

SECRETARIAT MEETING
January 13, 2018

10:00 Open with Prayer (Leaders Prayer)

Those present: Dick Shriver, Beth Turner, Nancy Sewell, Lucia Espinoza, Sandra Mora, Fernando Mora, Lance Lyons, Berta Saucedo, Sergio Herrera, Maria Leon, Ovidio Cano, Baron Johnson, Greg ward, Father Joe Brando, Israel Figueroa, Adriana Gonzalez, Amelia Saucedo, Ermirano Herrera, debra Ferreri, David Campbell, Blanca Rivera, Father Julian Cardona, Guadalupe Espinoza, Bogdan Vacaliuc and Lois Schering

Welcome and read any Palanca – David offered Palanca

Group Reunion (30 minutes) –

REPORTS

Secretary – Nancy Since the minutes from the November meeting were emailed, reviewed and revised. New contact info handed out and asked for changes. New changes will be sent out. David Campbell made a motion to accept amended minutes, Beth Turner seconded the motion. The minutes were approved.

Treasurer – Lance/Baron Lance - God has blessed us with income, especially from the weekends. Report covers from Sept 1, 2017 – December 2017. Report will be attached. Dick asked if there is money set aside for the Hispanic Community. The Diocese gave us money specifically for that reason. \$4000 set aside for that, it is in the regular account. *(The previous statement was what was reported at the meeting, however, Lois corrected this. Even though Dick said \$4,000, Bishop Sticka only gave us \$2,000 for the Spanish setup.)* When the Spanish weekends didn't make ends meet, the money in that account was used for that. Dick thinks we need to figure out how much money is left so we can separate the money out and make sure that we have a separate account for the Hispanic Movement. Baron questioned that if the Hispanic weekends made that much money, would it go back to the Hispanics? Lance pointed out that the English carried the Hispanics for a long time, so it's difficult to say what money goes where.... The Secretariat will go over the money to decide how much goes where.

Pre Cursillo (English) – Beth – 11 women candidates as of this morning. Women’s Weekend is February 15-18, 2018. 2 men said they wanted to go, but they are waiting for the date.

Pre Cursillo (Spanish) – Lupe/Gumercindo no report

3 Day Cursillo (English) - Guadalupe ready for the English Weekend! So far, so good!!

3 Day Cursillo (Spanish) – Amelia No report from Amelia. Adriana (the Spanish Rectora) said the weekend went well, but there were some things she was unaware of in regards to the Weekend. We need better communication between the Rectora and the Clausura people about what was supposed to happen and who is in charge of what for the Closing. It was stressful for her that weekend. The 72 Hour Print off for Palanca couldn’t be found. The 3 Day people should know where that is and the Team should have gotten that. We need to discuss what is being done for the special dinner on Saturday – who does what and how much do they do. Dick and Israel will be working together. As soon as Amelia accepted the position of Recotra (7 months prior) she started Team Formation. They met once a month and as it got closer, they met more often. Great example!

Post Cursillo (English) – David - Getting ready for the Ladies Closing in February. Sent out info to Parish Reps. Looking for Rooster Crows and other positions to be filled. Parish Rep Workshop on March 10 from 10-11:30 at St. Thomas.

Post Cursillo (Spanish) – Jose no report

School of Leaders (English) – Lois – Beth will be giving the talk in February.

School of Leaders (Spanish) – Ovidio No report. They are meeting every other week. 2 Schools of Leaders (here and Madisonville)

Spiritual Advisor - Fr. Joe Brando – Fr Julian Cardonas went to the new meeting for Spanish Secretariat. He’s excited because there are a lot of people ready and willing to work. Appreciates Adriana’s help with translating. He is ready and willing to help the Spanish Community. Dick

pointed out we are one community, but the language does make it difficult. They are doing great!!

ASSISTANTS TO SECRETARIAT

Webmaster - Bogdan – 2 topics: *Flock Notes*: this week all of the Secretariat will receive an Invite to join the Flock Note System to stay in touch and send/receive messages. This will give us the ability to send out to community eventually. We are going to start out slowly and begin with Secretariat and Parish Reps to evaluate how it works. If we are happy with how it works and are familiar with it, then the intent is to write a grant to the Diocese to get help to start this system for the whole 4th Day Community. Baron asked about cost for basically an email management system. He asked about \$700 being spent to manage emails? Bogdan explained that Flock Note automatically does this as opposed to a person doing it. At this point, we don't have the ability to send text messages, and have to work to figure what bounces back to us. Flock note does this automatically as well. David said to send emails out to 1200 people to get all of the info out is very laborious. The emails have to go out in batches. Only one person is doing it now and doing all of the input. Flock Notes allows anyone on the Secretariat to send info out to the Secretariat. Dick explained that many people have said to him that they haven't received emails... this will help with that problem. We have about ½ of our people in the database who don't have current information. Dick pointed out we have terrible communication. We need email as well as text capabilities, Flock Notes allows us to do that. Dick will work with Israel to make sure the Hispanic Community is included in this.

Website Update: Would like to make changes to the website to add information in a more effective way. We have static and dynamic pages. Google Forms has a system that can create what the Palanca database does. Bogdan experimented with this over vacation. Once we have the Flock Note in place, then Bogdan would like to have a new test website. We will have the existing Palanca for the next weekend, however, for the following weekend, we may try to use the new system. Bogdan would like to transition to a different way to do the Database. Eventually in the next upcoming year, he would like to have everything working together between the website and database. He is also looking at a more secure way to access information. Greg mentioned looking at someone to help us get mobile capability! Almost everyone has a mobile phone and it and it might be more beneficial to work with mobile compatibility. Will the Spanish English

database be combined or separate? It should be on the same database, but there should be ways to define who gets what.

Database – Bogdan (see above)

OLD BUSINESS

Secretariat Positions Open Please pray about any positions that are open. Secretary, Music, Database Coordinator, Rooster Crows.

NEW BUSINESS

Seating in chapel – Lois – The Rector(a) and other “hierarchy” have been sitting against the back wall. The impression seemed to be 2 separate bodies. They should be interspersed within the community. Move the chairs forward so there would be one group. The back row should be the kitchen staff. Lois made a motion that the team should be sitting within the candidate group as one body in the chapel. David seconded the motion. Motion passed.

Reset Men’s English Cursillo Date – May 31-June 3, 2018. Greg says this is only 90 days away and we don’t have very many candidates. We have 13 applications going back to 2012. Dick asked if any of the men are husbands of the wives coming up. Beth is not sure. Apison is available, Fr Joe and Alex are available, and Larry (the Rector) are all available. Greg wonders if it is wise to have this Men’s Weekend when there aren’t many signed up and a team that is already well formed? Perhaps we should co ordinate a men’s weekend along with the women’s weekend in the fall. Dick explained that Apison is increasing the fee for cancelling a weekend. The new 3 day fee is \$60/person (an increase of \$10) Debbie is under the impression that they may let us slide after talking with Roger. We do a great job, they don’t want to lose us, so the minimum may be \$2000. Apison said in letter they would want a 90 day cancellation or we will lose \$300. Table discussion to a later time when we aren’t wasting the Spanish time.

Secretariat Meeting Dates 2018 Dick handed out new dates. This year there are a number of conflicts. Please look at these dates and get them on your calendars.

Set date for Picnic/Swim Party/Mass – at Grace Point Retreat Center August 4, 2018. Vote taken and passed. Dick will confirm with Grace Point. Lance pointed out we should have a committee to set up the picnic and make sure that the English and Spanish are working together for this.

Install New Secretariat Members – Will be done next meeting by Father Joe for Spanish and English.

Recognize Past Secretariat Members – Outgoing members were given a Perpetual Enrollment in the Association of Marian Helpers.

Vote on Cursillo Applications – Dick sent out the new applications that Beth, Greg, Marie, Toni and Deacon Bill worked on. Fr Alex gave us input. Father Alex is Spiritual Advisor for Regional and National and works with Fr. Joe here. National is working on an application. Fr Alex sent us their “work in progress” application. Beth said that since Fr Alex said to simplify and it’s coming from National, then maybe we need to just simplify as they suggest. Greg said they worked on an application based on what the Leader’s Manual said. The biggest change is in the Sponsorship Application. The candidates are not staying involved after the weekend and he feels that is the sponsor’s responsibility to help candidates to be better informed of their responsibilities after the weekend. Since we are not having a men’s weekend soon, maybe we should give everyone an opportunity to look over these two applications and come back to the next meeting with input. Adriana said candidate application should include food allergies!! (It does)

Any other New Business? Some of the Spanish Members of the Secretariat that are working with English will be moving to the Spanish. So we will have to see where the English vacancies are.

Going forward we will have separate English and Spanish meetings

Diocesan Encounter/Grand Ultreya is November 17, 2018

For the Good of All –

Close with Prayer -

Next Meeting – February 10, 2018

Spanish Community broke off at 12:15 and the English met afterwards.

English met afterwards to discuss the following:

Dates for Men's English and Women's weekend for Fall – Currently Fr Alex June 21-24 available for English Men. Spanish Women's Sept 27-30, 2018 Spanish Men's October 18-21, 2018 are set.

We need to make a call to Apison to see what is available.

We have to educate our Fourth Day People through the School of Leaders on Sponsorship!!!

We should be able to have better communication with Flock Notes. We need Palanca and pray to the Holy Spirit to ask how to inspire other people.

We had a discussion about whether we need to put our efforts elsewhere? Cursillo de Cursillo, Sponsorship, ?? Should we cancel the Men's Weekend?

Try to put a Cursillo announcement in bulletin so that parishoners know there is an active Cursillo group in the Parish in case they are not aware.

Dick thinks we need to get back to basics...

Action item: Take the men's candidate list, target the June date, contact the sponsors then the candidates. Notify Lois when the men's team begins formation so she knows when to put it on the National website.

Vacancies: Need to find out who is going to English from Spanish – Maria Leon, and anyone else? Vacancies in Database, Secretary, Rooster Crows, Music

Dick needs to verify who is going from English to Spanish

Baron suggests making Baron Secretary and Greg as Treasurer and David may have someone that could be Rooster Crows.

Suggestion to meet every other month in conjunction with School of Leaders instead of every month. School of Leaders is supposed to be making recommendations to the Secretariat and then the Secretariat votes to make the meetings more efficient.

Adjourn at 1:30pm
Respectfully Submitted,

Nancy Sewell, Acting Secretary