St. Gabriel the Archangel

Administration Committee Meeting Minutes

August 4th, 2015

**Attendees:** Amanda Wolz, Fr. John, Brian Glanz, Shawn Fox, Jeff Hopper, Deacon Adam, Steve Mattingly

**Not Present:** Marcia Brey, Matthew Goetz, Jim Raver, Brent Taylor

**Opening Prayer**: Fr. John

**Agenda:**

1. Organization for Upcoming Year (Format for notices, agenda, etc.)
2. Update from Picnic
3. Childcare Renovation & Proposal to use St. Gabriel Houses
4. Admin Committee Members – New Organization starts July 2015
5. Year of the Church – Project updates
6. Update on 3rd Party Facilitator to create customer needs map
7. Curb Appeal Project
8. Next Meeting Date
9. New Items

**Next Admin Committee Meeting** – 6:00 – 8:00pm Nov. 3, 2015 in the Conference Room - Approved

**MEETING MINUTES:**

**Picnic Update:**

* Preliminary Report of Picnic Results -- Amanda
  + Should match or be very close to last year’s profit
  + Security was good with no problems reported
  + There were some kinks with volunteers, but developing procedural changes to solve these problems
* Discussion of location and strategy for the gambling tent
* Debriefing scheduled with picnic committee to gauge what worked and what did not
* Open meeting with parishioners to be scheduled to facilitate parishioner input

**Childcare Renovation & Proposal to use St. Gabriel houses:**

* Childcare Renovation Update – **Amanda**
  + Construction should be complete on Thursday, August 6, 2015
  + Building inspection occurred, working on minor changes required
  + There is a ribbon cutting ceremony scheduled for before Open House
* Take a field trip to see the natural playgrounds the designers who are submitting bids have completed. – **Amanda**
  + Will table this until we get the Childcare renovation package wrapped up.

**Admin Committee Members – Rotation with new Fiscal Year**

* Amanda has 5 parishioners that have expressed interest who have sales and marketing expertise
* Update on status of Gary Horan joining the committee – **Amanda**
* Need to recruit one more Administration Committee Member starting in July 2015. Term ends June 2018. **– Amanda**
  + Team asked to recommend Parishioners to join our committee representing sales and communications. - **Team**

**Year of the Church – Update on Projects - Jeff**

* Update Gantt Chart to include timing for all projects – **Amanda**
  + Keyless Entry – 11 of 14 doors complete, need electric circuits in server and mural room
  + Storage Building – on hold, Archdiocese gave us two action items
  + Year of the Church – painting and roof repair completed, plan to complete other items in August, pads on altar furniture is new item that needs a timeline
  + Jeff will plan and update moving forward
* New Pending Projects identified, Admin Committee will help prioritize these projects at next meeting
* Need to develop a communication/marketing plan to communicate to the Parish. Need to define who to communicate, when and how. - **Amanda** to lead with **Matthew and Marcia**
  + Plan to communicate to the Parish in July. Will develop a communication plan and update at next meeting.

**Update on 3rd Party Facilitator to create customer needs map**

* Update status – **Amanda**
  + Discussed preliminary Qualitative Report results
  + Quantitative Analysis is next phase - Developing 20-25 questions to be asked to 400 responders to gauge tolerance and priorities to issues identified in Qualitative Analysis. Expect this phase to be completed in October. Will update the group on results of the Quantitative Analysis focus groups at next meeting. - **Amanda**
  + Ask if the road behind St. Gabriel could be converted to saleable property to St. Gabriel. Amanda to find out. – **Amanda**
  + Discussed scope of restrictions from gifts toward St. Gabriel Park. What is the allocation for St. Gabriel Park from the Building of Hope Campaign? Mark and Shawn will check their files. Further discussion of how was the restricted fund defined at next meeting – **Shawn and Mark**

**Curb Appeal Project: TEAM**

* Will allocate 95% of picnic profit as budget for this project
* Assigned team members to each group to present ideas for 1) scope of projects for category; 2) estimated cost; 3) timeline for completion of projects in category. Teams will include:
  + Wayfinding (Fr. John, Shawn, Brian)
  + Landscaping and Ground Maintenance (Jeff, Marcia)
  + Lighting and Security (Steve, Brent, Bob).

**Next Meeting: Nov 3rd ??**

* Nov. 3, 2015 at 6-8pm – Approved

**New Items?**

* None

Respectfully submitted by Shawn Fox, Chair.