



BUILDING COMMISSION

Thursday, September 29, 2016

Chancery (St. Vincent Center), Davenport

1:00 PM

Minutes:

Members Present: Fr. Paul Appel, Ms. Josie Collins, Mr. Mike Pittman
Ex officio: Bishop Martin Amos, Fr. Tony Herold, Dc. Frank Agnoli, Ms. Nicole Gartner
Guest: Dr. Lee Morrison
Absent: Mr. Tom Fennelly, Mr. Dick Kleine, Mr. Shawn Larson

1. Prayer
2. Introductions
3. Parish Presentation
 - a. Holy Trinity Catholic School – Elementary Project

Dennis Menke; Amy Merschman; Mike Avery; Michael Sheerin

2012: Capital campaign started

2014: Results suggest greater support for new elementary school rather than simple improvements or renovation

-raised \$3M in Phase 1; used for other aspects of project

-met \$1M goal for Tuition Assistance

-did not meet goal for technology (\$15K)

-did not meet goal for Jr/Sr High Improvement (\$500K): roofs and parking lot

-did not meet goal for elementary school (\$500K; \$330K cash + \$170K pledges);

will shift to phase 2

-did not meet goal for teacher benefits (\$500K)

2015: Walsh & Associates feasibility study; hired for Phase 2

2016: recommended to school board that capital campaign be internalized, and use internal staff rather than Walsh; approved

2016: now ready for Phase 2 – goal = \$5.8M (CR filed in 2014); update = \$5.5M (28K square feet; includes demolition of building on west side and furnishings; need to check to make sure kitchen equipment is covered)

-Architect: Klingner; design has changed from 1 to 2 story + basement (need CR)

-Construction: Midwest Construction Consultants (need CR)

Holy Trinity is its own corporation, though land is owned by the parish. As this process unfolds, will need to ensure that each corporate entity is respected. For example, parish will need to give approval for use of its land for construction and for demolition of existing building that it owns.

Parish Church is used for school liturgies. Currently 150 students K-6; 150 7-12.

Enrollment has been stable. Public school is building a \$27M facility. If needed, during construction could do some classroom combinations and send 6th grade to the Jr. High temporarily.

Schematic drawings reviewed. Allows for a 10% increase in enrolment. Increased safety. ADA compliance.



Financing: feasibility study suggested that could raise less than \$4M. Recommending a single, 5-year campaign. If failed to raise necessary funds, would need to redesign the project.

Dennis and Kate Menke are serving as fundraising chairs, and want to cover fundraising expenses on their own. Dennis would like to open and staff an office of his own to run the fundraising process. Volunteer data manager, research committee, marketing department (ex: social media). Parish representation.

The school board is ultimately responsible and must exercise oversight; the fundraising committee is answerable to that board. Need to be careful re: maintaining 501c3 status, internal controls, maintaining integrity of data (confidentiality), and generating tax letters. Nikki will send chancery protocols and help HTC develop proper approach. Note that if employment becomes an issue then this will have to go through the school, with attention to ensuring that employees are not volunteering in same area of work. Will check on VIRTUS requirements for volunteers. Will plan on follow-up meeting to keep working on these issues.

Return after 60% cash on hand and ready to start building; bring design development / construction documents.

4. Other building projects
5. Approve 7/28/16 minutes
6. Review of Corporate Resolutions (see below)
7. Other –
8. Future scheduled meetings – October 27
 - a. West Point (1pm)
 - b. Victor and Brooklyn
 - c. Wilton

Respectfully submitted,

Deacon Frank Agnoli
Interim Chair