



## **STA BUILDING AND EQUIPMENT MAINTENANCE MINISTRY**

### **MISSION STATEMENT**

**The Saint Thomas Aquinas Parish Building and Equipment Maintenance Ministry inspects, ascertains the needs for upkeep, repairs, renewals and/or changes for all parish plant facilities. This ministry incorporates the Safety Ministry and the Carbon Footprint Ministry within its responsibilities.**

### **MINUTES OF MEETING OF NOVEMBER 20, 2013**

**CALLED TO ORDER AT 9:30 AM BY CHAIRMAN BILL MORRISON AT THE PASTORAL CENTER.**

### **MEMBERS AND GUESTS PRESENT**

#### **MEMBERS**

Bill Morrison, Chairman  
Chuck Tully, STA Business Manager  
Charles Guenzer, Secretary  
Jim McLaughlin  
Jerry Lucha  
Katia Reeves  
Ted Baer  
Paul Titterton

#### **GUESTS**

None

### **DERMODY CENTER SURVEY**

Bill Morrison had to leave shortly for medical appointment so he immediately presented a written report of his survey of worshippers over five days at 8am mass at OLR. The survey

presented as a written description of the two preferred choices for substitute site for weekday mass. Typical attendance was about thirty. Of the submitted responses, twenty four preferred dedicated chapel at Dermody Center; nine preferred temporary setup on stain glass side of OLR hospitality room; five decline for lack of knowledge; three did not return survey.

Bill yielded chairman responsibilities to Jerry Lucha and left.

### **OPENING PRAYER**

Impromptu prayer by Jerry Lucha

### **MEETING AGENDA REVIEWED**

Draft agenda amended to include discussion of assistance for PSC data collection for the B&EM quarterly report.

### **REVIEW AND APPROVAL OF MINUTES**

Draft minutes of previous meeting were corrected for date of meeting. Approval of the amended minutes was moved and accepted.

### **REPORT FROM PSC REPRESENTATIVE**

Jim McLaughlin reported PSC meeting of 11/13/13 relying on the written minutes presented here.

### **SAFETY REPORT**

Jim McLaughlin presented the report of the safety committee.

He presented a proposed sign to be mounted adjacent the movable door in OLR hall

Nora Lundin is planning to buy cabinet for oils for mounting in wall behind OLR altar. Cabinet already funded by donor. Discussion on whether cabinet should be lit. Committee authorized Nora and Bill Morrison to pick cabinet and decide on lighting.

Discussion about dark church when OLR hall being used for some activity and light switches are far from separating doors. Some people like to drop into chapel for a prayer. Seems to be problem with homeless hiding in dark church.

Discussion about progress on tags for ushers, safety sign at backs of churches, and safety information in pews.

## **PASTORS REPORT**

Father Matt did not attend.

## **OLD BUSINESS**

### OLR Trees

One damaged plum tree has been removed from around OLR. It will be replaced with a palm tree.

### STA-SESS passageway

Matter had been discussed at PSC. Further discussions with SESS principal were inconclusive and confusing about why locked gate was needed. Some proposal for gate with high latch. Ted Baer and Chuck Tully will meet with SESS principal on matter.

### OLR Inspection Report

Action items include

- need for hand rails at kitchen ramp at OLR hall
- painting of sun-bleached stained door at OLR church next to ISP was authorized
- OLR church thermostat must be reset to 68°F

### Facilities Report

Chuck Tully presented facilities report with reference to written notes

## **NEW BUSINESS**

### Solar

Bill McLaughlin, Ted Baer and Katia Reeves are developing financial plan for solar including soliciting for self-funding by parish donations. Any solicitation is subject to approval of Fr. Matt and will be most probably delayed till 3/5/14 to not impact annual diocesan appeal. Initial installation will be at OLR.

Palo Alto city council has approved aggregating multiple CPAU accounts to allow net metering between accounts.

Proposal was reviewed. Motion was passed for support of proposal at PSC.

### B&EM Report

Semi-annual report of the B&EM committee is due for presentation at PSC meeting in December. Jim McLaughlin and Ted Baer will prepare it.

**FREE DISCUSSION**

Jerry Lucha publicized Xmas Faire on Saturday 12/14/13.

Jim McLaughlin proposed involving OLR in PAN program involving neighborhood disaster planning. A test may include pitching tents in OLR field.

**FAITH SHARING AND PRAYER FOR NEXT MEETING**

Chuck Tully will provide prayer for next meeting.

**NEXT MEETING DATE**

January 22, 2014, 9:30 a.m. at the Pastoral Center.

**MEETING ADJOURNED AT 11:26 A.M.**

Minutes prepared by Charles Guenzer