

**Administration Commission  
Meeting Minutes  
7-14-09**

1. Attendance---Rich Morrissey, Jane Lee and Diana Casares Bell.
2. Commission Chair Meeting--In advance of the general meeting of the Commissions, Fred Seymour and Kathi Smith (Chair and Vice Chair of the Pastoral Council) met with the Commission Chairs.
  - a. Parish Strategic Plan---Fred Seymour outlined the process: The Strategic Planning Committee will identify goals and sub-goals for the next 5 years; it will meet with Commission representatives this summer and fall to get their input; and it will prepare a report to be published to the parish by early 2010.
  - b. Commission Meeting Schedule---Kathi Smith distributed the 2009-2010 meeting schedule. The Commissions will meet on the 2nd Tuesday of each month, from September 2009 through July 2010, from 7:00 PM to 8:00 PM in the Parish Hall. However, there will be no meetings in August or December. Each meeting will start with a brief general session, and then the various commissions will break out for their individual meetings.
3. Admin. Commission Goals and Projects---The following were identified as goals/projects for the Commission this year.
  - a. Parish Data Base---Continue to work with the staff to refine and update the data base so that parishioners will be able to access update their profiles on line.
  - b. Stewardship---This topic will be addressed, and goals identified, in the Parish Strategic Plan. The Admin. Comm. will then assist in the implementation of those goals.
  - c. H R Assistance---Assist Cambria and the staff with updating of the employee handbook.
  - d. Emergency Response Plan---Develop a parish emergency response plan, in consultation with local first responders, including a plan to contact and communicate with parishioners who are housebound (especially those living by themselves) in the event of a major emergency or disaster.
4. New Members---Don Morgan and Chris Pontrelli.
5. Next Meeting---Tuesday, September 8, at 7:00 PM in the Parish Hall.