

**Administration Commission
Minutes (4-3-14)**

In attendance: Tony Brand, Richard Lawler, Tom Meaden, Jerry Roth

March meeting minutes approved.

1. Capital Campaign Update

Discussion: Jerry reviewed the current activity of the Capital Campaign Committee. An RFP is being developed and will be sent out to select campaign consultants listed on a recommended list from the Archdiocese. We are talking with St. Thomas Becket about collaborating on a common consultant to reduce expense. Archdiocese is still requiring the use of a professional consultant if we want to participate in any funding or matching grants opportunities coordinated through the archdiocese. Timetable for implementation remains Fall, 2014. The committee strongly encouraged the Financial Development Committee to operate separately and develop a plan for promoting financial stewardship and generous regular giving throughout the year. Dan Larson and Susan Boles will reconvene the committee soon.

Action:

Accountability	Assigned To	Target Completion Date
Support Capital Campaign planning	Jerry Roth	ongoing
Support Financial Development Committee	Jerry Roth	ongoing

2. Technology Committee Update

Discussion: Phone system has been repaired and working OK. Committee is still reviewing the school central printers for possible replacement in F14-15. They will be working to pull cable that will support video in Worship Space. TJ is working with many support areas to develop Technology Budget (operating and capital) for F14-15. Committee continues to look for more volunteers.

Action:

Accountability	Assigned To	Target Completion Date
Identify possible candidates for Tech Committee	all	ongoing

3. Cemetery Committee Update

Discussion: Committee is working on proposed budget for F14-15 and beyond. They are reviewing actual revenue and expense history for last couple of years. Considering increase of \$100 for cost of traditional burial based on comparative data with regional cemeteries. If we increase cost, might market that costs are going to rise so good to buy your plot before the increase. They discussed collaboration with Mission team, encouraging people to buy an additional \$25 Gerten gift card for cemetery if buying flowers for Mission team fundraiser. Brandtjen Farm property developers not interested in purchasing any land from Highland Cemetery. Committee will continue to discuss collaborative opportunities that might enhance both the cemetery and the marketability of surrounding homes including fencing or new entrance.

Action:

Accountability	Assigned To	Target Completion Date
Closely monitor Highland Cemetery activities	Richard Lawler	ongoing

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4. Security Committee Update

Discussion: Richard is working on a draft of the volunteer position description for the Security Committee. We will review final draft at our May meeting. We will then begin to recruit members for the committee.

Action:

Accountability	Assigned To	Target Completion Date
Finalize draft of position description	Richard Lawler	May 1, 2014
Identify candidates for committee	all	May 1, 2014

5. Leadership Discernment

Discussion: Colleen will contact Ola Spiess to identify her interest in joining the Administration Commission and inviting her to Information Night on April 24. We need current members to attend Information Night. Tom Meaden and Jerry Roth agreed to attend.

Action:

Accountability	Assigned To	Target Completion Date
Ask Jeff Hawkins to be Discernment Night facilitator for Administration Commission	Tom Meaden	April 24, 2014
Invite other candidates to attend Information Night and attend if possible.	all	April 24, 2014

6. Budget Update

Discussion: Jerry gave a quick update of the budget status. Both revenue and expenses are within acceptable variance of plan for F13-14. We are close to completing operating budget for F14-15. Still need Technology budget data. Jim Friend (Finance Committee) will be presenting draft to Parish Council in April meeting. Plan to receive final approval in May Parish Council meeting.

Action: None