

ST. JUDE BUILDING & GROUNDS
 Meeting 11/07/06
 NEXT MEETING: **December 5, 2006 6:00 PM**
Parish Center

MEMBERS:	Gary Tilot	Gtilot@oldcastleglass.com	497-5052	
	Curt Yakel	cyakel@tds.net	592-0899	X
	Mark Tremel	mvja@milwpc.com	499-2593	
	Bob Schuurmans	Robert.Schuurmans@dot.state.wi.us	498-3310	X
	Rick Burklund	rburklund@bandjbuilderssupply.com	499-2758	X
	David Johnson	dcjl@milwpc.com or dave.agl@itol.com	497-1284	X
	Larry Sterckx	lsterckx@sbcglobal.net	499-6108	X
	Linda Marx		499-2002	
	Wayne Reimer		619-0639	
	Rod Klingbeil	rtank5@earthlink.net	496-9602	
	Jayme Kujava	flowers@gbfloral.com		
		work phone	494-9414	
		Home phone	499-1783	
	Carol Kittel	ckittel@hotmail.com	496-2160	

X= member present at meeting

1. ROOF

The contract for replacing a portion of the roof has been signed but have not heard when the work will start. The Athletic Club has donated \$1000 and the Womens Club \$500. Have not heard how other donations are doing to cover the costs.

2. WINDOWS

Bob mentioned he has a price to wrap the wood trim on the windows of the parish center. An e-mail was sent to Dave but Dave hadn't seen it. Depending on the quantity, the costs could range from about \$50 to \$65 per window. This will need to be visited in the spring when we know how much is left in the maintenance account to determine how many windows could be done.

3. RENTAL AGREEMENT

If groups will be using the school for meetings or functions, some type of agreement should be in place whether there is a charge or not. The rental agreement used for the hall and kitchen could be used as a guide. Some of the important points to include in the agreement are:

- Take out the garbage either home or to the dumpster.
- Sweep the floors. Vacuum the floor but will there be a vacuum available for people to use?
- Turn off the lights

- Check bathrooms
- Turn the heat down when leaving the building. (Can this be easily be turned down or is it something Wayne would need to do in the morning)
- Have a hold harmless clause for St.Jude
- Pick up keys from the parish center and bring back after the function is done. To keep the outside doors from being propped open, have a hex key on the key ring to dog the outside push bar down. There should also be an outside key drop box so keys can be dropped off after hours. May want to look at having a special key made that will only open one outside door rather than the present key which will open all outside doors. Should limit the access point into the building. Securing building is the responsibility of the person taking out the keys.
- No smoking allowed
- Depending upon function, certificate of insurance maybe required
- No alcohol allowed
- Any damage to space will have the group or person charged for repair
- Possible security deposit be required and have it returned after the keys are returned and the space checked out for acceptability
- If rules are not followed, it will jeopardize future use of the facility.

4. GRASS CUTTING

What is the status of the football program practicing on the field in the future and upkeep on the field? Should not allow outside groups to use the existing toilet facilities. Have them rent a port-a-john and secure by the backstop. What trade offs can the football program provide us for use of the field? Have no problems with the soccer club using and maintaining the field.

5. USE OF PARISH MEMBERS

It was noticed recently that another electrical service vehicle was on site. Was any electrical work being done? Why not use electricians that are parish members that have volunteered for work before. Where do we stand with a listing of talents of parish members that can be contacted to help out. By having members do the work may help to develop more pride and ownership in St. Jude.