

**Heart of Florida Via de Cristo
Secretariat Minutes
May 5, 2005**

Present: Sheila Bender, Bob Blasberg, Jan Fry, Jill Heroux, Del Harriman, Pam Hoepner, Sandy Moore, and Joyce Rodriguez.

Absent – Excused: Richard Buhl, Diane DeMark, Jim DeMark, Artie Grindle, Martha Harriman, Tammy Ortiz, and Pastor David Ludwig.

Guest: Rick Hoepner.

The meeting was called to order by the Lay Director, Sandy Moore.

Members of the Secretariat joined together in *Come Holy Spirit*.

Minutes:

The minutes for March 31, 2005, and the addition to the minutes, April 18, 2005 were approved as submitted.

Treasurer's Report:

Pam Hoepner reviewed the Treasurer's Report with the members of the Secretariat. The report was accepted as presented.

The Storage Unit was paid for May. Pam has submitted some paper work that may result in 6 free months based on our status as a not for profit organization.

It is still hoped that some money will be donated at the next Ultreya to be matched by Thrivent. Easter Breakfast income is approximately \$175 short for the matching funds of \$1600.

A motion was made by Bob Blasberg and seconded by Del Harriman that the Secretariat approve a payment of \$350 toward the Retreat Center kitchen floor. The motion passed.

Lay Director Report

1. Sandy thanked all of those who helped with the Set-Up and Tear-Down for the Women's Weekend #31. She thanked Jim DeMark for taking the picture. Sandy is bothered by the lack of Community Involvement. More community members are needed to help with the Set-up and Tear-Down. She gave Rick Hoepner a big thank you for his participation. She also acknowledged Bob Blasberg and Jim DeMark for their much needed help with the Tear-Down.

2. Sandy thanked those who have been very supportive of her efforts as Lay Director. She remains committed to the Via de Cristo ministry.
3. The members of the Secretariat decided in order to better handle all future inquiries and requests, Via de Cristo needs a Mission Statement. With a Mission Statement in place, all decisions on policy will be guided by this statement.

Secretariat members were urged to go to the National Website and links from there to get ideas for the Mission Statement. This Mission Statement would be used on newsletters, at Ultreyas, etc. A suggestion was made to ask former Lay Directors to help with the formulation of this statement. Also, ideas will be requested by Sandy Moore at the next Ultreya. It was suggested that a Pastor be involved. Sandy Moore and Jan Fry will include some information regarding the Mission Statement in the next newsletter.

Communications:

1. Sandy passed out e-mails between Steve Beumer, Ron Millard (Vice President for Outreach of National Lutheran Secretariat) and herself, concerning the desire to have an Ultreya in the Bahamas in June, their desire to form a Secretariat, and the goal of a Via de Cristo weekend in the Bahamas at some future date. Kevin Simmons is actively planning an Ultreya and has been sent information by both Sandy and Bob Blasberg. All members of the Secretariat agreed that this is a wonderful Outreach ministry.
2. Sandy Moore shared a letter she received from Pastor Kern concerning the use of the Sanctuary for Via de Cristo Send-Offs. After a great deal of discussion, it was decided that Sandy will reply to the letter, after her response is reviewed by Secretariat members. Tom McRee will be an advisor for this letter.
3. Sandy Moore passed out "Some Thoughts About Weekend #31" from Tom McRee. Secretariat members were asked to read them over and take council from them.
4. Sandy Moore received a letter from Rich Buhl asking for a temporary leave of absence from the Secretariat effective immediately. He is hoping to resume his role as Physical Arrangements On-Site in August.

Members of the Secretariat are concerned about the health of Rich Buhl and wish him their very best. He will continue to be in our thoughts and prayers. We thank him for his many contributions to the Secretariat.

Secretariat Chair Reports

Local Palanca

Sheila Bender said she was disappointed that she did not get more support in the Agape Tent or the Food Prep Day. She was also disappointed that more community members did not respond to help with the Tear-Down on Sunday. She is also concerned that we have no active Spiritual Director. Secretariat members agreed that this is a top priority. Sheila said she is happy that we are no longer having Secretariat meetings before Ultreyas.

Post Via de Cristo

Bob Blasberg said he was excited about the closing and the song learned from Pastor Vicki – “Shake, Shake, Shake the Devil Off”.

The next Ultreya will be on Saturday, May 14, 2005, after the Team/ Pilgrim Reunion and the Pot Luck at 6 o'clock.

He still has tickets for sale for the Rock and the Rabbi. 32 tickets are sold out of 60 that are available.

Extended Palanca

Jan Fry said she is still interested in getting more letters and will be going back to mass mailings rather than e-mails.

Music

Jill Heroux is planning to try some interactive songs for the Ultreya in May. She has song sheets.

Physical Arrangements Off-Site

Del said that better communication needs to take place as there were some mix-ups in transportation for Women's Weekend #31.

Unfinished Business

1. Updates of action items from Workshop – The Secretariat reviewed the action items.
2. Pastor's luncheon – Pam Hoepner ask for help with the luncheon. Sheila, Jill and perhaps Jan volunteered to help with the luncheon. The names of Pastors will be given to Pam.

3. 2005 – 20th Anniversary of Heart of Florida Via de Cristo - After a lengthy discussion:

A motion was made by Pam Hoepner and seconded by Sheila Bender that we schedule weekends #32 in 2006 and focus on our 20th Anniversary Celebration and community building in the fall of 2005. The motion passed.

New Business:

1. The National Lutheran Secretariat annual meeting will be July 28-31, Emmitsburg, MD. Sandy Moore will be our Delegate.
2. Repairs to Storage trailer – Rick Hoepner said the repairs to the storage trailer (repair windows and roof, and replace tires and door) would cost approximately \$600. It was decided to research this information for later consideration. Jan Fry asked that an e-mail be sent to her concerning the trailer tire size.
3. Rector/a training and team manuals – There is concern that we may not have all the master copies of all the manual information. These files should be in the possession of both Leaders and one other person. At this time, Sandy would like copies of all the training materials. Pam will burn a CD of everything she has. Some people have volunteered to help create computer copies of the manuals if needed. If Leaders does not have all the files, Sandy will arrange to obtain them, or begin re-typing them.
4. The June Secretariat meeting will be held on Thursday, June 23, 2005 at 6 o'clock at St. John.

Other Business:

1. Bob Mansbach will be unable to serve as Rector in October 2005. Since Weekends #32 will not be held until the spring of 2006, the Lay Director will contact Bob to see if he will be in a position to serve at that time. She will also contact the Rectora to determine if spring is good for her as well.
2. Each member of the Secretariat will write a note of thanks to Pastor Tom McRee, Pastor Vicki Hamilton and Pastor “Ham” Hamilton. Sheila volunteered to bring envelopes to the Ultreya.

The meeting was closed with the Lord's Prayer.

Respectfully Submitted,

Joyce Rodriguez, Secretary