

Secretariat Meeting

MINUTES

DATE: 08 MAY 2010

TIME: 9:00 AM

LOCATION: CHRIST CHURCH,
SMITHFIELD

MEETING CALLED BY	Ann Butler
ATTENDEES	Lisa Adams, Bee Betts, Ann Butler, Mike Ferguson, Peter Lowry, Ron McLaughlin, Barbara McLaughlin, Jim Neff, Jim Thurmond
UNABLE TO ATTEND	Gary Butterworth, Mary Lou Crifasi, Kim Woodley

1. General Business

TOPIC	1. Review of April minutes 2. Treasurer's Report 3. Cutting costs and fund raising
DISCUSSION	<p>Peter began the meeting with a reading from a golfer's devotional.</p> <ol style="list-style-type: none"> 1. April minutes were approved as written. 2. The treasurer's report was accepted. Jim Neff reported that: <ol style="list-style-type: none"> a. Chanco was paid in full for weekend 142. All those who requested single rooms paid the extra \$50 fee. b. The money earmarked for song books should no longer be considered as part of our net income. c. For weekend 141, we spent \$3000 more than we collected; for weekend 142, we spent \$1800 more than we collected. d. We don't want to raise fees again, so we have to rely on the green letter proceeds to keep us solvent. e. The largest contributor to the overage is paying clergy costs. The cost is \$325 per priest. At this time, we don't feel like we should ask priests to pay. 3. Suggestions for cutting costs or fund raising are: <ol style="list-style-type: none"> a. Stop paying for bus rental. (Approved). We have already paid the \$175 deposit for weekend 143 and will need to request a refund. b. On Sunday, we could add what Mike refers to as the "MOP" talk. A team member (usually from the kitchen team) tells the candidates that the people on the previous weekend helped pay for them, and they are asked to make a donation to help pay for the next weekend. Now that we have the whole community at the Apostolic Holy Hour, we could make this appeal during the service. (Tabled for discussion at another time). c. Since no one has used the donation link on the website, we need to make sure it is publicized. Bee will "advertise" it in the newsletter. d. The green letter should go out twice a year, and should NOT go out close to Christmas. The best periods would be in the Aug/Sept. timeframe and April/May. (Approved) Also, the green letter has always focused on "treasure." We should also include a request for people to share their talent with Cursillo. Peter will

	include this in the next green letter. We still have a problem with lack of an up-to-date list of Cursillistas.
ACTION/CONCLUSION	<ol style="list-style-type: none"> 1. Jim T. will contact the bus company to cancel the bus for 143. 2. Peter will contact Charlie Pfeiffer to determine the status of the database development effort.

2. Format of future weekends

TOPIC	Do we want to continue to offer two single-sex and one concurrent/coed weekend every year?
DISCUSSION	After much discussion of the pros and cons, we agreed to have another cycle of single-sex and concurrent weekends in 2012 as long as we can afford it. The 2011 weekends are already set. If we have difficulty filling the 2011 weekends, we may opt for a format change in 2012.
ACTION/CONCLUSION	Mike will contact Chanco about 3 dates for 2012 and the DDU in January.

3. Songbooks

TOPIC	Status of the songbooks
DISCUSSION	<ol style="list-style-type: none"> 1. Lisa reported that Tommy has been unable to reach the supplier for the 3-ring binders. The company must have gone out of business. However, he did contact Office Depot and got a price of \$6.50 each. We could qualify for a quantity discount. 2. Tommy asked if Cursillo has a tax-exempt account. Neither Jim N. nor Ann was aware of one. Jim thought we might be able to use St. Andrew's tax exempt number.
ACTION/CONCLUSION	Jim N. will check on our tax exempt status.

4. Weekend 143

TOPIC	Status of team selection for 143.
DISCUSSION	<ol style="list-style-type: none"> 1. Ron reported that: <ol style="list-style-type: none"> a. He has asked Barbara McLaughlin to be the assistant women's rector, Bill Anspach to be coordinator, and will ask Della Anspach or Bruce Comfort to be the back-up rector. He does not have back-up men's rector or bookstore. We suggested that since the bookstore task has reduced in scope, it could be given to another team member. On 142, Joe Cross was supposed to be a table auxiliary, but they didn't need as many auxiliaries, so he managed the bookstore. b. The names we sent him were mostly female, and he does not have a contact number for Michael Vasiloff. Ann suggested that he

	<p>could ask Jim Duval since they go to the same church.</p> <p>c. There are a lot of cards missing from the card boxes, mostly the cards from those who served on the last concurrent weekend.</p> <p>Once the database is completed, the card boxes can be destroyed.</p> <p>2. The Secretariat urged Ron to get his core team finalized so that they could help him with team selection.</p> <p>3. Ann asked Ron to submit his list of potential team members to her and Lisa so that the Secretariat could review and approve them before he contacts them.</p> <p>4. Ann reminded Ron that 18% of the team can be from the same church. This comes to about 7 people for the concurrent weekend.</p>
ACTION/CONCLUSION	Ron will send Lisa and Ann the remaining names for his core team and the list of other potential team members.

5. Rectors for 2011 Weekends	
TOPIC	Status of future rectors
DISCUSSION	<p>1. Ann announced that the rectors for the men's and concurrent weekends have accepted the call.</p> <p>2. Ann solicited several names for the women's weekend rector and will contact them ASAP.</p>

Action Items

Who	Action	Due Date	Status
Ann	1. Call candidates for 2011 women's weekend.	ASAP	
Mike	2. Contact Chanco for dates for DDU in January and 2012 weekends	By June meeting	
Jim N	3. Check on tax exempt status.	ASAP	
Jim T.	4. Contact the bus company to cancel the bus for weekend 143.	By June meeting	
Ron	5. Send Lisa and Ann the remaining names for his core team and the list of other potential team members	ASAP	
Peter	6. Contact Charlie Pfeiffer to determine status of database development. 7. Prepare a draft green letter that will go out in August.	ASAP July 1	

Upcoming meetings:

Jun 8 Telephone 7 PM
 Aug 21 St. Anne's Appomattox 8:30 AM
 Sep 14 Telephone 7 PM
 Oct 2 St. Andrew's Newport News 8:30 AM
 Nov 13 Holy Apostles', Virginia Beach 8:30 AM
 Dec Telephone 7 PM