

Committee Charter for “The Property Transition Committee”

Name:

The Property Transition Committee

General Purpose:

As the Unitarian Universalist Fellowship of the Peninsula commits to the purchase of the Connors' Realty business office, the Property Transition Committee seeks to address the issues involved with acquiring the property, including the raising of funds through a capital campaign, improving public visibility, reconfiguring the new and current space for expansion, coordinating with existing committees to plan for the impact to their respective areas of concern, and other duties as required.

Leadership and Membership:

The Policy Board appoints David Walsh as the chairperson. His tenure will last until the committee is dissolved upon completion of its responsibilities. The chairperson is authorized to recruit the necessary team members and subcommittees needed to fulfill this charter.

Specific Duties:

1. The Property Transition Committee shall be responsible for the formulation and supervision of a capital campaign subcommittee.
2. The Property Transition Committee shall address the signage facing Warwick Blvd. adding to the UUFP's visibility within the community.
3. The Property Transition Committee shall undertake the furnishing of the new building.
4. The Property Transition Committee shall work with utility providers to transfer services in the new building to the UUFP.
5. The Property Transition Committee shall work with current UUFP service providers, e.g. janitorial services and HVAC, to expand service contracts to the new property.
6. The Property Transition Committee shall solve the issue of coordinating phone service between the existing UUFP building and the new office.
7. The Property Transition Committee shall coordinate with existing committees to determine the impact of the property acquisition on their respective charters. For example, the addition of a new building and expanded grounds will expand the responsibilities of both the Building and Grounds committees.
8. The Property Transition Committee shall consider the impact the new space will have on program scheduling.
9. The Property Transition Committee shall execute a house warming party for the congregation upon taking possession of the building or shortly thereafter.
10. The Property Transition Committee shall explore other issues not explicitly defined above in their effort to affect a smooth transition for the UUFP as they take ownership of the new property.

Outcome Measurements:

1. The Property Transition Committee shall raise funds through a capital campaign to help cover the costs for the initial transition period.
2. The Property Transition Committee shall successfully complete all of the specific duties listed above.
3. The Property Transition Committee shall produce a report for the UUFP membership to be included in the Annual Meeting Report.

Budget and Spending Authorities:

The Property Transition Committee is permitted to spend the amount allocated to it by the Policy Board in the revised FY 2009 budget.

Reporting Requirements:

1. The Property Transition Committee shall report to the Policy Board at the scheduled Policy Board meetings on its activities.
2. The Property Transition Committee shall report to the membership at the annual meeting.

Authorities Reserved to the Board:

1. The Policy Board approves the Committee's charter and working budget.
2. The Policy Board may remove any person from the Committee or disband it at its discretion.

Relationship to Staff:

1. The Minister is an ex-officio member of the Committee.
2. The Property Transition Committee shall work with the Director of Religious Education, Sunday Services Committee and Minister to integrate the new space in the Sunday programming schedule.
3. The Property Transition Committee shall coordinate with other committees to help them gauge the impact of the new space on their committee, anticipate and resolve potential issues.
4. The Property Transition Committee shall advise the Policy Board on the need for new or revised policies in regard to the ownership of the new building.