

## St Joseph Administration Commission

May 7, 2015

**Present:** Richard Lawler, Jeff Hawkins, Jerry Roth, Chris Hugunin, Tom Meaden



### Opening Prayer

**Approval of April Minutes:** Minutes were approved

**Welcome to potential candidates observing for the first time:** Present were John Peterson, Ann Volkert, John Wollersheim. An additional proposed candidate includes Kathleen Gergen Mandel (not present tonight).

Jerry Roth described to the observers the process of the Administration Commission. Leadership rolls include Chairman, Vice Chairman, Secretary and Council Representative. This year there are two vacancies to be filled for a period of three years. In addition, we have lost Tom Dahlback and Chris Hugunin, both are leaving the area for new jobs in Chicago. This will require additional Commission members for a one and two year periods.

**Discernment Night:** Discernment night will be on May 12<sup>th</sup> at 7:00pm. Interested parties will make their final decision on participating as commission members. This year there will be two positions with three year terms, one position with two year term and one position with a one year term. Richard Lawler will be the facilitator for the Administration Commission.

**Building and Grounds Committee:** A request is being made for names of interested parties to join the Building and Grounds Comment for 2015. Jeff Hawkins will chair the committee.

Jerry Roth briefed the commission on the upcoming resurfacing of the Church parking lot this spring. The cost is expected to be approximately \$30,000. In addition this year, there is scheduled maintenance to be performed on building mechanical systems.

Jerry has a potential candidate that we might ask to join Commission or Committee: Kathleen Gergen Mandel. Jeff and Jerry will ask her about both Commission and Committee.

- **Security Committee:** Tom Meaden, Chris Hugunin. The gates which are to be purchased to help secure the school during outside activities conducted within the Church/School building will be requiring Fire Chief approval. There is concern that the movable gates might violate Fire Marshall rules (block fire emergency exit).

A police inspection of the building was conducted last week and a report on the inspection is expected shortly.

The Security Committee for 2015 will be chaired by Tom Meaden with Richard Lawler and others to be named.

**Cemetery Committee:** Progress is being made on the Highlands Cemetery by the construction of a wall along the north side of the cemetery. Continued negotiations by Jeff Hawkins with Brantjen Properties for development of fencing and grading at the cemetery.

John Wollersheim advised that it is anticipated that a “roundabout” will be constructed in the further at the junction 142 St & Hwy 3 which is adjacent to the north entrance of St Joseph’s Cemetery. It is anticipated that further information is forthcoming on this project since it may affect the entrance to the cemetery.

**Finances:** Jerry presented the summary sheets. No concerning issues for expenses. It is noted that recent contributions have been slightly less than this time in 2014. This may be due to the recent capital campaign and the Catholic appeal. It is anticipated that the year-end balance should be even or slightly more.

**Memorial Tree:** A memorial fruit tree will be planted on church property in memory of Regina Swartsky, wife of Loren Swartsky who died recently. Loren and Regina have been active in the church for many years.

**Closing Prayer**