

SONBEAM VdC SECRETARIAT

Meeting Minutes

September 15, 2018

Members Present: Jerry Brown, Michele Conlen, Jan Foster, Lynn Conlen-Henderson, Tom Henderson, Chris Klafs, Bobbi Lind, Jim Ryan, Dorene Reardon, Pastor John Foster, Pastor Dick White

Members Excused: Denise Bentley, Wendy Kinka, David Lind, Pastor Mary Ashcraft

Guests: Patty Burrows, Lynn Ryan, Paul Durand, John and Tammy Egan

Meeting was called to order at 3:04 pm by Lay Director, Tom Henderson, followed by prayer given by Pastor Dick White.

- **FINANCIAL UPDATE: Michele Conlen**
 - Checkbook balance for all funds – \$2,478.19, which includes \$2,000 loan to be repaid.
 - Bobbi Lind **moved to accept report as submitted**; Jerry Brown seconded. Motion carried.
 - Chris Klafs **moved to pay General Liability Insurance underwritten by Brown Insurance, which includes Rotary Camp listed as additional insured, for an annual fee of \$537.00**. Jerry Brown seconded; motion carried.

- **SPIRITUAL DIRECTORS UPDATE: John Foster**
 - Workshop for SD's at National Gathering emphasized the importance of getting pastors educated and involved with VdC. Candidates will not be encouraged to attend a weekend if pastors are not on board. Suggestions were to:
 - Offer a pastor's 72-hour experience during the week.
 - Hold a luncheon event for pastors to explain what Via de Cristo is about.

- **CHAIR UPDATES:**
 - Communications – Bobbi Lind
 - David met with Michael Shreiner to discuss Sonbeam website. Michael realizes the website needs to go to the next level, but he does not have the time to devote to this project. After 18 years of service, Michael passed the administration of the website on to David. Secretariat is very grateful for his willingness to serve VdC in this capacity for so many years.
 - Jim Ryan **moved to move our web hosting service to WOAH**. Chris Klafs seconded. Following discussion, motion was carried.
 - Emphasis will be made to use our logo in all communication - Facebook, website, newsletter, emails, etc.
 - MailChimp will be established for email communication and will replace the Yahoo groups. This system will allow the administrator to identify which members receive which type of communication (prayer, heart warmers, general notifications) while keeping one main data base. Those wishing to receive mail and/or phone communication will be noted as administrator is advised.
 - Attendees at the Ultreya will be encouraged to send a hand-written note to someone not present providing a personal 'I missed you' communication (cards with our logo provided).
 - Exploring feasibility of providing van transportation to those unable to drive to an Ultreya.

- To identify one contact person from each church to be an ambassador to:
 - Confirm information for each Sonbeam member at their church
 - Confirm pastor and church name
 - Confirm Reunion Group information
 - Pass out flyers and copies of newsletters, etc.
 - * Data Base: John Foster
 - Coordinating with Communications to bring data base current.
 - Updating data base as information is received from team roster and candidate and sponsor forms.
- Extended Palanca – Jim Ryan
 - In process of setting up 3-day.org prayer line.
- Leaders – Jan Foster
 - Revamping Rector/Rectora boxes:
 - Blank templates of each form used on a weekend and the script will be placed on a disc and a thumb drive (coordinated by Jan Foster, Patty Burrows and Christine Cook).
 - Teaching material, such as Boot Camp for Core Team, will be included.
 - Box will also contain binders for each rollo which will include rollo outline and the guidelines and material for the rollista.
- Local Palanca – Dorene Reardon
 - Received many palanca ideas during National Gathering.
- Outreach – Chris Klafs
 - Passing out flyers and continuing to call on Ocala and Orlando.
- Physical – open position
- Post VdC – Christ Klafs
 - Will contact LCC for Post Ultreya, December 1.
 - January – St. Timothy’s Lutheran, Tarpon Springs – date TBA
 - March – Joining Hands, New Port Richey -- TBA
- Pre VdC – Jerry Brown, John Foster
 - Received registration forms for 6 men and 9 women.
- Prayer Line --
 - Jan Foster and Chris Klafs will train Marilyn Moore, incoming Prayer Line Coordinator.
- Purchasing – Jerry Brown
 - Seeking replacement.
 - Need to consider redefining the position to encourage replacement – one person to oversee and sit on the board -- and 2-3 others to do the shopping.
- **OLD BUSINESS**
 - Elections – Tom Henderson
 - Jan Foster **moved to replace ‘Lay’ with ‘Secretariat’ in titles of Lay Director and Assistant Lay Director.** Michele Conlen seconded; motion carried. New titles will now be: ***Secretariat Director and Assistant Secretariat Director.***
 - Closing will now be held at camp at 4:00 pm.
 - Rector and Rectora have been notified, script changes will be made, and website has been updated with new time and location.

- Tear down crew during Women's weekend may need to adjust logistics to avoid any last-minute confusion.
- **NEW BUSINESS**
 - 5-Year Plan:
 - Workshop will be scheduled in January to begin working on a 5-year plan
 - Members were asked to note our organization's strengths, weaknesses, opportunities and threats in order to establish realistic goals.
 - General
 - Lynn Ryan presented highlights from the music workshop she attended at National Gathering:
 - Look at what we are singing – does it appeal to our group?
 - Consider using power point and screens instead of books.
 - Is each song identified by composer, date and publisher as required by CCLI?
 - Are ALL the songs we sing and publish covered by our CCLI license?
 - Do all the songs we sing glorify God?
 - Newsletter articles from each Secretariat member is due October 1st – submit to David or Bobbi Lind

There being no further business, meeting was adjourned at 4:34 pm and closed with prayer by Pastor Tammy Egan.

Respectfully submitted,
Lynn Conlen-Henderson, Secretary

Next regular meeting is scheduled for December 1 -- 3 pm. Location to be announced.

Addendum: Following the meeting a short discussion was held regarding forthcoming Sponsorship Training to be held prior to each Ultreya at 4:30 p.m.