

St Joseph Administration Commission



April 7, 2016

Present: Randy Haney, Ola Spiess, Richard Lawler, Kathy Gergen-Mandel, John Peterson, Joe Faeh, John Wollersheim

Opening Prayer

Approval of March Minutes: Minutes of March meeting were approved without change.

Communications Committee Update: Ola reviewed through the Communications Committee update with the group. Discussion focused on the role of Twitter in the communication of the parish. The committee is also in search of a new chairperson.

Cemetery Committee: Richard gave this update. The committee needs a mission statement. Richard presented a proposal for a mission statement. Richard also shared a history of Highland Cemetery. Richard asked the group to look it over and provide him feedback in the coming week. He hopes we could come back and finalize the document at our next meeting. The committee wants to continue on the fencing project, on the east side of the cemetery along Pilot Knob. It is still unknown what fencing will go along the boundary between the cemetery and the housing development. We are having problems progressing with that developer. The fencing along Pilot Knob will cost around \$15,000.

Update regarding the Perpetual Fund. The \$100,000 Certificate of Deposit was converted into a new \$75,000 Certificate and a \$25,000 Savings Account. There was discussion regarding how much help the developer had agreed to give on the west (Pilot Knob) fence.

An important step is for the Cemetery Committee to agree on their mission. Commission members should look the draft mission over and share feedback with Richard by next Thursday, April 14. The Commission could then approve the document prior to the Committee's next meeting.

The Commission recommended the Committee work to assure the fencing is of the same style on all sides. Richard said he would bring this back to the Committee. The Committee hopes to get it the fence done this summer.

Pre School Update: John P updated the group on the progress of pre-school. The committee is taking a step back and next Wednesday night there will be a meeting with the Trustees, and a presentation will be made by Discovery Lakes (representing Catholic Schools of Excellence) and a marketing expert, regarding the scope of the project. We will look at what other parishes are doing. We are going back and reviewing the scope of the project, before we spend money and start the project. How will we go about making good decisions regarding this project? John will put out the minutes from the meeting, and at our May night, we will discuss the re-scope or confirm the project as is.

Bidding process has been put on hold, until we have reviewed the scope of the project. Before the Arch Bishop approves the project they will need the approval of the pastor and trustees of the parish.

Building and grounds master site plan process document: Next step is for Administration Commission to agree to the process of developing a Master Site Plan. One of our four goals is to have a master site plan for our parish that has community buy in as to how this campus should look 20 years from now. This document is a plan as to how we would go about getting a living plan. This is different than the master repair and replacement plan. This is a vision of where we are going. Take what we have as a core. What physical changes do we see to the campus in the long-run? This is an attempt to get ideas out of the parish, get them costed, get them prioritized, and get them approved. What is our hope for Saint Joseph?

John P. is looking for comments on this document from Commission Members in the next week.

Security: – Richard reported on security. Two topics, the overall securing of our campus. Also, work on a security manual.

Richard shared a memo regarding overall security barrier of the campus. On the school side, no extra door. Instead a lock would be put on the present door that enters the foyer as well as a camera on that spot. Person at desk can review the camera and buzz the door open. This would eliminate need for an additional door on the school side. On the church side, the staff felt and interior door added would disrupt work of staff. New suggestion is a gate between the receptionist desk and the wall. This gate would be on a buzzer. This plan does not secure the gathering space in any way. Do we want to secure the entire building? Or Not? The proposal protects the office, but not the full building at large. At this time we do not have a plan for the hallways between the church and the school. A plan to secure the entry doors would secure the entire campus. This new plan does not do this. The current plan does improve our security.

Richard is looking for us to proceed on and price the new plan. It was also discussed that we may have the Rosemount Police give their input on the plan. John W. will contact the chief.

Richard indicated that the Police also need to be provided with electronic cards for entry to the building.

Richard also shared the first draft of a Safety Manual for the school/parish. Richard explained that certain aspects of the manual have been highlighted so that District 196 information can be replaced with Saint Joseph information. Richard wants to talk with school/parish personnel, so that the items in question fit for our school/parish. Ultimately coordination will be needed between school and church on this. We may also want to review our product with Rosemount Emergency Services. Of course we will want to make sure we are in agreement with our school/parish officials on all procedures before this work is finalized.

The Committee will continue to work on and keep the Commission informed.

Financial Development Committee: Ola proposed dates and times for the next meeting. Ola will set it up with John P. via email.

Financial Update: We are doing well. We are close to budget. A little behind in Sunday collections. We are going to do something in the bulletin to show the parish how our collections compare to projections. The Finance Committee is not concerned about the gap in the long run. We are a little ahead on our building fund collection.

Bulletin Cover: John P put a draft together for the Commission to consider. Randy reported that our bulletin is going from six pages to eight and it will be in full color. LPI does our bulletin and has new equipment, can't do the old version anymore. They are contributing the new, longer, color, version for the same price. This will start happening in May.

The Commission gave John P. their approval on his work.

Other: Discussion regarding information night and discernment took place. Father Paul is inviting people by email in order to increase participation. If any Commission members know others who should be invited, do so yourself or tell Father Paul and he will invite them.

Closing Prayer: