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**Administration Committee Agenda-January 21, 2020**

**Time: 6 pm – 7:00 pm**

**Location: Ministry House**

**Opening Prayer: Kevin**

**General:**

**Attendees: Maria, Melinda, Gary, Matt, Mark, Kevin, Kelsey, Jessica Parks, Al Schumacher, Chris Rice, Louis**

* Review previous meeting minutes for approval-Kevin motioned, Chris 2nd, All approved

(Group)

* Review previous meeting minutes for approval
* Team Breakouts (see assignments below):
  + Team Yellow (Playpark Area Lighting)
    - Mark sent dimensions on Playpark Area to Maria
    - Maria to connect with Lighting Rep
    - Maria will add Dimensions and Lighting Requirements
  + Team Blue (Space Planning)
  + Team Brown (Wayfinding/Cafeteria & Kitchen)
  + Team Green (Sustainability)

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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:  Sustainability |
| 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 |
| Al Shumacher | Open Spot (TBD) | Al Shumacher | Open Spot (TBD) |

**Closing Prayer: Louis**

**Confirm Next Meeting:**

**February 18, 2020 6 pm - 7 pm**

**Opening Prayer: Melinda**

**Closing Prayer: Chris**