

St Joseph Administration Commission

January 2015

Present: Richard Lawler, Jeff Hawkins, Jerry Roth, Chris Hugunin, Tom Meaden and Tom Dahlback

Opening Prayer

Approval of December Minutes: Minutes were approved

Building and Grounds Committee: Tom Dahlback will draft an ad to be placed in the bulletin looking for members of the Committee; and forward to Nancy.

We discussed possible candidates for members – especially the need to identify a good leader. Jeff Hawkins and Tom Dahlback will reach out to people they know to see if they can help with candidates.

Security Committee: Previously identified candidates for members do not appear to be interested. Need to draft an ad to place in the bulletin as well.

Gymnasium Rental: Jerry confirmed the Building Use policy is approved. However, to proceed with renting/using the school gymnasium for other purposes, the following need to be accomplished:

1. Security needs -
 - a. Security gates need to be purchased. 3 gates need to be purchased to prevent access to the school – 1 at the top of the stairs and 2 at the bottom the stairs. Gates will be added to the Wish List.
 - b. Scott has already done some research on types and pricing. Tom Meaden will talk to Scott regarding what he has learned on researching gate options/pricing; and will have feedback available for discussion at the February meeting.
2. Staffing needs -
 - a. Need to designate an event coordinator.
 - b. Need to designate a facility supervisor. Individual is responsible for opening up the facility prior to the event and closing/securing the facility after the event.
 - c. For each event, 2 St. Joseph's people will need to be on-site – one at the top of the stairs and a second individual at the bottom of the stairs – and, one of these individuals must be a facility supervisor.
 - d. Identifying individuals who may be interested in these positions. These positions could be paid.
3. Other needs –
 - a. Communication system (radios) for on-site staff to communicate during an event in case of an emergency. Tom Meaden will research options/pricing and will have feedback available for the February meeting.

Cemetery: Jeff Hawkins and Jerry Roth met with Tradition Development to tour the Highland Cemetery site and discuss the following:

1. Placing a fence around the cemetery – probably a white picket style fence to match current fencing used in the Spirit of Brandtjen Farm development; plans & costs to construct; and whether Tradition Development would share in the cost.
2. Creating a parking lot with enough space for vehicles to turn around; and with an entrance off Pilot Knob Road.
3. Creating a conservation easement on the wooded section of the cemetery on the east side of the property.

In regards to the signs with cemetery hours at both the Highland and St. Joseph Cemeteries, Richard Lawler will discuss with Cemetery Committee.

Finances: Jerry presented the Statement of Activity, as of 1/8/2015. Revenue is down \$39,000. Otherwise everything looks fine relative to the budget. Jerry will start sending the summary out via email to the Administration Commission team.

Capital Campaign is doing well – \$1.4 million pledged with about 22 % of the parishioners pledging. And, a lot of positive feedback from parishioners. Next step is to follow-up with telephone calls to parishioners with outstanding pledge cards.

Closing Prayer