

**The Community of the Blessed Sacrament
Facility Ministry Gathering – September 8, 2008 Minutes**

1.	Purpose:	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.	Attendees:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Members: Mike Fries, Art Gomez, Jack Northrup, David Dinoffria, Fred Lucas, Brian Murphy, Fr. Patrick Robinson</td> <td>Staff: Honora Norton & Jesse Bustos</td> </tr> <tr> <td>Absent/Excused: Jack Coyle, Richard Hart & Mark Thomas</td> <td>Guests:</td> </tr> </table>	Members: Mike Fries, Art Gomez, Jack Northrup, David Dinoffria, Fred Lucas, Brian Murphy, Fr. Patrick Robinson	Staff: Honora Norton & Jesse Bustos	Absent/Excused: Jack Coyle, Richard Hart & Mark Thomas	Guests:
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Absent/Excused: Jack Coyle, Richard Hart & Mark Thomas	Guests:					
3.	New Members	Welcome to Fred Lucas and Brian Murphy new members of this ministry.				
4.	Facility Projects Cptd:	Discussed projects completed since January 2008: Facility Inventory (assets were tagged, logged and information forwarded to insurer); 64 th Street Rectory (house purchased as is – all repairs, replacements etc completed for 9/6/08 move date); school fire inspection and licensing (all repairs and upgrades needed were completed – for 3 year licensing); School and youth room storage was added; Pigeon deployment services initiated (a continual battle); Major leaks near south entry and PLC 1 were repaired; roofing/roof tile repairs to PLC, SH, school, CM building and rectory completed; A/C maintenance contract in place with Lucas Mechanical; Miscellaneous repair/replacement projects – drinking fountains, faucets...				
5.	Facility Projects Pending:	<ul style="list-style-type: none"> • Feasibility Study: Cosgriff Consulting interviews and mail survey still pending – final report expected by 11/5/08 • Palm/Olive Trees: Attendees recommended that the olive trees along the north side of property (between parish and empty lot) be taken down; that trees should not be replaced pending next actions of Facility Plan and then obtain bulk rate for new landscaping/tree orders. • Church Lighting: Honora provided bid information from Deca Lighting to replace the 50+ recessed lights in church. These lights are dim and have reduced lighting wattage because of the danger of light falling onto pews. Woman’s Club has offered to donate funds for lighting replacements. Recommendations: <ul style="list-style-type: none"> ○ Get bid listing labor and fixture costs separately – Mike Fries will research alternative pricing of fixtures. Additionally, the quote needs to address installation requirements and timeline. Several members affirmed Deca as a good company to work with. ○ If all possible do Phase I (replace recessed lighting) in 2008 and address the back of church lighting (tin cans) church and accent lighting as future projects. 				

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6.	Facility Plan	<p>During the Feasibility Study interviews and other comments received by pastor provided new ideas for placement of school and parking lot. (i.e. make empty lot a parking lot) and build as add-on or replace existing school (significant savings in water/sewer and utilities). This resulted in the following recommendations:</p> <ul style="list-style-type: none"> • To document and track all these comments – not go off and adjust drawings and/or Facility Plan. To wait until all options have been collected. Then to review/select based on best options/costs. • To consider going “green” whenever possible – knowing in some cases more costly to install, yet in most cases long-term will be least cost to run and APS rebates maybe available. • Attendees affirmed January 2008 meeting’s recommendation to: Leave Facility Plan as is for future planning with no further detailing. 		
7.	Old Rectory	<p>Attendees toured the old rectory – recommendations:</p> <ul style="list-style-type: none"> • Pursue rental to adults and/or clergy – consensus was to rent versus leave empty until know next actions from Facility Plan. This implies research/approval from Diocese properties and legal; to research applicable rental/insurance fees; pool fence requirements; determine basic maintenance needed for rental; research rental agreement paperwork; and to advertise various places. • Other options: use family room for storage/rent rest of house; B&B, use as small retreat house • Note: Doug Zellner will likely move one of the storage sheds to front rectory RV area. 		
8.	Other	<ul style="list-style-type: none"> • Scottsdale vs Phoenix Building Permit Process: Discussion addressed that currently City of Scottsdale building permit process is much more responsive, client friendly – better than City of Phoenix. Therefore, placement of buildings should not be based which City located. • Security-Break-ins: This past weekend 4:30PM Mass there were 9 cars broken into. Consensus recommendation if continues: pursue rent-a-person security patrol when staff is not available. Mechanical security to expensive and likely not enough lighting or placement options to be effective. • A/C Maintenance: It was noted that initiation of A/C Maintenance contract has been very cost effective. It is noted 30-year plan’s A/C unit replacements can be delayed 1-3 years. • Parish Golf Outing: date likely May 9th at Silverado. • Calendar of Events: see agenda 		
9.	Next Actions:	Action Items	Owner	Target EOM
		1. Research recessed lighting prices	Mike Fries	September 2008
		2. After 9/19/08 restructure – pursue paperwork required to make parish and rectory property one within Maricopa Country and to abandon Cholla dirt road.	Honora	January 2009

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		3. Research rental options/requirements of old rectory with Diocesan insurer, attorney and buildings and services.	Honora	November 2008
		4. Review Calendar listed on Agenda – attend as applicable	Members	On-going
10.	Next Gathering:	Date: November 5, 6PM – Joint Pastoral/Finance Councils – Feasibility Study consultant report will be made at this meeting.		
11.	Minutes By:	Honora Norton, D.Min (a.b.d.), Parish Manager 9/24/2008		