

EXECUTIVE COMMITTEE MEETING
NATIONAL LUTHERAN SECRETARIAT
SUNDAY, AUGUST 9, 2015

The NLS Executive Committee meeting was called to order by Steve Gielda, President, at 7:05 p.m. EDT, on August 9, 2015, via teleconference.

Pastor Doug led us in Prayer to the Holy Spirit.

Those in attendance were Steve Gielda, President; Steve Barnett, VP Administration; Carol McGill, Secretary; Brenda Accola, Treasurer; Pastor Doug Givan, Spiritual Director; Paul Schmidlin, Executive Director; Diane Purcell, Financial Advisor; Carol J. Reedstrom, Newsletter Editor; and, Rick Hanzlik, Webmaster. Absent was Wendy Showalter, VP Outreach.

Steve B. moved to approve the minutes of July 26, 2015. Brenda seconded. The minutes of July 26, 2015 were approved.

Steve G. has had a conversation with Ed Broestl. Ed will continue working on those projects with which he has been intimately involved. When those projects are closer to completion, Ed will hand them over to Steve G.

Pastoral Video Completion The Executive Committee will get another look at the two videos at Midyear. **(This is to be an agenda item at Midyear.)** The plan is to have the videos ready for distribution to the Secretariats in January 2016. A plan for the education of the Secretariats as to how to use these videos also needs to be in place.

Calendar of Events Steve G. will work with Ed on completion of the timeline and job assignments. It is anticipated this will be completed by Sept. 1st. Steve B. will get "Hosting" information to Ed for insertion in timeline.

Best Practices & NLS Policies This is in three parts: Best Practices for the Executive Committee; Best Practices for the Secretariats; and, NLS Policies. (Note: Policies are things that MUST be done and Best Practices are recommendations.)

Executive Director Initiatives & Updates Paul continues to work on confirmation of Region Coordinators. Expenses incurred by Region Coordinators are submitted to Paul, he

approves, and passes on to Brenda for payment. **(An agenda item for Midyear to discuss paying for Region Coordinators and R&R Facilitators to attend Annual Gatherings.)**

The position of Date Base Coordinator has been narrowed down from four to two. The resumés of those two will be forwarded to Rick who will interview them and advise Paul as to his recommendations.

Paul will be discussing with Diane Minnesota's request that additional pages be added to the Pilgrim Guide. The addition of these pages will allow Minnesota to purchase Pilgrim Guides from NLS.

Board Member Initiative & Updates

Spiritual Director – Pastor Doug

1. Continues to work on updating the Director manual.
2. Has started a Facebook group for Spiritual Directors.
3. Meeting Oct. 17 with INKY to resurrect the Secretariat.

VP Administration – Steve B.

1. Hosting documents have been updated.
2. Working with Paul on the evaluation summary.
3. Midyear meeting update. Travel reservations should be made 30-45 days out.
4. Will talk with Pam regarding the corrected roster from gathering.
5. How long do we keep 2014 open? Have not seen final financials.*

VP Outreach – Wendy (provided via e-mail)

1. Teleconference call with Paul S to discuss my retirement from the Regional Coordinator program and the R & R Workshop. Pass all digital files to Paul. (DONE)
2. Teleconference call with Tedd Smith & Steve G. to learn of any "hot spots" in the country where I can begin my outreach responsibilities. (requested but no response as yet)
3. Secure archived year-end reports from past VPOs from Alice Allison/Carol McGill and track outreach activities. (requested from Alice but waiting for reports)

Treasurer – Brenda

1. Have not received funds from Thrivent.
2. Made cash deposits while in Quad Cities.
3. Received \$2,000 from John Bradford.
4. How long do we keep 2014 open? Have not seen final financials.*

Diane moved that a resolution listing Steve G. and Brenda as signers on the accounts with Wells Fargo and Thrivent. Pastor Doug seconded. Motion carries. (Attached is copy of resolution.)

Secretary – Carol M.

1. Call Alice to complete transition.
2. Review governing documents, job description, etc., to become more familiar with requirements for position.
3. Continue to work with Colorado Secretariats.

Newsletter – Carol R.

1. Newsletter deadline is Aug. 15th
2. Dates for gathering should be in every newsletter because dates are different.
3. Will work on SOP for this position.

Web/Technology -- Rick

1. Who might have the original logo and paperwork? Possibly Randy Mullin. If we change the logo, do we have to reapply for trademark? Paul will work with Rick on tracking down the paperwork.

Financial Advisor – Diane

1. Helping Oregon with corporate documents.
2. Thirty-seven states have requirements for nonprofit reporting. Will be participating in a Webinar covering this topic.

Next meeting will be Monday, September 21 @ 7:00 p.m. EDT.

Steve G closed in prayer.

Meeting was adjourned at 8:45 p.m. EDT.

Carol A. McGill
Secretary