

COMMUNITY CENTER COMMITTEE MINUTES MAY 21, 2012

Committee Members: Thom, Hilary, Tony, Charlie, Steve, Indigo, Norma, Andy, Jon

Others in Attendance: Jo

Scribe: Hayley Shapiro

Tentative Agenda

Committee only

1. Appointment of subcommittee to work directly with P/S
2. Discussion of contract process
3. Provision of access for P/S prior to and during Fair event

With P/S

4. Discussion of work plan development with P/S
5. Tour of kitchen areas

Thom: I think we should discuss the process of the contract first

Charlie: So we cannot really do contracts by committee and the board tasked this to me, so tonight we want to work with the committee to hone down a scope of work, I will do the contract negotiation. I would like to do a consult with our treasurer for the billing and draft an agreement, and hopefully that will cover what we need. Once we nail down a scope of work we can send that out to the committee for any revision. The committee really needs to help us come up with ideas so that Hilary and I can walk into the negotiation prepared.

Hilary: Yes, how will this be customized for our purposes is it driven by our communication with board, or fair family, or the land use permits?

Charlie: and tony is included in that also, I didn't mean to leave him out. And Hilary is right on with that we need to make a timeline, I think we can invite them to the fair and do some trade passes, but I see that as time when their clock is off to just gather more information. This is mostly so they can get a feel for how to work best with our community. Then we will turn their clock on and have focused, and discrete actions or else we will run through our money if we are not thoughtful of it

Tony: Yes, with the money piece, in the interview phase we were very unclear, and in all of the interviews I felt like I heard that the firms would be willing to come up with a scope of work depending on what budget we gave them to work with, and they seemed very committed to working within our budget.

Hilary: It seemed that out of the interview process the subcommittee did not communicate what actions the board has already taken, I have these packets, and I would like to hand these out to them to let them know that we are not starting from ground zero. In my point of view we are starting from that board-meeting motion, I would like to show them the work that we have done on that knowing what exterior and potential interior space we have to work with. There is a starting ground even if it ends up shifting a little bit.

Charlie: I heard that loud and clear that they were not in this for the money, which I think is a bit of a red flag, but we will find out their willingness and it does seem that they are in this with us.

There are a few issues that come up for me when we think of the scope of work, perhaps it will be defined if we work backward from defining an outcome. We need to work out issues like the grey water, land use, and then site plan and design. There is a significant decision point if we are working towards the goal of a living unit, or LED. But we need to address how much time we spend going down certain roads at this phase.

Andy: It was interesting when we threw out those numbers and all those guys kinda squirmed around and what not. But this really is not the time to skimp on the money, if we have an idea we should not skimp up front. The better our idea is the better we can present it to the family and then raise the bulk of the funds later on. I don't want us to be skimping on the bulk of the money so early on; we should get it right from the beginning.

Indigo: I printed out the compilation of results from the survey monkey, there are about thirty people who filled it out which gives some ideas they can take

Steve: Whatever you guys think needs to be in a contract then yes, I hope we can schedule a series of meetings with us and Pivot and Skylark, and have meetings with the fair family so we have some good size meetings in the winter and the fall so we can involve and get community buy in, that's important at this point

Thom: I'm looking to have these guys really get into the site design, I think that is the main deliverable, the grey water, the parking, the site design, what kind of sprinklers, where the water is coming from. These are the details I am looking for, they also mentioned something called mind mapping, and I think that is a process we need to get going so we can identify who is involved with that and what has to be done now before the fair or after

Charlie: That makes me think of the concept of our expectations. It will be a busy fall with organizational meetings like barter fair and crafts lot and all the usual stuff that happens. So my take was that all the firms would have a short period of time where this would be their focus. And I understand what Andy said about this being the most important part, but is it the idea, or is it the site map for the idea. And I think that it is the site map for the idea, which doesn't preclude other ideas from the full-blown idea but we will get a site map at this point for our budget of 25,000 dollars

Hilary: I feel like it is important to have family involvement but it may not be as necessary to have pivot present at all the meetings, I think that is our job to pull and bring all that information to the family. Having kitchen people, and key board members who can meet in small focus meetings and help to do an all day or weekend long brainstorm thing will also be important.

Thom: Another deliverable we want from them is presentation material for fundraising, so brochures, boards with designs on them, whatever they can produce, just so we have something that gets membership and the board excited

Tony: Yes, we will have to start with the stakeholder focused meetings because each group will have a different say on what it is they need, the deliverables you mentioned will then be presented to the board and anyone else who may not know what is going on but needs information

Jon: In terms of deliverables I think it is important to have something that shows what the phases look like now and what phases down the line will look like. I don't understand how fundraising comes into that, because for me having fundraising materials is a little premature. More energy should be put into the design process than in the fundraising materials

Indigo: What we need for permitting, correct me if I'm wrong, is a plan that states we can meet the needs we need to meet like septic and water. And then the fundraising would be something that comes along after. Am I wrong in that? Is fundraising within our budget even?

Hilary: Yes it is

Tony: That 25,000 was a number that this committee and folks came up with as a best guess, if we find out it is more or less there is ability to adjust. Then the fundraising piece, my interpretation of that is that out of our conceptual design process we will have some deliverables and have defined some vision to take to the board and the family and any other fundraising entities. With those deliverables we will have what we need for fundraising.

Charlie: I think fundraising materials is a loaded term you could look at them as engagement materials. They have all the tools to generate a vision for us so that we can engage all the groups we need to. So will that evolve into finer and finer versions of 3D renderings and living buildings further down the line for fundraising, it's possible, but at this point it is more about engagement materials.

Hilary: We have some decision points; I think with engagement and presentation materials we will get a better response from the family and the board. I think our fundraising has actually already started, we talk about it, we have some donors, and assuming we go through with this there will be more. We should start building a relationship with some of these foundations; this is a long-term process of building up excitement

Thom: So if I'm hearing this right, when they get here we will talk about the deliverables we want about the site plan, have them explore the opportunity there and come up with a site plan and address the issues with us. We should identify who they should be in contact with in the fair family with in order to do that work if anyone.

Tony: For clarification, the multiple phase approach was just one idea, and it is possible that the firm will suggest a more appropriate way of phasing this process

Hilary: There are some who want an outdoor area and kitchen area immediately, and others who think an indoor and outdoor area, there is general consensus on the kitchen area, but it is an issue we need help resolving.

Jon: I think that at this point we should have estimates on how much this is going to cost as far as the different phases go on.

Thom: So once they show up, this meeting will end, but how do we want to work with them from this point on and through the fair?

Charlie: Well I would suggest that as the committee chair, and assuming you have the time and energy to do it that this would fall to you, especially considering that you speak the language. Of course, Hilary, Tony, and I will spend time meeting with them also

Hilary: Plus it may depend how much time they think they need to be out here

Andy: If you haven't noticed its getting very busy here putting on the fair so I think it will be hard at this time to focus on them coming in here. I think day passes would be great and we can begin forming a partnership but at this point I think its about them coming and observing this community in order to understand how the community center needs to work. We should allow them a chance to have a good look around and get to know each other a bit and then after the fair we can really take the time to do this

Tony: They will be able to inform what this process needs to look like, they have been building for the last sixty years, and they have a concept of how the phases should unfold and what the best approaches will be

Indigo: Yes, I'm wondering if they have passes for the event to come and see, and if that would be billable time or what?

Charlie: No, I think that is a time that is not billable, this is a time to provide and experience and really show them around. This is going to be a test of whether or not this is about the money also

Jon: It is important to get them passes to get up here, we may even have to invent a new pass, but they will need access.

Charlie: The only other thing I wanted to drill down was a sense from the committee of a timeline piece. When will we have the time to really dig in and have that 10 to 14 to 16 week window? I don't know if I see that happening this fall

Hilary: You don't think September?

Charlie: I don't think September is a likely window

Hilary: October

Charlie: That would be better October, November December

Steve: One of their bios on the website, John I think, says you can find him cooking chicken out at the OCF; they do have an idea and a presence here.

Jon: In terms of timing I too am skeptical of having this focused in the fall, because I anticipate there will be a lot of time and energy spent on other things in the fall. I think it is more realistic to look at the window of time after the first of the year. I don't want to force people into choosing between meetings regarding Barter fair or this, then people would have to pick and choose.

Hilary: But if we push it into the spring we are getting into more fair prep

Thom: I think we need to see what they have to say too, once we hear what they have to say it may change our idea of how much time we will actually need. I don't know if they have to hold off on their end for the summer

Charlie: In the contract that will be important to hone in on. The fall is very busy with meetings, and work sessions, which all have to happen in a more frank time sense than this does. As long as we set a frame of work then they can do some of their work now and then hold off until the first of the year until March before the fair cycle begins again.

Indigo: Do we have anything else we want to touch on before they come in, the living building thing Charlie mentioned?

Hilary: I think that will come out in other goals of certification and green goals

Thom: We need to discuss if we will have a July meeting, on the 25th?

Charlie: I'm inclined to say no personally I mean we may hold the date and if there is a lot of momentum we could do a TBD but I don't frankly know if its necessary

Hilary: I think we should be prepared to set up more meetings in August and September. We may have more work to do before contracting with them. If we have a contract what will be the best way to pass that around for review, by email?

Charlie: Yes

Thom: So the meeting in July...

Charlie: I think TBD is the best way to go about that

Jon: are there other meetings scheduled after that?

Thom: Yes, the third Monday in August, September, October, and November

Charlie: So here is what I have down from this meeting as far as what we are looking for, deliverables include a site map, site plan, engagement or presentation materials of some form, a mind map, an detailed cost estimating. Then there are the action items including scope of work, contract, and timeline.

Firm enters 6:16

Solark: Galen

Pivot: John, Gene, Eric

Indigo: Do we want to set a time frame, dinner is at 7 and do want to do a tour first also? So then I will set if for 6:55 for a general time indicator

Eric: So we were not certain what you would want to get to but we have a list of what we would like to get to, and thank you for the chance to meet out here we appreciate the chance to get out here. The critical thing is to make sure we have the opportunity to come as observers now and at the fair this year to be able to see what goes on out here. We have an outline of a quick walk through of the steps we would need to go through to get a design and land use permit with the county. We have a short version of how to dive into that, we have a timeline that is really rough of how long each step might take. Also, we will talk a little bit about who the team is and who we need to work with, and we want to hear from you how you want us to work with you, is there a leader in this group who we can touch base with and then of course the decisions would all come back to the whole committee. So we want to talk about whom that might be and then propose to have a business meeting with them to go through more of these details with them. Does that sound good; are there any other things you think should be discussed that are not on this list?

Thom: Perhaps some talk about what the deliverables will be

Hilary: and a time frame, not just a timeline but when actually to start the work

Thom: and the contract will be primarily with Charlie and Hilary, and then I will be the contact person from this committee and I am more available in this month leading up to the fair.

Eric: Okay that's great, so maybe I will start with a general overview, our vision is that the first phase would be to get you to the conditional use permit, so we need a schematic design, we have a floor plan, general idea of materials and systems, probably have a cost estimate that would be in the schematic design phase that is probably more than you need for the permit but it might be better to have a very good idea of what you want going into the permitting. First step would be to settle on an agreement of services and fees, which we have a draft of, the process would be hopefully to meet with Charlie, Hilary and Thom and go through that and see what will work for you guys. For us the steps would be to figure out what the steps would be

Hilary: Yes, we brought some materials to show you some of the ideas we have thought up, are we contracting with Pivot, and then Pivot is sub contracting with Skylark?

Eric: Yes, that is what we are proposing. So that is step one, the next step would be information gathering, a series of meetings with you folks on what this is really about. Down do the details what are your preference with materials, and size and what not. In the interview you had mentioned you had done some of that work already and also had some surveys

Indigo: Yes

Hilary: We too have a decision point; at our board work session we had these details in here. Like the large kitchen and outdoor eating space as phase one, and then indoor eating space as phase two, we don't know if this is exact but this is some idea. There is interest in figuring out outdoor verse indoor and what is the best way to go about that

Eric: A question for us is is this group going to be the one making those decisions?

Hilary: We will have to figure out that process

Charlie: I think we expect that you will help us create some presentation materials for the board, for they are our main decision making group

Galen: Are people from the board here?

Indigo: Yes quite a few

Eric: This is helpful thank you (referring to surveys and handouts)

Tony: One question coming up with what Hilary is saying on different proposals is that this may cost us more money if you are working all at once to come up with several different proposals, will that effect the cost of your services if you are simultaneously coming up with different proposals?

Eric: We hope that we can arrive at some kind of consensus direction and then do cost estimates in a menu format to see what makes most sense at this point in time

Charlie: So cost controls would be having these discrete compartments that drive up or down the cost of a project, or instead jettison to a certain part of the project and be cost effective

Galen: It's more of an issue not of how many people you serve but how many people work, what does the crew look like. It will help to know what the crew does, how they work, and what all their different ideas are.

Charlie: Frankly, I think how we do things now is not the final or most important driver because at this point we can really think of making this more sustainable and systematic in the future.

Galen: I welcome that openness sometimes people think that if you have done things a certain way for a while then that is the way it is

Tony: We have the right people in the kitchen now to be open to that change

Jon: The kitchen needs we have now are definitely going to be different than other events we may have on the property later on

Galen: Yes, well we have ideas for the kitchen design

Jo: My rudimentary understanding of this is to have a permit for the community center, and then another for the building permits. If we were to do it in phases with the first being just the kitchen, will we have to apply for multiple permits, not more than one land use permit, but several building permits if we do this in phases? So it is harder to do phases because we have to have several permits?

Charlie: Yes

Eric: Based on the program we would first get into schematic design this will get you a full set of drawings, we have a general idea for what the heating and cooling systems will look like,

basically it's a basic design to get people excited. Out of schematic design we would have a cost estimate and a full on pamphlet of costs, drawings, and everything you need. We can offer you a package something like this with drawings in it, we would suggest doing both color, and 3D images for fundraising

Charlie: Do you ever work with organizations where you integrate a kind of storyline into that kind of product, for us I think there is an underpinning of a storyline in this

Eric: I think we connected well in that, there is a lot of story with the OCF and what you are doing with this project and what the vision is for the bigger goals, so yes I think that will be helpful to include that in here that will be important to work really closely on. With schematic design, one of its key purposes is to get support and investment from skeptics of the project, only after we have that support can we work on the permits and fundraising projects. The final task of this first phase would be to help you figure out a plan for afterward saying we have the money and the permit we want to help you figure out that next part

John: We do large illustrative boards, there is the really detailed part, but there is also the graphic part that is more accessible and then the report, which is necessary, but we have displays that are probably more appropriate for gaining the support. What I'm showing in this timeline is here the centerline is a critical path, first to come up with a schedule, one that we will all agree to and have deadlines that we hit. This is an agreement that collectively we will move forward together and adhere to the movement in time of all these processes. There is a piece to this that is slightly unusual, because the vision is really key to your process. So knowing that we have a statement that is clear knowing what you want and how we can work to that. Prior to getting into the schematic design and spending the money there should be the beginning of the process where you really decide what the vision is, so with strategy sessions we can gather general information about what you know you want to do and don't want to do. Out of these strategy meetings we will develop an idea of what your vision is

Charlie: How broad or narrow are those meetings, like the board, or the community what kind of involvement?

John: The size of that circle is up to you, before you start doing schematic design you want to know something about what you're doing.

Eric: I think its important to have the board be a part of the beginning steps before the schematic design, it will be more efficient this way

John: The strategy meeting will help us decide how this will be laid out, figuring out how we communicate, how the community will be involved, when we meet and with who. Once we get through that we will help you to take that out to whatever community it is you need to reach, and we will have check points along the way for you to look at the schematic design as it goes along. At the end of all that we will have this final concept with all the drawings, images, and concepts and that in my mind is what the board finally approves so that then it can be turned into permits.

Hilary: What if we commit to making all the dates but maybe this is not a continuous line, since we have a lot of people to coordinate, more of a staggered schedule might be best

Galen: The schedule is just a place to make a mark, we are not locked into this thing, we can expand and adjust it as needed but it is important to have some context to that, this gives us some kind of framework to adjust, it's a discipline as a design team and a helpful tool to our clients.

John: The key is that it is deliberate and adjustable framework

Jon: I look at this as a sequence of events, again I am speaking for myself, but for me as a board member I want to make sure that as many members of the fair family have the opportunity to see and participate in what is going on. There are certain points in time when it is easier to reach fair folk, like the fair, the meeting in October, and the picnic in August. Right now the last couple of things fall in May and June of next year, for myself those things should maybe come later, so at the least at next years fair the family can see what the final pieces of this design have become. I think looking at those times when the fair family is naturally gathering will be a useful thing to do

Galen: Yes, often we have to time our schedule to those milestones, so it is good information to know when we should really plug in

Charlie: This is actually much closer in many ways to see how we can make this fit our timeline. I was thinking at those strategy meetings, which are fairly soon to happen, how that ties back to scope of work I can see the one two three step to get us to an agreed upon timeline with natural breaks and decision points as well. This makes sense to me, and what Jon says is right on, this is a good tool

Eric: In respect of time, a couple of quick things, the main thing you have helped us understand is who the contacts are but we should set up very soon a kind of business meeting for those of you who want to be involved in the details. So we can work on some possible dates...

Charlie: Wednesday the 27th would work great, I have evening appointments I cant change but daytime is fine, also if it served us I could do something as early as Thursday in town as well.

Eric: Lastly how often does this group meet?

Hilary: Once a month but we are going to change that once we meet again in August

Galen: If you have regular meeting times and you would like us to pencil that into our schedule we are happy to do so

Tony: Yes now our meetings will change because everything up until this point has been to indentify this moment

End Time 6:55z