**SONBEAM VdC SECRETARIAT**

**Meeting Minutes – September 14, 2019**

**Grace Connection Church, St. Petersburg**

**Members Present:**  Lynn Conlen-Henderson, Jan Foster, Tom Henderson, Bobbi Lind, David Lind, Jim Ryan, Michele Spears, Christy Wilson

**Members Excused:** Dave McConnell, Chris Klafs, Jim McConnell, Marilyn Moore, Dorene Reardon, Lynn Ryan, Patty Burrows, Pastor Mary Ashcraft, Pastor Dan Long, Pastor Dick White

**Guest:** Christopher Dick, Wendy Kinka

Meeting was called to order at 2:07 pm by Lay Director, Tom Henderson, followed by prayer given by Pastor Jan Foster.

* **SPIRITUAL DIRECTOR UPDATE:** Jan Foster
* Karen Kier has prepared a Spiritual Director’s weekend outline to help with the new pastors who are training and serving on Coed Weekend #3.
* **FINANCIAL UPDATE: Michele Spears**
* Checkbook balance for all funds – **$3,179.93**
* Question was raised as to number of candidate fees paid to date. Michele to research and revise accordingly.
* Jan Foster **moved to accept report as submitted with noted adjustment to Candidate Fees deposited**; Bobbi Lind seconded. Motion carried.
* **CHAIR UPDATES:**
* Communications/Data Base – Bobbi and David Lind
	+ Newsletter to be printed for Coed Weekend #3. Request articles to be submitted by September 28th.
* Extended Palanca – Jim Ryan
	+ On-Line Prayer Sign Up is now available for Coed Weekend #3.
	+ Dave Lind to provide direct link on Sonbeam VdC website.
	+ Continue to receive letters from other VdC organizations.
* Leaders – Jan Foster
	+ Continue to gather weekend/team information to put on thumb drive for Rector/a Box.
* Local Palanca – Dorene Reardon – absent
* Outreach – Jim McConnell – absent
* Physical – open position
* Post VdC – Christ Klafs submitted letter of resignation which was accepted by Secretariat.
* Pre VdC – Christy Wilson
	+ Received three candidate applications.
	+ Will post names on Facebook.
	+ October 24th is the deadline for candidate applications for Coed Weekend #3.
* Prayer Line – Marilyn Moore - absent
	+ Jan reports Marilyn no longer has Facebook availability and is currently taking care of infant family member. Requests a replacement be found.
	+ Wendy Kinka offered to oversee Prayer requests in the interim.
* Purchasing – Patty Burrows - absent
	+ Patty is serving as Community Liaison Cha for Coed Weekend #3. She prepared an 8-minute video presentation on Servanthood, to be viewed at the Ultreya, encouraging community to serve behind the scenes on the weekend.
* Member-At-Large – open
* **OLD BUSINESS:**
* How Do We Re-Energize the Community?
	+ David Lind to put Patty’s video on Facebook Page.
	+ Reach out to those who no longer can drive to encourage continued participation by providing transportation to Ultreyas and Weekends.
	+ Communication:
		- Tom to send separate email to his current 800 contacts with notification that **after December 1st general email communication will be to ‘MailChimp’ participants only**. Currently only 200+ are signed up. David to update website for easier location for members to sign up for MailChimp.
		- Engage members to go on **Facebook Group** (closed group for Sonbeam VdC members only for prayer requests, and organization information and announcements). Only 200+ currently belong to the group.
		- David to establish a **Facebook Page**, which is open to the public for posting church events, area volunteer opportunities, inspirational information, etc. We can then invite others to **‘like’ us on FB.**
		- Enlist help from an individual with social media skills and passion.
* **NEW BUSINESS:**
* Elections:
	+ Due to the fact that we continue to have open positions on the board, it was suggested that we combine positions for one person to oversee. After discussion, David Lind **moved to reorganize Secretariat Chair positions as follows:**
		- **Weekend Logistics – formerly Purchasing and Physical**
		- **Community Relations – formerly Outreach and Post VdC**
		- **Communications – to now include PreVdc, Prayer Line and Communications**
		- **Remove one At-Large position**

 Michele Spears seconded. Motion carried. It was noted that the By-Laws will need to be revised and it was suggested that the entire document be reviewed and updated .

* + The following will be presented for election at the following Business Meeting/Ultreya:
		- Christopher Dick for Member-At-Large.
		- Christy Wilson to chair the new Communications position.
		- Wendy Kinka to chair the new Community Relations position.
		- Patty Burrows to chair the new Weekend Logistics position.
		- David McConnell as Assistant Lay Director (appointed February 2019)
	+ Lynn to send current job descriptions to each member to review and update.
	+ David and Bobbi Lind will continue to oversee the newsletter and data base for the 2019-2020 year.

There being no further business, meeting was adjourned at 4:20 pm and closed with prayer by Pastor Jan Foster.

Respectfully submitted,

Lynn Conlen-Henderson, Secretary

Next regular meeting is scheduled for November 16, 2 pm. Location to be determined.