

**Council: Administrative Services**

**Meeting Date:**

June 17, 2008

**Time: 6:30**

<b>Meeting Participants:</b>	Present		Present	Present	
Kathy Kelliher	X	Troy Gregory	X	Jon Jasken	
Brian Flanagan	X	Alan Higley			
Kathy Busch		Mary Nussbaum	X	<b>Guests:</b>	
Greg Gerlach	X	Rick Schafer - Staff support	X		
Kris Misialek	X	Tom Schumacher, Staff	X		

<b>Agenda/Minutes</b>	<b>Owner</b>
<b>Headquarters Building</b> – Tour was conducted. Network connection has been established. Committee discussed the importance of documenting and physically marking the location of the conduit beneath the parking lot to avoid issues with damage during events, such as the Fall Festival, where stakes are driven into the asphalt. <b>Rick will take this.</b>	All
<b>Phase III</b> – Schedule was reviewed. Project is underway. The school network has been successfully relocated, ceiling grid is underway and sprinkler work begins next week. Weekly project meetings with Haas Bros. are being held on Wednesdays at 4pm, all are welcome to attend. There is a need for selection of the material for blinds through-out the school. <b>Kris to get in touch with a couple of parishioners for assistance with this</b>	
<b>Insurance Audit</b> – No updates in June. <b>Brian to follow up with Kathy Busch.</b>	Kathy B.
<b>Landscaping</b> – There are several topics for discussion regarding landscaping including how to remind volunteers of the time they have committed to and when the priests' trees will be planted. <b>Brian to devote time during the July meeting to discuss.</b>	Alan H
<b>Literature Kiosk</b> – The Kiosk was granted money from the endowment fund. We have not heard any inquiries regarding this. <b>Brian to reach out to Kathy Busch to obtain the status.</b>	Alan H.
<b>Standing Volunteer Opportunities</b> – Opportunities exist for help with painting. <b>Rick to check in on the bulletin blurbs.</b> Communication via web blast is also something to look into for future opportunities.	All
<b>Next Meeting:</b> <b>July 15, 2008 @ 6:45 - NO MEAL</b>	