

**NLS Executive Board Meeting
Teleconference
December 18, 2017**

Board Members present were: Wendy Showalter, President; Warren “Butch” Seeley, VPA; Ellick Morey, VPO; Debbie Klatt, Secretary; Pr. Mark Marxhausen, Spiritual Director; Diane Purcell, Financial Adviser; Dave Lambert, Database Coordinator and Carol Reedstrom, Newsletter; Rick Hanzlik, Webmaster;

Absent were Brenda Accola, Treasurer; John Bradford, Distribution Center and Paul Sabatier-Smith, Palanca Coordinator.

Wendy called the meeting to order at 7:09 pm Central time. Mark opened us with prayer.

The minutes from July 2017 Annual Gathering business meeting were briefly discussed with no comments and were passed with a motion made by Ellick and seconded by Debbie.

The minutes from November Mid-Year meeting were discussed with no comments and were passed with a motion from Pastor Mark and seconded by Ellick. Debbie will send both minutes to Rick for website.

The open positions of Executive Director and Archivist were briefly discussed with Wendy informing the board that there are two people praying on the position of E.D. Regional Coordinators still are seeking candidates. Butch mentioned that he has a name for Archivist, but is still unconfirmed.

The NLS Board Job Descriptions that were recently updated came up for discussion, with Diane mentioning several inconsistencies. She will send any potential changes to Wendy before the January Executive Committee meeting for review.

Wendy and Debbie will be writing the ratification letter to be sent to each Lay Director, along with the Constitution/Bylaws which was approved by the delegates at the 2017 Annual Gathering, sometime in January 2018. Ellick will notify each RC to make contact with each L.D. and help insure each secretariat returns the signed documents.

At the Mid-Year meeting, we expressed our disappointment with the misunderstanding of proposed Bylaw change regarding the allocation of delegates for the Annual Gathering. The Executive Committee is rescinding the proposed change and Butch will write a letter of explanation. This letter will be in the binder at the 2018 Annual Gathering.

Wendy gave us an update on the status of the website. It is our hope to have the new website up and running by the end of the first quarter of 2018.

Pastor Mark reported on his initial talks with the Missouri Synod pastors and the current challenge with Central Michigan VdC being out of compliance (not having a Eucharist on their weekends). Our goal is to help them work through this rather than discontinue their affiliation with NLS. Pastor Mark will not be at the next Executive Board meeting in January. He has also announced to the board that he will not be seeking re-election next year as Spiritual Director.

Butch is actively working on the next Annual Gathering. There is no budget established as yet – nor is the registration form. Both will be presented at the Executive Committee meeting in January. The Host Committee will be mailing out a “Save the Date” and Butch will begin conducting monthly meetings with the Host Committee. The outlines for the forums should be written soon. Butch is asking for help to write them. He thinks we are actually slightly ahead of the schedule. Butch presented the topics of the forums for the Annual Gathering to the rest of the board. The “Event App” will be used again at the Annual Gathering.

The Regional Coordinators had their last training session with Ellick on December 9. Ellick has asked the RCs to send the secretariat information for updating database. Many of the RCs expressed that some of the secretariats have their elections at the beginning of the calendar year and will collect new officer names for updating then. Ellick has not yet set up his next RC meeting.

Debbie asked for the approval to purchase an external hard-drive for storing all the NLS documents and meeting minutes. This will be passed on to the next secretary. Debbie will investigate cost and options and present at the January meeting.

New Business:

Pastor Mark told us they would be using the Spiritual Directors Manual for training the VdC pastors in PNG during his visit.

Diane expressed concern about being consistent in all the future documents, specifically about National Lutheran Secretariat of Via de Cristo and the trademark. Diane also mentioned the “Red Book” which has the original documents for the trademark, corporate office address, distribution center information, etc.

Dave mentioned a website called “Guide Star” which is specifically for non-profit. He suggests we update the website with current information.

Mark closed in prayer.

Meeting adjourned at 8:30 pm CST.

Debbie Klatt
NLS Secretary