

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

Date: May 20, 2015

Time: 7:00 PM

Location: Sun Room

Attendees: Jon Weber, Ben Kellen, Mitch Dillavou, Char VanKerckvoorde, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. Power Factor Correction – Church and Education Center – No report
  - b. Spring Cleanup – Char, Mitch and Jon were all present and reported things went well. Had about 12 volunteers and completed most of the tasks that were planned. John and Carol Nelson volunteered to work on the prayer garden which looks great
  - c. Tree Maintenance – Char reported that Weiss had been onsite and completed trimming of several trees and treating the ash trees. All work has been completed
  - d. Before/After school program – Char reported that Erv Rowlands is working with ACPC to negotiate the contract for them to use our facilities
3. New Business
  - a. Mitch reported he was working with Diller Electric on options for replacement of the remaining incandescent light fixtures on the altar
4. Facilities Update
  - a. Char shared that the pre-school activities will be relocated to the Ed Center next year. There is space available due to lower enrollment. Are planning on repurposing the existing pre-school space for an additional meeting room. Should only need to provide furniture and replace the toilet with a large version
  - b. Lawn Mowing Crew – Mitch reported that things are going well so far. Will be doing some cleanup in the garage and organizing tools, etc.

- c. Pyramid Wall Systems will be coming to make some repairs on the stucco wall sections of the Narthex
- d. The high windows will be cleaned prior to Father Jim's 40<sup>th</sup> anniversary celebration
- e. Are contracting with Servicemaster to strip and wax floors throughout the facility this summer. This was normally done by custodial staff, but with Don Hahn's situation, this work needs to be contracted.
- f. Char reported the northwest social hall door is sagging and she will be having someone take a look at this.
- g. Char reported they would be starting a search for a 3<sup>rd</sup> custodian. The plan is for this person to come on board in July.
- h. Spring semester will be completed on Friday of this week.

5. Other Issues

- a. Facilities Exploration Committee – no report

6. Next meeting – May 20, 2015 in the Sun Room