

Administrative Services Commission Minutes

Jan. 17, 2023

In attendance: Corey, John, Don, Cary, Jill, Tom, Ron (by phone) Patrick, Teri
Guest in discernment: Adam

1. Opening Prayer – Jill
2. PLC Rep Report – see link to December PLC minutes
<https://stjohnnb.com/wp-content/uploads/2023/01/2022-1213-PLC-Minutes.pdf>
Cary to attend tonight's meeting as ASC Rep
3. Update on ASC Goals for 2021
 - a. **Chapel Update** – No update to be given tonight.
 - b. **Sanctuary Update** – Josh Egner and Worship Committee will be joining us tonight for an update. Scope of Work needs to be defined.
 - c. **Maintenance / amortization spreadsheet** – At this time, Pat will be continuing to use the current method of amortization spreadsheet that we have been using. Pat will take the time to update the spreadsheet before June 30. (End of our fiscal year.)
4. New Business:
 - a. The issue of water in the tunnel – The bid from Western Waterproofing for two of the damaged areas has been accepted. The third leak by the Chiller pipe is on hold until it is determined if the Sanctuary project will incorporate the merger of the newer Chiller to cool the Church as well.
 - b. The door frame downstairs by freight elevator was enlarged during Christmas Vacation.
 - c. Project to automate the work order process is under investigation. No progress to report at this time.
5. Other Business
 - a. Renovation of the St. Therese's area.
New backdrop for the statue of St. Therese
New stained glass windows installation to be scheduled
Outlet on wall behind backdrop does not need to be moved.
Parishioner will take care of framing the picture and building a new pedestal.
 - b. North Parking Lot – There is a scupper just west of the entrance to the gym that creates a significant problem every spring. The snow from the top of the school melts and pours down the scupper only to refreeze once the water hits the shaded asphalt. Then a skating ring forms over the course of several days that becomes a liability for kids coming and going on the bus, and recess. Discussion followed about possible solutions
 - c. Eagle Scout Project Proposal- Scout proposes to build compost bin for campus.
Discussion followed on the current proposal.
6. Worship Committee and contractor for the church interior project joined ASC. Discussion followed on various aspects to be incorporated in the project. No decisions made as to priorities and scope of work. Additional meeting to be scheduled for both committees to develop proposals.
7. Closing Prayer