

Minutes of the Secretariat meeting held July 20, 2013
Home of Dale and Vivian Knight

In attendance: Anne Smyre, Cheryl Paul, Gina Shuey, Weezy Kimbrell, George Hanlon, Vic Milejczak, Jim Glander, Pam Creasy

Meeting called to order at 10:20 a.m.

Meeting was opened with the Come Holy Spirit prayer.

Order of business:

Review and approval of May minutes
Update on Co-ed 13
Fundraising

Review and approval of minutes - The minutes of the May meeting were reviewed and approved. Motion made to accept with correction to the spelling of Pastor Jim's last name made by Anne Smyre, seconded by Weezy Kimbrell.

Update on Co-ed 13 weekend - Tom held his Head Cha meeting on Saturday, July 13th. He has asked the following:

Have we ordered additional crosses? 30 crosses were ordered and have been received. 15 of the 30 were ordered with 24 inch chains. The consensus was that the 24 inch chain may be too short. Pam will contact Symbols about exchanging the 24 inch chains with 30 inch endless chains. The same crosses will be used for both men and women.

Have golf carts been ordered? Golf carts have not been ordered. Vic is working on this. The company from whom the golf carts were ordered in the past is no longer in business.

Do we have sufficient Rollo room supplies –poster board, markers, etc.? Additional supplies will need to be purchased for the Rollo room. At the first team meeting, we will discuss with Tom who needs to shop for these.

Tom was asked by Head Spiritual Director about the position of Palanca Spiritual Director for the weekend, responsible for setting the spiritual tone of the weekend. A separate Palanca Spiritual Director has not been named for the weekend. Secretariat will look for the guidelines for this position. Our delegates attending the NLS Annual Convention will also inquire about this position while they are at the meeting next week. The Spiritual Director's guide makes mention of the Head Spiritual Director setting the Spiritual Tone of the weekend.

Fundraising - We need to look at fundraising opportunities to support regular annual expenses as well as increase our scholarship fund. In addition, National Lutheran Secretariat is requesting financial support to fund a paid Executive Director position. In addition, NLS intends to begin a Capital Campaign at the 2013 NLS annual meeting. The goal of the Capital Campaign is to raise \$2.5 million dollars. National is requesting for donations and pledges from all Secretariats to support this capital campaign.

Reports from service areas:

Leadership – Weezy. Leadership training was successful. Trip to NLS Annual Convention is this upcoming week. Gina brought up the Rediscover and Recommit program. This is a one-day, six-hour training hosted by National staff. In order to present, National requires 50 people to attend. We had approximately 30 people attend the leadership training session. How can we get to the 50 people needed – bring a friend. Target date is February 2014. We still need to find out what the charge is, and their requirements for travel expenses. Weezy will also find out more about this at the NLS convention.

All members of Secretariat were asked to start thinking and praying about people who may be called to serve on 2014 secretariat. Gina Shuey, Vic Milejczak, Jim Ullery, and Pastor Jim Glander rotate off after this year.

Palanca - George shared with us the request that he is sending out to other communities asking for palanca letters.

Finance – In order to more accurately budget SCVdC annual expenses, Pam requested each Secretariat chair provide an estimate of the expenses for their position. The need for a truer understanding of how much it costs to put on a weekend is also needed. Secretariat also discussed the need for fundraising to support the operations of SCVdC as well as NLS.

Pre-Weekend - Anne reported that we have 13 pilgrims signed up for the weekend, 5 men and 8 women.

Ultreya - Cheryl reported that the next Ultreya is scheduled for Saturday, October 12.

Spiritual - Pastor Jim Glander reported that the delegation from SCVdC will be leaving on Wednesday for National convention. A rental car is reserved. The cost is \$265, plus gas expense.

Lay Director - Gina shared information regarding the capital campaign request for National. Can we commit? Our questions: What is the \$2.5 million dollars for? What is the salary going to be? If National votes yes, are we going to be sent a bill for our portion? If they do not get enough funding, how will the position be funded? Weezy and Jim will bring us back information from the NLS Annual Convention.

Everyone was asked to please bring their written job descriptions by December meeting. If possible, please send them to Gina earlier than that for review.

Vic will be making a presentation on Via de Cristo at Mt. Horeb Lutheran Church in Chapin. This is tentatively scheduled for August 25th. Any Secretariat members who are available are encouraged to participate.

The next Secretariat meeting will be held on August 17th at Good Shepherd in Columbia.

Pastor Jim led us in the closing prayer.

The meeting was adjourned at 12 noon.

Respectfully submitted,

Pam Creasy