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**Administration Committee Notes - March 20, 2018**

**Present:** Louie Wantland, Maria Dawson, Mike Hillerich, Dave Slaughter, Curt White, Jeff Hopper, Fr. John Schwartzlose, Amanda Wolz

**Not Present:** Jeff Hurst, Larry Mikesell, Marcia Brey, Shawn Fox

**Guest:** Alaina Mikulcik

**General Information:**

* A motion was made to approve the January 2018 meeting minutes by Curt White, seconded by Maria Dawson. The meeting minutes are now posted on our webpage: <https://www.stgabriel.net/parish/administration-council/>
* Attendees reviewed and signed the Conflict of Interest Disclosure Statements.
* New Member Recruitment: Potential new members have been invited to attend a 30-minute orientation at the May 15th meeting at 6 pm in the Parish Conference Room. The orientation will include:
  + - Overview of structure & commitment
    - Overview of goals and projects

Invitations were sent to:

* + - Matt Hibbitt – sales/marketing, preschool family, cleaning field CONFIRMED
    - Kevin Lococo – sales/marketing, school family, coach CONFIRMED
    - Kevin Skinner – contractor/construction/small business owner CONFIRMED
    - Gary Grieshaber – Industrial Engineer CONFIRMED
    - Al Schumacher – retired engineer
    - Melinda Cardwell. Project Lead/Manager CONFIRMED
    - Emilie Pinto Schmelling, Marketing

**Routine Facility Updates & Key Accomplishments:**

* Sound System: Jeff Hopper and Fr. John noted the sound system enhancements were installed in the church last week. Attendees noted the improved sound. The vendor will be back out to conduct a training session with key staff and volunteers. Jess Mills will be the primary owner of the system, while Jeff will be responsible for technical issues and repair.
* Preschool Storage Room Conversion: To accommodate enrollment growth to 106 students, the preschool storage room will be converted in to a classroom and an additional exterior door and hallway will also be constructed in this area. The room will primarily be a sensory room. But, can be converted to an additional 3-year old room. Funds are being budgeted in the next preschool budget 2018-2019. The project team (Jeff, Shelly, Fr. John and Amanda) have developed a rough sketch and will proceed with bid process.

**Old Business:**

* Playpark Status Update:

*Site Work:*

* *Spring and latch closures are being installed on all gates.*
* *We are working with Kompan on the proper placement of the mountaineering rope pole.*
* *Installation of the rubberized mound for slides has been delayed as we are waiting on Spring i.e. consistent 45 degrees weather for one week)*
* *Fence completion (waiting on landscaping and mound)*
* *The pressure-treated fence will be stained and sealed in the next few months. Stain is being selected now.*
* *The new parking spots are being paved this week.*

*Public Relations:*

* *Savannah Farley and Mary Rose Battcher have scheduled a photo shoot this week of the Student Council Officers on the slides which will be included in our 2017-2018 school yearbooks.*
* *A photo shoot was held last Friday with the Preschool kids for a “thank you” image to be shared on donation and fundraising efforts. See below.*
* *Ribbon cutting/grand opening event planning as started. We are checking the schedules of Father John and Archbishop Kurtz.*

*Fundraising:*

* *Through January 2018, we have raised $85,938, 37% of our fundraising goal. Please consider making a donation today.*
* Wayfinding Project: The committee applauded the efforts of Alaina Mikulcik, her team and FASTSIGNS for the new campus directional signage. Indoor signs are next.
* Campus Landscape Design Bid Review: The Administration Committee reviewed additional information requested from the campus landscape design bids. Vendors were Frank Otte, Myers & Co. and Miller Mowing and Landscaping. After careful review of bid documents and design plan details, the five Administration Committee members present, who were not staff, voted unanimously to recommend Myers & Co to Fr. John Schwartzlose. This represents a majority of the members. He accepted their recommendation and agreed to approve moving forward. The design plan expense is budgeted for this budget year, but we will send a notice to the Finance Council on our plan to proceed.
* New Member Recruitment: The group accepted the recommendation to accept all potential new members if they are interested in joining, with two filling our open 3-year term slots, and two that will be open soon, while the other members could participate on several upcoming sub-committees/projects (reference grid under new business)

**New Business:**

* Homework: Upcoming Project Planning

We ask each Admin Committee member which of these sub-committees they can sit on to move these capital projects forward. Details on the Gym& Concession project are listed in a separate document. Safety & Security is the third phase of the Curb Appeal project, finishing off a three-phase, four-year projects.

* + Safety & Security
  + Gym & Concession
  + St. Gabriel Park Phase 1 - Infrastructure
* St. Gabriel Park: Maria, Shawn and Marcia are meeting with Kristin Booker on the phased design plan next week. From that meeting, we can move forward with a timeline for development and a capital funding feasibility study.
* Security & Safety Project: identify objectives, discuss sub-committee members. Initial discussion included:
  + Goal: Plan developed and presented to Admin Committee by March 2019
  + What is the system for? Does it need to be monitored?
  + Understanding of the opportunities and limitations of the system.
  + Understanding best practices from St. X and Southeast Christian.
  + Lighting, cameras, patrol, liability issues.
  + Dave Slaughter was asked to chair the effort and assume cross-over with the Tech Committee. Jeff Hopper and Steve Mattingly were also requested to be members.
  + Mr. Mottley, Security Manager at St. X, agreed to assist on this project.
  + Hire a security consultant to conduct a risk assessment.

**Next Meeting:** Confirmed for May 15 at 6 pm in the Parish Office Conference Room with a 30-minute orientation for potential members, followed by a one-hour meeting afterward.