

St Joseph Administration Commission



June 2, 2016

Present: Randy Haney, Paul Cridlebaugh, Pat Upton, Richard Lawler, Kathy Gergen-Mandel, John Peterson, Joe Faeh, John Wollersheim

Opening Prayer

Approval of May Minutes: Minutes of May meeting were approved with one change agreed to earlier by email.

Election of Commission Chair and Council Representatives: John Peterson was elected Administrative Commission Chairperson. Kathy Gergen-Mandel was elected Council Representative. Joe Faeh was elected recorder.

Building and Grounds: The Site Plan was approved by Buildings and Grounds Committee and the Administrative Commission. John P. has a small list of suggested site improvements that was distributed to the Commission. John predicts by time it is heard by other leadership groups and advancement of the ideas will take many months.

Repair Update: That Committee has a lot of work in progress, but it has not come in to the committee yet.

Buckle Up Signs: John P. working with the city to get buckle up signs in our parking lot. To be placed on the metal pole below our stop signs. Scott is in the process of getting the signs and two parishioners have agreed to pay for them.

150th Anniversary: City planner has agreed to allow us to put 6 banners up. They can be up year round. They are not permanent. John P. has agreed to draft a signage policy for the parish. There are specific rules the city has. This policy will detail those. The process for putting up signs on our campus will be highlighted. They are not going to be placed on the light posts. The 150th Committee will pay for these signs. Approximate cost \$1300.

Financial Development: Will be working on the four drivers for finances. Long term giving, grant writing, targeted fund raising, and the annual stewardship are those drivers. There are four areas to focus on, operations, debt reduction reserves for repair, and site planning for improvements to the campus. There is no formal tie with the finance committee, but the new finance chair and the trustees will be kept up to date on the working of this group. Goal is to develop policies and programs for long term operations. This is part of Administration Commission, so our group will get updates. John P. expressed using the Stewardship section of the bulletin to share information with the parish, with the Administrative Commission's approval.

Pre-School: We have engaged a marketing company to help us. They will find out from parishioners, what it is we really want as well as how we grow our school and parish. The information will help us determine how this affects the school and parish. We want to know what the parishioners want. CISCO has given \$20,000 for technology that is used for the school. They have also give \$50,000 for the pre-school. There is a likelihood this support could continue in future years. We will also have an 800 number with CISCO for technology help, with the subscription paid by them. Randy is working with Kelly, T.J. and Joe with how we move ahead with this. On June 9, Tierney is bringing in technology samples for the teachers to be introduced to. This ties in to getting to know what it is the parishioners want. It was discussed that the public implementation of 1 to 1 needs to be kept in mind as we plan. Plan is to put a recommendation together to take to the trustees and parish.

RAAA Request to Rent Gym: John did research with other churches on this topic. Neither are able to recover their costs. Our Savior, if they had to do it over, they would decline the offer. United Methodist would continue because they view it as a community service, but it has hit their checkbook. The gym floor has a 25 year lifetime. It needs to be replaced in 15 years. Expected cost to replace at that time \$60,000. If we add the use, it would need replacing in 8 years. We would need to escrow \$15,000 - \$20,000 to break even. RAAA would bend on the amount they pay us, we would need supervisors, insurance costs would go up. John does not see a path to breaking even. Our only reason to take this on would be community service. Based on good hard data. When we get to a pre-school with wrap around hours, there would be a conflict of interest in the gym. John will tell Paul that we are deferring the decision until our marketing plan is fully developed, later this fall.

Security: Richard and John continue to work on the emergency guide. When it is finished, it will need to be reconciled with existing procedures already in practice. It will be a while until we get to the finished product. Once it is done, how will it be maintained? The majority of the document has to do with threats. Richard and John will look to see if there is a shorter version can be brought forward to put into place for next fall. They will report what is done and not done to the group to see if we should come out with a shorter version sooner than later. Richard would also like to get entry cards to Rosemount Police as needed.

Commission Goals: Put in place a building and grounds committee, put in place a financial development committee, develop a repair and replacement schedule for the parish, and develop a master site plan for the parish. All are done or in progress.

Goal for new year, complete repair and replacement schedule, replace and develop a master site plan and complete safety plan.

Cemetery – Fencing estimate over \$19,000. An alternative estimate is in the works. Ann is following up on fencing proposal from the neighboring developers.

Bulletin Article – Due in October. John will take it on. John would like to do it on the Financial Development work.

Arch Bishop – Could we invite the new Arch Bishop to visit us and perhaps serve a meal around the event?

Financial Update – We will end the year in the red. It is not significant. We are behind \$40,000 in regular giving, but also below spending estimates.

Closing Prayer: