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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**