

St Joseph Administration Commission

October 2014

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

Opening Prayer led by Jeff Hawkins

Approval of May Minutes: Minutes were approved

Technology Donation Policy: Technology Committee has prepared Technology Donation Policy to be considered for approval. This policy gives guidelines how technology related items can be donated. Donations need to be approved by Technology Committee as many times items that are donated are not compatible and may require an investment to make them compatible. If they are not usable, the parish may be liable for any disposal charges. The two preferred forms of donations are monetary gifts or items from the Wish List (technology items require prior approval by Technology Committee). Technology Donation Policy was approved without any changes and will now be presented to the Parish Council.

Wish List: It needs to be better articulated on the website. The plan is to rotate wish list items to be featured in the bulletin. Once item is purchased, Commission that listed this item gets to pick another one to be put on the Wish List.

Key Initiatives/Projects for this year: Administration Commission evaluated possible key initiatives to focus on this year. Two main areas have been selected: **Building and Grounds, Security**. It has been agreed that each key initiative will have 3 dedicated members that will focus on these initiatives.

Building and Grounds	Ola Spiess, Tom Dahlback, Jeff Hawkins
Security	Richard Lawler, Chis Hugunin, Tom Meaden

Tom Dahlback will chair Building and Grounds Subcommittee.

Tom Meaden will chair Security Subcommittee.

Each group will meet before next Commission meeting in November to create a plan for this year. Security Subcommittee plans to involve non-committee/commission members right away. List of parish members that have a broad knowledge of security issues has been created. They will be contacted to see if they could help Security Subcommittee. Security Subcommittee needs to define the level of security for the church and school and how to enforce it.

Gym Rental: Jerry talked about many outside groups that reach out to him to inquire about the school gym rental. Building Use Policy is already set in place after it was approved last year. Currently this Policy is actively used to give guidance how to use the church space throughout the day. Church spaces are being rented to the outside groups (social hall, conference rooms). However no school spaces are rented

out. The exceptions are Boy and Girl Scouts, who use school space for their meetings. They are required to have an adult to monitor school entrance and have 3 more adults with the children.

Issues with the gym rental:

1. No staff to ensure security during the time gym is used.
2. When will the gym be available? Who has priority to use the gym (school, parish, outside groups)?
3. How far in advance is the gym usage calendar set in place?
4. Who will coordinate scheduling?
5. Gym has no external entrance. There needs to be access to restrooms, but the rest of the school has to be secured.
6. No Security Policy in place.

Father Paul would like the gym to be used more, but he understands the issues and agrees to wait until the security policy is approved.

The St Joseph Administration Commission recommends that the parish administration delay rental of the gymnasium until the Security Policy and all scheduling coordination has been completed.

Cemetery: Brandtjen Property was willing to purchase a part of Hyland Cemetery to use as a conservation property. After the meeting with an attorney, it appears that the Archdiocese would not be in favor as there are at least 3 graves that would have to be moved. Also, nobody knows if there are any more graves in that part of the cemetery. Additionally, Catholic Mutual was not in favor of such a sale. There is a need for new fencing and possibly a marker at the cemetery. Tom Meaden talked about Hy-Vee building a new store with one of the main entrances by the cemetery. Brandtjen Property is developing this site for Hy-Vee. Their intention is to build a retaining wall just to the north edge of the Hyland Cemetery. Most likely they will build it away from the cemetery property line. Jerry suggested that Jeff Hawkins contacts Tip Enebeck and Jacob Fick from Brandtjen to discuss the cemetery property line and to see if we can meet with them.

Finances: Jerry brought high level P&L, balance sheet, and statement of activities that are prepared by Finance Committee each month. The goal is to broaden the number of people that are aware of the parish budget and finances. This will help Commissions understand finances and ministry costs associated with each Commission. Need to spend 5-10 minutes each month to discuss budget and finance planning. Jerry agreed to bring high level P&L and balance sheet for members of Administration Commission each month. He will also bring statement of activities to pass around.

Revenue is down a little bit (10%) according to budget and down 7% from last year.

Jeff will write a request to Finance Committee to have them discuss how we should report income numbers in the bulletin. Commission agreed that current format might be deceiving and discouraging due to automatic contributions being reported only bi-monthly. As more people shift to the automatic contributions, envelope donations appear down for the weeks without the automatic contributions. Jeff

will distribute this request for approval before Finance Committee's October 28th meeting. Jerry will present this request then.

Jerry informed the Administration Commission that we refinanced the larger \$4,775,000 loan to 3.05% interest rate (from 3.25%). The goal is to pay off the smaller loan completely with the upcoming Capital Campaign.

Cemetery Fees: Need to go back and confirm what was agreed in terms of the raise in cemetery fees. Need to agree how much to raise them.

Chris Hugunin will lead the prayer next month.

Closing Prayer led by Jeff Hawkins