

## Ronald McDonald House Building Committee Minutes

**Date:** January 21, 2022; 9:30 – 10:30 AM

**Attendees:** JoAnne Vaccaro, Steve Hoff, Michael Rosenblum, Kelly Ruppel, Dan Herzig

**Absent:** Shawn Arneson (illness)


### Meeting Agenda



Agenda RMHC  
Building Meeting Ja

### Meeting Objectives

1. Organize for new Committee structure and work and complete 1st Meeting Checklist
2. Update Committee Members on current facility needs on our radar

Agenda Topic	Discussion	Next Steps/Recommendations
<b>Welcome/Introduction/Objectives:</b> Kelly	 Building Committee CHARTER DRAFT_ 1.  Kelly read the draft charter outlining the purpose of the Committee.	
<b>Meeting Minutes</b>	This was the first meeting, so there were no minutes to ratify	-
<b>Logistics</b>	<ol style="list-style-type: none"> <li>1. Formally Nominate and Appoint Committee Chair</li> <li>2. Confirm recurring time</li> <li>3. Discuss/decide on meeting minutes protocol</li> </ol>	<ol style="list-style-type: none"> <li>1. The chair decision was deferred until a later meeting due to Shawn's absence. Follow up 2/10/22– Shawn Arneson nominated Joanne Vaccaro as chair and she was voted in unanimously.</li> <li>2. The recurring schedule of every three months on the 3<sup>rd</sup> Friday of the month at 9:30 AM is tentatively approved.</li> <li>3. Dan Herzig to take minutes.</li> </ol>

<b>Review draft Committee Charter</b>	The charter was reviewed	Approval of the charter was deferred until a later meeting due to Shawn's absence.
<b>Identify current facility items on our radar:</b>	<p><u>Freezer</u> The high-capacity reach-in freezer in the pantry needs replacing.</p> <p><u>Elevator</u> The unit is original to the House, even though it is in good working order. Due to the unit's age, costly/significant repair or replacement is on the horizon.</p> <p><u>Overly Hot Rooms</u> Play Room, Study, &amp; Toy Depot are routinely too hot for comfortable use.</p> <p><u>"Wet" Storage Room in garage</u> The storage room in the southeast corner of the garage remains too damp for our storage needs.</p>	<p><u>Freezer</u> Michael consulted with Deborah regarding obtaining in-kind support for freezer donation. He is obtaining quotes from local vendors for adequate replacement units.</p> <p><u>Overly Hot Rooms</u> Steve Hoff arranged for a solar film to provide an estimate for a film to be applied to the exterior windows on the Play Room and Study.</p> <p>On Monday, January 24, 10:30 – 11:30 AM, the site visit took place.</p> <p><u>"Wet" Storage</u> Resealing to prevent new moisture from accumulating in the room and electrical hookups installed to allow for dehumidifiers to run to mitigate existing humidity to make the space suitable for House storage needs.</p>
<b>Brainstorm additional ideas for Community Members on this Committee or others</b>	Steve Hoff provided a document with individuals he recommends for consideration as potential members of the Committee and/or the Board as a whole.	Michael has a copy of this document and follow up has begun. Sam Daniels (Daniels Construction) was contacted by Brian Flad and will be coming to the house for a tour.
<b>Next meeting</b>	<b>The next meeting is Friday, April 15, 2022</b>	



## **Committee Goals and Objectives for 2022**

1. Implement new Committee and structure
2. Organize and track primary facility and maintenance needs
3. Make final recommendation on Global's CMMS System purchase
4. Participate in 2023 investment planning and budgeting

## **Measures of Success**

5. Identify a small set of facility needs the Committee focuses on in the short-term in Q1 (art, HVAC, freezer, etc.)
6. Identify the list of recurring maintenance needs and begin to document them for long term maintenance and budget planning by Q2
7. Review Global's CMMS System and provide feedback and best practice by Q3
8. Review the annual budget for the facility and provide feedback for planning in Q4
9. Create an outline for the Long-range Facility Plan by Q4