

**National Lutheran Secretariat Mid-Year Meeting
November 16, 2018
Comfort Suites
Indianapolis, Indiana**

Board members present: Wendy Showalter, President, Warren “Butch” Seeley, Executive Director, Jim Ryan, Treasurer, Pastor Robert “Bob” Allman, Spiritual Director, Debbie Klatt, Vice President of Administration, Jeanne Gaston, Secretary, Rick Hanzlik, Web/AV Coordinator, and Carol Reedstrom, Newsletter Editor.

The meeting was called to order at 9:01 AM by Wendy Showalter.

Pastor Bob lead opening prayer

Wendy reviewed the agenda for this meeting and the upcoming tour of University of Indianapolis Campus.

A motion was made by Butch and seconded by Debbie to approve the minutes from the October 8, 2018, teleconference meeting. Motion passed.

Old Business:

Jim - There was some discussion on the previous NLS taxes. Jim reported that all taxes have been filed. Butch will be following up with our Treasurer and Tax Advisor as part of his job duties by 10/1 of each year on both the Federal Tax and Minnesota Tax filings plus the Non-Profit Status filing.

Wendy – Upon the resignation of Ellick due to personal issues, Wendy is working on the Calendar of Events with RC’s.

Discussion concerning a new VPO. In order to have the Board spread throughout the country, ideally it would be good to have someone from Regions 4 or 6.

Wendy met with the RC’s 2-3 weeks ago. Next meeting is scheduled for December 2nd.

Pastor Bob and Butch –On the Clergy Experience Weekend Marketing Plan, the Board will have an update by our January meeting. Butch has sent some information out to several people that have contacted him.

Carol – As part of our 5-Year Plan, Carol sent out a schedule of assigned articles for the Newsletter. Deadlines will change slightly. There was some discussion on adding an “Ask the ED”.

When thinking about the new website there was also a short discussion on a possible name change for the Newsletter. We treasure our history.

Wendy - reminded everyone to utilize email blasts and Facebook.

Reports:

Butch – Butch has been reaching out to some of the appointees. A question arose concerning a process for getting documents to the historian. We have to develop this process and who will be shepherding it.

Prayers for upcoming weekends.

Insurance has not yet been finalized but Butch has all the information and will send it out.

He will be attending the 4th Day Leaders' Conference in January in Florida.

There is no process in place to send weekend dates to Paul Sabatier-Smith, Palanca Chair. Wendy and Butch will develop a plan so information is sent and received by the proper people.

With the open position of the VPO the name should be brought forward to the Executive Committee. It was suggested that the candidate be approached to interview with the consensus of Executive Committee. They will be provided with a job description beforehand. Per our Constitution, the Executive Committee will come to a consensus on an appointment.

There was a cell phone through Verizon. The Verizon account has now been closed.

Final roster and financials have been requested on several occasions for the 2018 Annual Gathering.

Pastor Bob – PB talked about the need to create a spiritual statement on what Via de Cristo is and what our position is for Spiritual Directors. There is a Spiritual Director's manual on our Website that is reviewed every couple of years. SD's should be rostered.

Butch suggested Pastor Bob take this on and draft it for the Executive Committee to review.

Wendy suggested he reach out to other SD's after reviewing the SD's online manual.

We have to find ways to get Pastors for weekends.

Wendy for VPO – Nothing more other than meeting with RC's and will continue to do that until there is a new VPO appointed.

Debbie – In contact with Nancy Peterson, Co-Chair of the Host Committee from Minnesota for 2020, as well as Texas/AOK 2021 – They are working on the letter that is needed to state they will hosting an Annual Gathering.

Butch had suggested having a Personal Cha at the Annual Gatherings as a go-between for items that come up unexpectedly. This would alleviate having to find the hosting chair that already has a lot to accomplish.

Working with Brian and Robin, INKY, about implementing some of the things that have been successful in the past.

Jim – Financials were distributed.

The Host Committee gives back to the NLS one half of any profits from the Annual Gathering, if any.

There was some discussion of obtaining possible Christian Sponsors for some of our events. Wendy's intention is to add to our 5-Year Plan. Butch and Wendy will work on some type of statement.

Rick - Suggestion was made to have Pastor Bob to do a weekly blurb that can be sent out. Previously the NLS SD did this and it received a lot of great feedback.

Carol – No more than already discussed.

Jeanne –No report – Made the suggestion of giving the Secretary some things to work on. Butch suggested working on delegate info since there is currently not a VPO. Wendy will work with Secretary on this project.

New Business:

Rick - Presented options for revamping website. Look for pictures from Stock Photo. A suggestion was made that once the revamped website is up and running that someone needs to look at graphics annually to make sure we stay updated. Rick will try to have an update as to potential formatting/designs for our January meeting. Rick would like Jeanne/Carol/Wendy to start looking at text and let him know what we feel needs to be edited.

Wendy -Calgary Secretariat has left VdC. They have decided that their mission field is different than ours. Latvia, PNG, and Bolivia are not affiliated ministries but we continue to stay in communication. Butch brought up the suggestion of stair-step dues to make it a little easier for new secretariats. We will discuss again when a new secretariat comes on board.

Board Manuals were presented and discussed. The Manuals will capture what each member is responsible for. These will also be used for goal setting.

Butch made a motion to adjourn the meeting and Debbie seconded. Motion passed.