

December 12, 1999

To: Members, Site Selection and Building Program Committee
(SS&BPC)

From: Co-Chairs, SS&BPC

Subject: Report of activities.

Because of the press of both professional and personal business it has been possible to start but not to complete major sections of the report planned at our last meeting by the times agreed upon. Also, speaking for the Co-Chairs, we will not be able to complete our sections before the turn of the year.

Those of you who have not completed your sections are asked to submit them to either of the Co-Chairs by the middle of January for compilation and Committee review as originally planned.

For inclusion in the Annual Report, the Co-Chairs will prepare a brief report on the activities of the year 1999, a follow-up to the report submitted for the year 1998.

SS&BPC REPORT AS OF THE END OF 1999

- INTRODUCTION: PURPOSE OF THE REPORT
- HISTORY OF THE COMMITTEE
- OUTLINE OF PROCESSES FOLLOWED
 - PROCESSES
 - GENERAL CRITERIA: ○ SITE SEARCH, QUALITATIVE
 ○ ARCHITECTURAL PLANNING
- SELECTIONS OF THE ARCHITECTS AND THE REALTOR
- RESULTS OF THE ARCHITECTURAL WORK
- ANALYSIS OF SITE AND BUILDING INFORMATION: QUANTITATIVE
SITE CRITERIA
- SAMPLE SITES
- PROJECT COST ANALYSES
- TAX CONSIDERATIONS
- PROJECT EVENT-LINE
- PROJECT STATUS AT THE TIME OF DEFERRAL OF FURTHER ACTION
- LESSONS LEARNED

Congregational Church of Austin
 Site Selection and Building Committee
 Outline of Final Report Before Suspending Activities

- I. Introduction
 - A. Purpose of Report
 - B. Members of Committee
 - C. Project Status
- II. Background and Historical Information (from September report in the Visitor)
- III. Procedures
 - A. Gathered Information, Speakers, Etc.
 - B. Reaffirmed previously developed Site Criteria (location, etc.)
 - C. Financial Dilemma (chicken and egg situation of site and funds)
 - D. Determined need for Architect
 - E. Selected Architect to development site requirements
 - F. Architect developed Building Program
 - G. Determined need for Realtor
 - H. Selected Realtor
 - I. Evaluating sites from various areas
 - 1. Discovered preferred area is not affordable
 - 2. Considered areas outside preferred area
 - J. Event Line
- IV. Detailed Description of Architect and Realtor
- V. Development of Building Program
- VI. Quantitative Site Criteria
- VII. Cost Analysis
- VIII. Sample Sites Listing
- IX. Project Status
 - A. Conclusions
 - 1. Mission
 - 2. Partnering
 - B. "Recommendations"
- X. Lessons Learned / Special Considerations
 - A. Tax Considerations
 - B. Affordability
 - C. Availability of UCC resources

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To	Paul Deister		From		
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Vic Appel: X.D., X.E., X.F., X.G.
Dave Ashton: III, IV, V, X.B.
Paul Deiser: I,II, VI, VII, VIII, X.A.
Jim Tomasek: X.C.
Vic Appel / Jim Tomasek: IX

ASSIGNMENTS

- XI. Appendices
 - A. Building Program developed by Architect
 - B. Realtors presentation of sites
 - D. Need better direction from congregation
 - E. Communications between committees
 - F. Communications to congregation
 - G. Overall management needed with appropriate authority to act