



Ronald McDonald House Charities of Madison, Inc. BOARD BUILDING COMMITTEE (2022)

DRAFT 2.10.22

Chair: JoAnne Vaccaro

Board Members: JoAnne Vaccaro, Shawn Arneson

Advisory Community Members: Steve Hoff

Ex officio: Michael Rosenblum (House Director), Kelly Ruppel (Ex. Director), Dan Herzig (Guest Services)

Purpose:

To provide guidance and best practices regarding the maintenance, facility safety (fire, security, etc.), and necessary facility investments into RMHC House. To identifying solutions and resources for facility related problems in the short-term as well as to plan for the long-term sustainability of the beauty, safety and upkeep of the House and House related expenses. Typical projects might relate to major construction, renovation, repair, and maintenance of the House facilities, including Hope Park and the surrounding grounds that rise to the level of Board involvement.

This Committee would aid in interaction with municipal authorities needed (zoning, permits, etc.) as requested by the Executive Director.

This Committee would aid in the creation of, and provide feedback on, a Long-Range Facility Plan and implementation of a Maintenance Management System.

Membership Structure: Two to eight members, including the chair. At least 1/3 of the full Committee will be directors. Preferably, there will be at least one community member on the Committee. Executive Director is an Ex Officio member of this Committee and does not count in the membership count. Members of the Committee are approved by the full board.

Meeting Schedule: Quarterly, third Friday of the month, 9:30 – 10:30 (This Committee aims to meet in person if COVID rates allow, January 2022 will be virtual)

Major Responsibilities:

1. **Review current facility maintenance needs**, identify facility needs best suited for the Committee to focus on, and provide short and long-term guidance and best practice.
2. **Provide feedback on the annual maintenance budget** and long-range maintenance budgeting process
3. **Review, recommend, and support where needed the implementation of a Maintenance Management System** (presumed to be RMHC-Global's recommended technology solution)
4. **Begin the planning process for a Long-range Facility Plan**, including the integration of more sustainable environmental solutions within the facility and grounds.

Goals and Objectives for 2022

1. Implement new Committee and structure
2. Organize and track primary facility and maintenance needs



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3. Make final recommendation on Global's CMMS System purchase
4. Participate in 2023 investment planning and budgeting
5. Begin planning work for environmentally sustainable projects in the future

Measures of Success

6. Identify and implement small set of facility needs the Committee focuses on in the short-term in Q1 (art, HVAC, freezer, etc.)
7. Identify the list of recurring maintenance needs and begin to document them for long term maintenance and budget planning by Q2.
 - a. Review Global's CMMS System and provide feedback and best practice by Q3
 - b. Complete Reserve Study by Q4.
 - c. Complete maintenance tracking spreadsheet by Q4.
8. Implement solar film to reduce heat and save on electricity in the playroom by Q3.
9. Review the annual budget for the facility and provide feedback for planning in Q4
10. Create an outline for the Long-range Facility Plan by Q4