

## Administration Commission Minutes 02/03/2026

Members in attendance: Maria Garcia, Doug Drolett (Observer), Claire Oliver, Jeff Vrana, Gayle Pechacek, Adrian Ruiz, Alyssa Vijil, & Ron Svobada.

No Timekeeper.

Maria Garcia is the recorder.

### DISCUSSED:

1. **Doug Drolett** – Introduced himself to commission members. Doug explained that, in agreement with Father Norbert, he will be attending all the various commission committee meetings as an observer to find ways to help make our meetings more effective. He is beginning his observations by attending the Administration Commission meeting today.
2. **Stewardship representative to Parish Council** from the Administration Commission – (Pending)- We have two members who are on the Stewardship Committee, Maria Garcia and Gayle Pechacek. Gayle Pechacek was asked to consider/discern the possibility of being our Stewardship representative on the Parish Council. The position remains open at the present time.
3. **Ministry Reports:**
  - a. **Ron Svobada** checks in on about five ministries that are under the administration commission. The Office Volunteers Ministry is going well. Kristen Garcia has sent out a volunteer sign up on Flocknotes. This process seems to be working out well. A signage company called LPI wants to come in to start making solicitation. An information table will be at the Northex after each mass on Feb. 28<sup>th</sup> and March 1<sup>st</sup>.
  - b. **Claire Oliver** reported on the Newcomers' Luncheon.
    - Date-The Newcomers' Luncheon this year is scheduled for Saturday, April 25, 2026, from 11 a.m. – 2p.m.
    - Location- Location has been confirmed for McGivney Hall.
    - PowerPoint Presentation- Diego Avila has been updating last year's presentation. Claire and Maria will be meeting with Diego to review on Feb. 13<sup>th</sup> and make any necessary changes.
    - Food- After checking into the costs of the Pizza, it appears that the Marcos Pizza location on Louetta is offering the best price. She will check on the Marcos Pizza on North Eldridge again to see if we can get a better discount than they were offering us when she last talked with them.
    - Beverages-Tea, lemonade and water was served last year and will be served again this year.
    - Desserts-A request was made to the Women's Club for donated desserts.

- Invitations -The written invitations are being updated for this year's luncheon. Ron suggested that the sooner we send invitations to staff and leadership the better, so they will have time to put them on their calendars.
- Speakers-Father & Ron will talk about the 5 commissions, the same as last year. The ministry representatives in attendance can say a few words about their ministry.  
The next Newcomers' meeting is scheduled for Tuesday, Feb. 17<sup>th</sup> at 6:30 p.m. in the Xavier Bldg.
- Claire Oliver asked if the Newcomers' Ministry could be added to the Administration Commission.

c. **Maria Garcia** reported on the Stewardship Committee Ministry.

- Claire Oliver from the Newcomers Ministry introduced herself and was in attendance to ask for assistance with the upcoming luncheon in April. After a good discussion several members from the Stewardship committee signed on to attend and participate in the Newcomers' planning meetings scheduled for February, March, and April.
- Stewardship Weekend 2026-Virginia T. led a discussion regarding the need to begin planning for Stewardship Weekend. Ron S. will notify the committee when the parish calendar planning is completed and the event date is finalized, which typically happens on the last weekend of August.
- After the report was given, Ron S. reported that the calendar has been completed and Stewardship Weekend 2026 is scheduled for August 29<sup>th</sup> & 30<sup>th</sup>, 2026.

d. **Jeff Vrana** reported on the Money Counters Ministry.

- Bob Bruno has stepped in with Money Counters while Mark Shaeffer has been out.

4. **2025 Goals**

Alyssa gave a brief review of the Administration Commission's goals for 2025. Our essential goal last year was to support the various ministries under our commission. One short term goal was to support the church picnic.

5. **Long-Term Goals, & Short-term Goals for 2026**

Members brainstormed ideas regarding the direction and goals we want our commission to set for this year. The general consensus was to set goals that focus on supporting our ministries in their efforts to increase both membership and active participation in the parish. One possible short-term goal could be to focus on increasing more active volunteer involvement in the Stewardship Committee. The question was raised regarding whether the various ministries had any representatives attending Stewardship Committee meetings. Ron S. suggested that maybe we could offer more events. Claire O. asked if the Newcomers' Ministry could be added to the Administration. Alyssa

volunteered to take the group's thoughts and ideas expressed today to put together some goals to share with the group at our next meeting.

6. **Closing Prayer** – Lead by Alyssa Vigil

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