

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN DIEGO
Board of Trustees

**RESPONSIBILITY FOR CAMPUS RENOVATION PROJECT
WITHIN FIRST CHURCH'S GOVERNANCE STRUCTURE**

FIRST CHURCH'S CONSTRUCTION TEAM

FIRST CHURCH DIRECTOR OF OPERATIONS: Karen Walter

- **Hired by Lead Minister**
- **Facilities/Construction Project Experience:**
 - Operations Manager:
 - > Responsible for 5 acre campus with 5 buildings
 - > Oversaw building of 14,000 square foot, 2-story building from the ground up
 - Chair, Management Committee - Mira Mesa Presbyterian Church

PROJECT MANAGER: Matthew Boomhower - RA, CCCA

- **Hired in 2005 by previous Church Administrator:**
 - Originally recommended by President, San Diego Chapter of Association of Church Business Administrators.
 - Interviewed/Met with and hiring supported by Lead Minister and Church President, John Holl)
- **Background/Experience:**
 - Founder and President - Southern Cross Property Consultants
 - > A construction and facilities management firm serving religious and non-profit organizations since 2001
 - > For more information and client list, see website (<http://www.southerncrosspc.com/index.html>)
 - Licensed, registered architect (RA)
 - Certified Construction Contract Administrator (CCCA)
 - Member and Past President - San Diego Chapter of the Construction Specifications Institute (CSI)
 - Member - Associated General Contractors of America
 - Adjunct Architect Professor - Woodbury University (San Diego)
 - Selected Previous Teaching/Presentations:
 - > UU Ministers of Large Churches Conference
 - > Newschool of Architecture
 - > University of Tennessee, School of Architecture

ARCHITECT: Platt/Whitelaw Architects, Inc. - Alison Whitelaw, Principal

- **Selected by Members of the Campus Renovation Team**
- **Professional Qualifications:**
 - Established 1979.
 - Includes LEED Accredited Professionals on staff
 - Recent projects include schools; church, recreation, and park facilities; libraries; operation and administration facilities.
 - For more information, see website (<http://www.plattwhitelaw.com/>)

CONTRACTOR: Swinerton Builders

- **Selected by Members of the Campus Renovation Team**
- **Professional Qualifications:**
 - Established in 1888 and incorporated in CA in 1908 (CA Contractor License #92—of approx. 28,000)
 - Ranked among Top 25 General Contractors in nation by *Engineering News-Record* magazine
 - See website (<http://www.swinerton.com/web/do/index>)

FIRST UU CHURCH CAMPUS PROJECT OVERSIGHT TEAM (CPOT)

- **Established by Board of Trustees**
- **Membership:**
 - Chair: Kath Hillery - Also served on Campus Renovation Team (CRT)
 - Advisor: John Holl - Served as Facilitator of CRT
 - Board Members: Connie diGirolamo , Eric Karpinski

- Appointed Members: 3 additional members will be appointed by the Chair

Excerpted from *CHURCH CONSTITUTION*

Article 16.8.1

No . . . permanent buildings [shall be] erected or torn down, nor shall the real property of the Church be mortgaged . . . without the consent of two-thirds of the members voting at an Annual or Special Membership Meeting.

Excerpted from *EMPOWERED ORGANIZATION*

Section II. Staff Limitations

E. Financial Condition and Activities: With respect to the ongoing financial condition and activities, the Lead Minister shall not cause or allow the development of fiscal jeopardy or a material deviation of expenditures from Church Board priorities established in Outcomes policies. Accordingly, the Lead Minister shall not:

- 1.) Indebt the Church, nor enter into a contract that could indebt the Church . . . without complying with any applicable provisions of the church constitution and without prior notification of the Church Board and approval under its policies

**Excerpted from *EMPOWERED ORGANIZATION and ACCOUNTABILITY OVERVIEW*
Revised - May 20, 2008**

The Board

- Governs on behalf of the entire congregation representing the congregation in:
 - Long-term visioning
 - Writing governing policies
 - Monitoring the Lead Minister
 - Serving as legal representative of the Church under California state law

- Has developed policies . . . :
 - **Ends:** Which human needs are to be met, for whom, and at what cost.
 - **Executive Limitations:** Boundaries of acceptability within which staff methods and activities can responsibly be left to staff. These policies limit the means by which **Ends** shall be achieved.

- Establishes committees only to help carry out its responsibilities.
[The Board has established the original Campus Renovation Team (CRT), a Board Sub-committee to look into financing issues, a Loan Committee which has been in dialog with a number of financial institutions, the Bard Hall Publicity Team which developed and presented 14 "Bard Hall Forums;" and a new Campus Project Oversight Team (CPOT).]

The Ministers

- Each minister is responsible for Ministry Team activities and committees and identified support staff which fall within his/her agreed upon portfolio. Additionally, the Lead Minister has overall responsibility for church operations and supervising all professional staff.
 - **Lead Minister Responsibilities:**
 - > **Church Operations:**
 - Financial planning and budget
 - Management of church assets

The Director of Operations (formerly the Church Administrator)

- Is the principal executive of the Church.
- Is responsible to the Board and supervised by the Lead Minister.
- Oversees all church operations.
- Supervises all administrative/operational staff not supervised by the Ministers.