



501 st. germain st. w, suite 200

www.hmarch.com

st. cloud, mn 56301-3605

320.251.9155 phone

320.251.4919 fax

PROJECT MEETING NOTES

Project Name: **Church of St. Joseph Master Plan Study**
Project Number: 1037
Date: October 26, 2010
Time: 6:00 pm
Location: Lab School Meeting Room
Purpose: Education Focus Group Meeting
Participants: Hagemeister & Mack Architects (HMA): Courtney Cooper
Church of St. Joseph Gary Kraft, Tom Stock, Erinn Hawkins,
Joanne Schneider, Cheri Burg, Robin
Kremer, Joe Bechtold, Erik Weiser,
Margy Hughes, David Thelen

The following information and discussions constitute the understanding by the Architect of this meeting. Any additions or corrections should be brought to the attention of the Architect.

1. Overview of master planning process:
 - a. The Programming and Facility Evaluation Team (PFET) worked over the last couple years to evaluate the current and future needs of the parish, in regard to programs and the facilities needed to support them.
 - b. The Planning and Design Committee is continuing the planning process. The committee requested proposals from architects to help in the planning process, and interviewed them this summer. Hagemeister & Mack Architects was selected, and has met once with the committee to discuss the project.
 - c. The committee organized six focus groups to meet with HMA to discuss the parish's needs. These groups are: Ministries/Outreach, Buildings & Maintenance, Parish Staff, Education, Special Events, and Worship.
 - d. Meetings with the focus groups are for the purpose of ascertaining the facilities that are required or desired to support the parish's activities, and to listen to the parishioner's ideas. HMA is not doing any design work until all the focus groups have been met with, and the input received has been analyzed.
 - e. After reviewing input from the focus groups, HMA will meet with the committee to discuss the outcome. HMA will then proceed to work on schematic ideas, probably exploring several significantly different options based on different or competing ideas that surfaced during the focus group meetings. Designs may also incorporate phasing to help prioritize needs and address budget limitations. Meetings will be held with the committee to get their feedback as design work progresses.
 - f. When the committee feels that a concept or concepts have been developed that address the parish's needs, the work will be presented at a combined meeting with all the focus

Meeting Notes

Church of St. Joseph Master Plan Study October 26, 2010

Page 3 of 3

Education Focus Group

9. The master plan elements relating to other aspects of the facility were discussed, and the following input given:
 - a. An area for coats would be necessary along with a gathering space.
 - b. If a social hall were built, St. Ben's catering service could be used to cater events.
 - c. There is office space at the college that could be used for some meetings.
 - d. Building a chapel is not a high priority.
 - e. The structure of the church floor will need ongoing maintenance, but it does not need to be replaced.
 - f. The existing elevator in the school has doors on both ends, which could allow it to serve multiple levels in an addition.
10. Concern was expressed about being able to fund a building project, but at the same time a risk needs to be taken. There appears to be momentum in for the current process now that has not been present before. Ongoing maintenance will also be taken into consideration in the planning process.

END OF MEETING NOTES