

**2013, July 14 National Lutheran Secretariat Executive Committee (NLSEC)
Teleconference Meeting**

The meeting was called to order at 7 pm Sunday, July 14. Present on teleconference: Beverly Abt, Steve Barnett, Pr. John Bradford, Ed Broestl, Steve Gielda, Rick Hanzlik, Carolyn Hawkins, Judy Laabs-Foss, Nancy Peterson, Diane Purcell, Watson and Magdala Ray.

Steve G led the group in the prayer to the Holy Spirit. Ed asked that reports be given first.

Reports were as follows:

Secretary: Magdala reported that all 2006-2011 documents such as annual surveys, constitutions and affirmations or affiliation have been scanned into a computer and are also stored on a portable hard drive. She asked which documents can now be safely destroyed. Diane confirmed that for IRS purposes, we are required to keep all minutes. Ed asked that all the documents on the portable hard drive be backed up also on CDs. After some discussion, the affirmations of affiliation will be combined in the notebook with the signed constitutions from each local secretariat. Magdala will have the back-ups, portable hard drive and remaining notebooks available at the annual meeting to turn over to Ed and the incoming secretary.

Newsletter Editor: Judy has been corresponding with the Host Committee (HC) communications group. She reminded the HC co-chairs that the welcome letter/article for the Thursday, July 25th, Conexiones is due.

Treasurer: Steve B has been working closely with the HC registration person. A request for a scholarship for the spouse of a delegate will be handled by the HC. The mailing of the capital campaign letters has resulted in six pledges totaling \$7900 from a combination of individuals and local secretariats. Some of that money will be coming in on an annual basis for the next three years; as of this moment, a total of \$2500 has been received. The funds received in previous offerings for the Executive Director (ED) position will be kept separate from the capital campaign totals. Ed will make a presentation at the first business meeting to explain the funding methodology developed and proposed by the ED Task Force. Steve B also reported that dues have been received from all but two secretariats. He and Diane will be reviewing the financial reports which will be published in the annual meeting notebook.

Financial Advisor: Diane is currently reviewing all the financial books to prepare to report.

Spiritual Director: Pr. John has been in contact with several secretariats concerning questions about Spiritual Directors (SD) and their roles.

VP-Outreach: Steve G reported that one secretariat has been approved for a scholarship from his fund to attend the NLSAM. He requested a specific time for the Rediscover/Recommit presentation at one of the business meetings and will work with Carolyn on that. Several candidates have been nominated for his position. Steve G and Nancy have been developing the

format for the Best Practices Forum. He has also been inquiring about possible 2014 hosts in his region. He then excused himself from the meeting.

AV/Website Administrator: Rick will add the remaining documents to the website “buttons” for the annual meeting as soon as he receives them from Ed and Carolyn. One of those includes an 18-page pre-read from Pr. Al Sager which will not be reproduced in the notebook; however, some copies will be available at the registration desk.

VP-Administration: Carolyn requested continued prayer identifying a 2014 host.

For the 2013 NLSAM, Carolyn confirmed with Beverly that the PBAU cafeteria will be available Tuesday and Wednesday for individuals to purchase meals outside of the regular meal plan. Carolyn will send email to the registration co-chairs to confirm how many meals will be needed by the EC. Carolyn asked Pr. John to connect with the NLSAM SD, Pr. Gerry, concerning the Thursday morning service held for just the EC and HC. Carolyn asked the HC co-chairs to alert Cynthia Lamerson that she will be introduced and will give a welcome greeting at the first business meeting about 3:30pm Thursday. Ed will send all dialogue leaders’ names to Carolyn for publication in the notebook. The notebook will contain job descriptions only for the positions being elected this year. Nancy noted that three secretariats have not submitted their survey information yet, and Magdala reported that 16 secretariats have not yet registered any delegates. Ed assigned several EC members to contact those secretariats to clarify their attendance and number of delegates eligible.

Host Committee Chair: Watson and Beverly had no additional reports or questions; they have been in weekly contact with Carolyn.

Executive Director: Nancy reported that 41 of 44 surveys have been returned. She continues to encourage all secretariats to send their full complement of eligible delegates to NLSAM.

President: Ed requested that the two topics he had listed on the agenda for discussion tonight be moved to the EC’s pre-NLSAM meeting on Wednesday, July 24th. They include the next year’s vision and the accuracy of the title of the annual meeting.

Action items were reviewed for inclusion on the chart.

Ed led a prayer based on the group’s prayer requests and then led all in the Lord’s Prayer.

The next meeting will be on Wednesday, July 24th; time will be announced upon arrival at the campus.

The July 14th teleconference meeting was adjourned at 9:30pm.

Respectfully submitted,

Magdala Ray, Secretary