

St Joseph Administration Commission

November 2014

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

Opening Prayer

Approval of October Minutes: Minutes were approved

Minutes: Tom Dahlback will upload Administration Commission Minutes to the Parish website. Agreed to post current year minutes and have the archive "2014" with previous year minutes.

Building and Grounds Committee: Have a position description already posted, but need to condense it. We will advertise in the bulletin. There is a need to drive a maintenance issues at church and create a 25 year maintenance plan. Focus will be to review the state of the property and create long term vision (Master Sight Plan). We also need to fulfill Archdiocese requirement to have a maintenance plan (building replacement schedule). Catholic Mutual looks for the safety issue, but can also point out the building needs. Tom Dahlback is going to look if there are any resources available online.

2 priorities for this year:

1. Recruiting members
2. Starting the Building Replacement Schedule

Committee should meet with Scott (Jerry to provide contact information). We should ask the primary building architect for consult on the maintenance schedule. Fr Paul's input on dying trees, baptismal fountain, prairie grasses – falls into Master Sight Plan.

Playground: Theresa Joseph has a bid on the playground (2 phases). She will be presenting to the School Commission tonight, Administration Commission will be next.

Fundraising Policy: It has been already drafted by the Finance Committee. This is to coordinate all fundraising efforts.

Softball field: It might be funded by the interested family. City might be involved with this project.

Church and School Security Committee: They reached out to Dave (Catholic Mutual) and he recently completed the document about Parish Sponsored Activities and Building Security Supervisor. We already have a guideline for parish sponsored events in Building Use Policy. This Policy is a live document and can always be improved.

Priorities for Security Committee has been set up (see attachment).

Possible members of this Committee have been identified:

Joe Foster (willing to join)

Chris Schaffer (willing to join)

Joe Duffy (willing to give feedback)

TJ Rome (willing to give feedback)

Committee will advertise in the bulletin for help on the committee. They plan to use local resources (fire chief, police enforcement) for consult. Other action items include a review of the school/church security system and procedures, interviewing key players, some from school leadership and parish leadership. They also plan to create a priority list of security issues. Goal: by February have the outline of the security issues.

Cemetery Update: Access to the Highland Cemetery from Dodd is closed. They are doing sewer and prep work around there. Hy-Vee doesn't plan to be open till August 2015. To visit, you need to park along Pilot Knob and walk to the cemetery. Barricades were up on Monday. There is also an access from 160th street which is all woods.

Cemetery Committee has postponed the October meeting; they will now meet in the library.

Improve the sign on the cemetery (says visiting hours: dawn to dusk). Have the same sign in both cemeteries. This will enable Police to access the grounds if someone is at Cemetery after dusk.

No updates from Jeff regarding Brandtjen Properties and their build plans.

Mowing services has been good at the cemetery this year.

Financial Review: Jerry has presented the financial review in the format that the Administration Commission agreed to during October meeting. Principal payment has been made to save on the mortgage interest payment.

Closing Prayer