

St. Benedict Catholic Church
Parish Building Committee
Data Gathering Sub-Committee Meeting
Minutes
April 10, 2008

In attendance: Joyce Crawford, Butch Enderle, Pam Ingalls, Angelo Pinterpe, Mary Preston.

The Meeting was started at 7:10 pm with an opening prayer led by Butch Enderle.

Old Business: The committee approved the minutes of the last meeting. In order to complete data gathering assignments, the following Sub-committee members were assigned categories in which they will contact appropriate groups/people for additional data: Nursery/Child Care – Mary Preston and Storage – Steve Klima.

Butch Enderle opened the meeting up to any questions committee members might have with regards to the last meeting and future plans. The members discussed the actual building and time requirements. The next meeting date was set for May 1st and the committee discussed what will be accomplished over the next three weeks.

New Business: Angelo Pinterpe passed out copies of the Focus Group Lists which were compiled from data gathered approximately a year ago. The committee went over the lists to determine if the contact person was still viable and which groups did or did not relate to the current building plans and should be contacted over the next few weeks. Pam Ingalls will email the revised Spreadsheet to committee members for them to also use in determining what groups should be contacted.

Committee members were provided forms to use along with copies of previously collected data. The committee will use the information gathered over the next three weeks to compile the data and forward it the RFP sub-committee. A target of forwarding at least a minimum of 80% of the data by mid May was discussed.

Angelo asked what type of format would be used to provide the data to the RFP sub-committee. The committee discussed that the data collected will be in the form of many individual Proposal Worksheets and will need to be reformatted in the same way the Spreadsheet was reformatted so that the data be concise and not overwhelming. Angelo stated that he will work up a type of format that we can use to provide the information to the RFP sub-committee.

The Meeting was ended at 9:00 pm with a closing prayer.