced to nominal in 2018 based on 2017 forecast
World Church and oblation	50,000 World church contributions will meet target in 2017, consider increase to World church in 2018
Operating Fund Transfer (spending prior year earnings)	4,000 Operating Fund Transfer started in 2017
Unrestricted Operating Reserve Fund Transfer	25,000 Transfer to offset projected deficit in 2017 and 2018
Development Fund Transfer (spending prior year earnings)	5,000 Development Fund Transfer started in 2017
GST Rebate	1,000 2018 GST Rebate based on 2017 forecast
Other	1,000 Other revenues unchanged from 2017 budget
Total revenues	\$ 144,750 Total revenue
Expenditures	
World Church and oblation	\$ 50,000 World church contributions will meet target in 2017, consider increase to World church in 2018
Mission assessments	18,000 consider Mission assessment increase in 2018
Mission Objectives and Programs	- Missionary and General program allocation to be divided up amongst 5 mission initiatives
<i>Invite People to Christ</i>	6,200 Budget Allocation To Be Determined by Congregation
<i>Abolish Poverty, End Suffering</i>	7,500 Budget Allocation To Be Determined by Congregation
<i>Pursue Peace on Earth (New)</i>	1,000 Budget Allocation To Be Determined by Congregation
<i>Develop Disciples to Serve</i>	18,800 Budget Allocation To Be Determined by Congregation
<i>Experience Congregations in Mission</i>	14,250 Budget Allocation To Be Determined by Congregation
Insurance	100 Insurance for rental facility will be much less than for owned asset
Equipment	2,000 New Equipment purchases in 2017/18 to upgrade technology
Facility Rental	25,000 New starting August 2016 and continuing in 2017/18
Administration and Audit	900 Program same as in 2017
GST expense	1,000 GST same as 2017
Total expenditures	\$ 144,750 Total expenditures
Excess/(Shortfall) of revenue over expenditures	\$ - Net Excess/(Deficit)

Calgary Congregation

Proposed 2018 Mission Objectives and Programs Budget

In 2018 we propose the following program budget allocations totaling \$47,750 be made to permit our Congregations to achieve our mission objectives. Once the program budgets are approved, they will be aligned with our Mission Initiatives structure to provide a demonstration of how we are moving towards our goals in Calgary. Below is a preliminary attempt for alignment, if there are any questions we can discuss changing the alignment to match the Congregation preferences.

Invite People to Christ

Lions Village Seniors Program	\$ 2,000
Missionary Goals	\$ 1,000
Pianist for Worship	\$ 3,200

Abolish Poverty, End Suffering

MOM Project	\$ 5,500
Pastoral Care	\$ 2,000
Pursue Peace on Earth	\$ 1,000

Develop Disciples to Serve

Contract Missionary Allowance	\$15,000
Youth Leadership Support	\$ 1,000
Christian Education	\$ 1,000
Herald House Materials	\$ 500
Herald in Every Home	\$ 1,300

Experience Congregations in Mission

Congregation Retreat	\$ 2,500
LDS Seekers Conference/Sunstone/Linkhart/Hamer	\$ 2,500
Lions Christmas Dinner	\$ 2,500
Stampede Breakfast	\$ 750
Youth Activities	\$ 3,000
Visiting Missionary	\$ 1,000
Communications	\$ 2,000

Total Mission Objectives and Programs Budget	<u>\$47,750</u>
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