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**Administration Committee Agenda-December 17, 2019**

**Time: 6 pm – 7:30 pm**

**Location: Ministry House**

**Opening Prayer: Kevin (Next meeting: Kevin)**

**General:** (Group)

* New member Al Shumacher joined us-we did intros and a brief description of what our committee does
* Review previous meeting minutes for approval-Chris motioned, Matt 2nd, All approved
* Status Update (Mark L)
  + HVAC
    - 56 systems on campus, 100% operational,
    - new pump installed on boiler-are planning to do another one next year
    - chiller is connected, completing the insulation and the balancing will be completed in spring and project will be complete
  + New maintenance tech started a month ago
  + Over Christmas break:
    - the floors will be stripped/waxed
    - the front lobby project will be finished
    - the Jr. high stairwell will be painted
* Recycling Discussion (Mark)
  + Goal is brainstorming
  + School is currently recycling using a dumpster
    - It is taken to the sorting facility
    - It has been contaminated almost every time, which costs $760/load. If not contaminated it would be $250
    - Possible solutions:
      * Tall, thin cans with paper slots
      * Boy scouts to implement can recycling, implement before picnic
    - Louis/Mark are working on sustainability
    - We may be able to add signage/paint ‘for recycling’ on dumpster
    - We will start small, then grow the program
* Strategic Plan Briefing/Information
  + 4 Pillars-goals associated with each-see handout
  + Admin council will be involved with objective 7a, 7b, 7c
  + The objectives will be monitored by Parish Council
* Updates from teams (see assignments below):
  + Team Yellow (Playpark Area Lighting)
    - Need drawings of playpark with dimensions to send to lighting designer
  + Team Blue (Space Planning)
    - Primary room use for the entire campus is back to Gary
    - Next step is to determine secondary room use
    - After that is complete, we will conduct a needs assessment for each group
  + Team Brown (Wayfinding/Cafeteria & Kitchen)
    - Wayfinding is complete - $9800 cost-will be budgeted in 3 phases
    - Stakeholder survey was sent for Café/Kitchen to key stakeholder groups-sent via email and requested back by Jan 17. If no response, will go in person to discuss
  + Team Green (Green Ribbon/Sustainability)
    - Will now be known as Sustainability team, not Green Ribbon
    - 3 Pillars-Environmental Impact, Health/Wellness, Education
    - Are developing goals on the 3 pillars for the next 1, 2 & 5 years
    - Louis will be running the new Sustainability Committee using the goals
    - Identifying what we are currently doing then how we can improve those-mostly thru the school

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| Team Yellow: Playpark Area Lighting Assessment / Landscaping Design | Team Blue: MPB Storage / ASE Space Assessment & Planning | Team Brown:  Way finding Reassessment / Cafeteria & Kitchen | Team Green:  Green Ribbon |
| Melinda (Team Leader) | Gary (Team Leader) | Matt (Team Leader) | Louis (Team Leader) |
| Matt | Kevin | Melinda | Gary |
| Maria | Louis | Kevin | Maria |
| Chris | Maria | Chris | Lara Krill |
| Open Spot (TBD) | Open Spot (TBD) | Open Spot (TBD) | Open Spot (TBD) |

**Closing Prayer: Matt (Next Meeting: Louis)**

**Confirm Next Meeting:**

**January 21, 2020 6 pm - 7 pm**