

Administrative Services Commission Agenda – Dec. 12, 2022

1. Opening Prayer – Jill
2. PLC Rep Report – We need to select a rep tonight.
3. Update on ASC Goals for 2021
 - a. **Chapel Update** – Just gave an update on the project, the timeline and where we are at the present time. No discussion.
 - b. **Sanctuary Update** – Handout – with handout, we had a length discussion about the sanctuary and the different parts of the overall project. This discussion was held in the Church.
 - c. **Maintenance / amortization spreadsheet** – I attended the Insurance seminar today and have a couple of options to tie into what we already use here at St. John's. I will make it a priority to create something for next September and bring that to our first official meeting.
4. New Business:
 - a. The issue of water in the tunnel I received a bid to treat three areas in the tunnel. The bid is within the handout tonight.
I handed out the proposal for the three areas in the tunnel that needs treatment for water damage. The consensus from the committee was to have the two smaller areas treated from within the tunnel and wait on the larger area. The larger area may be involved in the Church renovation because we may be converting the newer chiller to supply cold air for both the Parish Center and the Church.
 - b. I will be widening the door frame downstairs during Christmas Vacation.
 - c. Looking at a way to automate the workorder process that we use here at St. John's. I would like to create a digital process that would leave a digital trail to verify and check.
5. Other Business
 - a. Renovation of the St. Therese's area.
 - New backdrop for the statue of St. Therese - finished
 - New stain glass windows
 - Need to move the outlet - finished
 - Made a contact with a parishioner and he will take care of framing the picture and building a new pedestal.
6. Closing Prayer

**The underlined areas were the notes that I took during our shortened meeting because we took the majority of the time to discuss the Church renovation project that was held in the Church, and for that meeting I didn't take any notes.