

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

Date: December 11, 2019

Time: 7:00 PM

Location: Parish Office

Attendees: Ayinde Popo, Bill Klein, Jeremy Hess, Steve Heideman, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. **Solar Power** – Bill indicated we had received about \$3000 in donations. The Pastoral Council is planning on a bulletin insert this weekend to remind folks of the opportunity, especially for year-end contributions.
  - b. **Columbarium** – The Pastoral Council has discussed our recommendations with the Columbarium Committee. The ball is in their court to reach out to parishioners for their thoughts on location and to gauge their interest. At this time, Facilities will wait for further requests for our support.
  - c. **Ed Center Chiller** – We have not yet received budgetary pricing on a replacement chiller. Jeff talked with Converse last week and pressed them to get us this information.
  - d. **Church Air Compressor** – The Johnson Controls proposal was \$16,145. This price seems excessive, so Jeff contacted Converse and their proposal was for \$8,588. Both proposals include a compressor, air dryer, automatic drain valves and the installation. The committee decided to proceed with Converse. Bill will get the proxy processed and approved and release Converse to do the work. Converse indicated it would take about 2 weeks after they were authorized to proceed.
3. New Business
  - a. **Father Jim's Retirement** – A committee is being formed to plan a retirement celebration for Father Jim. The celebration will be held the weekend of July 11-12. They are asking for representatives from the various parish committees to participate in the planning. We were not over-run with volunteers from Facilities at this time.

#### 4. Facilities Update

- a. Bill & Jeremy discussed some issues with people loitering in the Narthex and link hallway. These areas are not yet covered by our camera system. We will proceed with installation of some additional cameras in the west link hallway and the Burke Chapel.
- b. Bill discussed their plans to change garbage vendors. Pricing will be lower.
- c. Bill discussed a recommendation from Sly Upah to purchase some project management software to support upcoming project work. The committee discussed and believes that Microsoft Project might be a good addition to help with project scheduling and planning.

#### 5. Next meeting – The next meeting is scheduled for January 8, 2020 in the Parish office.