

Heart of Florida Via de Cristo
Secretariat Minutes
February 10, 2002

Present: Rae Harris, Jerry Lemcke, Shirley Lokken & Pat Linden, Sandy Moore, Sheila Bender, Steve (& Denise) Beumer, Rick Hoepner, Pam Hoepner, (Olynn &) Jackie Gorbutt, Dale Nelson

Excused: Linda Becker, Pastor David Ludwig, and Pastor Bob Bear

Absent: Dale & Anna Richardson, Marty Collins

The purpose of this meeting was to address three specific issues as time allows 1) On Site Physical Arrangements, 2) Team Call, and 3) Ultreyas.

Jerry Lemcke welcomed everyone and opened the meeting with prayer. For informational purposes, he advised that he had been unable to contact the person responsible for publishing the newsletter. He will advise us by Tuesday of this week of the status. If the newsletter has not been sent, Steve Beumer will mail postcards to the community. The secretary will provide mailing labels.

On-Site Physical Arrangements

Rick Hoepner provided a brief history of the On Site Physical Arrangements position. A year and one half ago, the original Physical Arrangements position was divided into two positions, On-Site and Off-Site Physical Arrangements, to lessen the responsibilities of the position in hopes of inspiring volunteerism. The Off-Site position was filled, but no one has stepped forward to assume the On-Site responsibilities. Rick has continued in this capacity. With the spring weekends close at hand, Rick proposed two alternatives: 1) Postpone the weekend until the position is filled, or 2) delegate the responsibilities. The Hoepners have presented suggestions for dividing the On-Site Arrangements position into a committee with the chair being a voting Secretariat member. In addition duties have been divided between three coordinators to further spread the duties.

1. There was no major response to the request for volunteers at the last Ultreya.
2. The Secretariat then addressed the recommendation that items from the Standard Palanca Food List be transferred to the Local Palanca Chair. Acknowledging that the chicken and barbecue menu items are expensive, a statement could be added to the recipes with instructions for reimbursement. If a person desired to donate the food item, the reimbursement could be donated back to HOF. This way the expense could still be tracked. Pam Hoepner moved and Shirley Lokken seconded **to move the food items listed under On-Site Physical Arrangements (pasta salad, barbecue, chicken, and coleslaw) be moved to Local Palanca.** The motion passed.
3. Food and Supplies purchasing. It was decided the team cooks, also involving the servers, would do the purchasing and transporting. The Menu Coordinator would be involved in training the kitchen teams and at camp set-up. Pam Hoepner will develop specific lists which include shopping locations, brands, approximate and quantities as well as directions for reimbursement. Some items may be purchased by the men's team for use on both weekends.

Shirley Lokken moved and Sandy Moore seconded **that food and supply purchasing be added to the kitchen team responsibilities with the Menu Coordinator training in these functions.** The motion passed.

4. Set-up/Tear down. Could reunion groups carry out this function? Yes, but it would require a coordinator with organizational skills and follow up. Several suggestions were made for this function. Pam Hoepner will contact recommended individuals. She will report at the next meeting. Dale Nelson offered his assistance for the spring weekends.

Jerry Lemcke recapped the discussion on On-Site Physical Arrangements.

1. Rick and Pam Hoepner will not be responsible for On-Site Physical Arrangements for the upcoming weekends.
2. We have identified ways of splitting the duties of this position.
3. He requested Pam prepare the shopping lists and talk with the cooks.
4. Yes, we have no one to fulfill the responsibilities but, we as the Secretariat will be sure it gets done.

Team Call

The question is whether teams should be called before a minimum number of applications are in hand, or whether weekends should be scheduled and teams called in anticipation of the required number of applicants. Following are discussion items.

1. Rae Harris shared the current applicants. There are 7 women (2 confirmed) and 2 men currently. She informed us that numbers change often as time and commitments vary.
2. We need more temple talks, in a timely manner, well prior to a weekend.
3. It is the consensus of the Secretariat that we are weekend driven and not Fourth Day driven.
4. Pastoral letters targeting individuals are also recommended.
5. The community connections need to be enriched such as, On site assistance and Agape Tent participation.
6. Dale Nelson suggested information dinners. Also community building activities.
7. Dale Nelson moved and Steve Beumer seconded **that we table the issues for two weeks until the next secretariat meeting.** Discussion. Rae Harris asked are we going to have a women's weekend only if we do not have enough men's applications? Steve Beumer pointed out that people have time issues for scheduling purposes. A concrete date versus and unknown date. The motion passed with two opposing votes.

Other (Out of Order)

There was much discussion at this workshop concerning the community and the Secretariat.

1. Newsletter. The publication of the newsletter has been a long-term problem. We are falling down as a community with no communication and empty holes. Communication is our main tool. We are not functioning as a community. We should not even consider a weekend if we are not ready to support the pilgrims.
2. We need to focus the next six months on building our community.
3. Dale Nelson offered some observations from this, his first meeting. 1) He sees committed people around the table. 2) VdC has gone from a simple thing to a complicated program. 3) Can these issues be resolved, yes. 4) We need to nurture and build the community. 5) He suggested a day retreat to rebuild the leadership of the Secretariat.

4. It was recommended we cancel the weekends. We have a one-month lead-time to cancel the reservations at the Retreat Center without financial obligations. Some believed canceling the weekends would not overcome the social issues.
5. Pat Linden clarified some of these issues. 1) The need for improved communications. 2) The need for job clarifications of the Secretariat and 3) Should we go ahead with team meetings and the weekends? Historically once teams begin to meet the application process accelerates. Pat will mail to each member copies of “Keeping the Secretariat Healthy” from 1997 NLS meeting. She will also have available at the February 23rd meeting, as a resource for those interested, “The Essentials of Via de Cristo”.
6. Pam Hoepner suggested inviting Frank Hagy to address the Secretariat on Leadership should we decide to have a retreat as suggested by Dale Nelson.

The meeting was closed with a prayer.

Respectfully Submitted,
Sandy Moore, Secretary

Next Ultreya: February 23rd at Redeemer. Secretariat at 4:30 p.m.