

St Joseph Administration Commission



November 3, 2016

Present: Jeff Hawkins (Building and Grounds Committee guest), Randy Haney, Ola Spiess, Kathy Gergen-Mandel, John Peterson, Pat Upton

Opening Prayer

Approval of October Minutes: Minutes were approved

BUILDINGS AND GROUNDS COMMITTEE UPDATE: Jeff Hawkins was invited to present an update to the Commission on behalf of the B&G Committee. The capital repair and replacement program report was presented in spreadsheet format. Anything over a 30 year life was not included in the projections. Thank you to Scott Kaufman for significant contribution to the report. The report will be broken down into annual "buckets" and then a copy will be provided to Financial Development Committee so that they can begin to work on budgeting for the various expenses. In addition, B&G Committee will be creating a database of contacts who have/will perform building/grounds maintenance and repairs.

SIGNAGE: The policy for on-campus signage was discussed and approved by the Admin Commission. The policy will be presented at the December large commission group meeting. Kathy will notify the Parish Council this evening that Admin. Commission approved the policy.

WISH LIST: The process for putting items on the Wish List was approved by Admin. Commission this evening. The process policy will be presented at the December large commission group meeting. Kathy will notify the Parish Council this evening that Admin. Commission approved the signage policy.

COMMUNICATION COMMITTEE: Tom Wright is the new chairman of the Committee. Additional volunteers are needed. Brief discussion of the communication needs for next year Harvest Fest and 150th Celebration.

FINANCIAL DEVELOPMENT COMMITTEE: The Committee is putting together a calendar of all fundraiser events for 2017. Each Commission was notified at the large group meeting to provide dates/information on any upcoming fundraiser event to FD Committee no later than December 1, 2016. Additional volunteers needed.

SECURITY COMMITTEE: Security manual for the building/grounds is nearly finished and in review process. The Committee will meet with Randy Haney next and then the Rosemount police. School Commission is also reviewing. Additional volunteers needed.

TECHNOLOGY COMMITTEE: TJ Rome and Joe Duffy both resigned from the Committee after providing wonderful support for many years. Both will assist in transition of information to the new team. Randy Haney is meeting with three Committee members to set out the plan for transition and the technology that will be needed in the future. Going forward, the Technology Committee will assist in analyzing

campus needs; special projects; etc. An outside vendor will be selected (target 2/1/17) to head up technology.

MISC: Stewardship mission begins November 19th/20th. There will be information provided in a mailing and in a brochure placed in the pews.

Closing Prayer