

DIOCESE OF SOTHERN VIRGINIA CURSILLO SECRETARIAT

Meeting Date: October 13, 2009

Members Present:

Deb Love: _____

Jeanne Harvey: _____

Ann Butler: X

Jim Neff: X

Gary Butterworth+: X

Mike Ferguson+: X

Jim Thurmond: X

Mary Lou Crisfasi: _____

Kim Woodley: _____

Lisa Adams: X

Weekend Rectors present: Al Bunyard

Report	Discussion Points	Action	Responsibility
Secretary: Kim Woodley	<ul style="list-style-type: none"> ♦ Review of minutes ♦ Jim Thurmond's term is 08-10 	<ul style="list-style-type: none"> ♦ Approved ♦ Correct dates on roster 	Ann Butler Kim Woodley
Weekend Rectors: Al Bunyard	<ul style="list-style-type: none"> ♦ Submission of Names for Team ♦ Team Meetings: 11/21, 12/12, 01//23 (Chanco) ♦ Songbooks for Closing 	<ul style="list-style-type: none"> ♦ Approved as amended ♦ Need words for Community waiting for arrival of team, check with musicians 	Ann Butler
Treasurer Jim Neff	<ul style="list-style-type: none"> ♦ Treasurer's report ♦ Clearer Summary for Website ♦ Proposed Procedures for review ♦ NEC Pledge payment in full or installments ♦ Are team fees considered tax deductible ♦ Letter for "in kind" donation 	<ul style="list-style-type: none"> ♦ Approved ♦ Revise & send out for approval ♦ Continued for review, discussion in December and vote in January ♦ Continued, Revisit in January after review of response to green letter Research IRS regulations Action item continued 	Jim Neff Jim Neff Jim Neff Jim Neff Jim Neff
Spiritual Director: Mike Ferguson	<ul style="list-style-type: none"> ♦ Gary Butterworth is new Asst. Spiritual Director ♦ Men's Weekend SD – Mike Ferguson & Gary Barker ♦ Women's Weekend SD – Segar Gravatt, Susan Grimm and possibly Rhonda Wheeler (sp?) ♦ Additional Spiritual Director update 	<ul style="list-style-type: none"> ♦ Mike + is working on Concurrent Weekend SDs 	
Asst. Spiritual Director: Gary Butterworth	<ul style="list-style-type: none"> ♦ Welcome and glad to return to Secretariat ♦ Reminded that wife Chris is an experienced head musician 	<ul style="list-style-type: none"> ♦ Add Chris's name to musician's list 	Lisa Adams

Lay Director: Ann Butler	<ul style="list-style-type: none"> ◆ Status of Secretariat Handbook. ◆ Discussion on possible new Secretariat members, only need two ◆ Discuss possibilities for 2011 Rectors ◆ December meeting date remains as set 	<ul style="list-style-type: none"> ◆ Continuing -Update with job descriptions ◆ Possible names suggested, call to confirm actually interested and send names to Bishop; ◆ Call to invite to serve 	<p>Ann Butler</p> <p>Ann Butler</p> <p>Ann Butler</p>
Weekend Coordination: Lisa Adams	<ul style="list-style-type: none"> ◆ Concurrent manual needs to be established and current manuals need to be corrected (intro of SD at closing missing, index pages incorrect, etc.), Secretariat list outdated, 	<ul style="list-style-type: none"> ◆ Continue action item, Check with Suzanne and develop a Concurrent Rector's manual to compliment already existing manuals ◆ will update to state – see website for current members ◆ Send out current manual for all Secretariat to review for discussion at December & January meetings 	<ul style="list-style-type: none"> ◆ Lisa Adams ◆ Lisa Adams ◆ Lisa Adams
Palanca: Mary Lou Crisfasi	<ul style="list-style-type: none"> ◆ No report 	<ul style="list-style-type: none"> ◆ Marilou is new DCE at Eastern Shore Chapel as of October 1. 	<ul style="list-style-type: none"> ◆
Green Letter Day of Deeper Understanding: Deb Love	<ul style="list-style-type: none"> ◆ No Report ◆ Green Letter needs to go out ASAP, each weekend's costs are \$1,000+ more than fees charged ◆ How do we know who donates through the website ◆ Nov. 7 DDU at St. Michael's Colonial Heights 	<ul style="list-style-type: none"> ◆ ◆ Get letter to printer/mailers ◆ Continued item ◆ Update Secretariat on what they need to do for DDU 	<ul style="list-style-type: none"> ◆ Deb Love ◆ Deb Love ◆ Deb Love
Servant Community: Jim Thurmond	<ul style="list-style-type: none"> ◆ Jim Duval reported a leak in the shed and a number of items wet/moldy ◆ Begin planning for 2010 weekends ◆ Prayer song board grammar incorrect 	<ul style="list-style-type: none"> ◆ Will check to see about repair ◆ ◆ Make new boards 	<ul style="list-style-type: none"> ◆ Jim Thurmond ◆ George & Ann Butler
Team 141, 142, & 143 Updates	<ul style="list-style-type: none"> ◆ Encourage rectors to include those who could serve as future rectors on core team 	<ul style="list-style-type: none"> ◆ Remind rectors not to make up core with former rectors 	<ul style="list-style-type: none"> ◆ Lisa Adams
Team 140 - Fall 2009 Concurrent	<ul style="list-style-type: none"> ◆ Weekend went well, need to prepare manual more in tune with concurrent format, including review of use of gender pronouns ◆ Difficult to hear candidates at closing 	<ul style="list-style-type: none"> ◆ Charlie to present written report at Secretariat Meeting prior to DDU on November 7 ◆ Review Manuals ◆ Put instruction in closing notes to take microphone out of stand and hand to each candidate to speak into directly 	<ul style="list-style-type: none"> ◆ Charlie Schindler ◆ Lisa Adams ◆ Lisa Adams

Communication Jeanne Harvey	<ul style="list-style-type: none"> ◆ No report 	<ul style="list-style-type: none"> ◆ Post Notice on List Serve – Need to submit Team Applications and not too soon to submit candidate applications 	<ul style="list-style-type: none"> ◆ Jeanne Harvey
Website	<ul style="list-style-type: none"> ◆ Encourage all to check out Website ◆ Donations button 	<ul style="list-style-type: none"> ◆ See under Green Letter 	<ul style="list-style-type: none"> ◆ Deb Love
Other	<ul style="list-style-type: none"> ◆ Need to know who is attending January overnight to let Chanco know ◆ Update on reestablishing Cursillo in Diocese of Virginia 	<ul style="list-style-type: none"> ◆ Check with those not at meeting ◆ Continued - Write Fr. Bob and cc Ann and Fr. Mike with same. 	<ul style="list-style-type: none"> ◆ Ann Butler ◆ Deb Love
Ultreya	<ul style="list-style-type: none"> ◆ No report 	<ul style="list-style-type: none"> ◆ 	<ul style="list-style-type: none"> ◆
Historical Boxes	<ul style="list-style-type: none"> ◆ Plea for an ad hoc Historian and send to Deb Love 	<ul style="list-style-type: none"> ◆ Not discussed at this meeting 	<ul style="list-style-type: none"> ◆
Song Books	<ul style="list-style-type: none"> ◆ Develop a plan for new songbook; include input from other musicians, costing, and copyright 	<ul style="list-style-type: none"> ◆ Revamp & Update songbooks ◆ Continuing- Checking another diocese's book to see if we might want it . 	<ul style="list-style-type: none"> ◆ David Adams ◆ Ann Butler

Future Meetings:

Nov 7 8:30 am St. Michael's Colonial Heights followed by DDU

Dec 16 7:00 pm (telephone)

Jan 8-9 Overnight at Chanco

◆ Weekends:

February 18-21, 2010 Men's

March 18-21, 2010 - Women's weekend

October 7-10, 2010 - Concurrent weekend

February 24-27, 2011 - Men's weekend

May 19-22, 2011 - Women's weekend

October 6-9, 2011 - Concurrent weekend