St. Gabriel the Archangel

Administration Committee Meeting Minutes

September 13, 2016

**Attendees:** Shawn Fox, Amanda Wolz, Matthew Goetz, Maria Dawson, Tom Fisher, Curtis White, Jeff Miller, Louis Wantland, Mike Hillerich, Marcia Brey, Jeff Hopper, Larry Mikesell, Jeff Hurst

**Not Present:**, Fr. John, Brian Glanz

**Opening Prayer**: Mike Hillerich

**Agenda:**

1. New Members/Committee Structure
2. Election of Vice Chair
3. Updates

 - Year of the Church

 - Playground

 - Ministry House

1. Curb Appeal Project - Wayfinding Presentation
2. Strategic Plan

 - St. Gabriel Park Land Development

 - Long-Term Maintenance and Capital Improvements Plan

1. Next Meeting Date
2. New Items

**Next Admin Committee Meeting** – November 8, 2016 at 6pm

**MEETING MINUTES:**

**New Members/Election of Vice Chair:**

* Election of Vice Chair – Larry Mikesell elected as Vice Chair
* Discussed re-alignment of terms to reorganize structure of the committee – all agreed to blind draw to determine term length of each new member
* Following meeting, Shawn Fox and Amanda Wolz conducted blind drawing to determine terms
* Organizational Chart with new structure of Committee with term lengths is attached

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

* Last item is now completed
* Year of the Church progress has been communicated to the Parish through announcements at Mass, picnic presentations, and in the bulletin. A final announcement of the project will be placed in the accountability report newsletter.

**Playground Proposal:**

* Playground continues to move forward
* Discussion of most recent changes proposed
* Preliminary discussion of fundraising and budgeting for construction of playground was held and will continue during next meeting

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

* Deep cleaning, painting, wiring, hallway, and bathroom updates expected to be completed by the end of September
* Furniture, tables, and chairs were donated by McAllisters
* Will look for donations and other fundraising to complete decorating

**Curb Appeal Project:**

* Narrowed scope of each bid, focusing on wayfinding first.
* Discussion of two wayfinding bids received -- Fastsigns and Signarama Downtown:
* Focus is on usefulness, safety, and aesthetics
* Signarama bid - $1,900/Fastsigns bid $2,000
* Alaina interviewed both bidders
* Signarama was prompt, responsiveness, had references, and bid included design for both inside buildings and outside of the campus
* Alaina contacted 2 of the references and received positive reviews
* Fastsigns was less responsive and merely referred back to 2014 bid package
* Both companies stated will discount production bid if their bid for design was accepted
* Based on her interaction with both bidders, Alaina recommended Signarama
* Group had a few questions to ask Signarama
* Decision was made to pursue Signarama bid once questions are answered, so long as answers were acceptable
* Discussed strategy to coordinate remaining bids for lighting and landscaping:
* Will proceed to obtain lighting design bid next
* Will provide wayfinding design to lighting designer to coordinate designs
* After lighting bid, will obtain landscaping bid next
* Will provide wayfinding and lighting designs to landscaping designer to coordinate designs (i.e. so that design does not place a tree that obstructs a light or sign)

**Strategic Plan:**

* Plan for next fiscal year is to focus on:
* Outside of the Campus
* Playground
* Ministry House
* Land Acquisition
* Jeff expects to have a long-term maintenance and capital improvement plan to be presented to the Committee at the next meeting
* Will begin preliminary timeline and planning for development of new land at next meeting

**Next Meeting:**

* September 13, 2016 at Ministry House

**New Items?**

* None

Respectfully submitted by Shawn Fox, Chair.