

**Building May Memorial at 3800 E. Genesee St.**

Architectural conceptualization in 1963



Actual Photo in 1965



Information Related to Various Building Committees

MAY MEMORIAL  
UNITARIAN CHURCH  
Syracuse, New York

REPORT OF THE BUILDING  
ADMINISTRATION COMMITTEE  
TO THE BOARD OF TRUSTEES

November 1962

CHARGE TO THE COMMITTEE  
BY THE BOARD OF TRUSTEES

Purpose: The purpose of the committee is to administer and coordinate all activities relating to the planning and construction of a new church through to its completion. Sub-committees may be appointed in order to take advantage of special skills that may be needed for special areas of activity, such as supervision of construction, etc.

Responsibilities:

1. Select and recommend architect (the Board of Trustees recommends that, if possible, the architect be from our immediate vicinity).
2. Initiate broad general planning with architect.
3. Supervise and coordinate details of planning and sub-committees. The administration committee will be expected to appoint such sub-committees or assist in the appointment of sub-committees with a view to enlisting as many members of the church as practical.
4. Arrive at a final recommended architectural plan.
5. Select and hire a contractor.
6. Supervise construction.

Authority: The selection of an architect and the selection of a contractor will be subject to the approval of the Board of Trustees. The final architectural plan and the sale of real estate will be subject to the approval of the Board of Trustees, also subject to the approval of the congregation.

MEMBERSHIP OF THE COMMITTEE

Mr. Edgar Gibbons  
Mr. Hermann Hoffmann  
Mr. Edwin Moyer  
Mrs. Dorothy Riester  
Dr. Tom Towson  
Mr. Carlyle Ashley  
Mr. Douglas Aird  
Mr. Carl Aronson

Mr. James Chapman  
Mrs. Natalie Fancher  
Rev. John Fuller - ex officio  
Mr. Henry Mertens - Chairman

SUMMARY OF THE WORK OF THE  
ADMINISTRATION COMMITTEE

The Chairman of the Administration Committee was appointed in June 1961. The first few weeks were used to organize the Administration Committee and the various specialized committees, to establish basic policies and procedures and to write guidelines and charges for the specialized committees.

During July and August 1961 a series of joint meetings of the Administration and Architecture Committees were held for the purpose of establishing basic orientation as to the kind of church we wanted. This culminated in the preparation of the so-called "Statement of Basic Consideration of Design". It may be noted here that the final design is in keeping with most of the principles enunciated in that statement.

During September and October 1961, the Administration and Architecture Committees jointly interviewed a total of 14 architectural firms. This resulted in a unanimous recommendation of the selection of the firm of Pederson, Hueber and Hares and of Dean Pietro Belluschi. This recommendation was accepted by the Board in November 1961 and a contract was executed after due consultation of our legal advisor Dean Kharas.

In the interim various of the specialized committees were meeting in order to formulate their recommendations (for details on this see appropriate section of this report). Four of these committee meetings were open to all members of the congregation to obtain a wide cross-section of views on the problems which faced us.

After execution of the contract copies of all the committee reports and assorted other data were submitted to the architects. An initial orientation meeting attended by the Administration Committee, all committee chairmen and the architects was held.

The ensuing period until the beginning of April 1962 was utilized by the architects for study among themselves. It is our understanding that during this period they considered a number of possible designs, but we did not see these.

The only problem with which the Administration Committee was faced during this period concerned the question of the organ. After a series of meetings including a joint one with the Music Committee, the Administration Committee made a recommendation to the Board for the selection of the Walter Holtkamp Organ Co. as pipe organ designers and builders for this church. The Board accepted that recommendation.

The period from the beginning of April 1962 until September 1962, was used for the development of the design. This took place in the form of a series of successive steps. Each step involved a detailed scrutiny and evaluation of the design, both by the committee and by the architects, both jointly and separately. It may also be noted that the first few weeks were spent on an entirely different design which was subsequently discarded because of cost factors.

During June 1962 the design which had been evolved up to that point was reviewed with most of the specialized committees, and their comments influenced our further development work. These designs were also presented to the congregation at the Annual Dinner.

By September 1962, the design had reached a satisfactory state of completion, although a few facets still remained to be worked out. The next few weeks were spent in evolving cost estimates by the architects and outside consultants. Consultations with the committee on ways and means of keeping costs down were also held during this period. On November 15 the committee formulated the recommendations found toward the end of this report.

SUMMARY OF THE WORK OF THE  
SPECIALIZED COMMITTEES

Architecture Committee: Dr. James - Chairman; Mrs. Waterman, Dr. Walsh, Mrs. Foley, Mrs. Cree, Mrs. James, Mrs. Swanson, Mr. Thielking.

The Architecture Committee assisted in formulating basic orientation on our design objectives. It participated in an extensive interview program on the selection of the architects. It reviewed the plans in June 1962 and will be requested to make further reviews of the plans.

Auditorium Committee: Mr. Ashley - Chairman; Mrs. Earle, Mrs. Kindelsperger, Mrs. Kinsey, Mr. Pulos, Mr. Romig, Mrs. Manwell, Mr. Waterman, Mr. Fuller.

The committee held a series of meetings in the fall of 1961 culminating in the submission of a detailed report. The committee reviewed the plans in June 1962. The committee will be asked to review the plans and the architects detailed design of the sanctuary, which will be submitted at a future date.

Adult Facilities Committee: Mr. Gould - Chairman; Mrs. Auchincloss, Mr. Ellis, Mrs. LaMar, Mrs. Lowe, Mrs. Pulos, Mr. Sliefvater, Mr. Snow, Mr. Tibbetts, Mrs. Walsh, Mr. Whitehead, Mr. Wickwire, Mrs. V. A. Schmitz.

The committee held a few meetings last fall and submitted its report to the Administration Committee and the architects. It also reviewed the design last spring. A sub-committee of the Adult Facilities Committee will be expected to work out the kitchen design with the architects and possibly with consultants.

Church School Committee: Mr. Cree - Chairman; Mrs. Bosworth, Mrs. Bye, Mrs. English, Mrs. Gould, Mr. Livingston, Mr. Sharp, Mrs. Spear, Mrs. Zeppetello, Mrs. Sheldon, Mr. Hogstrom, Mrs. Hogstrom, Mrs. Gettman.

The committee made a thorough study of our needs last fall and submitted a detailed report. Since then, two meetings with the architect were held and further such meetings will undoubtedly still be necessary to develop the classroom details.

Construction Committee: Mr. Moyer - Chairman; Mr. Bosworth, Mr. Clark, Mr. DeVries, Mr. Konski, Mr. McCarthy, Mr. Pinneo, Mr. Spear, Mr. Zeppetello.

So far this committee of technical experts has not been integrated into our efforts. It should be noted that the chairman of this committee also serves on the Administration Committee. As the technical details on construction, heating, lighting, plumbing etc. are developed during the next phase this committee will be in a position to render valuable services. Furthermore, the members of this committee will play an important role in helping to protect the interests of the congregation during the construction phase.

Furnishings Committee: Mr. Buchanan - Chairman; Mrs. DeVries, Mr. Dichter, Mr. Dimpelfeld, Mr. Eaton, Mr. Heisley, Mrs. R. Johnson, Mrs. Obrist.

The work of this committee has not yet been initiated. When we are ready to proceed with the selection and purchase of furnishings in a few months this committee will have an important responsibility to discharge in that regard.

Grounds Committee: Mr. Obrist - Chairman; Mrs. Chamberlin, Mr. Earle, Mr. Fancher, Mr. R. A. Johnson, Mr. Rowlands.

This committee studied our grounds and submitted detailed recommendations in the fall of 1961. Because of financial limitations it will not be possible to fulfill most of the recommendations of this committee initially. However, probably over a period of time we definitely expect to develop our grounds fully and we are counting on that committee to help us realize that objective.

Music Committee: Dr. Auchincloss - Chairman; Mrs. Abbott, Mrs. Balabanian, Mr. and Mrs. Dimpelfeld, Mr. Langdon, Mrs. Pinneo, Dr. Prescott, Dr. and Mrs. H. Schmitz, Drs. Van der Sluis, Dr. LePage, Mr. Macomber.

The committee made an extensive survey of local organs. Its recommendation for a Holtkamp Pipe Organ were accepted by both the Administration Committee and the Board of Trustees. They will be expected to review the design and specifications of the organ builder.



Offices and Library Committee: Mr. Burkart - Chairman; Mr. English, Mrs. Jordan, Mrs. Leigh, Mrs. Robinson, Mrs. Rowlands, Mrs. Slagle, Mrs. Stiefvater.

The committee made a study and submitted a report last fall on our office needs. A review of the design was made last spring and a second review will follow soon.

Special Advisors to the Administration Committee:

Dean Kharas -- Legal Matters  
Miss Rosebrugh-- Public Relations  
Mrs. Maxwell -- Denominational Affairs

#### FUTURE TIMETABLE

If we give the architects a go-ahead on detailed drawings and specifications around the middle of December, they will be able to complete this phase of their work by March 1963.

Invitations for bids, receipt of bids and congregational approval could take place during March - April 1963. Construction should be completed by March, 1964. These estimates were made in consultation with our architects.