St. Gabriel the Archangel

Administration Committee Meeting Minutes – Special Session

Apr 21st, 2015

**Attendees:** Marcia Brey, Amanda Wolz, , Fr. John, Bob Guenthner, Jeff Hopper, Matthew Goetz, Jim Raver, Brian Glanz

**Not Present:** Mark Frederick, Shawn Fox, Steve Mattingly, Brent Taylor

**Opening Prayer**: Fr. John

**Agenda:**

1. 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

**Next Admin Committee Meeting** – 6:00 – 7:00pm May 5th, 2015 in the Quilters Room

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

May 5th

August 4th

November 3rd

**MEETING MINUTES:**

**Proposal to use St. Gabriel houses:**

* House Proposal
	1. The first priority is to renovate the childcare center. Finalized agreement with Studio Kremer Architects to do design documents for the childcare renovation.
	2. The archdiocese recommended Environs and Henry McGalliard for natural playground.
	3. We will need to delay the removal of the houses and implement the playground as we move forward with the childcare center renovation. We will use the houses for child care storage.
	4. Finance Council agreed that both proposals, renovating the childcare center and removing this homes and putting in a natural playground should move forward. The finance Manager and Amanda are developing a funding plan.
	5. Consider marketing the improvements to the campus, perhaps including the childcare renovations, during the Parish Picnic.
	6. Submit a summary of the minutes from the past meetings to Fr. John and Amanda. – **Marcia**
	7. Take a field trip to see the natural playgrounds the designers who are submitting bids have completed. - **Amanda**
* Storage Building
	1. We need to determine the storage needs for the Parish/School. – **Marcia** to meet with **Tim, Jeff**  and **Amanda**
	2. Brainstorm ideas on how to develop storage over the next year to meet these needs. - **TBD**
	3. One idea is to use the postage stamp area for storing picnic items. Jeff Hopper presented the Storage Building proposal on behalf of the Men’s Club which will fund the building of the Storage Building in the former Butterfly Garden. This is a 5 week construction project and will be complete 2 weeks before the picnic.
		1. Need to ask about permitting clearances - **Jeff**
* For when we get closer to removing the houses, need to decide if we move the house, fill in the hole, etc. Jim provided contacts for a contractor to fill in the hole. Thank you.
* Communicate with neighbors and get their input and build a relationship. Hold until we have a timing and renderings.- **TBD**
* Decide the strategy (once the childcare renovation is complete). Determine phases with dates (rough). Estimate costs (rough). Develop Gantt chart for first phase. – **TBD**
	1. Suggest putting a timeline for the child care renovation, playground, storage facility, Year of the Church - **Amanda**
	2. Consider putting together a funding campaign to help fund the child care renovation - **Amanda**
	3. Develop a communication plan for the Parish to communicate to the Parish and for marketing our School – **Amanda**

**Update on new Admin Committee Members – Amanda**

* We should have all the stewardship commitment cards in in the next two weeks so that we can see who has volunteered. We added this to the stewardship packet. Will update at the next meeting.

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

* Jeff presented detail plans for 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 is to complete these projects by the end of July.
* Bids to replace the tile for the baptismal fount initially are coming in at $25,000 which would put us over our $60,000 budget. We will push this part of the project out and consider it for a later phase.
* 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**

* Goal is to develop a customer needs map to establish criteria for deciding on a distinct long-term land development that satisfies the diverse needs of the Parish.
* Fr. John has approved the proposal from Personal Opinion to help us develop this customer needs map. We will work to get 400 responses from a mix of focus groups, email and web surveys. The total cost: $6,060.
* Next steps are to finalize the contract and start questionnaire development. We are assembling a work group to assist with the questionnaire development. - **Amanda**

**Technology Update – Matthew**

* The new website launched. Feedback is going well. New pages are still be developed. Staff is being trained to create web pages. Will focus on developing the preschool page next.

**Discuss Next Meeting Dates**

* May 5th – will discuss if we need a special meeting in June and/or July.

**Agenda for May 5th Meeting**

**Proposal to use St. Gabriel houses:**

* Childcare Renovation Update – **Amanda**
* Develop Gantt Chart to define high-level timeline for key projects (childcare renovation, remove homes, natural playground, storage solution, etc.) – **Amanda**
* Submit a summary of the minutes from the past meetings to Fr. John and Amanda. – **Marcia**
* Take a field trip to see the natural playgrounds the designers who are submitting bids have completed. - **Amanda**

**Update on new Admin Committee Members**

* Update on status - **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**

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

**Next Meeting: TBD**

* Determine if next meeting needs a special session in June or regular schedule meeting Aug 4th.

**New Items:**

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

Respectfully submitted by Marcia Brey, Chair.