

2013 Midyear Annual Meeting Planning Sessions – November 1 – 4, 2013  
Baltimore, Maryland

For the purpose of these minutes of the Midyear NLS meeting being held November 1 – 4, 2013 in Baltimore, MD, the following Secretariat members were in attendance at all the sessions which follow: Ed Broestl, Carolyn Hawkins, Tedd Smith, Steve Barnett, Diane Purcell, Judy Labb-Foss, Alice Allison . Additional attendees to these or other sessions are noted for those sessions.

**Friday, November 1, 2013 1:00**

Ed opened the meeting with devotion. The Scripture was John 21:1-18 we were reminded that it is not about numbers; it is about feeding the sheep. God is in the midst and in the details; we are not asked to bring all of the fish. Jesus asked for some, Peter brought them all. VdC is not about the numbers, it is how those who go through are impacted in their lives. We also read Isaiah 55:9-15 reminding us that God's word does not return empty; it always accomplishes what God desires

Discussion began with the question; do we change the name of the mid-year event? Conversation following found that the word "meeting" probably keeps many from attending as they may feel this is an event for only for leaders of the Secretariats. It was determined the name will be changed to: **(Year) National VdC Gathering**. Motion was made by Diane Purcell and seconded by Tedd Smith, motion carried.

The review of the 2013 evaluations indicated people generally really liked the format of last year's meeting. Also a suggestion to use Survey Monkey and putting pages in the hand outs for making note. There was discussion about using colored cards (white: procedural, red: against the topic, green: for the topic, yellow; request clarification / ask a question) to indicate what the person holding the card would like to speak about during a business meeting.

We need to make sure all delegates are introduced as they are seated. And to make sure that speakers are aware of the time constraints.

We discussed that it is very important to emphasize the Essentials and that perhaps 2013 did not. Also people want to hear more about where we are going. Region Meeting facilitators need to be given more information as to what the discussion questions will be. During dialogs people should introduce themselves, briefly, and a list of names of those attending should be made. Also facilitators should encourage everyone to join the discussion.

\*\* Ed to visit with SD to determine if it is appropriate to have lay persons attend the SD dialog.

Bullet notes from the Evaluations:

Make R & R more of a focus

Best Practices: some like art / some not

Worship: make sure speaker is visible

Make sure music is about worship and not performance

Hospitality: make sure everyone knows where to go

Meals: make sure to discuss meals (special needs) with host committee

Better communications at the airport

Signage and people to direct attendees, especially important for first timers

Make sure the newsletter people have a clear understanding of what they are up against time wise

Have both those who have been asked to speak and Board members seated at group tables

Forum suggestions:

Accounting dialog

Determining the Focus:

Discussion led to 4<sup>th</sup> Day. Questions to be answered were: "What got us excited about going on a weekend? And what brings people back.

People **Serve** and **come to National Gathering** to RECHARGE & RECONNECT; so they can go back into their communities renewed.

Discovering the value of your group

There was discussion of possible speakers including Kate Dixon, Ruth Barrow, Don Whitham, Tracy Smedlin, Steve Gilda, Magdala Ray, Don Armbrust, Kim Brownlow, Larry Shone. Also keynote speaker Jerry Knoche

General and Forum Topics were discussed and determined

Keynote: Encouragement for the Journey

Forum One: Encourage – Us (me)

Forum Two: Encourage – Others (Brothers & Sisters in Christ: congregation, renewal group, teams, Ultreya)

Forum Three: Encourage – Others (walking with God: discipleship, witnessing)

Schedule:

Friday:

Lay Director (Ed / Nancy)

Treasurer (Steve / Diane)

E1 & E2 (t/b/d)

Saturday:

SD (t/b/d)

Hosting (Carolyn)

E1 & E3 (t/b/d)

Communications (Judy / Rick)

Fund Raising

Rediscover / Recommit (Tedd / Nancy) Renewal Weekend (Nancy / tbd)

Banners would be made throughout the time

Session ended with devotion by Diane Purcell

**Saturday, 11/2/13** Meeting with Host Committee Team at UMBC Campus

19 members of the Host Committee were present. Mark Carson called the meeting to order at 8:15 a.m. Carolyn opened with prayer and a devotion. We toured the campus with Jackie Stone UMBC Asst Director of Conferences & Marketing – Residential Life. We saw the following areas:

Auditorium space in LH 1 as a possible chapel

Ballroom in University Center (use for small groups??)

Auditorium space Sherman Hall (Academic IV – possible business meeting room

Auditorium and classroom space in Meyerhoff Hall (possible business meeting room)

A student room (housing)

The multi-purpose room, courtyard, lobby and a study room in Harbor Hall.

After the tour we had lunch in "True Grits" dining hall which is where all meals will be served during the 2014 National VdC Gathering.

**Saturday, 11/2/13 Afternoon** Board meeting continued with devotion by Steve Barnett

Judy – Discussed that communication is still working on how to make all things happen with respect to the daily Newsletter during the Annual Gathering. Discussed the amount of time it takes to compile information, take pictures etc. and then to put it into the newsletter format, print and make ready for distribution. Discussed the need for the host committee newsletter team to have a good understanding of these things.

Discussion of transportation and the variety of timing in which people need to be picked up from the airport, the need to know how much time is needed to get to and from sites, and the planning the host committee needs to do in order to have drivers / vehicles etc. ready to accomplish this both during pick up from and return to the airport.

Discussion of the roles and responsibilities of those who will be doing both hospitality and palanca.

\*\* Carolyn will send Elisha Barnett copies of the registration form.

### **Sunday, 11/3/2013**

Sunday morning the group attended worship with Host Committee Chair Mark Carson and then to lunch.

Meeting reconvened at 1:30 p.m. with devotion given by Alice Allison

Discussion began with Judy giving a history of whom all had received the database. It has been given as it is now to Nancy and / or Rick, but since neither of them are in attendance we cannot be certain of its completeness.

Discussion of whether or not to mail the Conexiones to various members of the 4<sup>th</sup> Day. Also discussed how to make known the name change for the National VdC Annual Gathering.

#### **Treasurer Report, Steve Barnett**

Discussion as to the usage of the Fund Raising Fund which pays for what is needed to raise money to endow the Executive Director position as well as funds donated by Pastor Joe Nielson from his book. Also noted that there is \$241 remaining in the Leadership Fund which was part of the monies for the Exec. Dir. Position.

Discussed who and when funds should be approved for Rediscover & Recommit travel made by those outside of the Exec Committee with the determination being that once approved, not only R&R expenses but all others as well, be sent with the information who, for what, when, and the signed approval form to the Treasurer.

\*\*A travel policy will be put in place for any travel by any committee that will apply to all.

Discussion of what funds would be made available for R & R 11/1/13 and 5/30/14 for expenses. The R & R lead needs to put together a proposed budget to bring before the Exec. Committee for approval. That person would be the initial approval for any funds to spent by others for R& R, would then proceed to the VP Outreach (Tedd) then to Treasurer.

The group discussed how to encourage our local congregations to add VdC to their annual budgets. Also discussed persons who made commitments which have not been filled and may wish to be included on year end 2013 donation statement.

It was noted that the Host committee will need to make a deposit of \$11,000. to the University by April 26, 2014. There was explanation of how NLS will help the 2014 Host Secretariats with funds.

Discussion that this Board should have BOD insurance.

\*\*Ed will investigate this and bring a recommendation to the Committee.

Decision of expense approval was made as follows: All travel must be approved, when a decision is made for time in / out for a meeting that is considered as approval. For other travel, i.e. Outreach the lead (VPO) has to approve prior to any expenses of any amount. All other expenses from dedicated funds goes to the Exec. Comm. member of that fund for approval over the specified amount for that fund.

It was noted that the Exec. Committee members should arrive on Tuesday, July 22, 2014 for the NLS Annual Gathering due to location and responsibilities.

Secretary, Alice Allison

Question was asked and answered that yes she has access to the seating chart for the 2013 Annual meeting.

Financial Advisor , Diane Purcell

Advised that an extension for the 2013 taxes has been submitted.

\*\* Also noted that NLS must submit an affidavit in 2019 that we are still using our VdC Trademark. It then has to be resubmitted every 10 years.

\*\*Minnesota requires an Annual Corporate registration which needs to be done by the end of the year each year. This has been done for 2013.

As a blanket policy if the word "Crusillo©" is used it must be have the © symbol.

\*\* By Law paragraph 5:1 needs a tickler that it be reevaluated regularly. We evaluated it at this time and determined that the word state makes the most sense. We recommend no changes at this time.

Palanca, Paul Sabatoer-Smith (not in attendance)

Discussed how to engage Paul more in operation. Ed suggested getting Paul and Rick (Hazlick) connected. Have Paul send a letter to each Palanca Chair. Also use Constant Contact to communicate with Palanca chairs. Have National letters sent to weekends and ask Paul for ideas which he may have.

Technology, Rick Hanzlik (not in attendance)

Discussion on how to keep Rick from burning out; we need to give him (and others) more thanks and encouragement

Historian / Archivist, Pastor Gerry Olsen (not in attendance)

How do we fully engage Pastor Gerry and solicit feedback. Suggestion for a quarterly blurb from him about VdC history. Suggest that Judy ask him for this. Also suggested asking him if he will review the various Secretariat Constitutions to discover if there are any conflicts with the NLS Constitution.

Distribution Center, John Bradford (not in attendance)

How do we increase the visibility of what the Distribution Center does and how to feature products

VP – Administration, Carolyn Hawkins

List of upcoming Annual meeting which have committed Secretariats

2015 – Living Waters (Illinois / Iowa)

2016 – Good News VdC ( Michigan)

2017/2018 – bids from Eastern N Carolina (Greensboro) and Notes of Grace (Middle Tenn.)

also interested are Minnesota, Florida, S Carolina.

\*\* Discussed how requests to host an Annual Gathering are processed which include prayer, contacting the VPA with news of interest so information of requirements can be sent; read the documents and re-contact VPA; letter of intent sent from the LD. If more than one group is interested the first group which submits a formal bid on or before April 1 of the year three (3) years prior to the year of the event which they wish to be considered to host and is present at the annual gathering of the current year will be the group chosen. Carolyn will write this up formally.

Discussed the value in paying to have Annual Gathering sessions recorded. It was determined that for special events should a session be recorded at a cost, the Exec Board will need to approve. Other sessions can be filmed at no cost by non-professionals.

It was decided to have the website updated, no later than June 15, 2014, with the following information for the Annual Gathering:

Schedule for the Gathering

Agenda for business meetings  
Anything which would help attendees be better prepared for particular meetings  
Registration and Travel forms  
Job descriptions – nomination forms  
Keynote and forum descriptions  
Any advanced or encouraging pre-reading  
Dialog descriptions  
Link to hosting location

Discussion that the Host Committee Manual should be revised. Object is to have it in sections so needed revisions would be only to specified section(s). It is a living document which should be updated as it is used.

Registration fees for the 2014 National VdC Gathering were determined as follows:

Fee of \$220 with an early bird discount of \$20 for registrations received prior to 5/1/2014 and a late fee after 6/15/2014 of +\$30 for a total of \$250. A single room will be an additional \$45. Wednesday early arrival will be an additional \$45 (single) \$30 (double). Extra meals will be: breakfast \$7, lunch: \$10, dinner: \$45?  
The campus cutoff date is June 15, 2014. We will add 5% to our 30 day guarantee to accommodate registrations after 6/15, but will not be able to guarantee those who apply after 6/15 will be able to attend.

Carolyn Hawkins made a motion to accept the registration fee schedule as presented by the host committee, Tedd Smith seconded, passed unanimously.

Approval was given to pay the regular rate of \$200 for the 10 members of the Executive Committee plus the additional Wednesday fee.

The evening devotion was given by Judy Labb-Foss

**Monday, November 4, 2013** The morning devotion was given by Tedd Smith

Executive Director, Nancy Peterson (Not in attendance)  
Expectations: Coordination and promotion of Via de Cristo

Annual Survey:

What information is needed: Contact info for Lay Directors, Treasurers; all other Board members  
This can be automated / streamlined via email or the NLS website. A deadline of February 28, 2014 was set for Secretariats to respond to this request. Carolyn suggested that each Lay Director be encouraged to have each Secretariat go to the NLS website and complete the survey and sign up their new board members for the Connexiones. It was also noted that we need to communicate to Lay Directors that the deadline for early registration, and associated discount for the 2014 National VdC Gathering is May 1, 2014.

The need for a Glossary was discussed and suggestion made to have a forum so all the information can be gathered. It was also discussed to have this as a “pre-gathering” activity possibly through the website.

Question was posed “How do we encourage Secretariats to persevere?” Discussion of using the website Forum section and how can Constant Contact be used to increase the communication. Another question was “can an individual member subscribe to a specific forum (dialog).” Noted that Rick needs to update forums.

Assignments for Annual Gathering Dialogue sessions: (Note: Dialogs are brainstorming sessions and “tag team” which needs to be communicated as such. Perhaps a “plant” in the audience to spur the conversation. Other names were put forth for Fund Raising (Larry Bowman, Raleigh Sandy, Wayne Ford, someone from FL) and Renewal Weekend (led by Northern Light VdC in Wisconsin)

VP Outreach, Tedd Smith

There was conversation about the R&R lead.

Nominees for the position are:

Dick & Loretta Volkers,

Wendy Showalter, and

Chris Rasmussen.

Discussion that Outreach needs to be able to have a hand in this process. The decision is to have the R&R leadership remain as part of Outreach with the functions and responsibilities will be worked by the President, VPO and ED.

Discussion of the process of bringing together a new Secretariat and building up an existing community, rebuilding communities. Discuss "nonprofit" and the need to go through the IRS when developing a new community.

Tedd is following up on calls from Oregon, Pensacola, Central Florida, Virginia Beach. Suggested to add Shae (?) as a coordinator / helper in Region 1 in the upper Northwest (Oregon, Washington area).

Discussed process of meeting with struggling Secretariats, process for approval for VPO travel expenses. Suggestion made to be sure to tap into the contact within a Region before planning extensive travel.

President: Ed Broestl

Ed will speak with prospects to fill roles for the leadership of the Endowment Fund Campaign. There was discussion as to the possibility of getting monies from the various Lutheran bodies (Synods). It was noted that "knowledge of the need" for the Executive Director needs to be better communicated. Also shared that even though the position is known VdC leaders are asking "is this position really making a difference?" They want to know how and how will the position make a difference. Question become why donate nationally rather than to the local Secretariat. There have been discussions held with those who would be interested in the position. There is the possibility for having several people "share" time or perform various functions; then issue becomes who would be "face" of NLS in that scenario. It is a realistic idea to have a fulltime ED but not right now. Question: when are we to start advertising for a person at least 20 hr. per week? Best after the first of the year with the same \$0 compensation and selection process. The Board would need to have discussion as to the qualifications of who fills the position whether Lay or Clergy. Job description needs to be very specific as to what the qualifications are to be for this position. We need to be specific in managing the people's expectations.

\*\* After the first of the year (in the January Conexiones) we make it a plan to make the E. D. a 20 hr. per week, volunteer position; advertise for the position of 20 hrs. with consideration open until May 15. At which time a selection committee will be in place and a decision to be announced at the 2014 National VdC Gathering. The position to be marketed as a Lay person. Ed will contact Thrivent to try to get funds for the position.

Discussion about what are the differences between policies and guide lines and what is needed. Policy needed for: Responsibility for using the National Logo, Cursillo copyright and Via de Cristo name.

Funds which need prior approval – all air travel needs Exec Comm. approval

Who attends mid-year and annual meeting with the Board and whose expenses are paid. (should an organizational chart be laid out)

What other items might be missing from this list? Do we need to publish the rationale and / or procedure. As a "Board Only" document there should be a history background which goes along with rationale of why these policies say what they do.

Diane will help facilitate the preparing of drafts and clarification of these policies:

Annual Gathering Funding

The desire is to have policies / guidelines / best practices on how weekends are conducted.

Discussion of “Musings” to be done by the President with contributions by the VPO, VPA and Ed on a rotating basis.

Meeting adjourned with a devotional (by phone) from Pastor John