

# Memorandum

**To:** Parishioners of the General Assembly  
**CC:** President Steve Maminakis  
**From:** Office Upgrade Committee  
**Date:** 06/27/00  
**Re:** Office Modernization Project & Motion

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As we approach the 21<sup>st</sup> 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.

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
- To purchase 2 typing Credenza's
- To purchase five new bulletin boards
- To purchase literature rack
- Software purchase and one year Internet service provider
- To purchase three additional storage cabinets
- To purchase 5 First Aid Kits to be located throughout the Church

**Motion:**

We (the Parish Council) move that the General Assembly allocate no more than \$7300 to pay for Office Upgrade proposal, said funds will be allocated from the Capital Improvement Account.