

**St. Cecilia Parish  
Facilities Committee  
Meeting Minutes**

Date: October 9, 2019

Time: 7:00 PM

Location: Parish Office

Attendees: Ayinde Popo, Bill Klein, Jeremy Hess, Brian Wildeboer, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. **Solar Power** – Pastoral Council included information in a bulletin insert and at the Ministry Fair for parishioners to elect to participate in the solar power project. Bill reported that we had received between \$4,000 & \$5,000 in donations thus far.
  - b. **Parish Security** – Installation is completed except installation of the battery backups to the system. A policy document has been developed and all staff have been issued cards or fobs. The system is working well. A notice will appear in the bulletin this weekend to make parishioners aware of the project and how they may be impacted. Bill distributed some policy documents for the committee's review. Please forward any comments back to Bill as soon as possible. The system will be fully functional on November 1<sup>st</sup>. It was recommended that someone look at the cameras on a daily basis to ensure they are functional.
  - c. **Phone System** – All preparation work is completed. The system should be installed and operational in the next couple of weeks.
  - d. **Playground Communications** – We have purchased some new rechargeable walkie-talkies. This is all we plan to do for now.
  - e. **Ed Center Chiller** – We have not yet received budgetary pricing on a replacement chiller. Jeff has reached out to Converse to get this going but has not received a return call.
  - f. **Stonebrooke Townhouse** – The parish has closed on the townhouse and will be working on some minor items.

### 3. New Business

- a. **Siemens Service Contract** – we received and signed a new 3 year service contract for the Siemens BAS system that serves the Education Center and Burke Chapel. A copy of this agreement is attached with these minutes. The contract assumes we will upgrade the software in 2020 as it will no longer be supported. That project is in our plans
- b. **FY21 Projects** – an updated project list is attached. We will finalize this at our November meeting.

### 4. Facilities Update

- a. Jeremy is planning to attend a Siemens training session to become more familiar with the system.
- b. Bill reported that they are considering an upgrade to the parish accounting system. The new system will be cloud-based. Costs will increase approximately \$150 per month if they proceed.
- c. Bill & Jeremy reported that the carpet in the Oscar Romero room is in poor condition and cannot be cleaned. We may consider removing the carpet in installing carpet squares that we have in inventory.
- d. There is a dishwasher in the Oscar Romero room that is never used. Bill is planning to remove in and offering it for sale as part of the parish market this fall. The committee supports removal of the dishwasher.

5. Church Remodeling Project – Mark Hanson met with the Pastoral Council in September. They agree we need to do something and do not want to do the project in a piecemeal fashion. They would like to begin planning in the spring/summer so our new Priest can be involved in any decisions.

6. Next meeting – The next meeting is scheduled for November 13, 2019 in the Parish office.