

## **St Joseph Administration Commission**

**March 2015**

**Present:** Richard Lawler, Jeff Hawkins, Jerry Roth, Tom Dahlback, Ola Spiess, Chris Hugunin, Tom Meaden

### **Opening Prayer**

**Approval of February Minutes:** Minutes were approved

**Building and Grounds Committee:** No updates on Building and Grounds Committee.

Jerry has a potential candidate that we might ask to join Commission or Committee: Kathleen Gergen Mandel. Jeff and Jerry will ask her about both Commission and Committee.

**Security Committee:** Tom Meaden, Chris Hugunin met with Joe Duffy to review the security system last week. Building has been outfitted with a lot of security wiring provisions. Tom Meaden met with Jeff Schaffers to discuss the results of the walk through:

- Boiler room, computer room and windows in classrooms should have the alarm.
- Add the timer to the doors (\$1000 per door)
- Protocol should be established for the access badges. Over 200 badges have already been issued, plus master keys. There is no protocol to handle the returned badges. Also, the use of the back door by KOC and Boy Scouts should be evaluated, as Church has been designed to access through the main door. Badges can expire or can be programmed to control which door can be opened. We need a central person to manage access cards and decide who/why has them. In addition, we need an approval system in place. Alternatively, we actually could have somebody on the staff let people in. However, people might need to plan in advance to let the staff know.
- Movable gates might violate Fire Marshall rules (block fire emergency exit).
- Building Supervisor might fill in during evening and weekends. This can be either part-time position or a group of volunteers. Volunteers pose a risk of cancellations at last minute.

Priorities:

1. Need to identify Building Supervisor
2. Management of access cards/keys
3. Identification of level of door security

Jerry will explore if the existing staff can support building supervisor coordination.

Will need to provide some guidance on protocols, create priorities. Might have to join both commissions to help recruit people to join.

**Cemetery:** Tradition Development is not done with the design yet. It shall incorporate fence appearance around north and west side of Highland Cemetery in the overall development plan. Jerry gave Jeff H. the development plans he received in the mail (public hearing notice from the city of Lakeville).

**Technology Donation Policy:** Parish Council suggested correction to Technology Donation Policy. It now says: *“When parishioners or others express an interest on buying and donating technology, it is important that the Technology Committee approve requests prior to accepting”*. Commission accepted this change.

**Archdiocese Bankruptcy:** Judge sent the letter recommending that each parish should be represented by an attorney during the bankruptcy proceedings. Fr. Paul and Trustees met and hired an attorney to represent the parish.

**Fundraising Policy:** Tom M. met with Boy Scouts, they were not excited about the policy, but they understand it. There has been a concern regarding a question of the net projected income (how it will be used). Clarification: it applies only to the internal groups and this information is to be provided after the event.

There is an understanding that some events are not intended to raise money.

This policy is intended to create a bigger picture of the fundraising efforts throughout the year.

Policy was approved. It will be forwarded to Parish Council and placed on the agenda in April.

Jerry commented that staff is implementing it now, but it needs to be approved by the Council.

**Logo:** Logo looks good, brings unity between Church and School. Communication Committee is looking for the approval by the Parish Council.

**Finances:** Jerry presented the summary sheets. No concerning issues for expenses. We have had almost no snow removal costs this winter. Income and expenses track the plan. Unfortunately we continue to slip a little bit in revenue. Other parishes see the similar trends. Jerry commented that School Commission needs to figure out the policy for the families that cannot pay tuition.

**Closing Prayer**