

MINUTES– JOINT MEETING – Capital Campaign & Building Committee

Wednesday – August 12, 2015 @ 7:00 pm



Building for the Future

Present:

Building Committee: Chad Evers, Leah Van Handel, Gary Ver Voort, Mark Hansel

Capital Campaign: Renee Horswill-Phillips, Brad Sowinski, Mark Vanderlinden, Barb Gerritts

1. Update from Capital Campaign Committee
 - a. Donor packets – #1 & #2 tiered mailings mailed August 8th with follow-up starting August 15th
 - b. Tier #3 mailing going out October 8th with follow-up starting October 15th
 - c. Noisy phase scheduled to start in January 2016, but could happen sooner
 - d. Donor packets handed out
2. Update from Building Committee
 - a. Waiting on Capital Campaign to start raising money
3. Open Forum
 - a. Informal, introductions to be made by chairs
 - b. Floor Plan, Site Plan, Playground Options and Renderings displayed
 - c. Drinks and food provided
 - d. Take questions and suggestions / address concerns and comments
 - i. **If someone wants to pledge or donate at the Open Forum should allow it?**
 - ii. **Yes we will allow it and Father agrees per phone conversation with Renee on 8/13/2015 if someone wants a pledge form or donor packet and have not received one in the mail then we should provide him/her with what they want.**
 - e. Social Committee (sub-committee) will have a suggestion box.
 - f. Karen ordered t-shirts and will bring them to the Open Forum so we can wear them
 - g. Announcement during all masses this week about the Open Form dates and times
 - h. Invitation to Open Forum flier put in bulletins at all masses this week
 - i. Barb Gerritts will put a notice on the doors of the church to invite people at mass to come to the open forum after mass on 8/23 and 8/25.
4. **IMPORTANT: We will need to turn OFF our solicitation, marketing and public announcements during the months of February and March every year. Per the diocese they DO NOT want us asking for money when the Bishop's Appeal is launched.**
5. Stained Glass Window Update
 - a. 2 stained glass windows (#3 and #8) on Karen's layout will be paid for shortly, however this family wants to pay only for the reconditioning and not the storm windows.
 - b. Gary Ver Voort would like to contribute/pay for these 2 storm windows so that we can get these windows done to use as showcase pieces and move the project forward. THANK YOU GARY!!!
 - c. Renee to find out from Cortney what needs to happen in order to move forward with the 2 stained glass windows and report back to Chad. (DONE.) Chad and Cortney to work together directly from this point forward as the money will be available.
6. In Memory Of/In Honor Of dollar amount threshold?
 - a. There will be no minimum amount used for a threshold if someone wants to donate money in memory of or in honor of someone. There must be a minimum of \$4,800 (Friend Level) donated in order to be recognized.
7. How will we recognize people who pledge of \$4,800 or more?
 - a. Need to figure this out. Barb suggested we ask this question at the Open Forum and allow the parishioners to come up with some ideas. (Bricks, name tree, floor medallion, wall of tiled names, etc.) Chad suggested that if someone is at the Saint Level or higher we should do something extra special for them – example was to hang a banner of recognition in the gym.

Other items discussed:

- Expectations between both committees was addressed and nobody raised a concern with how the project or process is moving or progressing.
- Renee to talk to Father and Lynn to see if the parish office will keep a list of people who request the donor packet via a phone call or stopping into the parish office so that the gift solicitation committee can follow-up and track. (DONE.) Parish office said they would do this and can be provided to gift solicitation committee on a weekly basis.
- If someone wants to know why they have not received a donor packet yet we need to let them know the mailings are going out in 'phases'.