

St Joseph Administration Commission



November 5, 2015

Present: Jerry Roth, Richard Lawler, Kathy Gergen-Mandel, John Peterson, John Wollersheim, Joe Faeh, Ola Spiess, Danielle Gergen (guest), Patty Stibal

Opening Prayer

Approval of October Minutes: Minutes of October 1st meeting were approved.

Core Values Article due in December: Respect for all people is the theme. Different commissions are responsible for different articles. It was proposed that we all come up with different ideas and funnel them to Kathy. Kathy will collate the ideas and see what we come up with. We will build a big bubble without specific call out. Kathy requests that we send her ideas sooner than later.

Financial Development Committee Update: Ola reports that a draft is ready looking for new members of a Financial Development Committee to be run in the bulletin. Main goal would be looking for new sources of income and put together a plan or recommendations for additional revenue to be proposed to the Administration Commission. Earlier this evening Jerry discussed an annual fall capital campaign. This would be more "big picture" to look at the gaps for the three big buckets, debt service, ministry and building repair. What is the gap for these? How do we increase revenue in the long run to close the gaps for these, in addition to the annual plan the Jerry talked about earlier? Ola will serve as a liaison between the committee and our commission.

LEAF representative selection: John Peterson volunteered. Works on spiritual growth inside the community. Ministry fair is one of the first big projects. Joe Faeh is willing to take this over for John Peterson.

Master Site Plan: This is a responsibility of the Buildings and Grounds Committee.

Building and Grounds Committee: Jeff Hawkins is asked to chair this committee. Link with master site plan. Build master plan of repairs. The known total of expenditures is one point six million dollars of which we have two hundred thousand dollars in reserve. This is part of the stewardship work. There are six people on the committee. John Peterson is the liaison back to this committee. These meetings are on the third Wednesday of each month.

Pre-School: Back in June it was said there was going to be pre-school for the fall. This was not correct. John Peterson is on the school marketing committee and the pre-school committee. John and Bill Priest have been asked to present the decision making process for starting a pre-school. It is going to cost fifty thousand dollars to start the pre-school, hiring staff and reconfiguration of the school. John would like to get the pre-school decision making document approved by the Administration Commission and the School Commission. Reasons for pre-school were discussed. If approved, the pre-school would open in the fall of 2017. Approval process includes timeline, completed proposal, input from the finance and security committee. Pre School Project Decision Process Form was approved.

Security Committee:

Security Threat List– Security Committee met last week. Tom Meaden, Richard Lawler, John Wollersheim. The committee needs a prioritization of threats. Richard presented list to Commission for prioritization. Most items on the list were taken from the District 196 Emergency Guide. Richard asked the group to prioritize the list by putting number next to each item. It was requested that Richard email the list to group members to rank. Richard also asked for specific comments on the specific threats. It was suggested that some on the list be combined. Richard will give the list to Ola who will provide the group with a rating scale for likelihood rating and impact rating for each item.

Recommendation for office perimeter security – Preliminary plan presented to Commission. Richard would like feedback from Commission.

Cemetery Committee – Jeff Hawkins working with committee regarding fencing around old cemetery.

Review of 2015 Annual Report – Ola had looked it over and said it looked good. Other members of the Commission reviewed it. No changes were recommended.

Financial Report – Jerry says we have had to deal with cash flow for the first time. The committee Ola is working on will be a big deal for us. Mass counts have been down for about two years. Diocese issues can't help. Could donations end up in bankruptcy?

Closing Prayer