St. Gabriel the Archangel

Administration Committee Meeting Minutes

November 3, 2015

**Attendees:** Amanda Wolz, Fr. John, Brian Glanz, Shawn Fox, Jeff Hopper, Deacon Adam, Marcia Brey, Matthew Goetz, Jim Raver

**Not Present:** Steve Mattingly, Brent Taylor

**Opening Prayer**: Fr. John

**Agenda:**

1. Election of Vice Chair
2. Sound System Update
3. Year of the Church – Project updates
4. Update on 3rd Party Facilitator to create customer needs map
5. Electronic Sign Policy
6. Childcare Renovation & Proposal to use St. Gabriel Houses
7. Curb Appeal Project
8. Next Meeting Date
9. New Items

**Next Admin Committee Meeting** – 6:00 – 8:00pm Jan. 5, 2016 in the Conference Room - Approved

**MEETING MINUTES:**

**Election of Vice Chair:**

* 5 parishioners have expressed interest who have sales and marketing expertise. Will talk to these individuals about joining the Admin Committee – **Amanda**
* Election of Vice Chair tabled until next meeting

**Sound System Update:**

* Charlie Strickland Report
  + Charlie Strickland recounted the history of the equipment installed and how used
  + He believes the equipment is relatively new and current technology
  + He noted that there is not always someone operating the sound board when he is not at a mass or other event
  + He believes the problem may be an echoing effect created when no one is operating the sound board because multiple microphones are active at one time
  + He recommended the purchase of an automatic mixer at a cost of approximately $1,700 to automatically open and close the unneeded microphones when no one is operating the sound board
  + The report raised the additional need for help to organize the sound setup for the church picnic and create a succession plan
* Vendor Reports -- **Jeff**
  + ISG reviewed the sound system and said the existing hardware is fine
  + ISG would like to inspect the sound board to determine if the programming needs to be tweaked
  + Prior vendor – Technical Service Corp. – has not been contacted at this point

Recommendation:

* + Consensus is for Jeff to contact ISG and Technical Service Corp. If either agrees with Charlie Strickland’s report that an automatic mixer will likely solve the sound issues, then Fr. John should proceed with purchasing an automatic mixer at a cost of approximately $1,700, which Charlie offered to install
  + Amanda and Marcia will work with the Picnic Committee on a succession plan
  + Jeff will work on a diagram of the sound/speaker setup used at last year’s picnic
  + Will coordinate with the Music Ministry to identify potential sound board operators who could be mentored and trained by Charlie Strickland

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

* Update Gantt Chart to include timing for all projects – **Amanda**
  + Keyless Entry – all 14 doors are complete
  + Storage Building – on hold
  + Year of the Church –pads on altar furniture completed
  + Projects remaining: 1) acoustic ceiling tiles; 2) relocating the corpus to one of the large walls in the gathering space; and 3) church lighting - all expected to be completed by the end of the year
  + Jeff will plan and update moving forward
* Admin Committee will continue to help prioritize new pending 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**
  + Quantitative Analysis is completed and will be presented to a group of Parish stakeholders in December.
  + Research if Augustine Road could be converted to useable property if all adjoining properties acquired by St. Gabriel – **Shawn**

**Electronic Sign Policy:**

* There is an existing policy in place. The Technology Committee drafted the existing policy and is working on revisions
* Technology Committee will revisit and update the policy with a focus on communication aspects – **Matthew**

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

* Childcare Renovation Update – **Amanda**
  + Construction completed
* Physical review of the Pre-K House was conducted with a consensus that the house should be used as meeting space, particularly for the various ministry groups within the parish
* Will seek ideas/proposals from ministry groups for how rooms could be arranged and furnished to best suit their needs while remaining useful to other groups as well
* 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.

**Curb Appeal Project: TEAM**

* Team will break into groups and meet following the meeting:
  + Wayfinding (Fr. John, Shawn, Brian)
  + Landscaping and Ground Maintenance (Jeff, Marcia)
  + Lighting and Security (Steve, Jeff).

**Next Meeting:**

* January 5, 2016 at 6-8pm – Approved

**New Items?**

* None

Respectfully submitted by Shawn Fox, Chair.