

BUILDING & EQUIPMENT MAINTENANCE COMMITTEE
ST. THOMAS AQUINAS PARISH
PALO ALTO, CA

MEETING REPORT: 28 Jan 2015

MISSION STATEMENT: The Building & Equipment Maintenance Committee is responsible for the building maintenance of the 10 facilities of the Parish, the use of these facilities and the safety of people using these facilities. We complete regular inspections of all facilities and receive input from the Parish that determine the need for upkeep, repairs, replacements and all other changes.

ATTENDANCE: Helen, Chair; Chuck, Ted, Bill, Jerry, Katia,

OPENING PRAYER: Helen, thanked God for the many blessings we have received over the years. She asked for the wisdom and the restraint to carry out our responsibilities for the facility treasures of the Parish.

AGENDA: Approved

GUESTS: None

MEETING MINUTES: 10 Dec 2014 minutes, approved with a few word changes.

PSC REPORT (Dec & Jan)-BILL

1. Six-month reports e-mailed before meeting.
2. Fr. Matt's report Dec:
 - a. Life is good in the PC.
 - b. Christmas time will be very busy for the staff.
 - c. Christmas letter will be out next week.
 - d. Christmas Faire, Dinner and Pageant-all were very successful.
 - e. 2014 ADA very successful: Pledge \$191K and Paid \$188K
Goal \$125K and rebate to STA \$65K.
 - f. 2015 ADA Goal \$128K
3. Fr. Matt report Jan:
 - a. Christmas attendance down (too many traveling), but donations exceed goal of \$70K.
 - b. Almost 1,400 books (REDISCOVER CATHOLICISM by Matthew Kelly) were handed out during Christmas Season. All were wrapped by Ms.deBretagne's children's group.
 - c. Sunday collections aver. \$11.5 vs. goal of \$11K, in first half.
 - d. KOC Crab fest 05 Feb 2015 & auction with new (service) items.
4. Other:

- a. Spanish Festival de Comida Internacional raised \$1,860.00.
- b. Counting all ministries, 80 are preparing for Confirmation.
- c. Rosa, SESS principal gave a complete report of SESS activities. A very positive report. Key is all students have an IPAD.
- d. Ted Baer reviewed his Elder Care Initiative.
- e. Jerry reminded us that the Crab Dinner is on Sat 07 Feb.

SAFETY COMMITTEE-Jim absent) Ted reported on safety activities at SAG.

- a. He passed out the first draft of an emergency response card that will be in the pews at SAG
- b. He stated that STA will be next with a safety card.
- c. Suggested OLR site should do the same.

OLD BUSINESS:

1. TH Kitchen; Ted reviewed last 6-months actions. Request for city inspection cancelled. Project not to spec. New contractor, Foley on site. Expect cost over run (\$550.00-?). No date for project completion.
2. Solar; Katia handed our final project financial statement;
Income \$81,231.22 Expenses \$73,895.07 "Profit" \$7,336.15
The committee agreed that "profit" should be retained in the solar account.
For future projects (SESS) and/or unplanned expenses.
Hats off to Katia for a great job.
3. OLR fans; Jerry will investigate in Feb. a new concept-cooling from the floor.
4. SAG inspection; Ted stated there must be more outside lights.
5. DC Mass survey; Survey was completed in Dec. Results, 12 for changing to DC and 11 against. Those against wanted to stay regardless of any saving or positive impact on environment. Again Katia requested that temp in OLR church be reduced to 68 degrees. Committee approved purchasing an electronic timer, to save heating costs.
6. STA front steps; Ted reviewed status. Committee agreed that another bid was required before giving a contract to an architect. Also three complete bids will be required for the construction contract. Replace or improve?

NEW BUSINESS:

1. Defibrillator issue; Bill on hold pending action from congress. (is there a problem with battery life or with maintenance?).
2. Tree replacement program: Katia. (see e-mail) Committee approved \$200.00.
3. Fr. Matt concerned about STA electrical, Ted to checkout.
4. Chuck reported that the SESS gym and center building need new roofs.
We can't make spot repairs any longer. To finance Committee in Feb.
He expects costs to be \$30K for gym and \$11K for center (from reserve).
He will have bids at our Apr. meeting.
5. Energy and ISP. Katia reported that the school is wasting energy and money, lights on, windows open, etc. Chuck to get with school to start a saving program. Ted stated that we must get 100% of solar savings, since we paid 100% of cost. Bill said that if we pay 2/7 of costs and school makes "seven" higher we are paying more than we should. Committee feels this is a major problem that must be solved.

FAITH SHARING: Feb, Katia; Mar, Ted; Apr, Jim: May, Mario; June, Jerry

NEXT MEETING: Wed 25 Feb 2015 at 9:30 at Parish Center
Chuck will present a new five-year capital-spending plan.

SUBMITTED WITH GREAT RESPECT:

Bill Morrison

Corrections by Charles Guenzer