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**Administration Committee Minutes-April 20, 2021**

**Time: 6 pm – 7:30 pm**

**Location: Ministry House**

**Attendees: Mark LaPierre, Maria Dawson, Chris Rice, Matt Hibbitt**

**General:** (Group)

* Mark gave update on new priest
* Mark gave update on projects for the upcoming year:
  + #1 – Playpark Lighting
    - Mark has bid package mostly together
    - Will send to (3) contractors. Recommendation from group to call Laswell Electric, Corrigan Electric, and Cundiff Electric
  + #2 – Campus Security and Parking
    - Project to include strategically placed fences
      * One goal is to direct foot traffic to areas where there is camera coverage and to provide additional security for assets on campus
    - Additional parking spaces will be required on campus if square footage is added to occupied space
      * Group needs to determine where additional parking spaces could be added
      * Mark will send pdf/AutoCAD drawing of campus to Chris to plot
      * Group will examine plans and mark potential areas for space additions
    - Technology committee is currently undertaking project to upgrade campus cameras to better quality
  + #3 – New kitchen Equipment
    - Budget contains up to $100K for replacement equipment
    - Plan is to replace necessary non-functioning equipment or replace equipment that breaks down frequently and is expensive to repair
    - Discussion included statement that replacing like for like would not require a permit, but if sizes or amount of equipment was changed, permits would likely be required
    - Plan is to ensure new equipment can be re-used in Cafeteria Remodel project
    - May try to bid with plans to replace over the summer break (TBD)
  + #4 – Campus Wellness
    - Includes working with school’s Green Team and providing guidance on project and implementation
    - Also includes Farm to Fork program
      * Discussion was that we should try to model our program after other schools
    - Louis was mentioned as a possible person to lead this initiative, since he was involved with it last year
  + #5 – Cafeteria Remodel/Expansion
    - Plan at this point is to work this project over the winter months
    - Matt has notes/information from last year regarding users of the cafeteria and their needs/wants for the cafeteria
      * Notes will be assembled and dispersed to group
      * Requests from users will be identified as needs or wants and prioritized
      * These request will help determine the scope of the remodel/expansion
* Discussion of Landscape Group
  + Mark Frederick is leading this group
  + Plans include one major project/event per season (Winter, Spring, Summer, Fall)
  + Spring event was successful and well attended and consisted of mulching and flower bed prep
  + Winter plans include Christmas lights/decorations
  + Summer will be some sort of building project, probably modifications to the Playpark entrance
* It was decided that we would leave Admin Council with the current (5) members for now (Mark, Maria, Matt, Chris, and Louis)
  + This will be reevaluated once we gain some traction on the new projects, the new priest arrives, and COVID concerns/restrictions loosen further

**Group decided on monthly meetings-date TBD**