St. Gabriel the Archangel

Administration Committee Meeting Minutes

May 5th, 2015

**Attendees:** Marcia Brey, Amanda Wolz, Fr. John, Matthew Goetz, Jim Raver, Brian Glanz, Shawn Fox, Steve Mattingly

**Not Present:** Mark Frederick, Bob Guenthner, Brent Taylor, Jeff Hopper

**Opening Prayer**: Fr. John

**Agenda:**

1. Childcare Renovation & Proposal to use St. Gabriel Houses
2. Update on New Admin Committee Members
3. Year of the Church – Project updates
4. Update on 3rd Party Facilitator to create customer needs map
5. Next Meeting Date
6. New Items

**Next Admin Committee Meeting** – 6:00 – 7:00pm June 16th, 2015 in the Quilters Room

Below are the regularly scheduled meeting dates for 2015. All meetings are 6-7pm in the Conference Room:

August 4th

November 3rd

**MEETING MINUTES:**

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

Childcare Renovation Update – **Amanda**

* Bid proposals are due Thursday from three vendors at 2 pm with the Finance Council convening that evening to approve or reject the funding. The package for the archbishop will be prepared this week and Bill Zoeller will be notified of the pending package for prompt review.
* Modifying 4,400 ft2. Estimated cost $200,000 or ~$50/sq-ft.
* Calculated ROI based on recruiting new children to our pre-school and estimated cost to run the preschool. This project will take ~2 years to break even.
* Be sure to include specifications to include “child-friendly” and easy maintenance items such as washable paint, etc.
* Consider putting in 4’ doors instead of the standard 3’ doors for the storage rooms.
* Check on room 107 to ensure we have enough A/C. If you split this room into 2 we will only have one return per room. Is this enough? Ask James Forst.
* Will the space be zoned into different A/C controls? If it is just one, will this be an issue getting temperature control by room?
* Will the plumbing be low water usage?

Develop Gantt Chart to define high-level timeline for key projects (childcare renovation, remove homes, natural playground, storage solution, etc.) – **Amanda**

* Amanda submitted a first draft of the gantt chart.
* Need to make sure the contract for the Childcare Renovation includes a penalty phase if the Aug 11th drop dead date is not met. Suggest making the due date for the project 2 weeks before Aug 11th.
* Need to establish dates for additional projects.
* Consider pushing the playground project to break ground in the Fall to try to get “credit” in the star ratings.
* Consider updating the Angel Gabriel and the front of the property for the “Year of the Grounds” project in FY 2015-2016.

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.

**Update on new Admin Committee Members**

Update on status – **Amanda**

* We did not have anyone sign up from the stewardship drive for the sales & marketing team.
* Plan B: Ask Gary Horan

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

Status of upgrades to paint and drywall, replace all ceiling tiles, upgrade lighting, relocate the crucifix, refinish the altar floor and clean the baptismal tile.

* Moving forward with the contractors. On track with schedule. Timing goal: end of July – **Jeff**

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**

* Consider adding an article on the website as part of the communication plan.

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

Finalize the contract and start questionnaire development. We are assembling a work group to assist with the questionnaire development. – **Amanda**

* Created a Customer Needs Map core team including Fr. John, Sandy Weber, Marcia Brey and Amanda.
* Pre-screen questions reviewed and approved by team.
* We have added an additional target group after the discussion at the last Admin Council meeting: Adults, age 20-25, no kids, married or single.

**Next Meeting: TBD**

* Determine if next meeting needs a special session in June or regular schedule meeting Aug 4th.
* Team recommends meeting June 16th 6:00 – 7:00pm

**New Items:**

Intentions for the home St. Gabriel owns on Hudson Ln. once Fr. Jim retires.

* Tentative plan is to fix it up and sell it.

**Year of the Grounds: TEAM**

* Will brainstorm ideas for the next fiscal year. Scope of work should include:
  + Wayfinding.
  + Landscaping and Ground Maintenance.
  + Lighting and Security.
  + “Curb Appeal” – Unify and Freshen the marketing material for the Parish
* HOMEWORK: Benchmark other Parishes. Ask your fellow Parishioners what they would like to see. Bring ideas for projects to consider for next year’s projects.

**Agenda for Jun 16th Meeting**

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

* Childcare Renovation Update – **Amanda**
* Update Gantt Chart to include timing for all projects – **Amanda**
* 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.

**Update on new Admin Committee Members**

* Update on status Gary Horan - **Amanda**

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

* Status of upgrades to paint and drywall, replace all ceiling tiles, upgrade lighting, relocate the crucifix, refinish the altar floor and clean the baptismal tile. Timing goal: end of July - **Jeff**
* 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**

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

* Update status - **Amanda**

**Year of the Grounds: TEAM**

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**Next Meeting: Aug 4th**

Respectfully submitted by Marcia Brey, Chair.