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**Administration Committee Minutes -June 18, 2019**

**Time: 6 pm – 7:30 pm**

**Location: Ministry House**

**Attendees:** Mark LaPierre, Melinda Cardwell, Maria Dawson, Matt Hibbitt, Gary Grieshaber, Kevin Lococo, Louis Wantland, Shawn Fox, Larry, Laura Krill, Marcia Brey

**Opening Prayer:**  **Kevin Lococo**

**General:**

1. Motion to approve April Minutes Maria, 2nd Gary, all approved
2. Gary nominate Matt Hibbit, Vice Chair for Admin committee; Larry 2nd; all approved motion passes
3. MPB Renovation Findings - Gary
	1. Still under review
	2. Should be complete by Saturday, 6/22/2019
4. ADA Compliance Report – Mark L sent Report
	1. B- campus
	2. No Major issues
5. St. Gabriel Master Planning – Maria
	1. Post Bid Review – Maria sent report
	2. Marcia, Miranda, Shawn, & Amanda all participated in various meetings
	3. Rankings: JRA – 1; Other candidates didn’t have much in the way of “master planning”
	4. Motion passed to recommend JRA…. Matt Hibbitt second, all approved
	5. Mark to follow up with Finance Council the process to award or pay for St. G Park Master Plan
	6. Will find out if we can award now and pay out of reserve and pay back after fundraiser, vs. fundraiser first
6. 2019/2020 Projects – Mark L
	1. Mark Provided Time line of Projects with costs – Maintenance & capital improvements
	2. Admin Council Projects
		1. Proposed idea to have 3 or 4 teams to take on a smaller project to scope/assess
		2. Mark can then take proposals and put into next year’s budget/Raise funds
		3. Mark will send brief description of Problem statements for each team
		4. Action is for each member to email Maria in next 2 weeks with preference…. Of which team they want to work on…. Get Responses to Maria by July 2nd.
		5. We will post minutes and projects we are working on the website
		6. Suggestion to submit Mark’s Project List to Parish Council in July
7. Budget Recap – Mark L
	1. Playpark
	2. Campus exterior paint
	3. $5k for Landscape planning
	4. Lobby
	5. Sidewalks
	6. Floor Cleaning equipement
	7. MPB Phase 1
	8. Remodel of property at St. G Park
	9. Tree removal St. G Park
	10. Finishing HVAC

**Closing Prayer: Maria Dawson**

**Confirm Next Meeting**: July 16, 2019, Maria will be out of town; Louis will run the opening of the meeting….sub-committees to work on initial projects

**Opening Prayer: Louis Wantland**

**Closing Prayer: Mark L**