

**The Community of the Blessed Sacrament
Facility Ministry Gathering – September 11, 2007 Minutes**

1.	<p>Purpose:</p>	<p>Facility Ministry Council serves as advisor to the Pastor and the Parish Manager to assist and advise them in matters concerning planning, design, construction, operation and maintenance of parish buildings and grounds; to coordinate and advise on all improvements to the physical plant; to promote cost and energy saving programs, and to monitor preventive and contracted maintenance programs.</p>
2.	<p>Attendees:</p>	<p>Members: Jack Coyle, Michael Fries, Richard Hart, Art Gomez, Jack Northrup, David Dinoffria and Fr. Pat Staff: Honora Norton & Jesse Bustos</p>
3.	<p>General Facility Plan:</p>	<p>Absent/Excused: Tony Canning Guests:</p> <p>The following occurred over the 2007 summer:</p> <ul style="list-style-type: none"> • Fr. Pat, Honora & architect, Jon Benton, met with City of Scottsdale Planning staff, resulting in a favorable affirmation that a school could be built on the empty lot (in City of Scottsdale) adjacent to the north side of parish property. It was suggested that the north entry off 64th street be in coming only when the school is in session. • Orcutt Winslow completed all interviews and has begun 1st drafts of General Facility Plan. Honora provided an overview of ideas Jon, the architect has presented thus far. • October 10, 2007 is the targeted delivery date of the General Facility Plan deliverable from Orcutt & Winslow. The architect, Jon Benton, maybe forwarding to Honora initial drawings of site plan. As, these documents are received, Honora will forward onto those involved in the vision planning process. Pastoral Council will meet on 10/10/07 to accommodate this delivery. Those involved with the parish vision plan, including Facility Ministry will be invited to this meeting. • Attendees recommended that members of Facility Ministry, and/or others, review the General Plan's cost projections as soon as practical. It was suggested that if parishioner contractors, painters, tillers, masons, etc did the work approximately 40% cost reduction from architectural projects could be achieved.

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4.	<p>Adult Day Care Center:</p> <p>The following occurred over the 2007 summer:</p> <ul style="list-style-type: none"> In June Pastoral Council, Finance Council and Facility Ministry members met with Foundation for Senior Living to review their site plan proposals. Attendees unanimously supported building the Adult Day Care Center on the Southwest corner of parish property (sports court area). The attendees unanimously supported the decision to not add “Caring Place” program space to the Adult Day Care Center. Elimination of this 4,000 sq ft of space also eliminated the annual FSL \$40,000 assessment. Caring Place programs would continue to be scheduled in parish and partnering parish’s facilities. A letter was written and sent to FSL, signed by Pastor, Pastoral Council Chair and Parish Manager affirming agreement to build the Adult Day Care Center in the Southwest corner of property. The letter stated that the land lease agreement review and approval by Diocese Buildings and Property (John Minieri) is required. That a blue stake survey needs to be scheduled (for both City of Phoenix and City of Scottsdale parish property). FSL is currently meeting with City of Scottsdale to obtain property in downtown Scottsdale to build an adult day care center. Pending results of these meetings, the Adult Day Care Center building at our parish may or may not be downsized. 						
5.	<p>Projects Completed</p> <p>Major facility-related projects completed since last meeting were: Additional handicapped access in PLC restrooms, parish vehicle replacement, no smoking signage, repaired chapel roof, installed church lobby brochure holders, replaced all social hall bathroom sinks, replaced parish office microwave & dishwasher, installed 3 defibrillators on campus, various HVAC repairs - School (thermostat & compressor replaced), Parish Office, Gift Shop (replaced wall unit), Social Hall...</p>						
6.	<p>Project Pending:</p> <ul style="list-style-type: none"> Quarterly HVAC Maintenance: Attendees reviewed several quotes and unanimously recommended Lucas Mechanical bid Pigeon Removal, HVAC Cleanup & Netting: Attendees unanimously recommended accepting Pigeon Guy’s \$3,650 bid (guaranteed 5 years). Water Cooler Service: Changing vendors Carpentry: Base for Chapel’s Mary Statue Office: New Riso (duplicator) machine 						
9.	<p>Other</p> <ul style="list-style-type: none"> Incorporating Parishes: Diocese may be developing guidelines for incorporation of parishes – parish assets would be attached to parish versus diocese. Parish Model: Mike Fries will bring the architectural model of parish to the 10/10/07 Pastoral Council meeting for architect to use. 						
10.	<table border="1"> <thead> <tr> <th data-bbox="1328 680 1365 1526">Action Items</th> <th data-bbox="1328 426 1365 680">Owner</th> <th data-bbox="1328 144 1365 426">Target EOM</th> </tr> </thead> <tbody> <tr> <td data-bbox="1365 680 1438 1526">1. Review General Facility Plan costs and make recommendations for parishioner build, where applicable</td> <td data-bbox="1365 426 1438 680">Members</td> <td data-bbox="1365 144 1438 426">4th qtr 2007</td> </tr> </tbody> </table>	Action Items	Owner	Target EOM	1. Review General Facility Plan costs and make recommendations for parishioner build, where applicable	Members	4 th qtr 2007
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	2. Develop Job Description to support #1 Action Item for distribution at 09/30/07 Ministry Fair	Honora/Mike	Sept 2007
	3. Review Calendar listed on Agenda – attend as applicable	Members	4 th Qtr 2007
11.	Date: Wed, 10/10/07 6PM – Pastoral Council Meeting – agenda Tues, 11/13/07 5:30PM – Facility Projects	General Facility Plan	
	Agenda: See above		
12.	Minutes By: Honora Norton, D.Min (a.b.d.), Parish Manager	9/19/2007	