

St. Joseph Administration Commission

May 1, 2014

Present: Tom Dahlback, Jeff Hawkins, Richard Lawler, Tom Meaden, Jerry Roth, Colleen Tollefson

Opening Prayer

Approval of April Minutes: Minutes were approved as submitted.

Approval of Request from School Commission: Teresa Joseph suggested there were needed improvements to the school playground. She will begin discussions with school groups and return when a concept has been developed and approved by the school commission. Requested that Teresa include an estimate and wish list of equipment to be added. Include fundraising mechanics but fundraising should not occur before the design is approved. The Commission approved a committee to explore design and costs for a playground plan. Teresa was asked to create a brief position description for the committee. Tom Meaden will attend the first meeting. The committee is also asked to consider if the existing playground equipment meets standards.

Parish Council Update: Approved core values, presented draft mission statement and planning to take overarching goals to June meeting. Reviewed discernment process. Took a first look at the budget.

Capital Campaign: Tom Hannasch is the chair. The Committee is in the process of engaging a consultant. Hoping for a two week turnaround to finalize for a fall campaign. The Diocese holds the request for proxy approval, any monies collected are non-assessed. The Archdiocese will provide \$50,000 for the cost of the campaign. The Archdiocese is looking at ways to provide some matching revenue.

Tech Committee: Have created a good detailed budget and computer replacement schedule. They are considering if existing equipment can be used for live feeds of Mass.

Communication Committee: The Committee is considering whether to continue a closed facebook page or starting an open Facebook presence. The group will check with Webaloo on what most churches do. Goal is to have facebook on website by June, 2014. A calendar has been added to the website and will be populated over the next month. A style guide has been started. Home and School is in need of it. Considering the length of the bulletin and options to continue the content in other formats. Will correct Richard Lawler's photo.

A request of the Communications Committee is to have redundancy in the photos so Parish Council is repeated on Commissions and to also add in the Trustees. On website, consider some organizational changes to photos, leadership is OK. The buttons at the top go one place but the "about us" goes elsewhere. Consider a consistent approach.

Cemetery Committee: Jacob Fick will attend the May 21 committee meeting. Jeff contacted Tim Enebeck. The Cemetery Committee will need a diagram to scale with buffer zone and identify land

available. They will check with Jerry Madson on the diagram. A marketing effort will begin for St. Joseph Cemetery with payment plan for cost of burial. Ask confirmants to help with cemetery.

Building and Grounds Committee: Looking at potential candidates. Goal is to get the Committee underway before next year.

Church/School Security: Richard will attend security seminar. Everyone is asked to read the position description before the next meeting.

Potential Candidates for Administration Commission: Two folks have expressed interest in the Commission.

Other: Consider training confirmants to help with gym and building security.

Closing prayer

Next meeting June 5, 2014.