

## **Minutes of CHRS board meeting November 5, 2016 Construction Issues Going Forward**

Board Members Present: Steve Kushman, Philip Monego, Richard Watts, Jaime Arbona, Denny Monticelli, Mike Adams, Tom Bonomo, Scott Robinson.

Also present: Bart Lee, General Counsel Emeritus. John Staples

Construction Volunteers Present: Kevin Payne; Cliff Falwell; Walt Hayden; John Stewart

Convened at RC Shop Room 11:05 AM.

Agenda supplied in advance by Richard Watts who is facilitating this meeting.

Discussion of Treasury issues by Richard W.

Building fund severely depleted. General Fund will have to cover shortfall of some \$21,000 in building expenses still outstanding. Our savings' account only has the \$50K we originally agreed was sacrosanct. W6CF fund still has a couple thousand in it; \$850.00 for the façade fund. Discussion of items identified in 'pink' highlight on report that have yet to be bought and installed. The items identified on list passed out represent all 'phase one' jobs. Sales shed not included in Phase One.

General discussion of purchasing floor tiles needed for archive room (needed now) vs. bulk purchasing tiles for overall flooring project (later). Matter tabled.

Richard resumes: accolades to the construction crews for work done to date and the effort and donations made by them.

Lessons learned to date: the importance of detailed planning going forward.

General Discussion of problems encountered to date: Steve K discusses mode of operation at KRE vs present challenges. Walt offers that planning has to be done in different phases; back part of building vs front. Walt shows example of library build-out; project was not planned in advance but only on a 'day by day' basis. When much work had been done, overall building heating system was removed and thus completed work had to be removed. Master Plan must be created. Richard explains that the Board has addressed MP for some months; space allocations particularly. Discussion of unanimity of design throughout; Steve feels he's contributed to this so far. John S. suggests project plan tool (software) should be employed. Bart suggests this be put in the cloud for general access. General discussion of difference between commercial and non-profit project management. Kevin Payne reminds us of need for commercial electrician after he moves to Oregon; he to provide a diagram of the building's wiring for his successor.

Richard reminds us that there must be a building master plan with many 'Project plans' for specific rooms. The Master Plan would determine colors or paints; styles of trims; door styles; windows; ventilation & lighting (Denny and Walt). Discussion of tying plan to fund-raising and overall time-line (Philip & John S). Bart brings up that plans for safety are important; also access to radio signals; cable ports; internal transmitters; these determined to be relegated to specific Project Plans. Denny reminds us of keeping ADA in mind to avoid having to take things apart after they're completed. Steve discusses the Hardship letter we had to submit to City of So. SF and the compromise that ultimately got us our permits. Bart suggests hiring a professional ADA consultant to avoid future problems. Usefulness of an image of the final building in fundraising (maybe not a physical model).

General discussion of how MP gets created and how specific Project Plans (PPs') get generated going forward. PP's should be fleshed out and then issued as a resolution of the Board (Bart). Each PP to have a specific manager ('PM') (Philip & John S) who is empowered to make operational decisions relative to this plan. Walt points out that procurement becomes an issue as we take on multiple projects as there are sometimes savings to be had in purchasing materials for various projects. Denny and Philip suggest that a Master Budget be established and which governs our projects.

Steve suggests that a chart of MP be displayed in kitchen which everyone can consults relative to timing, progress, etc.

Oversight: PM has full power to see projects through and is responsible to do so.

General Discussion of Rights, Rules and Rewards (Bart).

Cliff relates problems with lack of an overall plan causing setbacks and frustration. Wants to focus on one project (shop very prominently) at a time and resume enjoying CHRS.

Discussion of possible project software (google project management suggested) (John S and Tom B).

Richard to rough out MP and circulate for comment.

Adjournment 12:36 for lunch. Board to reconvene after lunch.

Reconvene 1:24 PM without Denny M and guests. Present; Kushman; Watt; Robinson; Bonomo; Monego; Adams.

Continuation of planning process; Steve to list projects to be completed and circulate. Then Board will prioritize and then we use this to launch Capital program for 2017. General discussion of need to make plans understood by the crew and volunteers.

Richard discusses financial report circulated.

Determination made: to buy laminate flooring for Archive room & Hall of Fame room. This is estimated to be \$6K. To be paid from GF.

Discussion of meeting with grant writers' professionals for half day retreat for \$500 or so to review future development and possible grant writing later.

Decision: to meet on 12/10 for another meeting at 9:00 AM. Prior to the SBE that day. Regular Board meeting.

Adjourned 2:08 PM.

Jaime Arbona reporting