

**St John the Baptist Church
Building Committee**

Meeting Notes

Mtg. No. 9
Date: November 17, 2010
Time : 7:00 pm
Location: Parish Centre

Building Committee (BC) Members in attendance:

Bill Carr wcarr17@cogeco.ca
Camillo D'Alimonte loriandcamillo@aol.com
Bernie Colombe icolombe@dol.ca
Jim Kennedy 519-738-4029
Ron Lepine – Chair rclepine@sympatico.ca

Regrets:

Fr. Brian bjane@dol.ca
Matt Sutton msutton@dol.ca

Meeting Highlights:

1. Opening

Meeting was opened with a prayer (Chair) and welcoming.

2. Committee Organization/Goals

The Chair introduced and welcomed Bill Carr as a new member.

Dante Pagliaroli and Bob Morency have left the committee. A note of thanks and appreciation for their past service will be sent to Dante and Bob.

The notes for meeting no. 8 were in error. The minimum number of parishioners to be on BC is three (3) per Terms of Reference (ToR), dated November 2009. Bill Carr will bring this number to 4. No further new members will be solicited at this time. A list of members with contact information is attached.

The Chair suggested the ToR dated November 2009 be revised to increase the term of the Chair to two (2) years. It was agreed and revised ToR will be issued and posted on web site. Since the Updated Building Condition Report has not yet been received the goal of providing the Capital

campaign Committee with a Fund Raising target will remain for the next 12 months. Revised ToR is attached.

3. BC 2010 Annual Report

Correction BC Meeting no. 8 notes. The 2009 BC Report was not posted on Parish web site as reported.

The BC reviewed 2010 expenditure and 2011 plan information collected by Jim Kennedy and Bernie Colombe.

R. Lepine will summarize this information and draft a 2010 BC Report, for review by BC members. It is planned to post the 2010 BC Report on the SJBB link on the Parish web site when finalized.

4. On-Going Activities

2009 Roof Repairs

The architectural firm (Sefra) and contractor involved in the replacement of the Rectory, Office and Sacristy roofs in late 2009 have visited the parish to review concerns over roof drainage since the last BC Meeting. Modifications have been made to alleviate ponding water over the SVDP Room.

Recent leakage in the roof over the north entrance has been observed and has been reported to Sefra. Awaiting reply.

Update of Building Condition Report

The Updated Bldg Condition Report, which was scheduled to be completed in February 2010, is still not available. A partial draft was received in late June 2010.

Diocesan building manager Gary Minall and John Bortolotti from Sefra met with the Pastoral Team, members of the BC and Capital Campaign Committees on November 3 to discuss the status of the Updated Bldg Condition Report. Other issues raised related to including building of a Parish hall and a new church roof 15 -20 years in the future in the Updated Building Condition Report. It was agreed to have Sefra provide the Parish with rough estimates for these projects.

The BC Chair subsequently met with John Bortolotti from Sefra, to discuss BC written comments on the draft Updated Bldg Condition Report, on November 8.

BASED ON THE NOVEMBER 3 AND 8 MEETINGS IT IS THE POSTION OF BOTH SEFRA AND THE DIOCESE AT THIS TIME THAT THERE ARE NO OTHER LARGE REPAIRS TO THE PARISH BUILDINGS THAT HAVE NOT BEEN IDENTIFIED IN THE CURRENT DRAFT REPORT.

COST ESTIMATES FOR A PARISH HALL AND COPPER ROOF ARE EXPECTED TO BE AVAILBLE IN THREE (3) WEEKS.

Core testing of the parking lot will be required to prepare the specifications for repaving. This testing is estimated to cost \$2500 to \$3000. The BC will make a recommendation that this work to be undertaken as soon as possible.

The structural assessment service POW Peterman has provided a cost of \$3000 to install temporary shoring of the church floor to regain the currently roped off pews for the Christmas Services. It was the consensus of the BC that the temporary repairs should be undertaken only if the pews are required. Bernie Colombe presented suggestions to compensate for the lost seating with strategically placing chairs in several locations throughout the church without compromising emergency egress or other service or communion needs. Chair had called Gary Minall Nov 16 to confirm temporary repairs were at the Parish's discretion. All existing safeguards recommended by structural consultant to remain in place.

Information to Capital Campaign Committee

Following the November 3 and 8 meetings as described above, the BC endorses that the outline and plan for repair expenditures submitted to the Pastor on November 2, 2010 remains valid, unless the Parish wishes to include a hall and church roof in this current campaign.

5. Next meeting

The next Meeting of the BC will be set when the Final Draft of the Updated Bldg Condition Report is received.

Ron Lepine, Chair BC

c.c. BC Members (above list)
Karen McGuire

St John the Baptist Parish Building & Property Committee 2010

Name	Phone	E-Mail
Bill Carr	Home (519) 736-0877	wcarr17@cogeco.ca
Bernie Colombe	Office (519) 736-5418 Cell (519) 984-6369	icolombe@dol.ca
Camillo D'Alimonte	Home (519) 736-8287	loriandcamillo@aol.com
Fr. Brain Jane	(519) 736-5418	bjane@dol.ca
Jim Kennedy	Home (519) 738-4029	N.A.
Ron Lepine (Chair)	Home (519) 736-6214	rclepine@sympatico.ca
Matt Sutton	Office (519) 736-5418 Home 519-736-1250	msutton@dol.ca

St John the Baptist Building Committee

Terms of Reference

Consultative (not management) advisory body, to assist the Pastor and Diocese in identifying property and building needs. Catholics have both a duty and right to participate in the inner life of the church.

Consultative role is theological based in keeping with the nature of the Church and Canon Law.

Role and Goal

Maintain records, which are open to parishioners, and maintain effective communications to other Parish Committees, and Parish Council for both input and information as required.

Work with Diocesan Building manager to ensure buildings and properties are properly assessed, maintained in a manner that meets of the Parish, Diocese and local requirements

Prepare, annual summary and plan for property and building needs to Parish Council and finance Committee annually.

CURRENT GOAL IS TO ASSIST THE PASTOR IN IDENTIFYING CAPITAL NEEDS, WITH COST PROJECTIONS, FOR THE PARISH BUILDINGS AND PROPERTY WITHIN THE FRAMEWORK PROVIDED BY THE DIOCESE TO ENABLE THE CAPITAL CAMPAIGN COMMITTEE TO SET FUND RASING TARGET.

Organization

Building Committee should have a minimum of three (3) Parishioners, the Pastor and Custodian.

Building Committee should be comprised of members of the Parish in good standing, and have a mix of skills or knowledge related to building/property maintenance, business planning, contracts, communication or leadership.

Suggest three (3) years terms for the Parishioners, staggered as much as possible to maintain continuity. Building committee chair will serve a two (2) term years and maximum of 2 consecutive terms.

Building Committee shall meet a minimum of five times/year or more often as required.

November 2009, revised November 2010