

St. Joseph Administration Commission

March 6, 2014

Present: Tony Brand, Jeff Hawkins, Richard Lawler, , Jerry Roth, Colleen Tollefson

Opening Prayer

Approval of February Minutes: Minutes were approved as submitted.

Parish Council Update:

The Archdiocese has dropped plans to do their own development campaign. They will not hire or provide matching funds for other campaigns. Any funds from mid-December to August will not be assessed. A capitol campaign committee will gear up for late spring or early fall. Tom Hannasch is leading and they are discussing the need for a consultant. Discussion is also about tying funding to a particular item vs. general funding, e.g. wish list. As had some success with Financial development with this approach.

The Building Usage Policy will be presented to the Council for final approval tonight.

Technology Committee: Printers are on their wish list, cost is needed. The Parish has both operating and capital budgets, technology is funded through the capitol budget. TJ is working on the technology budget.

Communications: The committee has one budget item, which is Mailchimp at \$60 per month. Google Analytics- 19,000 hits since Jan. People are using it. Clearing blank pages to clean up the site. Toby is checking with Wealoo but it looks like Wordpress is what would be used for blogging. They will put a platform for multiple users if possible. Plan to add Facebook in the near future. Toby will be converting the current church group to an official SJC Facebook page. Anyone can 'like'. Only 3 or 4 can post things including Lori Hannasch who is willing to continue what she has been doing. Dann will check with Wealoo on putting a banner on the site for emergency news like a weather closing. This is what the school district does. Missy & Matt will pull the lunch menu out on the school site to make it more user friendly. It will have an icon in Current Families.

Cemetery Committee: Ann Volkert is chair. The committee has been meeting and discussing the possible sale of a portion (1/3) of the Highland Cemetery to the Spirit of Brandtjen developer. Also discussing possibility of developer putting a fence around the cemetery. Jerry Madsen has researched the grave that needs to be moved, there is no living family to consult. The family does have another plot within the main part of the cemetery. To determine if there are other unmarked graves has challenges. Need to determine current income/costs of St. Joseph burial costs for 2014 to determine recommendations for the future.

Wish List: Discussed possible items for wish list. Priorities are: New lighter weight staging for use in both Church and school and a better projection system for the worship space. Other items added for

consideration include lighting on the stained glass windows (this should be passed on to worship commission), and a fence for Highland Cemetery.

Building and Grounds: Continuing to work on assembling folks for this committee.

Church/School Security: Security needs to align with building use policy and bringing in an onsite supervisor. Need to evaluate what is currently in place. Tom M. has names of potential committee members. They are working on a position description.

Potential Candidates for Administration Commission: Jeff reviewed potential candidates and Commission members will follow up personally regarding the Commission and the discernment process/dates.

Administration Budget: Jerry reviewed the budget categories and process. Each Committee needs to identify their budget needs for the coming year. Past figures are available via Jane Schmidt.

Closing Prayer

Next meeting is April 3.