

Permanent Agenda 4/26/2019

1. Letter of Agreement and Letter to Vestry re: Quad, Grace Church and PHAME agreement to work toward a Memorandum of Understanding.

Accepted at Vestry Meeting 2/19/2019

2. Space Concept Plan

Complete 4/11/2019 (for now).

3. Structure/Process/Communication.

**Andrew's Proposal to Vestry for consolidating committees.
GCDC Meeting May 3rd @ 3:00 Plan Parish Reveal, discuss Committee changes.
Parish Concept Reveal May 19th after church.**

4. Political Engagement

Curt is talking to Erik Jacobson who is a Sr. Project manager at Prosper Portland.

Jenny shared the Prosper Portland will also finance fundraising feasibility work.

Baker pointed out that we need to start now reaching out to the surrounding neighborhood associations (Lloyd and Irvington), to NE Community Leaders and to our surrounding neighbors

5. Naming the Project.

6. Work Plan and Schedules. Goals for the six month contract period.

7. Social Equity Statement for Grace Commons.

8. Memorandum of Understanding (MOU).

Still not there.

9. EngAGE

Rescheduling - Tim Carpenter has not been responding to Jenny's email's. Alena will be in LA in August and plans to spend a day looking at the EngAge Affordable Housing while she is there. Jenny is going to see if there is a time we can reschedule our trip.

10. Parking

11. Fundraising

Jenny - Talking Points, Grace Commons. Jenny has a preliminary draft of talking points that everyone thought was very good. We made some changes and when it is complete, I will post it to the web.

Jenny has a contact with the Housing Group of Meier Memorial Trust.

Jenny (and Alena?) met with Amy Varga who is the fundraising consultant her bank recommended and she said we should go to Foundations early with our project.

Jenny also talked to Teresa Koberstein who wrote a report on Art Spaces in Portland in 2015. She told Jenny that Grace Commons would probably have the only fully accessible art/theatre spaces in the US. I found this info on her:

***Teresa Koberstein** dedicates her spare time to design solutions for improving access to, and quality of, performance spaces in Portland, Oregon. She is currently the Director of Finance & Operations for [Krupp Group](#), a public relations agency in the fashion industry based in New York City, working remotely from her home in Portland. She also serves on the board of Portland-based ensemble [Hand2Mouth Theatre Company](#). Koberstein has contributed to performing arts facility development studies with [Webb Management Services](#), and was a research fellow at Fractured Atlas contributing to program evaluation and various projects. Previously, she served as the communications coordinator for the [National Coalition Against Censorship](#), advocating for artists' free speech. She graduated from the University of Oregon with a BA in Theatre Arts and holds a Master of Nonprofit Management from Regis University.*

It was pointed out (Jenny, Alena???) that we need a clearly defined description of GI and the relationship between Grace and GI.

12. Feasibility

Baker - Cost/Feasibility.

Post Early Assistance Meeting Scheduled for May 24th @ 3:30.

There is a work group meeting next Friday, May 10th. Hopefully we will be able to see and discuss cost/feasibility at that meeting.

13. Early Assistance Meeting with the City of Portland. May 9th

Julia Mollner from Carleton Hart will be in charge of preparing us for the Early Assistance Meeting.

14. Architect and Builder?

The committee agreed to put forward Walsh Construction as Contractor and Carleton Hart as Architect for the Grace Commons Project. We will be gathering their Statements of Qualification and their Equity Statements to put together a packet for Grace Vestry and the PHAME board that describes our rationale for these choices. Next Vestry meeting is May 21.

Our Early Assistance meeting being next week (a surprise because we thought it would be mid-June) and our post Early Assistance Meeting Scheduled for May 24 has sped up the need to make a decision of Architect and Contractor. Both of these companies have believed in Grace Commons and have been very generous in their time to get us to the point we are now. Both have the capacity and experience in projects of this scope, and since we don't, they will bring crucial knowledge and skill to the project.

Jenny pointed out that we would need to bring a specialist in theatre design in for the Black Box Theatre.

OTHER:

Since our application for Early Assistance was made public by the City of Portland, the Sullivan's Gulch Neighborhood Association has contacted us and asked for a meeting. I have met with DJ Sullivan in the past regarding the Street Vacation and have a preliminary meeting with him tomorrow, May 2. They have some changes to the concept plan they would like us to consider. I have also offered to attend their monthly meeting and Julia from CH would also be available to come to that meeting. (Plus anyone else who wants to)