

Part 5 Meetings

INTRODUCTION

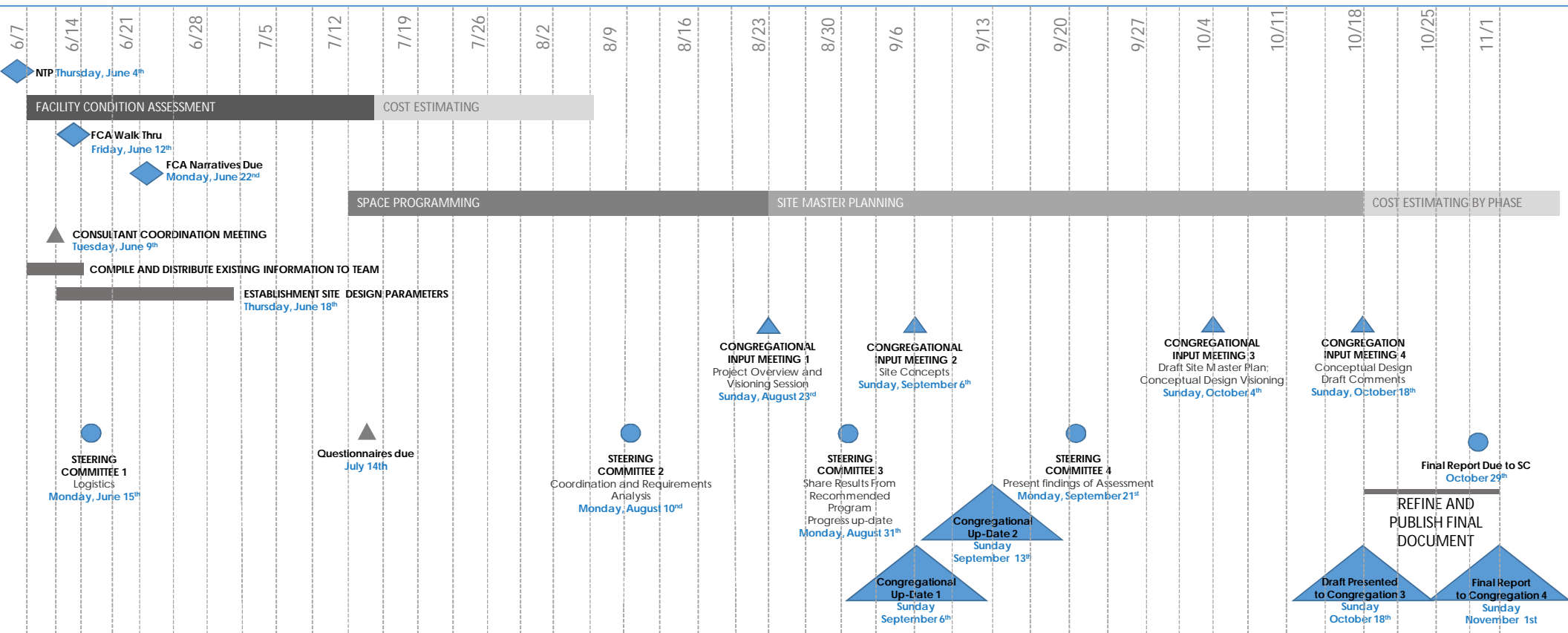
The UUCLC asked that MNK work closely with their Steering Committee, and with them, ensure that a collaborative process was implemented to craft the Site Master Plan, a Site Master Plan reflective of the collective wisdom and spirit of the congregation.

To facilitate this process, during MNK's very first meeting with the Steering Committee, our firm proposed a roll-out work plan and schedule. With some minor modifications, by the end of our first meeting, the schedule was finalized, and the Steering Committee took it back to share with the congregation. The schedule which the project followed is included on the next page of this report. During the course of the project, a fifth Steering Committee Meeting was added, and the date of the Final Presentation moved out by one week to accommodate a previously scheduled event taking place at the UUCLC. Following the schedule are the agendas and minutes of the Steering Committee Meetings that took place, as well as the agendas, presentations, and photographs of the participatory process from the Community Input Meetings.

Meetings with the Steering Committee were held routinely to ensure strong communication with the congregation; that the project was moving forward squarely focused on the goals; and that the process to develop the Site Master Plan was carried out respecting the congregation's values. We met prior to every Community Input Meeting to review the agenda, and discuss logistics. The Steering Committee was extremely generous in their time, setting up and preparing the space as required for each of the very different Community Input Meetings.

There were a total of four Community Input Meetings, which included design charrette exercises that all attendees participated in. The conclusions reached as a result of a nominal group technique in each Community Input Meeting served as a foundation of the group exercises that took place the following week. All four meetings were very well attended. The final Site Master Plan, was the result of the congregation's collective goals, priorities, wisdom, values, personality and spirit. The Phasing decided upon by the congregation is practical, logical, fulfills the congregation's most immediate needs, and serves its purpose in furthering the church's mission. The Site Master Plan, and the proposed Phasing, represent doable, inspirational work ahead.

WORK PLAN / TIME LINE






Unitarian Universalist Church of Las Cruces

2000 South Solano Drive, Las Cruces, New Mexico 88001

Steering Committee Meeting 1

June 15, 2015 | 

AGENDA

30 min **Review of Project Schedule**

10 min **Items Needed from UUCLC**

- List of directors to provide department tours
- Space needs survey review
 - Survey to Congregation
 - Do you consider the church inviting? If not why?
 - Which spaces do you personally use and what are you using these spaces for? And are they adequately sized for those uses?
 - Survey to Departments
 - Which room or space (including outdoor spaces) is most conducive to your group's needs.
 - What types of furniture or equipment is needed by your group?
 - What are the electrical, lighting, technology and A/V requirements for this space?
- Description of Church Activities
- Title Commitments

10 min **Review Existing Site Elements**

10 min **Review Existing Program | How is Each Space Being Used**

- What is Religious Education and when do they take place
- What spaces are being used for Religious Education
- What are Adult Enrichment Classes and when do they take place
- What spaces are used for Adult Enrichment Classes
- What types of meetings take place at the church?
- What rooms are used for meeting space?
- What rooms are considered Office Work Spaces?
- What rooms are considered Facilities work space?


5 min **Next Meeting**



Unitarian Universalist Church of Las Cruces

2000 South Solano Drive, Las Cruces, New Mexico 88001

Steering Committee Meeting 2

June 29, 2015 | 

AGENDA

- 10 min** **Review Committee + Group Space Survey Findings**
- 5 min** **Discuss Results | Impact of Upcoming Report**
- 30 min** **Building Program Review**
- 25 min** **Congregation In-put meeting review**
 - Logistics
 - Agenda
 - Documents | Presentation to be Used
- 5 min** **Next Meeting**



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2000 South Solano Drive, Las Cruces, New Mexico 88001

Steering Committee Meeting 3

September 2, 2015 | 

AGENDA

- 10 min** **CIM1 : Observations | Lessons Learned**

- 10 min** **Congregational Update 1 : Talking Points + Focus**

- 20 min** **Congregational In-put Meeting 2**
 - Logistics
 - Tables
 - Tape
 - Scissors
 - Powerpoint | Project on Wall
 - SC Participation
 - Agenda
 - Documents | Presentation to be Used

- 10 min** **Next meeting**



Unitarian Universalist Church of Las Cruces

2000 South Solano Drive, Las Cruces, New Mexico 88001

Steering Committee Meeting 4

September 21, 2015 | 

AGENDA

- 10 min** **CIM 2 : Observations | Lessons Learned**
- 10 min** **Congregational Update 3 : Sunday October, 18, 2015 at 10:10 AM**
- Discuss: Draft to be Presented to the Congregation
 - Discuss: Presentation Format, Duration, Talking Points, Focus
 - Is the 10:10 AM time still preferred?
- 20 min** **Congregational In-put Meeting 3 : Sunday October, 18, 2015 at 12:30 PM**
- Logistics
 - Tables
 - Tape
 - Scissors
 - Markers
 - Use of Both Television Screens
 - SC Participation
 - Agenda
 - Documents | Presentation to be Used
- 10 min** **Facilities Condition Assessment**
- 10 min** **Next Meetings**
- Steering Committee Meeting to Review Final Report | TBD
 - Congregational Update 4 : Final Report to Congregation
Sunday November 1, 2015 at 10:10 AM
- 10 min** **Potential Presentation to the Board of Trustees**



Unitarian Universalist Church of Las Cruces

2000 South Solano Drive, Las Cruces, New Mexico 88001

Steering Committee Meeting 4

October 14, 2015



AGENDA

- 5 min** **Congregational Update** : Sunday October, 18, 2015 at **10:10 AM**
- Discuss: MNK to present in person, or draft paragraph addressing the congregation?
 - Discuss: Talking Points, Focus
- 5 min** **CIM 3 : Observations | Lessons Learned**
- 15 min** **Congregational In-put Meeting 4** : Sunday October, 18, 2015 at **12:30 PM**
- Logistics
 - Loose | flexible seating.
No tables required; everyone needs to be able to turn and look at drawings posted around the room.
 - Pens for everyone.
 - Rolls of tape, preferably that doesn't damage wall paint.
 - Ability to project on both TV screens.
 - Agenda
- 5 min** **Next 4 Upcoming Meetings**
- Community Input Meeting 4: Sun, Oct 18, 12:30 PM
 - Steering Committee Meeting: Mon, Oct 26, 4:00 PM
To review presentations based on Agendas approved at this meeting.
Do we think this is needed?
 - Presentation to the Board of Trustees: **TBD**
 - Final Presentation to the Congregation:
MOVED to Sun, Nov 8, 10:10 AM

15 min

Presentation to the Board of Trustees

- Date | Time
- Length of Presentation
- Availability of a Large Screen
- Agenda | Material to be Presented

PART A | Development of the Site Master Plan

- Process
- Site Master Plan
- Alinement with the UUCLC Goals
 - Long Range Plan | Appreciative Inquiry | Surveys | Mission Statement

PART B | Implementation

- Facilities Condition Assessment
- Cost of Life Safety Improvement to Existing Facility
- Site Master Plan Phasing
- Construction Costs
- Owner's Project Budgets | OPB for Phase 1
- Financing for Phase 1
 - Is that done through the UUC organization?
 - What are the requirements for a project to be qualified?
 - How much are they pre-qualified for?
 - How much do they need to have up front?
 - Is that a percentage of the construction cost or project cost?
- Financing Package Items Needed by Architect
- Goals | Timeline
 - Goal must be based upon the ability to raise the money to pay for it.

PART C | Implementation + The Congregation

- How to Continue Building on the Momentum
- Follow Up to the Final Presentation to the Congregation
- Capital Campaign | How Can We Help

15 min

Final Presentation to the Congregation

- Date | Time
- Length of Presentation
- Availability of a Large Screen
- Agenda | Material to be Presented

PART A | Development of the Site Master Plan

- Process
- Site Master Plan
- Alinement with the UUCLC Goals
 - Long Range Plan | Appreciative Inquiry | Surveys | Mission Statement

PART B | Implementation

- Site Master Plan Phasing
- Construction Costs
- Owner's Project Budgets | OPB for Phase 1

PART C | Implementation + The Congregation


- Presentation by the UUCLC Steering Committee



Unitarian Universalist Church of Las Cruces

2000 South Solano Drive, Las Cruces, New Mexico 88001

STEERING COMMITTEE MEETING 1

June 15, 2015 | 

ATTENDEES

Jennifer Matthews

Renee Jimenez

Lyn Pearson

Haney Pearson

Rodney Sauter

Susan Bagby

MEETING MINUTES

Project Schedule Review Comments

- Questionnaires to be returned July 14.
- Schedule was revised and distributed to the SC.

Questions Below Will be Given to the Survey Takers:

- Survey to Congregation
 - Do you consider the church inviting? If not why?
 - Which spaces do you personally use and what are you using these spaces for? And are they adequately sized for those uses?
- Survey to Departments
 - Which room or space (including outdoor spaces) is most conducive to your group's needs.
 - What types of furniture or equipment is needed by your group?
 - What are the electrical, lighting, technology and A/V requirements for this space?
 - Description of Church Activities

Existing Site Elements Were Reviewed

- Meditation Garden location confirmed.
- Sacred Place for Children location confirmed.

Program Council List Will Be Provided

Review Existing Program/How is each space being used

- Lobby not Vestibule
- Kitchenette not Kitchen
- What is Religious Education and when do they take place? Sunday School mainly on Sundays.
- What spaces are being used for Religious Education? Blue building and some outdoor spaces.
- What are Adult Enrichment Classes and when do they take place? Adult Sunday School takes place on Weekends run 4-8 weeks.
- What spaces are used for Adult Enrichment Classes? Anywhere available 6-12 attend per class.
- What types of meetings take place at the church?
- Library issues. Difficulty finding outlets, not able to have confidential meetings.
- What rooms are used for meeting space?
- What rooms are considered Office Work Spaces? Inadequate.
- What rooms are considered Facilities work space? Wherever facility cleaning materials are located.


Next meeting August 10th



Unitarian Universalist Church of Las Cruces

2000 South Solano Drive, Las Cruces, New Mexico 88001

Steering Committee Meeting 2

June 29, 2015 | 

ATTENDEES

Jennifer Matthews

Renee Jimenez

Lyn Pearson

Haney Pearson

Rodney Sauter

Sally Atkinson

Tom Dormondy

MEETING MINUTES

Discussion of Results | Impact of both UUCLC surveys | reports:

- A building program will be drafted reflecting the results of the first (Committee and Group) study.
- The second (Congregational) study reflects and gives very similar feedback to the first.

Building Program Review

- The Building Program will be drafted based on both reports, and forwarded for review to the UUCLC for review prior to the Community Input Meeting.

Congregation In-input Meeting logistics were discussed:

- 50 - 90 Participants anticipated.
- CIM will take place in the sanctuary - seats to be rotated after the service.
- View to the screen with Powerpoint important.
- UUCLC uses 80-90 point font in KeyNote.
- MNK to send draft of Presentation to test visibility.
- The UUCLC will be providing hard copies as-needed for the visually impaired.
- The UUCLC will be providing microphones.

Community Input Meeting Agendas for all 4 meetings were reviewed.

Comments on CIM 1 included:

- Introductions will be done by the SC.
- First two items on the agenda were reduced to 5 minutes.
- Change "Voting" to a Nominal Group Technique Process.
- All instances of Building Programming were changed to "Existing Space Analysis" or "Proposed Spaces".

Community Input Meeting documents:

- Powerpoint presentation to be forwarded to UUCLC for review.

Status of the Facilities Condition Assessment discusses.

- Currently being estimated.



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Steering Committee Meeting 3

September 2, 2015 | 

ATTENDEES

Jennifer Matthews

Renee Jimenez

Lyn Pearson

Haney Pearson

Rodney Sauter

Sally Atkinson

MEETING MINUTES

CIM1 : Observations

- A lot of compliments were received.
- Be sure to use the microphone.

Congregational Update 1 : Talking Points + Focus

- Quick update.
- No PP required. Time spent should be minimal.
- MNK to send 1 paragraph update to congregation to the SC on Monday the 7th.

Congregational In-put Meeting 2 : Agenda

- Need to discuss the Facilities Condition Assessment prior to group exercise.
- Time Limits | Time Warnings need to be included in the PP + presentation.

Congregational In-put Meeting 2 : Logistics

- UUCLC will set up sanctuary with as many tables | up to seven | as possible.
- UUCLC will provide screen for PP.
- MNK will provide projector + laptop.
- UUCLC will place numbers on the table, tape, scissors and makers.
- Steering Committee will spread out among tables.

Congregational In-put Meeting 2 : Documents

- PP projection to be moved to the front of the presentation area.

Next Meeting

- To occur as scheduled.



Unitarian Universalist Church of Las Cruces

2000 South Solano Drive, Las Cruces, New Mexico 88001

Steering Committee Meeting 4

September 21, 2015 | 

ATTENDEES

Jennifer Matthews
Haney Pearson

Renee Jimenez
Rodney Sauter

Lyn Pearson
Susan Bagby

MEETING MINUTES

CIM 2 : Observations | Lessons Learned

- Overall positive.
- Process bringing the community and congregation together.

Congregational In-put Meeting 3

- Scheduled for Sunday October, 4th, 2015 at 12:30 PM

Agenda:

- Seating of Worship to be revised to a 250 person capacity.
- Seating of Fellowship to be revised to a 300 person capacity.

Facilities Condition Assessment

- Estimate information needs to be integrated into the process.

Next Meetings


- Steering Committee Meeting to Review Final Report | TBD
- Congregational Update 4 : Final Report to Congregation
Sunday November 1, 2015 at 10:10 AM



Unitarian Universalist Church of Las Cruces

2000 South Solano Drive, Las Cruces, New Mexico 88001

Steering Committee Meeting 5

October 14, 2015 | 

ATTENDEES

Jennifer Matthews
Haney Pearson

Renee Jimenez
Susan Bagby

Lyn Pearson

MEETING MINUTES

Congregational Update

- Scheduled for Sunday October, 18, 2015 at 10:10 AM, will be done by the UUCLC.

CIM 3 : Observations | Lessons Learned

- Feedback: Too much to do. A little overwhelming.
- Would prefer if exercises focused solely on most important | predominant elements.

Congregational In-put Meeting 4

- Scheduled for Sunday October, 18, 2015 at 12:30 PM.

Logistics:

- Group will be able to turn and face presentation locations around the room.
- One screen to project PP, the other to project images that are part of the Envisioning exercise.

Agenda:

- Numbering of Groups Exercise: Needs to read | presented as an OPINION POLL.
- The Adult RE should be referred to as a CONFERENCE CENTER.
- Lyn Pearson would like to be emailed a Site Master Plan, without the Groups, intended for her to print in 11x17 or 8-1/2 x 11 and handed out at CIM 4.
Please leave the UUCLC logo | flame and church name on PDF.

Next 4 Upcoming Meetings

- Community Input Meeting 4 will be held Sun, Oct 18, 12:30 PM.
- No further Steering Committee Meetings will be required.
- A presentation to the Board of Trustees will not be required.
- **A Final Presentation to the Congregation WILL TAKE PLACE.**
Sun, Nov 8. Start at 11:45. 20 Min Long.

Agenda | Final Presentation to the Congregation

PART A | Development of the Site Master Plan

- Process
- Site Master Plan
- Alinement with the UUCLC Goals
 - Long Range Plan | Appreciative Inquiry | Surveys | Mission Statement
(Refer to document drafted by the UUCLC)

PART B | Implementation

- Site Master Plan Cost Estimating Groups
- Construction Costs
- Owner's Project Budgets | OPB for Phase 1
- Results of Envisioning | We're Ready to Help with What Comes Next

PART C | Implementation + The Congregation

- Presentation by the UUCLC Steering Committee

Final Report | Due to the SC Oct. 29th


Shall include:

- History
- Deliverables, including Facilities Condition Assessment
- A printed copy was requested.



Unitarian Universalist Church of Las Cruces
2000 South Solano Drive, Las Cruces, New Mexico 88001

Congregational In-put Meeting 1

August 23, 2015 | 

DEVELOPING A DEEPER UNDERSTANG

AGENDA


05 min	Introductions	Steering Committee
05 min	Project Scope Schedule	Renee
10 min	Today's Goals Definition of Charrette	Jennifer
10 min	Project Goals	Renee
10 min	Existing Site Elements	Renee
15 min	Site Dreams	Jennifer
20 min	Nominal Group Technique	Renee + Jennifer
10 min	Project Goals	Renee
15 min	Existing Space Analysis Observations	Renee
15 min	Space Group Types Proposed Spaces	Jennifer
20 min	Proposed Building Spaces A Guided Conversation	Jennifer
20 min	Nominal Group Technique	Renee + Jennifer
10 min	About Our Next Meeting	Renee

2 HRS 05 MIN



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Congregational In-put Meeting 2

September 6, 2015 | 

DESIGN CHARRETTE

AGENDA

5 min	Introductions	SC
5 min	Project Scope Schedule Review of Last Meeting	Renee
5 min	Today's Goals Definition of Charrette	Renee
10 min	Site Design Parameters	Fernando
10 min	Landscape Considerations	Cristiani
10 min	Environmental Conditions	Renee
10 min	Site Master Planning Considerations	Renee
5 min	Project Goals	Jennifer
10 min	Instructions Site Elements + Building Spaces	Renee
5 min	Divide Into Teams 5-7 Groups	Renee
5 min	Table Set-up	Jennifer + Renee
25 min	Master Plan Group Exercise	Renee + Jennifer + SC
25 min	Master Plan Presentations 5 min Group	Jennifer
15 min	Pro Con Discussion	Renee + Jennifer

5 min Nominal Group Technique |
Top 2 Master Plans Selected Renee

20 min Master Plan Consolidation Renee


10 min About Our Next Meeting
Conceptual Design Vision Homework Jennifer

3 HRS



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Congregational In-put Meeting 3

October 4, 2015 | 

PRIORITIZING THE PLAN + CAPTURING THE IMAGINATION

AGENDA

5 min	Introductions	SC RJ
10 min	Project Scope Schedule Review of Last Meeting	Renee Jennifer
5 min	REMEMBER: Landscape Considerations	Cristiani
5 min	REMEMBER: Environmental Conditions	Jennifer
10 min	Parking Requirements	Renee
5 min	Today's Goals Definition of Charrette	Jennifer
5 min	REMEMBER: Project Goals + Site Goals	Jennifer
5 min	Instructions Site Elements	Renee
5 min	Considerations Before Making Your Selection	Jennifer
5 min	Ground Rules + Talking Stick	Jennifer
30 min	Master Plan Group Exercise Site Elements	Renee + Jennifer + SC
10 min	About Our Next NEXT LAST CIM	Renee + Jennifer
10 min	Conceptual Design Vision Homework	Jennifer


20 min	Group Presentations 3 Mins Each	Renee
0 min	Nominal Group Exercise	All

2 HR 10 MINS



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Congregational In-put Meeting 4

October 18, 2015 | 

BUILDING THE VISION

AGENDA

5 min	Introductions	SC
5 min	Scope + Schedule	Renee
5 min	Today's Goals	Renee
5 min	Last Meeting	Renee
30 min	Phasing PROs + CONs Exercise	Renee + Jennifer
15 min	Phasing Nominal Group Technique	Renee
20 min	LEED	Renee
30 min	Conceptual Design Imagery Exercise + Discussion	Jennifer
5 min	Next Meeting Final Presentation	Jennifer

2 HRS