

St. Martin de Porres Building Committee
Meeting Minutes—11/9/2016
Page 1 of 4

1. Fr. Charlie led the committee in an opening prayer.
2. Attendees: Michael, Walt, Carroll, Stacy, Mary Gomez, and Fr. Charlie.
3. Michael reported that he has talked to Patrick Baker at the Austin Diocese. Our building project is on the agenda to be presented to the Austin Diocese Building Committee on December 9, 2016. We need to submit a set of drawings to Patrick prior to this meeting.
4. Fr. Charlie noted that our parish is scheduled to meet with the Austin Diocese Finance Committee on February 2, 2017. This will include a presentation showing our plan for financing the building project. Fr. Charlie is hopeful that we can reach our goal of raising \$2.5 million for the project.
5. Walt has come up with a number for the Living Unit Equivalent (LUE) for the church, chapel, and the new building.
6. Discussed the needs for the classroom space. Consider the following:
 - a. There is a possibility of finishing out the classrooms on the second floor as part of the initial construction.
 - b. Install partition walls between pairs of classrooms on the second floor, so the combined spaces can hold up to 80 people. We would like to have four partition walls, but need to evaluate the cost to see if this will fit in the budget. Note that a “closet” will be needed for storage of each set of partition walls when they are folded.
 - c. Include a “Jack & Jill” bathroom between two of the classrooms on the first floor (rooms 115 & 117 on the drawing). These classrooms will be used for nursery space and Godly Play programs.
 - d. Include a “warming kitchen” upstairs. This area would be used for serving refreshments at meetings and retreats. This would be a small space with kitchen counters & cabinets, along with a microwave and refrigerator. Also consider whether a sink

St. Martin de Porres Building Committee
Meeting Minutes—11/9/2016

Page 2 of 4

- could be included. This could be placed in the room shown on the current plans as a storage room near the bathrooms.
- e. Include a data room for housing the server equipment. This could be placed in one of the upstairs storage rooms shown near the stairs at the east end of the building. We will need to work with the architect to make sure the room is properly cooled for this use.
 - f. The elevator machinery and mechanical equipment will take up some space. Need to check with the architect to see whether this will be on the first or second floor and how much space will be needed.
 - g. Faith Formation program would like to have a workroom upstairs with a copier, supplies storage, and cubbies for each catechist. The small triangular storage room could be used for the cubbies, but there is probably not enough room for a workroom, unless it is placed on the first floor (room 102 on the drawing).
 - h. Storage is requested in each classroom. Consider putting a small cabinet in each room (possibly adjacent to the partition wall storage closets).
7. Discussed the needs for the office space on the first floor of the building. Consider the following:
- a. Separate the classroom area from the office space and still meet the fire code requirements
 - b. The east stairwell should have access to the exterior of the building rather than into the office space.
 - c. Lobby area should be immediately inside the exterior door, and should have a half-wall separating this area from the rest of the office space.
 - d. Reception area should be adjacent to the lobby and include space for two administrative employees.

St. Martin de Porres Building Committee
Meeting Minutes—11/9/2016

Page 3 of 4

- e. Space for administrative workroom should be near the reception desks. This should include copier, supplies storage, and administrative file storage.
 - f. At least one unisex bathroom is needed within the office space.
 - g. A file storage room is needed for keeping the parish's sacramental records. Ideally, this room should be fireproof.
 - h. A small break-room is needed, so the staff can have access to a sink, refrigerator, and microwave.
 - i. A conference room is needed.
 - j. A washer/dryer is needed. This could be housed in the commercial kitchen area.
 - k. Fr. Charlie outlined the office needs for the staff:
 - i. Three pastoral offices (pastor, associate, and deacon) that are about 200 SF each. These would need to be relatively soundproof for the privacy of those seeking pastoral care. Offices need to be large enough for a desk and small conference table seating at least four people.
 - ii. One business office (about 200 SF) with walls for security of confidential documents.
 - iii. Two offices for faith formation directors (about 150 SF each) with walls.
 - iv. Two administrative offices (about 150 SF each), which can be cubicles adjacent to the lobby area.
 - v. At least two additional offices for faith formation staff (about 150 SF each).
8. Action Items:
- a. Michael will contact the architect to give him our comments and request updated drawings to submit to the Diocese.
 - b. Michael will contact the Diocese Building Committee regarding the upcoming building facilities meeting.
 - c. Finalize the building plans and get an accurate estimate so we can coordinate with the diocese finance committee.
 - d. Walt will send the LUE computations to Michael.

St. Martin de Porres Building Committee

Meeting Minutes—11/9/2016

Page 4 of 4

- e. Walt will do research on the partition walls being used in the high school field house.
9. The next building committee meeting will be held at the rectory on November 30, 2016 at 6:30 PM.
10. Fr. Charlie closed the meeting by leading the committee in prayer.