****

**Administration Committee Agenda-June 8, 2021**

**Time: 6 pm – 7:30 pm**

**Location: Ministry House**

**Attendees: Mark LaPierre (phone), Maria Dawson, Chris Rice, Matt Hibbitt, Louis Watland,**

**General:** (Group)

* Reviewed/approved previous meeting minutes for approval
* Project development guidelines **(Maria/Group)**
  + Draft of procedures was distributed and discussed. A few changes were made, adding a few steps and changing the order.
  + Revised procedures included below and to be approved next meeting
* Playpark Lighting updates **(Mark/Maria)**
  + Bids are back-3 vendors we discussed as well as 2 from an ad in the bulletin
  + 3 vendors recommended something a little different from the design
  + Irrigation is underground and in the way, so design will be to put the poles on the outer part pointing in
  + Vendors provided photometrics with 25’ poles and 2 poles per head with dimming
  + Project is on budget
  + Will start by July 1, finish date is dependent on lead times
* Cafeteria Kitchen Equipment update **(Matt)**
  + Prices have been obtained for steamer, double oven, steam kettle
  + Replace double oven with similar model is $8-10k (new), ~$4.5-5k (used), up to $20k for upgraded model
  + Tabletop Steamer is $9k (new), Double steamer is $17-19k (new)
  + Tilt Skillet is $18-25k, has to go under hoods, would need gas (have to check BTU/LF rating is OK under hood to add this)
  + Double oven may not be in use currently
  + Recommendation will be to purchase used equipment if the cafeteria remodel is 3-5 years out, new if 10 years
    - Will only replace the double oven, no steamer or tilt skillet
    - Also considering recommending removing the broken walk-in cooler & do floor/wall repairs to provide additional prep space
* Campus Wellness update **(Louis)**
  + No updates at this point
* Parking and Fencing discussion **(Group)**
  + Group inspected existing site plan, discussed possible areas for new parking spots
    - Possibly parallel or normal parking along Hudson Lane (dependent on easements/rules
    - Additional spots in grassy area along Bardstown Road-may be a problem with catch basin
    - Possible re-align entrances to gain spots
    - Re-design existing lot to eliminate islands and gain extra space
  + We will attempt to obtain the deed information/property lines and overlay those on the drawings
  + Will do rough sketches of possible areas to add spots, then get civil engineer or architect to review what’s possible/not possible/allowable
* Cafeteria Remodel discussion
  + Still tabled at this point
* Other updates
  + Church is going back to normal on June 16

**Confirm Next Meeting – July 13**

**Opening Prayer next meeting: Maria**

**Closing Prayer: Chris**

**Admin Council Project Procedures**

1. Define Project (as determined by pastor/parish staff)
2. Define Project Scope
3. Identify Stakeholders (people/groups that need to provide wants/needs, input, etc.)
4. Assignment of Tasks (including contacting stakeholders)
5. Set Goals and Objectives
6. Develop path to completion
7. Develop rough order of magnitude estimate
8. Provide recommendation to pastor.
9. Implementation of project (if approved) – TBD (project specific)

Example:

Cafeteria/Kitchen remodel

1. Define Project: Cafeteria/Kitchen remodel
2. Define Project Scope: Analyze remodel/renovation of existing cafeteria
3. Stakeholders: kitchen staff, school rep, boy scouts, athletics, etc.
4. Assignment of tasks:
   1. Determine what each stakeholder needs/wants
   2. Develop scope of project inclusions/exclusions
   3. Choose A&E firms to bid document development/design
   4. Etc…
5. Set goals:
   1. Prioritize needs/wants
   2. Determine ways to meet needs (expand, gut/renovate, etc.)
6. Develop path to completion:
   1. Determine what method needs to be used-send for bid, schedule work, etc.
7. Develop rough order of magnitude estimate
   1. Either within our group or through budgetary quotes from firms
8. Provide recommendation to pastor
   1. Formal, written recommendation approved by group