

## **2011, September 11 NLS Executive Board Teleconference Meeting**

The meeting was called to order at 7 p.m. Sunday, September 11. Ed Broestl, Carolyn Hawkins, Steve Barnett, Magdala Ray, Pr. Doug Givan, Judy Laabs-Foss, Nancy Peterson, and Diane Purcell were able to connect to the teleconference.

Ed invited all to join him in the prayer to the Holy Spirit. Pr. Doug led devotions reflecting on 9/11/2001 and focused on our “stories”. We rejoice that our stories, both painful and joyful, are centered on the Gospel Story. The NLS story now continues on with an executive director joining us, and we know that in every story, God IS with us!

President: Ed introduced Nancy Peterson, newly-appointed NLS Executive Director, to the board. The timing of our mid-year meeting has been changed to October 21-23, 2011, in Denver, CO. He then reviewed the expectations for appointees to the board, including 1) being able to attend the annual meeting; and 2) submitting a report for the NLSAM whether they are able to attend or not.

All members of the board should review our current job descriptions, paying special attention to how each position supports the NLS purpose and mission. The reviews will be accomplished by the following teams:

Ed will work with Nancy and Rick.

Steve G. will work with John.

Carolyn will work with Judy.

Steve B. will work with Diane.

Magdala will work with Ron.

Pr. Doug will work with Paul.

Refund requests for 2011 NLSAM registration number eleven (11), and all have been recommended by the 2011 Host Committee. Carolyn will contact individual secretariats to determine whether the HC should send funds to the local secretariat or directly to the person. Carolyn will resolve this by Friday, September 16<sup>th</sup>.

Ed related the many God sightings in the committee process of selecting the first executive director of NLS. He has proposed that Nancy start by improving the organization of our database and other resources in an effort to reach inward before we prepare to reach outward. Her first priority will be to contact the secretariats who could not attend the 2011 NLSAM and then to confirm all local secretariats' leadership, contact information and status.

Our current database is MS Access, and currently, only a few EB members possess the complete list. Ed and Carolyn will work on updating the current database. Diane will help Ed identify and locate a database software program which would allow all EB members to have an access code, enabling them to make immediate corrections and additions to the database as new information is available. Ed and Rick will work together to determine the most appropriate place to store the database online.

The next agenda item was “processes,” meaning how each of the EB members break down the steps to our duties and record what actions we take. Each member needs to analyze his or her processes for the next meeting.

After discussion, the EB determined that the process for distributing, correcting and approving meeting minutes will be as follows:

- 1) Magdala will send out the draft minutes to everyone on the meeting invitation within two weeks of the meeting. (These minutes will be identified in the footer of each page as “DRAFT.”)
- 2) The other EB members will then have one week to respond to Magdala with corrections, questions, changes and additions. (Once Magdala has made the necessary changes, the footer identification will then read “FOR APPROVAL.”) No later than one week before the next monthly meeting, Magdala will then send out those corrected minutes for final approval by email.
- 3) When all EB members have approved the minutes by email, Magdala will send out the final minutes with the footer identifying the minutes as “FINAL” in time for the next monthly meeting. Approval of the minutes will then not need to be an agenda item.

Ed asked the EB members to let him know how we can make each person’s job function better. For instance, in the recent destructive fires in Texas, Steve G. could have a pre-approved amount of money (\$500?) to send immediate help to the local secretariat experiencing obstacles. Diane suggested that each position should be considered for such a “threshold” amount.

Reports/Concerns:

Secretary/Newsletter Editor/Historian-Archivist: The process for recording, correcting and distributing minutes was developed as stated above.

Treasurer/Financial Advisor: Steve B. reported that he will be mailing first quarter financial reports before the October teleconference meeting.

VP – Outreach: Steve G. was not able to attend this meeting. He sent his thanks for all the support for Texas and promised to continue updates concerning any additional needs.

VP – Administration/NLS Distribution Center Manager/Host Committee Chair: Carolyn reported that she will be in Denver October 20 to meet with the Host Committee. The rest of the EB will meet there October 21-23. All EB members traveling to Denver for the mid-year meeting, please send flight information to Carolyn. The 2011 NLSAM evaluations will be summarized and sent out to the EB before the October meeting.

Nancy has need of a laptop to use for NLS business; she is currently using a workplace computer. A motion was made to give Ed authority to proceed with researching (with Nancy’s input) and purchasing a laptop for Nancy with a spending limit of one quarter of the \$4,000

budgeted amount for the executive director. 1<sup>St</sup>: Steve B.; 2<sup>nd</sup>: Pr. Doug; approved unanimously.

Executive Director: Nancy thanked everyone for her warm welcome. She has been taking lots of notes, and she is very grateful for the assistance in selecting a computer and software for NLS business. Her new email address is [execdirector.nls@gmail.com](mailto:execdirector.nls@gmail.com).

Ed thanked the board for their prayers; prayer partners were changed for the month of September. The group shared our prayer.

Pr. Doug led the group in prayer for the special prayer requests, all members of VdC communities, the movement, all congregations represented in this movement, and for all the fall weekends being held around the country. The entire group prayed the Lord's Prayer in unison.

The next meeting will also be a teleconference on Sunday, October 9<sup>th</sup>, at 7:00pm EDT.

The teleconference meeting was adjourned at 8:50pm.

Respectfully submitted,

Magdala Ray, Secretary