

**SECRETARIAT MEETING**  
**November 18, 2017**

**10:00 Open with Prayer (Leaders Prayer)**

**Those present:** Dick Shriver, Nancy Sewell, David Campbell, Israel Figueroa, Lois Schering, Ovidio Cano, Bogdan Vacaliuc

**Welcome and read any Palanca** – Lois, David, and Dick offered Palanca

**Group Reunion (30 minutes) –**

**REPORTS**

**Secretary – Nancy** Since the minutes from the September meeting were emailed, reviewed and revised. David made a motion to accept amended minutes, Lois seconded the motion. The minutes were approved.

**Treasurer – Lance** Just had surgery and we do not have a report from Lance. Let's keep him in our prayers.

**Pre Cursillo (English) – Beth** – Dick spoke for Beth since she was sick today. Women's weekend in February currently has 3 candidates in hand. We need 10 to start team formation. There are more potential candidates but need to get applications in. 5 Men's candidates who are carry overs from fall. Need to pray for candidates!! Parish Reps and 4<sup>th</sup> Day need to "Make a friend, be a friend, bring a friend NOW." December 16<sup>th</sup> is the cut off for the applications for women need to be in. Women's Weekend is scheduled for February 15-18, 2018 and the Men's Weekend is April 12-15, 2018. Updated application forms are now ready to be reviewed. They will be mailed out to the Secretariat for review and vote in January.

**Pre Cursillo (Spanish) – Lupe** Is at the Women's weekend this where they have 30 Candidates!!!! Closing on Sunday.

**3 Day Cursillo (English) - Guadalupe** on the weekend

**3 Day Cursillo (Spanish) – Amelia** not present

**Post Cursillo (English) – David** It is difficult for people to set dates to meet! Lance is considering taking The Rooster Crows, Larry Laymen may consider a position on the Secretariat. Dick would like to consider a March date for a Workshop for Parish Reps with a possible meeting on March 17, 2018 for a Parish Rep Workshop? We had a discussion about dates. March 10, 2018 might be better since the 17th is St. Patrick's Day. Date set for March 10, 2018 for Parish Workshop. Voted on and approved. Vicky Johnson has an interest in being a Parish Rep for Our Lady of Fatima. David also handed out the Cursillo Handout for us to preview. Reps need to put their names on the brochure so people know whom to contact

**Post Cursillo (Spanish) – Ovidio** Ultreyas continue!! Music is set for the Closing tomorrow. Lupe is doing music for closing.

**Leader's School (English) – Lois** Next year Lois hopes to continue to do Secretariat meetings in January and School in February – with Secretariat meetings monthly starting in January and School of Leaders every other month beginning in February. Will discuss in New Business about weekends for meetings. Beth will be giving the next Friendship talk. Defer anything else to the Diocesan Encounter on the agenda. Lois would like to order booklets. We only have 8 "What is Cursillo" booklets for the whole diocese. If we order 25 booklets, we can get the free shipping. If there are any other books to be ordered, let Lois know by Sunday, November 26.

**Leader's School (Spanish) – Israel** St. Thomas has meetings every 2 weeks and are working on the green book (Leaders Manual). Madisonville has a meeting every week. They do a group reunion every week so they just do a School of Leader after that and have between 7-10 people. Morristown has a group that are working on Ultreyas and then work on School of Leaders. Green book (Leaders Manual) has 15-16 chapters, but they will work on the really important chapters so that people really know what everything is. Oak Ridge has a prayer group so they do a small group and find the Cursillistas that are there and then see if they can make friends and bring friends to Cursillo – they have had something similar to Cursillo there, so they want to tap into these people. Working on Spanish Secretariat and will meet with Dick. Dick told Israel he could continue in this position, but if he's moving into the Lay Director position, then Ovidio can move into his position. They do have people interested in a Spanish Secretariat!!

**Music** – Cannon stepping down

**Spiritual Advisor - Fr. Joe Brando** – not present

## **ASSISTANTS TO SECRETARIAT**

**Webmaster - Bogdan** – Currently have Microsoft database that has contact info for everyone. The database administrator can make reports to send emails out. If something is added to database, the database administrator is responsible for keeping that up to date. Our webserver only allows us to send emails in batches of 50 or 100... Have to send 11 or 22 emails to reach the entire 4<sup>th</sup> day community. If we use an outside email, we could be missing people because emails could be going into SPAM. There is a thing called G Suite – gmail – that is an alternative to using the webserver. With gmail, you can create groups with contacts and it doesn't matter how many people are in the group. Make a group per parish or deanery. Work to organize but easier to maintain. If emails are sent out – coming from [information@knoxvillecursillo.org](mailto:information@knoxvillecursillo.org) - using this service, they are authenticated by our webserver and less likely to be marked as SPAM. Bogdan advises that we do this. It is \$5/mo for one email (the database administrator); though as a non profit, we may get this for free.

Bogdan told us about FlockNote. Advantage is FlockNote manages the database. You don't communicate with anyone who hasn't given their information and permission. FlockNote can send email and text message based on preference by user. The user is in control. When an email/text goes out, the FlockNote system can figure out if it has been delivered and read. We can have several people designated as "NoteSenders". They can log into system, compose a message, identify the group(s) to be sent to, then it gets sent and tracked (who sent, who got it, who read it). We could make a test group together to try this to see if we like it. It is free for 45 people. After that it's based the database size (for us, expect \$65/month). Then if we like it, maybe write a grant for a year.

Dick's bottom line is we want to make sure information is going out and read. Bogdan recommends FlockNote for free for the Secretariat and Parish Representatives. If we like it, then see how to fund it. Bogdan agrees to do this. Our current info can be imported into FlockNote. It will take some time and work, but it can be done.

Vote taken to try FlockNote – unanimously accepted!

**Database** - Angie no longer doing this. Bogdan will help while we look for someone to take over database. Angie is helping Bogdan do the work of sending out the emails.

## **OLD BUSINESS**

**20<sup>th</sup> Anniversary/Grand Ultreya – Lois/David** Well attended! Lois gave a witness about her 20<sup>th</sup> Anniversary/Grand Ultreya. She spoke about her sacrifice of giving up her Stamping Convention for Cursillo and God's blessings as a result. We continue to be blessed by her commitment to Cursillo.

**Regional Encounter - Dick/Israel** We had 13 people from our Diocese attend the Regional Encounter. The other Dioceses present wanted to take our Spanish Community home!!! Adoration Chapel was discussed at the Regional Encounter. If something isn't in our 3 day book it should not be part of our Weekend... this comes from Regional and National.

## **NEW BUSINESS**

**Spanish Women's Weekend/Closing** – Sunday at 4:00. Please come to support.

### **2018 Calendar - Dick**

**Weekends**

**Workshops**

**Picnic**

Beginning in January, continue monthly Secretariat meetings the 3<sup>rd</sup> Saturday of the month. Leader's School will be every other month starting in February

Dick would like to do a Fourth Day Community Family Picnic at Grace Point. He will look into availability.

Feb 15-18 Women's Weekend  
Parish Rep Workshop March 10  
Men's Cursillo English April 12-15  
Regional Meeting April 27-29  
National Encounter – Seattle Aug 16-19  
Regional Oct 19-21

Cursillo de Cursillo – Dick will check with Cecilia to see when we can do that. Will need to find a Chairperson. Plan for next Fall 2018

**Elections** – Barron Johnson would like to be considered for the treasurer's position. Barron was nominated and elected into this position by unanimous vote for the next 3 years. Ovidio would like to take over as School Of Leader's for Spanish. Ovidio was nominated and elected into this position by unanimous vote for the next year (to serve out Israel's remaining year). Israel would like to serve as the Lay Director for the Hispanic Community. Israel was nominated and elected into this position for the next 3 years by unanimous vote.

**Any other New Business?**

David made motion and Lois seconded the motion to send a thank you letter from Cursillo to Father Owens at St. Thomas with a check for \$200 for the parish. The motion was approved.

**For the Good of All** – Israel getting married next Saturday, November 25 at 11:00 at St. Thomas. All are invited!!

**Close with Prayer** -

**Next Meeting – January 20, 2018**

**Adjourn 12:15pm**

**Respectfully Submitted,**

**Nancy Sewell, Secretary**