



St Joseph Administration Commission

June 4, 2015

Present: Richard Lawler, Jeff Hawkins, Jerry Roth, Tom Meaden, Ola Spiess, Kathy Gergen-Mandel, Joe Faeh, John Peterson, John Wollersheim

Opening Prayer

Approval of May Minutes: Minutes were approved

Welcome to the new Administration Commission Members: John Peterson, John Wollersheim, Kathy Gergen Mandel and Joe Faeh joined the Commission. Next year, Ola will serve as a Chair; Richard will serve as a Vice-Chair and Recorder. Also, John P. will be the Parish Council Liaison. Joe will be Technology Committee liaison.

Preschool/Safety discussion: Tom briefed the group on the Security Group formed at the School. School has decided to add preschool program to its curriculum. As a result, the Security Group has been formed to evaluate School and Church Security and recommend the improvements necessary to start the preschool program as well as improve the overall School and Church security.

Tom met with them last Wednesday. This newly formed group identified changes to make the building more secure including: tempered glass installation to the front doors, addition of the camera system, and magnetic lock on all doors. They received \$10,000 grant, KC offered to raise the money, they also have a donor of cameras.

Jerry recommended that this group can focus on the School security. However Administration Commission should oversee the overall School and Church Security. Thus, this group should collaborate with Administration Commission.

Richard offered to attend the next meeting on June 10th and start the collaboration between Administration Commission and the School Security Group.

Committee Development: Tom and Jeff have offered to focus next year on the formation and further development of Security Committee (Tom) as well as Building and Grounds Committee (Jeff). Joe Duffy, Richard and John W. will also join the Security Committee. John P. will join Jeff's efforts.

Capital Repair Projects Update: Jerry updated the Commission on the capital repair projects. Capital repair projects are funded from Building Repair Fund:

1. Parking lot
 - Using vendor through the corporate purchasing program that Archdiocese offers
 - Project cost is \$39,300
 - As the cost is above \$25,000, the Archdiocese requires the proxy
 - No schedule for the repair yet
2. Emergency power inverter

- Need to replace the failed inverter that provides the power to the sanctuary in case of power outage
 - Cost is \$22,000
3. Lower level porch at the rectory
 - Need an official estimate, cost will be \$2,000-3,000
 4. Another railing in the sanctuary
 - Cost: \$1,000

Current Building Repair and Replacement Fund balance is \$218,000, it is funded through the monthly donations directed specifically to this fund.

Software Transition: Parish office is currently transitioning several crucial pieces of software: ParishSoft and Family Suite. New chart of accounts has been established due to the ParishSoft requirements. This delayed the next year budgeting process. Family Suite will be used as the parishioner database. It is web based software that requires quite a bit of training. In addition, email system is being transitioned to Office 365. Software requirements are dictated by the Archdiocese.

Closing Prayer