ROLE and PROCESS OVERVIEW

588 Property Disposition/Relocation Strategy

This mind map was created to provide a general overview of the key players and process steps related to designing and implementating a strategy for relocation and/or disposition of the current Mission Center property.
This is expected to be a dynamic and fluid process. Specific details are subject to change.

- Role of Member Boards (BGM, ABHMS, BIM, MMBB)
  - Approve/Authorize disposition of Valley Forge Mission Center property
- Role of 588 Associates
  - Execute respective Board directives on disposition of property
  - Secure contracts and maintain relationships with relevant experts/consultants needed to complete due diligence around disposition
  - Provide centralized point of communication related to property with icentified lead role
- Role of Real Estate Council
  - Review and provide input on options for disposition of current property and related move into new shared space
  - Ensure plans are congruent with the ministry priorities of the denomination
  - Assist with Due Diligence
  - Partner members provide communication bridge to related Boards to help expedite decision making
    - Develop written transaction approval authority policy
  - Assist with Internal/External Public Relations
    - Cast vision for our continuing shared life together
    - Help manage perceptions (e.g. "Is the denomination falling apart with national boards going their separate ways?"
- Role of Real Estate Consultants (CSG
  - Assist 588 Associates with its long-term strategic planning, sale and/or redevelopment of the owned Property
    - -review and analyze the local real estate conditions and market data, including property appraisals and updates to determine the financial viability of the various feasible real estate options
    - -determine the most relevant options regarding the optimal timing, and best approach to maximize the value of the owned site
    - -provide real estate development scenarios that will have various program schemes
    - -create definitive site disposition and/or redevelopment schedules to reposition ABC USA's 588's Property, and project the capital funding needs required to accomplish the organization's strategic objectives.

588 Associates, LP

Tenant	Building	Per Executed Leases SF
ABEC	Mission Center	3,087
	Graphic Arts (Warehouse)	252
AB Foundation	Mission Center	2,135
	Graphic Arts (Warehouse)	0
ABC USA	Mission Center	7,535
	Graphic Arts (Warehouse)	24,782
American Baptist Home Mission	Mission Center	19,604
	Graphic Arts (Warehouse)	1,150
American Baptist Foreign Mission	Mission Center	11,801
	Graphic Arts (Warehouse)	350
MMBB	Mission Center	1,149
	Graphic Arts (Warehouse)	0
ABCC	Mission Center	3,076
	Graphic Arts (Warehouse)	0
ABHS	Mission Center	0
	Graphic Arts (Warehouse)	224
ABW	Mission Center	432
	Graphic Arts (Warehouse)	348
Ministers Council	Mission Center	383
	Graphic Arts (Warehouse)	0
	Total Mission Center Space	**49,202**
	Total Graphic Arts Space	**27,106**

- Key Activity Points
  - Establish shared vision and goals
    - Mission alignment criteria
      - Strategic direction of denomination (e.g. TbyS)
      - Non-negotiables (e.g. potential buyer must be compatible with social screens)
      - Shared Service Needs (e.g. ABCC, Travel & Conference, etc.)
    - Minimum acceptable offer; targeted return requirements
    - New space requirements
      - Square footage needs/ Space Layout Preferences
        - Office Space
        - Meeting Space
        - Warehouse Space
          - Loading Docks
        - Feasibility of "office of the future" design
      - Location/Public Access/Industrial Access
      - Technological Needs
      - Amenities (e.g. cafeteria, etc.)
  - Criteria/Process for Review of Unsolicited Proposals
  - Develop transaction approval process
    - Decisions that require full member board action
    - Decision where council member functions as authorizing agent for member board
  - **Identify transaction due diligence team(s)**
    - Financial
    - Legal
    - Mission & Community Impact
    - Public Relations/Communication
  - Identify relocation Implementation Team(s)
    - Landlord Negotiations
    - Architectural Design / Office Buildout
    - Business continuity Planning
    - IT Strategic Infrastructure
    - Communication
      - Internal
      - External
    - Logistics
      - Packing/Unpacking
      - Transportation
      - IT
      - Phone
    - Overall Sequencing - Timed Implementation