St. Gabriel the Archangel

Administration Committee Meeting Minutes

July 18, 2017

**Attendees:** Fr. John, Shawn Fox, Amanda Wolz, Curtis White, Larry Mikesell, Louis Wantland, Marcia Brey, Dave Slaughter

**Not Present:**, Jeff Hurst, Maria Dawson, Brian Glanz, Matthew Goetz, Jeff Miller, Mike Hillerich, Jeff Hopper, Alaina Mikulcik,

**Opening Prayer**: Fr. John

**Agenda:**

1. Updates

 - Playground

 - Ministry House

 - Curb Appeal Project - Wayfinding & Landscaping

 - Long-Term Maintenance and Capital Improvements Plan

1. Strategic Plan

 - St. Gabriel Park Land Development Strategy and Timeline

1. Next Meeting Date
2. New Items

**Next Admin Committee Meeting** – September 19, 2017 at 6pm

**MEETING MINUTES:**

**Playground:**

* Preconstruction Meeting held on July 11, 2017.
* Shelly is the Project Lead.
* Permits submitted to planning and zoning.
* Demolition to begin near the time of the picnic.
* Planned communication with neighbors before demolition begins.
* Eagle Scout project to create prayer garden as part of the project.
* Process is still on track for completion in October, 2017.

**Proposals to use St. Gabriel Ministry House:**

* Furniture installed, usable for meetings.
* Working on adding handicap accessible ramp.
* Need to install technology and clean carpets, etc.
* Working on creating a usage and hours schedule.
* Suggested that tent sunroom windows.
* Suggested hold Open House in conjunction with Playground unveiling.

**Curb Appeal Project:**

* Wayfinding still on track for completion in Fall, 2017.
* Landscaping – 2 bids received, will get third bid to present to Admin. Committee.
* Discussed making lighting and security as a joint future year project.

**Technology:**

* Completed health check on system and equipment.
* Helped build 7 new computers for use by school.

**Strategic Plan:**

* Long Term Maintenance and Capital Improvement Plan:
* List is together. Jeff will present at next meeting.
* Land Acquisition:
* Discussed and finalized punchlist for White House.
* Larry will coordinate with parishioners and contractors to get volunteers/bids for punchlist repairs/improvements.

**Next Meeting:**

* September 19 at 6pm in Parish Office Conference Room

**New Items?**

* None

Respectfully submitted by Shawn Fox, Chair.