

MINUTES
ST. CHARLES BORROMEIO PARISH
BUILDING AND GROUNDS AGENDA
Wednesday March 1, 2023

I. Roberta called the meeting to order at 6:02.

Members Present: Fr. Jim Wyse, Roberta Peacock, Andrew Havens and Marilyn Rewa

Absent: Sherry Wyse, Tim Human, and Chris Lefor.

Parishioners: Mike Jacobs and Sean Truba

Fr. Jim said the opening prayer.

Andrew explained to Mike and Sean that he was the liaison between the School Board and this committee. Roberta explained that meant he wasn't a full member so he couldn't vote on any of the motions.

II. Consent Agenda

Approval of the February 1, 2023 meeting minutes. There is a quorum because 2 of the 3 voting members on the committee are present at the meeting.

Marilyn made a motion to accept the minutes. Roberta seconded the motion. The motion passed.

Approval of the March 1 agenda. Roberta made a motion to accept the agenda. Marilyn seconded it. The motion passed.

III. Old Business

A. Wall and Bell Tower Project

Fr. Jim's report on the shed/dumpster situation. Fr. Jim suggested that we talk about the shed/dumpster situation at the next meeting. Father plans to have a number of conversations before the next meeting. He will contact people on the committee if he needs something from anyone.

Father plans to have a number of conversations before the next meeting.

B. Folding chairs and tables - report by Sherry.

From Sherry's email. "Tim does have the chairs labeled and cleaned. He has been working on fixing the tables. It is his opinion that some new tables are needed because the plastic is so thin that he doesn't think the repairs will hold for long before they break again."

Fr. Jim noticed when helping to set up the tables for a short time for the K of C Fish Fry that some of the tables had stripped screws and the metal framework was not attached well to the table top.

It was decided that it is the B & G committee's place to determine what to do with the tables. **Roberta will talk to Sherry who will talk to Tim H. to find out how many tables need to be replaced so we know many tables need to be purchased.** If Tim H. wanted someone else to look at the tables to see if they could be fixed, that could be arranged.

Roberta will contact the committee via email once she gets the information from Sherry.

IV. New Business

A. Resignations of B & G members.

Roberta stated that Tim Reno and Stewart Smith have resigned since the last meeting. Fr. Jim asked when Mark Harrington resigned. It was determined that it was about a year ago. Father pointed out committees constantly need new people but committees look to get their tasks accomplished rather than to get new members and it is now time to get new members.

B. Direction of the Building and Grounds Committee .

1. Where do we go from here?

Roberta gave a history of the present B & G Committee from the time we restarted it in 2018 until now.

The question is do we still need a committee? What she found on the website doesn't even call us a committee. Father suggested we may not communicate as well as we think we do.

Father said we do need a committee but it doesn't have to be as active as it was during all the capital campaign projects. He said the walkthroughs we conducted were extremely valuable. He has talked to Sherry about going over them with Tim H. She said some things have slowed her down and Tim H has been slowed down by injuries and some illnesses. Fr. Jim said the reason we had a capital campaign for

maintenance issues was because so many of them accumulated. He said it is good to have a committee to stay on top of things and working together to do so is part of the process. But it doesn't have to meet monthly.

Father said that the committee would make recommendations about what to do when something does have to be fixed. Some things Tim H will be able to do but other things he can't. At this point in time Father said Tim won't be the one researching and calling professionals about what to do with the roof, for example. He said the committee will make recommendations and then we look at possible next steps and if research needs to be done that the committee along with Sherry and Father will do it.

Andrew suggested that Sherry would get the bids because she knows the parish finances the best. Father didn't want to say that Sherry would seek the bids without talking to her about it first. Roberta agreed with Andrew. She pointed out that if a member is trying to get bids and we don't know the business side of doing it, it doesn't always work out very smoothly.

There was discussion on the walkthrough. It was decided that things on the list needed to be prioritized, and that when things were completed a completion date would be put next to them. Roberta suggested the list be given to Tim in an organized and meaningful way so that he will know how to go about completing the list. Father said that Tim will have to report it in a way that would be the most useful to us.

Drew asked what Tim's specific job description is.

Father said they would work on getting what Tim's job description is.

Father will talk to Sherry about the walkthroughs.

2. St. Charles Borromeo Charter

Fr. Jim said everyone needs to get a copy of the charter and take some time to go through it and see what it means in practice and if it needs any modifications. Roberta pointed out that the charter was adopted in 2018 so it is a good time to review it.

Father would like each of us to read the charter and see what it needs, what it means in practice and does it need any modifications.

Marilyn will get electronic copies to Sean and Drew.

Everyone should read the charter by the April 14th meeting and should bring their edit comments, be ready to discuss what it needs, what it means in practice, if it is going to work for us, and if it needs any modifications.

3. Bell Tower/Wall Project covered under III A.
4. Steeple Project

Drew suggested that even though members resigned they may be willing to head up a project that they had previously committed to.

Father said he would talk to Stewart about continuing with the steeple

Roberta said we have people who will help with projects without being members of the committee. She gave the example of when the rectory, the blue house was painted, and how many people of all ages were helping.

Mike suggested that we try to get all 3 churches involved in helping out each parish. Fr. said we haven't done that yet with the Plants and Ground Committees but we have with the Social Committee. **Father said we are project. If Stewart doesn't want to lead the project Roberta asked Father to ask him for the information he does have.**

5. Recruiting new members.

determining the new reality for the Building and Grounds committee since the Renew-Restore-Rejoice capital campaign is almost complete.

Roberta stated that strategic planning was in the charter to help us keep on top of the maintenance of the campus so we wouldn't have to have another capital campaign for maintenance. One of the goals of the strategic planning was that we would know who would be willing to volunteer to help with projects so we wouldn't have to pay for all the maintenance and we would be able to shift money elsewhere so more projects could be done.

Roberta stated that last fall we decided to have quarterly meetings because there were no big projects to work on in the winter. In February we decided to have a March meeting due to the bell tower project and to see what the interest of Mike and Sean were in becoming members. Marilyn stated we also needed to work on getting bids from companies to fix the leak of the steeple.

Roberta stated that her husband, Jim, would like to work on projects but not be on the committee.

VI. Comments from Parishioners.

Mike Jacobs said he felt he would be available to help with projects but he won't be able to be on the committee.

Sean Truba said he will be able to attend the meetings as long as they are after 5 pm in the evening. He said it depends on what is needed of his time if he will be able to help.

Roberta stated that her husband, Jim, would like to work on projects but not be on the committee.

V. Fr. Jim's comments.

Father said we have stuff to clarify and get done and Tim R has done a huge amount of stuff and he doesn't want that to be forgotten.

VI. Comments from committee members.

Roberta did have thank you cards for Tim R and Stewart for us to sign. She will get the cards to Chris to sign too.

When asked Sean said he would love to be on the committee but he would like to know what that would entail exactly.

Roberta and Father both said that we are still sorting that out.

VII. Comments from the school board liaison-Drew.

Drew said he would like to be a member of this committee. He said some parishes have should match. Katey Johnson is working on the signage for the school. She has financial quotes and wants to know who gets those quotes. Father and Roberta both said they would go to Sherry. a building and grounds committee just for the school. Fr. Jim expressed a desire to have just one committee working together. Andrew is a member of the school board and the chair of its building and grounds committee as well as the liaison from the school board to this building and grounds committee. Drew also talked about what was discussed at our February B & G meeting concerning the School Board and what they were considering doing with the signage around the school and the stencils in the parking lots. We all agreed that the signage for the campus

Roberta will speak to Katey and then either she or Katey will talk to Sherry about them.

Drew also talked about the entrance project that the school board is looking at doing. The builder has said he needs an actual mechanical print (construction blueprint?) in order to write a quote.

Roberta explained that the entrance Drew is referring to is the one by the school playground. The idea is to make it similar to the church entrance. Drew said that Nelson Construction suggested they talk to Nugent Builders about getting the mechanical print

done. Roberta gave Drew their number (616-401-6881). Aaron was the contact person she had for the Bell Tower/Wall project.

VIII. Date of next meeting. Friday, April 14th at 3pm. In Conference Room 2.

IX. Closing prayer and adjournment.

The meeting was adjourned at 7:22. Marilyn led the closing prayer.

After the meeting was adjourned it was decided that we would wait to find any more new members until after we determine what revisions will be made to the charter.

Respectfully submitted by,
Marilyn Rewa, Secretary