St. Gabriel the Archangel

Administration Committee Meeting Minutes

November 4th, 2014

**Attendees:** Marcia Brey, Amanda Wolz, Matthew Goetz, Shawn Fox, Fr. John, Bob Guenthner, Jeff Hopper, Brian Glanz, Brother Martin, Tammy Flippo

**Not Present:** Mark Frederick, Steve Mattingly

**Opening Prayer**: Marcia Brey

**Agenda:**

1. Brother Martin Erspamer, OSB – Presentation on St. Gabriel Church improvement discussion – Fr. John
2. Review Administration Committee members and terms – **Amanda W.**
	1. New members representing Sales & Marketing and Construction & Property Mgmt
	2. Review term suggestions and finalize
	3. Review Vice Chair recommendation
3. Goal 1: Year of the Church
	1. Discuss and recommend projects to do as part of the “Year of the Church” goal that stays within the $60,000 budget
	2. Determine next steps
4. Goal 2: Land Improvement Process Development
	1. Review goal objectives and determine next steps
	2. Assess the property on Augustine Way and decide the best use of the property
5. Technology Committee Update – **Matthew G.**

**Next Admin Committee Meeting** – 6:00 – 7:00pm December 9th, 2015 in the Quilters Room

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

February 3rd

May 5th

August 4th

November 3rd

Respectfully submitted by Marcia Brey, Chair.

**November 4th, Meeting Minutes:**

**Brother Martin Suggestions and Ideas for Church Renovations:**

* St. Gabriel is a very nice space.
* Consider more up-lighting. The Church seems a bit dark. You have a beautiful wooden ceiling that could be highlighted more and convey the warm feeling in the Church.
* Problematic areas are the two corners of the Church with the gallows. This is very large for the small amount of light that they put out. Aesthetically they are huge and may take away from the liturgy. Consider downsizing these lights and add more spot lights on the sanctuary area.
* Consider dimming or programmable dimmers – however it may be more expensive to do this.
* The majority of the Church has very good colors and finishes. You have warm brick, grey linoleum, warm carpet, taupe color on the walls that coordinates well. Then you have three blue areas. The accent color above the tabernacle is a good idea – but the blue color is very strong and does not match the color schemes in the Church. The cry room and the windows in the sacristy also have the accent colors, but should they? Consider take the color of the wall above the baptismal fount and paint the sacristy and the cry room this same color. Also, consider painting the area above the tabernacle a different color – gold leaf. Research Barragan, architect, and use his work as inspiration for this color.
* The baptismal area could be cleaned up. You have limestone which is porous at the corners. These four corner pieces as a result of the 20 years of use looks greasy. You could clean the stone professionally to restore. Or you can replace with polished granite. Change the table top and the vertical walls with granite (suggest Dakota mahogany – flamed surface granite color).
* Consider adding a solution that provides heated water for baptisms that use the spigot.
* Consider making the steps that walk down the fount slip resistant. Consider making the tile in the baptismal fount a darker color – terracotta, red oak (like the alter and pews), earth tone brown like the carpet and tile.
* The color surrounding the Stations of the cross does not seem to match. Take the taupe color and paint the wood to make the white stations “pop” more.
* Placement of flower arrangements should be placed so they do not obstruct the alter and the ambo. Consider using asymmetry – use one large arrangement as a focal point and avoid flowers scattered around the alter. Consider using one very large planter and change out the flowers and colors.
* The base of the candlesticks there is a built in square plate which would be a great place to put a flower arrangement.
* Your tabernacle is placed to the right of the entrance to the Church. This means that half the congregation has their back to the tabernacle. You may consider relocating the tabernacle to a more prominent location – perhaps break into the wall and create its own shrine or chapel area. Would need a good architect to ensure this would not detract from the building. Then, you could use the old tabernacle as a seasonal shrine.
* There are a lot of music items stored around the back of the music on the handicap ramp. Consider making an effort to clean this ramp to keep it open so it conveys a message that all are welcome. Understand that this is a great place for the cantor stand. Consider moving the cantor stand to be built into the wall and not on the handicap platform. Declutter this area. If you are not using it, remove it from the Church.
* Take a good look at the narthex. This is the first impression guest will have of your “home” or Church. The cleaner and more formal you can make the narthex of the church. Yours looks pretty good. Be diligent of not letting this get cluttered.
* The ambry, the place where the holy oils are stored, does not look like it has the same design as the other areas of the Church. The ambry should be located somewhere near the baptismal fount.
* The corpus at the narthex does not seem to fit on that wall. Could consider relocating it to one of the large walls. Right now the corpus blocks the view into the Church, which is very beautiful.
* Consider replacing the backing of the corpus using red oak to better show and match the Church.

**Committee Org Structure**

* Committee approved the new org structure for the Admin Committee
* Need to recruit two new members for our committee – **Amanda**

**Year of the Church**

* Narrow focus to the inside of the Church. We will save the external ideas for another project focus in the future.
* Remove the external ideas from the project list. Add Brother Martin’s ideas to the list. Send to the Admin committee and ask for everyone’s top 10 priorities. – **Marcia**

**Land Improvement Process**

* Reviewed a proposed list of actions items to develop a strategic plan for the Parish.
	+ Create a more tactical action item list to create this strategic plan. – **Shawn**
	+ Combine the previous land committee data with the Strategic Committee data to create a current needs assessment matrix. Use this to compare to the options of buying land. Will present in December. – **Shawn**
	+ Present the combine needs matrix in December (Marcia to set up a meeting for the Admin team in December) - **Shawn**
* Need to set up a meeting to tour the properties and develop a list of ideas of what to do with the three houses St. Gabriel owns. Work with Amanda to set a date in early December to tour the properties – **Marcia**

**Technology Committee – Matthew**

* The new St. Gabriel parish website is close to being tested. It is on the development server now. Estimate the “go-live” date will be 1Q15.