



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