**SONBEAM VdC SECRETARIAT**

**Meeting Minutes – January 11, 2020**

**St. Timothy’s Lutheran Church, Tarpon Springs**

**Members Present:** Patty Burrows, Lynn Conlen-Henderson, Christopher Dick, Jan Foster, Tom Henderson, Wendy Kinka, Bobbi Lind, David Lind, Dave McConnell, Jim Ryan, Lynn Ryan

**Members Excused:** Christy Wilson, Pastor Mary Ashcraft, Pastor Dan Long

**Guest:** Daniel Galbreath, Marsha Nelson

Meeting was called to order at 3:10 pm by Lay Director, Tom Henderson, followed by prayer given by Pastor Jan Foster.

* **FINANCIAL UPDATE: Lynn Henderson**
* Checkbook balance for all funds – **$6,219.59**
* Lynn Ryan **moved to accept report as submitted**; Bobbi Lind seconded. Motion carried.
* **SPIRITUAL DIRECTOR UPDATE:** Jan Foster
* Discussion was held concerning lack of active Spiritual Directors on Secretariat Board.
* Members were asked to pray about who might be qualified and willing to participate.

* **CHAIR UPDATES:**
* Assistant Lay Director – Dave McConnell
  + Serving on National committee to review and revise all rollos. Anticipate being a yearlong project. Twelve movements are participating – each with different outlines.
* Data Base – Bobbi and David Lind
  + Website – to be updated with latest team information.
  + Video – Currently compiling a ‘What VdC Means to Me” video to post on website. Requesting willing participants to share their story.
* Extended Palanca – Jim Ryan
  + Receiving 2020 letters
  + David Lind to establish drop box to centralize and store letters for easy access.
* Leaders – Jan Foster
  + Continuing to work on flash drive which will contain script, copy of each form, rollo outlines (including SD’s), Secretariat 5-year plan, and ‘Things I’ve Learned’ (notes created by Dianna Voss following her weekend as Rectora).
  + All documents will be ‘read only’.
* Local Palanca – Open position
* Outreach – Open position
* Post VdC – Wendy Kinka
  + Lynn to send Wendy position outline
  + Ultreyas:
    - March – Grace Lutheran/Phyllis Hand – Date to be Announced
    - May – possible workday at camp. Dave McConnell to contact camp board member for date.
    - July - open
* Weekend Logistics (Purchasing – Physical Arrangements) – Patty Burrows
  + Physical
  + Trailer was organized combining majority of items into 2 groups with one additional bin for Chapel and one for Rollo Room
    - Kitchen which includes all kitchen and dining room items (paper goods and food items will no longer be stored in trailer)
    - Central supply:
      * Office which includes all office supplies and decorations
      * Electrical
      * Cha will be assigned to oversee distribution and inventory
* Communications (Pre VdC – Prayer – Communications) – Christy Wilson - absent
  + Discussion about decline in prayer requests.
  + David Lind to review with members at Ultreya how to request prayers:
    - Post on Face Book closed group or on
    - Sonbeam Vdc website (click ‘Prayer Request’ tab on website’s main page).
* Member-At-Large – Dick Christopher
  + Ready to help where needed.
* **OLD BUSINESS:**
* Menu Review
  + Tom Henderson and Patty Burrows to coordinate an ad hoc committee to review and update menu items and quantities creating a new cookbook and shopping list.
* **NEW BUSINESS:**
* Fall Weekend
  + Dates to be confirmed with camp
  + Rector or Rectora to be announced at May Ultreya
  + Coed weekends to be held until numbers support men/women weekends

There being no further business, meeting was adjourned at 4:30 pm and closed with prayer by Pastor David Lind.

Respectfully submitted,

Lynn Henderson, Secretary

Next regular meeting is tentatively scheduled at Grace Lutheran Church in St. Petersburg. Date to be announced.