

St Joseph Administration Commission

April 2015

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

Opening Prayer

Approval of March Minutes: Minutes were approved

Annual Planning Update: Jerry presented the proposed Annual Plan. It has been discussed that it will be a very difficult task to develop Master Site Plan. Commission found that the formation of active Building and Grounds Committee is the priority over Master Site Plan. Jeff Hawkins suggested that he and Tom Meaden might be willing to co-chair the joint Building and Grounds/Security Committee next year. They would address the most pressing issues. This way the Commission could focus on Master Site Plan. Committee would have 2 priorities:

1. Building Repair and Replacement schedule
2. Tom Meaden would help identify the top priority security issues

Joint B&G/Security Committee could collaborate with School Commission on security issues.

Jeff H. offered to update Jerry's Annual Planning Document.

Discernment: Richard, Jeff and Jerry will attend April 23rd informational meeting. Chris H. and Ola will attend May 12th Discernment Night.

Building Update: Parking lot will be resurfaced this spring (\$25,000-30,000). Vendor (Bitroads) has been selected through the corporate purchasing program that Archdiocese offers. One person works with vendors to get pricing to the parishes. Building Repair and Replacement Fund will fund this project. Another projected to be funded this way is the replacement of the edging around the perimeter of the gym. Scott has a quote already. Security gates have not been purchased yet. Fire Marshall will need to review the use of gates, so the purchase is conditional on this approval.

2 large (6 ft) benches have been donated to the Church by the parishioners in the memory of the family member. They have already been purchased. They will be installed in front of the entry way and will be secured. The plan is to remove and store them indoor for winter.

Security Committee: Chris has presented the security improvements suggestion sheet. Tom M. and Jeff will try to outline the priorities from the suggestion sheet.

Cemetery: Brandtjen Properties has not proposed any design for fencing around Highland Cemetery. Ann Volkert has picked up the new signs for St Joseph (2) and Highland (1) Cemeteries. These signs will be installed during the annual cemetery clean ups.

Ann Volkert has contacted Father Paul; non consecrated part of Highland Cemetery will be blessed on May 25th.

Communication Commission: Ola will take over the website updates for the Administration Committee.

Finances: Jerry presented the update on the finances. There has been slight improvement in the regular contributions. School income has been adjusted; everything else looks good. Finance Committee has been considering if to make a second payment to reduce the principal balance on the first mortgage. New chart of accounts has been distributed to staff and now is in effect. Budget process has been delayed due to the new chart of accounts implementation. It is just starting now.

Closing Prayer