St. Gabriel the Archangel

Administration Committee Meeting Minutes – Special Session

Mar 3rd, 2015

**Attendees:** Marcia Brey, Amanda Wolz, Shawn Fox, Fr. John, Bob Guenthner, Jeff Hopper, Matthew Goetz, Brian Glanz, Steve Mattingly, Tammy Flippo, Brent Taylor, Jim Raver, Mark Frederick, Shelly Hunt and Sharon Benson

**Not Present:**

**Opening Prayer**: Fr. John

**Agenda:**

1. Review three houses St. Gabriel owns and discuss recommendations for usage/next steps.
2. Review meeting dates March

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

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

April 21st - Proposed

May 5th

August 4th

November 3rd

**March 3rd, Meeting Minutes**

**Review St. Gabriel houses**

* The team reviewed proposals for use of the two new residential properties recently purchased adjacent to the school. We discussed the school and parish needs for the additional land and brainstormed options on how to use the land.
	1. Tammy Flippo presented an idea for use of the property on Augustine Way. Proposal is to create a Ministry House for middle school, high school, Young Adult and All Adult Formation. Maintain the home as a residential occupancy. Tammy submitted a proposal with more details and a suggested rendering.
	2. Shelly and Sharon presented a proposal to use the land of two of the houses to create a Green Space Playground for the school. The space would be for Pre-K through 8th grade use. Could also use for boy scouts, etc. Shelly presented several concepts, a presentation and a video for more details. She also presented ideas for revenue generation.
* The team suggested rethinking the entire campus to increase green space, provide a ministry space and maintain parking lot space requirement. Use this as an opportunity to grow our St. Gabriel community to better meet the needs of our Parishioners and better compete with other Parishes.
* The team brainstormed a long-term strategy vision, as a first pass and made this recommendation to Fr. John and Amanda:
	1. Relocate the 3 year-olds in the current house into the main school to free-up the first house.
	2. Use the existing 3-year-old preschool as a Ministry house as is.
	3. Tear down two houses and build a green space playground.
	4. Evaluate moving parking spaces in the current courtyard to another place on the campus and use the courtyard as an additional green space playground (simple grass space).
		1. Potentially negotiate with the city where we can put parking lot spaces.
		2. Perhaps add parking spots in front of the first house
	5. Renovate the Ministry house.
* Next Steps:
	1. Develop a plan to move 3 year-olds. Need a more detail plan. Present to the Admin Council. – Shelly or **Amanda**
	2. Determine zoning requirements if we tear down the two houses and build a playground. – **Shawn F.**
	3. Go to funding council and get their input. – **Fr. John**
	4. Get more specific funding on tearing down two houses or move the houses. – **Brent**
	5. Develop options for storage for items currently in the new garage. Need a proposal. – **Tim M and Marcia**
	6. Identify architects who can design the green space playground - **Amanda**
	7. Communicate with neighbors and get their input and build a relationship. - **TBD**
	8. Decide the strategy. Determine phases with dates (rough). Estimate costs (rough). Develop Gantt chart for first phase. - **TBD**

**Agenda for March 16th Meeting**

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

* Develop a plan to move 3 year-olds. Need a more detail plan. Present to the Admin Council. – Shelly or **Amanda**
* Determine zoning requirements if we tear down the two houses and build a playground. – **Shawn F.**
* Go to funding council and get their input. – **Fr. John**
* Get more specific funding on tearing down two houses or move the houses. – **Brent**
* Develop options for storage for items currently in the new garage. Need a proposal. – **Tim M and Marcia**
* Identify architects who can design the green space playground - **Amanda**
* Communicate with neighbors and get their input and build a relationship. - **TBD**
* Decide the strategy. Determine phases with dates (rough). Estimate costs (rough). Develop Gantt chart for first phase. – **TBD**

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

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

* Inform Jeff of pews in Church that need repair – **Bob and Tammy**
* Consider numbering pews to improve identification of pews needing repair – **Jeff**
* Set up process for parishioners to identify pews that need repair (ie. communicate to office and office informs Jeff, create a whiteboard with “map” of pews – Ushers/Parishioners can communicate issues via whiteboard to Jeff, etc.) – **Jeff/Amanda**
* Baptismal Fount improvements – need quotes – **Jeff**
* Bids for ceiling tile. Do we need acoustical tiles? – **Jeff**
* Review lighting and painting vendor options – **Jeff**

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

* Review proposals - Amanda
* Consider putting a question on the steward form asking parishioners if they are interested in participating in a focus group to help define a needs matrix for future land purchase – Amanda

**Discuss Next Meeting Dates**

* April 21st

Respectfully submitted by Marcia Brey, Chair.