

## **PRESBYTERY RELOCATION PROPOSAL, JULY 2017**

At the 177<sup>th</sup> Stated Meeting on June 13, 2017, the Presbytery Trustees put forward a recommendation to sell the present Presbytery office condominium in Eastdale Plaza, Iowa City. The body approved this motion, based upon the stewardship principle that Presbytery offices and meetings should be located within our churches, with the understanding that the Trustees would share with churches the requirements for a workspace for the Stated Clerk and Treasurer along with a space to house Presbytery files.

The intention underlying this move is to mark the fact that the Presbytery is composed of its member churches and to allow the Presbytery to operate as virtually and flexibly as possible. The Presbytery requests use of the space as exclusive office space with negotiated compensation to the church for use of the facilities for a minimum of five years.

### **Goals**

1. Maintain a physical location for the Presbytery of East Iowa officers and records in a centralized location, while recognizing the flexible use of home offices. Currently, two employees of the Presbytery work from offices at their homes: Harry Hoyt and Warren Jennings.
2. Increase effective stewardship by reducing financial outlay to an outside vendor
3. Maintain meeting space for presbytery committee, task force, PW, and other meetings in churches within the Presbytery.

### **Space Requirements:**

1. Square footage for exclusively Presbytery usage: 650-700
2. Shared or private work areas for Presbytery officers (app. 400-450 square feet)
3. Open Area and closet for resources and equipment (app. 100 square feet)
4. Records storage in locked, fire proof, weather proof, climate controlled and secure storage room (minimum square feet: 144)
5. Access to meeting space with multimedia capabilities (for web based meetings)
6. Access to high speed internet (including 2 desktop computers requiring internet connections)
7. Electrical and internet connections for Konica Minolta c454 Copier and Pitney Bowes K7M Postal Meter [requires a minimum of 20x2 high speed internet service as stand-alone connections]
8. Access to restrooms

9. Meet ADA guidelines for accessibility and be fully secured
10. Secure access for Presbytery officers 7 days a week from 6 am to 7 pm
11. Configuration TBD

#### Basic items to be relocated

##### 10 Files:

- 3 vertical file cabinets--15w x 27d x 52h each
- 1 vertical file cabinet--15w x 27d x 57h
- 2 vertical file cabinet-- 18w x 23d x 28h each
- 1 lateral file cabinet-- 36w x 19d x 53h
- 1 lateral file cabinet-- 36w x 19d x 29h
- 1 lateral file cabinet-- 42w x 20d x 69h
- 1 lateral file cabinet--36w x 18d x 29h

##### 2 Desks:

Each desk has the following dimensions--75w x 25d x 30h; 84w x 69d x 67h

##### 5 Bookcases:

Each bookcase has the following dimensions--39w x 12d x 80h

##### 2 Work tables:

Table 1--75w X 25d X 30h;

Table 2--48" round

##### 4 Padded chairs

Minolta c454 Copier (with electrical and internet connections)

Pitney-Bowes Postal Meter (with electrical and internet connections)

#### **APPLICATION PROCESS**

Sessions of interested churches should carefully consider the space and technology requirements prior to completing the application. As noted above, the Presbytery requests use of the space with negotiated compensation to the church for use of the facilities for a minimum of five years. The Presbytery Trustees aim to bring a recommendation concerning relocation to the September or November 2017 stated meetings.

Please complete the Presbytery Relocation Application and return to Stated Clerk Rebecca Blair at [rblair@peia.org](mailto:rblair@peia.org) NO LATER THAN SEPTEMBER 15, 2017.

working document: July 20, 2017

(Including some data from Condo Task Force, December 2015)