

Memorandum

To: Parishioners of the General Assembly
CC: President Steve Maminakis
From: Office Upgrade Committee
Date: 11/10/99
Re: Office Modernization Project

As we approach the 21st Century, we as a parish must modernize and meet the new demands, which our community places upon us. We took this opportunity to examine the facilities of the Cathedral Office, and the committee which comprised of the Office Staff and the Parish Council Representative have determined that our current equipment and layout are not sufficient or adequate enough to support the growing future needs of our community.

The following are some of the deficiencies we discovered:

- 1.) **Workspace** – As the Office is asked to carry out more duties and responsibilities, the current layout of the office is not conducive to the process. Lisa needs to be given a modular cube so that she can have the privacy necessary to carry out her scheduled tasks. Her office desk is what was the conference room table. The Cathedral needs to use that table for its intended purpose. Alexandra needs increased desk space to give her increased workspace and storage areas.
- 2.) **Computer Capability** – The Parish Council has asked that the Cathedral News be changed to reflect the increased activity in our Community. Those changes require that our office be capable to produce professional looking documents and maintain the ability to perform desktop publishing. The two current computers in the office are woefully inadequate for the process. New fast computers and technology are needed to support this initiative.
- 3.) **Networking** – Currently the 2 office computers are stand-alone machines, they do not have the capability to communicate with each other.
- 4.) **Web Publishing** – As the Internet begins to become very mainstream, our Cathedral needs to keep pace with the times by sponsoring its own web site. Again, computer technology and the services of an Internet Service Provider need to be procured. In addition, training and workspace need to be provided to house the process in-house.
- 5.) **Storage Facilities** – The Church requires additional storage space for office and Committee items. There are not enough cabinets or closets in the church for our current needs. New cabinets and storage units need to be purchased.
- 6.) **Information Dissemination** – The Office needs to be able to disseminate information from the Church quickly, efficiently, and effectively. Software must be purchased to manage our Cathedral databases, and mailing list. In addition, additional bulletin boards and posting areas must be created in the Church.

CONFIDENTIAL

November 10, 1999

The following are the recommendations, which the Committee has decided, will facilitate the modernization of the office and allow the office to meet the needs of the community for the following decade.

- To purchase two modular Cube workstations and chairs. One for Lisa and One for Alexandra – Cost approx. \$2,200 each	Total	\$ 4,400
- To purchase 2 typing Credenza's – Cost approx. \$110 each	Total	\$ 220
- To Purchase 6 new conference table chairs - Cost approx. \$ 150 Each	Total	\$ 900
- To purchase 3 sets of curtains or blinds	Total	\$ 500
- To purchase five new bulletin boards	Total	\$ 500
- To purchase literature rack		\$ 120
- To purchase 3 Pentium III Class PC's with monitors, network cards, and memory. (Each machine approx. \$2,500; Network Hub \$100; Color Printer \$400)	Total	\$ 8,000
- Software purchase and one year Internet service provider	Total	\$ 1,000
- To purchase three additional storage cabinets	Total	\$ 300
- To purchase 5 First Aid Kits to be located throughout the Church	Total	\$ 100
- To Reimburse Church Operating Acct. for 2 file cabinets purchased in 1999	Total	\$ 779
 GRAND TOTAL		 <u>\$16,819</u>

We ask that a motion be made to approve the purchase of said items and to have the funds allocated from the Capital Improvement Account. All Items with a cost of over \$1,000 will obtain at least three price quotes before purchased.