

EXECUTIVE COMMITTEE MEETING
NATIONAL LUTHERAN SECRETARIAT
SUNDAY, JULY 26, 2015

The meeting was called to order by Steve Gielda, President, at 11:00 a.m. CDT, on July 26, 2015, at Augustana College, Rock Island, IL. 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; Rick Hanzlik, Webmaster; and, Ed Broestl, Immediate Past President. Absent was Wendy Showalter, VP Outreach.

Pastor Doug opened with prayer.

Ed presented unfinished items to be completed:

- Pastoral Videos and Booklet based on long video
- NLS Policies and Best Practices
- Secretariat Best Practices

Steve's three expectations from each Executive Committee Member are

1. Understand Your Role – Be Responsible – Take Accountability
2. Communicate
3. Communicate

Each member was then asked to give his/her three top priorities that need attention first.

Steve B. -- (1) Changes that have occurred in the process of "hosting" since 2010;
(2) Complete the update of "hosting" documents; and,
(3) Establish relationship with 2016 Host Committee leadership as soon as possible.

Pastor Doug – (1) Research possibility of INKY hosting in 2019;
(2) Update Spiritual Director Manual; and,
(3) Communicate with Spiritual Directors from all Secretariats.

Paul – (1) Review status of Regional Coordinators;
(2) Begin search for a Data Base Coordinator; and,
(3) Begin to establish a Data Base.

Brenda – (1) Close 2014-2015 books;
(2) Make deposits; and,
(3) Pay bills.

Diane – (1) Quick Books and tax return;
(2) Follow-up on questions asked at the Gathering;
(3) Help Secretariats having problems with IRS;
(4) Articles re: trademarks and copy rights in every newsletter; and,
(5) Assist with Oregon applications.

Carol R. – (1) Articles;
(2) Focus on Regions; and,
(3) Develop Standard Operating Procedures (SOP) for newsletter editor.

Rick – (1) Clean-up website "behind the scene"; and,
(2) Communicate – There is a lot of tech at our disposal that we don't use.

Carol M. – (1) Minutes out promptly; and,
(2) Assist Colorado Secretariats.

Steve – (1) Work with Ed;
(2) Work with Paul; and, With these people, get acclimated.
(3) Work with Steve B.

The process for review and approval of use of trademark, etc., should be sent to Paul.
Secretariat Facebook pages must be cleared with the Executive Committee.

The new members of the Executive Committee are to send a bio, head-shot, and e-mail to Rick and Carol R.

Midyear Meeting will be the weekend of November 13, 14, and 15, 2015. Those who should plan on attending this meeting are the six Committee members, Executive Director, Financial Advisor, and Newsletter Editor.

Newsletter deadlines will be the 15th of the months of August 2015, October 2015, January 2016, and April 2016.

Steve Giolda closed in prayer.

The next will be a conference call using "Go To Meeting" on Sunday, August 9, 2015,
7:00 p.m. EDT.

Meeting was adjourned at 12:00 p.m. CDT.

Respectfully submitted,
Carol McGill
Secretary