

Pastoral Council Meeting Minutes (SFC Only)

Date: October 6, 2016

Time: 6:45 p.m.

Location: SFC Parish Office Conference Room

Attendees:

Staff

<input type="checkbox"/>	Fr. Nathan Reesman (<i>excused</i>)	<input checked="" type="checkbox"/>	Katie Schaitberger	<input checked="" type="checkbox"/>	Rick Doll
<input checked="" type="checkbox"/>	Fr. Justin Lopina	<input checked="" type="checkbox"/>	Jill Maria Murdy	<input checked="" type="checkbox"/>	Mike Chevalier (facilities)

Saint Frances Cabrini council

<input checked="" type="checkbox"/>	Andrew Kolb	<input checked="" type="checkbox"/>	Jarrold Lehnerz	<input type="checkbox"/>	Matt Wallner (vice chair)
<input checked="" type="checkbox"/>	Anne Marie Danaher	<input checked="" type="checkbox"/>	Joe Vespalec (chair)	<input checked="" type="checkbox"/>	Mike Schmitt
<input checked="" type="checkbox"/>	Bob Roecker	<input checked="" type="checkbox"/>	Lisa French (secretary)	<input checked="" type="checkbox"/>	Sara Sauer
<input checked="" type="checkbox"/>	Dave Kohlmann (trustee)	<input checked="" type="checkbox"/>	Mary Herdrich (trustee)	<input type="checkbox"/>	

Meeting Topics:

- Opening prayer
- Brief recap and next steps from 9/28 ministries discussion session provided by Lisa
 - Plan for summarizing and reviewing results - Mary, Dave and Lisa are working on this
 - Communication plan for attendees with comments – Dave made callbacks
 - Communication plan for questions from non-attendees – Lisa created a script for receptionists
 - Consideration for surveying additional parish segments – deferred to future conversation, but considering follow-up with school staff and high schoolers
- Preparation for 10/19 facilities discussion session was the primary focus of this meeting.
 - Reviewed project list from facilities committee (*see list on following pages)
 - Info gathered from monthly meetings and recent annual full campus site review.
 - Members of the committee are well credentialed experts in their fields; will emphasize to parish that these recommendations were thoroughly vetted and based on conservative but factual estimates.
 - Normally have \$50-75K of normal repairs absorbed as operating expenses, but the extent of these are too great to absorb, and some quickly becoming critical needs.
 - Several clarifying questions were raised and answered; the learnings will be incorporated into the parish presentation.
 - Communication plan – reminders to parish will include mass announcements the weekend of 10/15-16 (Lisa will write script; Dave, Joe, and Lisa will deliver) and bulletin notice
 - Clarification of roles – Dave will be facilitator, Mike C will be the topic expert, all PC will assist with documentation and hospitality day of
 - Clarification of agenda – Agreed that this session would be more lecture, yet we will have audience engagement to capture verbal and written parishioner feedback
 - Clarification of materials – Dave, Mary, and Lisa will meet offline to develop a PowerPoint presentation including photos; Lisa working on handouts. We are unable to record the entire session, but will post the materials to the parish website.
 - Confirmation of hospitality needs – Katie offered to purchase snacks; PC members will assist as hosts the day of
 - Confirmation of venue – Decided to use church hall to accommodate audio/visual needs and group interaction.
 - Confirmation of PC member availability – a.m. (Andrew, Mike) / p.m. (Bob, Jarrod, Joe, Matt, Sara) / both (Mary, Dave, Lisa)

Next Council Meeting: Thursday, November 3rd 6:45 p.m. SFC Mother Cabrini Hall

SFC Project List 09/30/2016

Project	#1 One to three years non-negotiable MUST DO projects	#2 Mortgage Balance	#3A & #3B Timing and scope to be determined.	#4 When funds available	Description of need
#1 One to three years non-negotiable MUST DO projects					
Church Exterior Soffit and Fascia	\$ 35,000				Repair and replace exterior soffit & fascia of the church. Currently the fascia and soffit is rusted and pitted. Failure to repair soon could be responsible for significantly higher costs of full roof replacement
North and South Canopy - Lower Church	\$ 20,000				Posts and Concrete beneath the canopies is seriously corroding and deteriorating. Plan is to remove the concrete slabs replace the posts and then to install a seasonal enclosure around the canopies .
Church Roof	\$ 15,000				Roof membrane has detached from the structure. Metal strips will be installed to re-attach the membrane to the structure. We will then sealcote the entire roof. This a significantly less costly alternative to installing a new roof.
Replace remaining Parking Lot lights for the campus with LED lighting	\$ 2,500				Replace the remaining parking lighting with energy efficient LED lighting. Cost Savings
Ed Center Lighting Upgrade	\$ 1,000				Repair and replace lighting in the Ed Center with energy efficient lighting.
Campus Card Access Security System	\$ 45,000.00				no longer get parts or replacement keys. Cost of switching to card swipe security system improves can security.
Total	\$ 118,500				

#2 Mortgage Balance					
Original Mortgage Balance June 1, 2012		\$ 1,000,000			
Current Balance		\$ 342,196			
Estimated payoff date based on regular payments of \$10,100 per month			8/27/2019		

#3A Timing and scope to be determined - School					
School HVAC Option 1/Window Replacement			\$ 337,500		Replace the existing Classroom ventilators with new ventilators
School HVAC Option 2/Window Replacement/Energy Efficient Lighting			\$ 577,500		Replace the existing Classroom ventilators with new ventilators replace the original windows, install energy efficient lighting.
School HVAC with AC Option 3/Window Replacement/Energy Efficient Lighting			\$ 945,000		Replace the existing Classroom ventilators with new ventilators with air conditioning; replace the original windows, install energy efficient lighting
Questions for School - Rank each option 1, 2, 3	1= Replace - 2= Replace, Lights and Windows - 3= Replace - AC plus lights plus windows.				

#3B Timing and scope to be determined. Church																					
		3B Questions - Church Work																			
	#1	Should we move the tabernacle?	Yes or No?																		Place in Sanctuary
	#2	Church Repairs	Rank each 1 to 5 scale																		
		Tower venting																			Repair cause of seasonal water leaking in sanctuary; install exhaust fans in tower walls to eliminate condensate.
		Fix Baptismal Font																			Remove wood; replace with a water resistant material or finish
		Fix Organ																			Wiring and deferred regular maintenance dates back to the 2001 renovation. Alternative would be to replace the organ system with a new pipe organ at a significantly higher cost.
		Fix Pews																			Pews are in need of repair; resealing joints and and replacing the pew fabric.
		New View Screen																			North screen currently not working; upgrade projectors and evaluate the sound requirements.
	#3	Church 2001 Work completion	Rank each 1 to 5 scale																		Install Liturgical Lighting - energy efficient; Replace carpeting with tile in Sanctuary, and replace remaining carpet with tile in the aisle. Purchase a proper Ambry.
		Lights LED and new Fixtures																			
		Sanctuary surface and rebuild																			
		Aisle Surfaces																			
		Ambry for Oils																			

#4 When funds available																					
	Lower Parking Lot					\$ 350,000 -	\$ 500,000														Repair/Replace; current surface deteriorating
	School Roof					\$ 200,000															School roof surfaces will need to be replaced in sections spread over the next 2-8 years
	School Exterior Doors					\$ 60,000															Current doors are suffering from significant rusting. Need replacement
	School Interior					\$ 40,000															Painting and replacing the cabinets in all of the classrooms.
	Mother Cabrini Hall Kitchen					\$ 80,000															Renovate Parish Hall Kitchen to increase efficiencies. Current equipment is in need of replacement.
	Parish Office furnace replacement					\$ 16,000															2 units are being replaced this year. Remaining 2 will need to be replaced.
	Parish Office Air Conditioning					\$ 10,000															Replace current units currently estimated to be 20-25 years old. One of the units has already failed.
	Camera Surveillance System					\$ 40,000															Security/safety; Liability protection
	Question for Category 4:	How do we fund this in light of Categories 1,2,3A and 3B?																			
Ed Center																					
	Long term Ed Center viability					\$ 40,000															Water leaking into building through windows and siding