**For approval by UUSD Board of Trustees:**

**Expansion Planning Committee Charge**

**Draft**

**Version 4, 11-3-2021,** Allan Cairncross, Ron Schaeffer

**Purpose**

While the initial goal of the committee, as developed in March 2020, was to explore expanding the Gathering Area for coffee hour and social gatherings, after 18 months of pandemic delay, the committee now shall be further charged to look into what members really feel they need and want today for both the near and long term, and what their priorities are.

**Committee composition**

The committee consists of members with broad relevant backgrounds. They have selected the name Expansion Planning Committee and have elected co-chairs, subject to Board approval, to run the committee.

The current committee consists of **Allan Cairncross, co-chair**, **Jean Charles, co-chair**, **Jaclyn Keefer, co-chair**, Kris Acker, Paul Barnette, David Dagenais, co-Finance Officer, Jim Gervan, Ken Loewy, Anne Pikolas, Walt Smith, Ron Schaeffer and Gary Schmidt.

**Expansion Planning Committee Operating Principles**

* Operate in a way that involves the entire congregation in the process so that everyone has ownership to the conclusions.
* All actions are subject to the approval of the Board and ultimately the Congregation.
* Provide cost estimates so that UUSD approves options that it can afford.
* Options shall be designed for implementation in phases ranging from the most needed currently and affordable to the most ambitious and long term.
* A goal is to not increase the debt of UUSD.

**Expansion Planning Committee Program**

1. **Determine what UUSD members really need and want near and long term:**
   1. Use Focus Groups, surveys, member contacts to determine expansion needs.
   2. Organize member input into a series of expansion concept options from basic to ambitious.
   3. Get member feedback on expansion concept options.
2. **Convert concepts to drawings with concrete details and cost estimates:**
   1. Subcommittee of EPC will visualize member expansion concept options with drawings, digital versions and models.
   2. Visual expansion options will be shared with all members for feedback.
3. **Expansion Planning Committee will involve experts to improve concept process.**
   1. Hiring experts will involve Board and UUSD input, approval of use of Capital funds.
   2. Building contractors, engineers, architects, interior design experts, etc including those involved in the building of UUSD’s current property may be consulted pro bono and by contract.
   3. Consultants such as UUA related “Stewardship for Us” will be considered especially for a future Capital Campaign.