

**National Lutheran Secretariat
Mid-Year Meeting
November 16, 2017
Faith Lutheran Church, West Palm Beach, Florida**

Board members present: Wendy Showalter, President, Warren "Butch" Seeley, Vice President of Administration, Ellick Morey, Vice President of Outreach, Brenda Accola, Treasurer, Pastor Mark Marxhausen, Spiritual Director, Debbie Klatt, Secretary and Carol Reedstrom, Newsletter Editor.

Meeting was called to order at 8:53 am EST by President Wendy Showalter.

Pastor Mark opened in Prayer.

Minutes from October 15, 2017, teleconference were discussed. Motioned by Brenda and seconded by Butch to approve. Motion passed. Minutes will be sent to Rick for posting on the website and to all Board members.

Wendy reviewed the agenda for this meeting.

The Board discussed the open positions for this coming July elections and the formation of a Nominating Committee. It was agreed that the Regional Coordinators will help us search through the 4th Day Community for possible candidates. The treasurer position will be open since this is the final term year for Brenda. Wendy will pray on and select the chair of the Nominating Committee. We discussed the current job descriptions of the Executive Committee and the wisdom to update them so that the whole VdC community knows the responsibilities of the Executive Committee.

Following discussion and review of the history of the position, it was decided to eliminate the expectation of 20 hours per week from the Executive Director position. We noted that this was part of the E.D. job description for our previous E.D. Wendy urged that we all pray about selecting the right person to help us move forward into the future. The Regional Coordinators have been given the job description and hopefully they can provide potential candidates.

Wendy again explained that she has not heard from past Board Secretary Carol McGill so will still do not have Annual Gathering 2017 minutes. Debbie will try to reach out to Carol to see if they can connect and have the drafted minutes sent to her for transcription. For legal purposes, we need to post all the minutes.

Sponsors and sponsorships were discussed to help fund the Annual Gathering. Contributions made by companies and the guidelines in order to give to NLS were discussed and how to implement them.

We discussed our database and using Constant Contact for communications to the VdC community. We learned how few people actually received our recent communique and also that many do not even open emails. The Regional Coordinators are being used to work with each secretariat for updated email addresses, etc. and then send on to Dave Lambert for loading into our database.

The Executive Board continued discussion on the requirement to send the newly-updated Constitution and Bylaws (approved at the 2017 Annual Gathering) for ratification to each secretariat. Again, since we have no minutes available, Wendy will continue to reach out to the past secretary and move this along as quickly as possible. Once we are duly prepared, Debbie will send the appropriate documents to each of the 46 secretariats. We will utilize the Regional Coordinators to alert each Lay Director the importance of this procedure.

We discussed the need to again utilize the R.C.s to help us collect the results of the Annual Activity Survey. This year-end report records the number of weekends, participants and other valuable data from the year ending December 2017. From this information, the annual dues and number of eligible Annual Gathering delegates allotted to each secretariat is determined. Both the Annual Activity Survey and the "Wellness Checklist" will be reviewed and probably updated.

The proposed Constitution/By Law change regarding the designated number of Annual Gathering delegates was next on the agenda. Since the discussion was officially tabled in July, this must be addressed this coming summer. It was agreed that urging and welcoming attendees for the fellowship and learning was more important than focusing on voting delegates. But our intent was not understood by the body last July. Butch moved and Ellick seconded a motion that the proposed change to our governing documents regarding the allocation of voting delegates be withdrawn. Motion carried. Butch will write a statement for the 2018 binders that explain our position clearly and succinctly and will present to the Board at the end of January.

Our website is in great need of updating. Rick and Wendy have been working on re-mapping the site. Wendy showed four basic designs created by Cursillistas Beth Bowman. We will ask her to tweak two of the designs and then the Board will discuss and vote on the final design. Wendy explained the need to transfer our current site to a more robust housing application – thus making it faster and easier to make updates and changes. The cost to move our site to WORDPRESS will be \$500. Ellick moved and Pastor Mark seconded that we authorized Rick to work out an agreement WORDPRESS to work with VdC on this project and that the funds will come from the Outreach budget. Motion carried.

Pastor Mark reported that because of rulings within the Missouri Synod, the Central Michigan VdC weekends do not celebrate Communion – which makes that secretariat out of compliance with the essentials of Via de Cristo. Mark doesn't know what the solution is for this problem. We discussed the opportunity to help them start a new Cursillo movement. Butch motioned that Mark reach out and start dialog on how we can help them and defer taking any action pending further dialog. Ellick 2nd. Motion passed.

Ellick reported that the first training session with the RCs was successful and he is eager to complete the training with those that could not attend. He will be establishing monthly teleconference calls ASAP. Wendy and Ellick are travelling to Orlando for the 4th Day Leaders Forum the end of January...

Debbie – no report besides the success of *Back to the Mountain*.

Brenda gave her report. The financial report is through October 2017. Prairie Sunshine Illinois has not paid their dues in two years. Brenda tried to communicate with them, but no response yet. It was suggested she connect with the new R.C. for Regional 4 - Pam Gross - to learn more about the situation. Will they become inactive? Brenda sent Diane the documents for reconsolidation of 2016/17 financials. We expect this to be completed each year by end of summer. Deadline for

secretariat dues was discussed. Butch made a motion to set April 30th as a yearly deadline and if not received then a late fee could be imposed. Seconded by Debbie. Motion passed.

Butch mentioned a book by Donald Miller "Five Steps to Marketing Your Business"calling people to action. It was mentioned we could have a Donate button at the top of the new website.

Closing prayer by Mark

Motion to adorn by Butch – 2nd by Ellick. Motion passed.
Meeting adjourned at 3:30 pm

Debbie Klatt
Secretary