

# St. John the Baptist Catholic Church

## Administrative Services Commission

### Meeting Agenda

September 19, 2023

- | Present        | Not Present |
|----------------|-------------|
| Fr. Paul       | Adam G      |
| John Zappa     | Ron L       |
| Jill Dobrick   | Teri S      |
| Cary Becker    | Tom B       |
| Nelson Hard    | Corey E     |
| Pat Hinnenkamp |             |
1. Opening prayer
  2. Question/theme for the evening
  3. Report from last PLC meeting – need rep for tonight’s meeting. (Ron L has volunteered to be the PLC rep but he is unavailable tonight)
  4. Old Business – Goal Update
    - a. Chapel Update – final coat of paint on sanctuary floor complete. Camera installed. Waiting for art pieces to come in.
    - b. Sanctuary Update – Cary and Adam will represent ASC in a subcommittee.
    - c. Amortization/ Maintenance spreadsheet. – Pat has investigated a few vendor programs, both turned out to be too expensive. Need to investigate opportunities to improve current Excel spreadsheet including adding additional information around amortization and date of next service (with date in a searchable format) Jill and Corey to discuss.
    - d. Goals Workbook - need to finalize goals for 2023/2024 year Potentially:
      - a. Sanctuary project
      - b. HVAC
      - c. School Restrooms
      - d. Permanent space accessible for nursing mothers
  5. Old Business – current projects
    - a. North Parking lot – two other ideas to solve water runoff problem.
      - a. Dig trench across parking lot and connect it to the city sewer system
      - b. Divert water to NW corner and let it drain onto the parking lot at that point
    - b. Youth Room Remodel – Mikayla left SJB and Sarah Wilder has taken her place. Phase one is completed. Phase two (kitchen area) will be completed next summer
    - c. Planters – Complete – need to ask Cary about payment.
    - d. JT Egner submitted quote for school restrooms with a couple of options
    - e. Rectory driveway was awarded to Neeck Construction and was completed this summer
    - f. Swept and striped the East and West parking lots this summer
  6. New Business
    - a. Tuck pointing needed in a few spots on half walls in front of the big cross and the chapel
    - b. Need one more person for our commission. Nelson put forward Jeff Mandyck as a possible candidate. Pat will forward name to Fr. Paul for review

- c. Administration has asked Tom Brownrigg to design and construct a more permanent space for mothers who are nursing their babies. (Same space as the temporary one set up by the old main church doors)
- 7. PLC Recommendation Form
  - a. Yes \_\_\_\_\_
  - b. No \_\_\_\_\_
  - c. Recommendation summary. Form forwarded to \_\_\_\_\_.
- 8. PLC Report – 3-5 items
  - a. X
  - b. X
  - c. X
  - d. X (optional)
  - e. X (optional)
- 9. Closing prayer
- 10. Adjournment

