

Administrative Council Meeting

Jan 24, 2008

Attendees – Father John, Kristin Rifai, Catherine Mater, Judie Rubert, Barb Kralj, Ted Anderson, Jim Kildea and Patricia DePetrillo.

Items discussed included:

1. Father John presented a draft letter to be sent to parishioners concerning the original Visionaries who built the church and provided services over the past 150 years and our part as continuing Visionaries to make the necessary repairs and renovations contained in our present church interior project, etc.
2. Need for long range development plan and possibility of engaging Judy Corwin on either an employee or contract consulting basis to provide this service and leadership.
3. General conception of the order of events required to bring the project to reality include:

Ensure that the compelling message reflecting the need/reasons for the project have been thoroughly communicated (all concurred this has been done)

Determine the project costs and add 20% to arrive at the estimated total cost

Then, subtract the parish funds currently available (est. \$300M) to arrive at the amount needed to be raised in the capital campaign

Arrange for construction period and probable permanent financing to provide needed funds for the construction and to allow for the five year capital pledges to be received and finance any capital fund campaign shortfall

Organize the Capital Fund Campaign, select leadership and key players and conduct the campaign

Make up “short lists” of experienced people who could serve as owners rep, construction supervisor and a list of qualified contractors

Appoint a special committee to select the owner’s rep and general contractor

Owner’s rep to report to special committee to monitor ongoing construction

Finalize building plans, obtain required building permits and commence construction

4. Father John will contact Judy Corwin re possible position for Long Range Development. Catherine Mater also will contact Judy in this regard.
5. Patricia DePetrillo observed that the cost estimate provided by Andersen Construction seemed to be quite high. She was concerned whether Andersen should be included on the “short list” as a qualified contractor to bid the job. Ted Anderson noted that Dominic Puccinelli of Andersen Construction had indicated that this job cost estimate would be the “high estimate” since it would take into consideration the least inconvenience and interruptions for masses. Catherine Mater indicated that Andersen Construction should be included as a bidder in view of their reputation and her personal favorable construction project experience with them.

The meeting started at 7:00 and ended at 8:10AM.