

**The Community of the Blessed Sacrament  
Facility Ministry Gathering – November 13, 2007 Minutes**

1.	<b>Purpose:</b>	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.
2.	<b>Attendees:</b>	<b>Members:</b> Michael Fries, Art Gomez, Jack Northrup, David Dinoffria and Fr. Pat <b>Staff:</b> Honora Norton & Jesse Bustos <b>Absent/Excused:</b> Jack Coyle, Richard Hart <b>Guests:</b> Nick Petra, Rich Pawelko, Jon Benton (OW Architect)
3.	<b>Facility Projects Completed</b>	Major facility-related projects completed since last meeting were: HVAC Maintenance Contract with Fred Lucas; Pigeon Control/Netting with the Pigeon Guy; Replaced A/C in Gift Shop & Rectory Family Room and other miscellaneous A/C repairs; Parish Office water service vendor change; Purchased new RISO machine; Replaced outside west walkway water cooler; purchased & assembled new laptop, projector & screen for A/V use.
4.	<b>Facility Projects Pending:</b>	<ul style="list-style-type: none"> <li>• <b>Carpentry:</b> Base for Chapel's Mary Statue</li> <li>• <b>Carpeting:</b> Need to repair Social Hall carpet tears – Mike Fries' carpet cleaner uses special compound – Mike will advise on method used</li> <li>• <b>PLC:</b> Carpets require cleaning – in-progress</li> <li>• <b>PLC:</b> David Dinoffria needs copies of purchase orders for additional tables &amp; chairs</li> <li>• <b>Misc:</b> Black Conference Room replacement chair arm pieces have been received – pending installation</li> </ul>
5.	<b>General Facility Plan Consensus Summary:</b>	<ul style="list-style-type: none"> <li>• <b>Diocese Funding:</b> Depending on status of diocese financial position, a parish needs to raise 80-90% of capital campaign target; before diocese may consider funding the other 10-20%</li> <li>• <b>Fundraising:</b> Selection of Fundraising vendor can start sooner than later: Need their expertise to estimate giving potential of parish, which would then define priorities and project content.</li> <li>• <b>Prioritizing:</b> The Phase Definitions discussed at this meeting will serve as 1<sup>st</sup> level of prioritizing; next level of prioritizing would take place after money has been raised or pledged.</li> <li>• <b>Site Plan vs Floor Plan:</b> Until it is known whether funds can be raised: 1) drawings will be at site plan level; 2) Details/floor plan definitions will not be addressed until funding potential is known – then only basic, practical or absolutely necessary building and improvement options will be designed.</li> <li>• <b>Narthex:</b> Removed as a project – priority is to maintain courtyard size/atmosphere</li> </ul>

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<p>6. <b>General Facility Plan Deliverable &amp; Phases:</b></p>	<ul style="list-style-type: none"> <li>• <b>OW Deliverable Definition:</b></li> <li>• <b>Executive Overview – Simple Presentation:</b> <ul style="list-style-type: none"> <li>• <b>High Level Site Plan Drawings:</b> Use generic descriptors and block diagrams of 3 Phases – avoid any floor plan detail; show logical progression/changes</li> <li>• <b>Projects:</b> Generic Descriptions of Projects within each phase</li> <li>• <b>Size &amp; Cost Projections:</b> Table descriptors should match Phase drawings &amp; Project List; round up sq footage and costs (i.e. at least to 500); include build costs; soft costs (i.e. furniture, lighting, A/V...); Annual/preventive maintenance costs (i.e. flooring, HVAC, energy saving lighting, sprinkler systems, painting, roofing...</li> <li>• <b>Detail Facility Plan:</b> List appropriate detail about projects</li> <li>• <b>Power Point Presentation at Executive Level &amp; Detail Level</b></li> <li>• <b>Update Parish model to reflect phases.</b></li> </ul> </li> <li>• <b>Phasing/Priorities:</b></li> <li>• <b>Phase I:</b> New School, Church Improvements, Social Hall Remodel &amp; Rectory Improvements</li> <li>• <b>Phase II:</b> Office/Administration Building and Meeting Room Improvements</li> <li>• <b>Phase III:</b> FSL Adult Day Care Center</li> </ul>
<p>7. <b>General Facility Plan Phase I Projects:</b></p>	<ul style="list-style-type: none"> <li>• <b>New School:</b> Classrooms, Functional Rooms, Staff/Parent Accommodations, Nursery, Rectory Improvements (garage, additional guest suite; landscaping/privacy walls)...</li> <li>• <b>Church Improvements:</b> Brides Room, Cry Room, Sacristy/Hospitality Remodel, Storage, Painting, Energy-saving Lighting, flooring, Courtyard (surface improvements, landscaping &amp; shading)...</li> <li>• <b>Social Hall Remodel:</b> Gift Shop Remodel, Stage, Storage</li> <li>• <b>Adoration Chapel:</b> Chapel, respective security, restroom, landscaping and privacy/security wall &amp; entry...</li> </ul>
<p>8. <b>General Facility Plan Phase II Projects:</b></p>	<ul style="list-style-type: none"> <li>• <b>Parish Office/Administration Building:</b> Transition to Old School; Demolition of current Office; build new Office; Maintenance/Garage Improvements; Landscaping; Outreach areas; parish library...</li> <li>• <b>Parish Life/Religious Education Room Improvements:</b> Additional Multi-purpose Rooms; Social Hall Kitchen access to meeting rooms; restroom improvements; Remodel meetings rooms (A/V, restroom access, Functional storage areas...); Youth Room Remodel...</li> </ul>
<p>9. <b>General Facility Plan Phase III Projects:</b></p>	<ul style="list-style-type: none"> <li>• <b>Adult Day Care Center:</b> Adult Day Care Building - funded &amp; Managed by FSL; landscaping, parking lot (includes relocation of sports court/picnic area)...</li> </ul>

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<p>10. <b>General Facility Plan</b> <u>Next Actions:</u></p>	<ul style="list-style-type: none"> <li>• <b>Complete OW Facility Deliverable by EOY 2007:</b> See Action Items below – Drafts will be circulated – especially to review descriptions.</li> <li>• <b>Initiate Fundraising Vendor Selection:</b> Contact vendors recommended by Diocese, Fr. Pat &amp; Honora; ask them to provide pre-interview selection materials, Select Facility Plan Development Team members; select vendors to interview; schedule interviews (January 2007); select vendor and develop/share timetable of next actions</li> </ul>																														
<p>11. <b>Other</b></p>	<ul style="list-style-type: none"> <li>• <b>Incorporating Parishes:</b> Diocese may be developing guidelines for incorporation of parishes – parish assets would be attached to parish versus diocese. Fr. Pat still awaiting details on impacts to parish.</li> <li>• <b>FSL – Adult Day Care Center:</b> FSL has not provided any updates since September 2007.</li> <li>• <b>Parish Model:</b> Mike Fries will bring the architectural model of parish to Jon Benton’s Office for updating (reflect General Facility Plan Overview)</li> <li>• <b>School:</b> Heather Fraher, director of parish school, has responded to school needs and projection questions – refer to those emails for her response.</li> </ul>																														
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<p>13. <b>Next Gathering:</b></p>	<p><b>Date:</b> 12/5/07: Pastor’s Holiday Party 01/08/07 at 5:30PM</p> <p><b>Agenda:</b> TBD</p>																														
<p>14. <b>Minutes By:</b></p>	<p>Honora Norton, D.Min (a.b.d.), Parish Manager 11/14/2007</p>																														