

**Heart of Florida Via de Cristo
Secretariat Minutes
January 19, 2006**

Present: Bob Blasberg, Tammy Bryan, Diane DeMark, Jim DeMark, Jan Fry, Karen Hanson, Del Harriman, Martha Harriman, Sandy Moore, Tammy Ortiz, Bill Pohlada, Ken Raue, and Joyce Whitehill.

Absent: Jackie Gorbett, and Pastor David Ludwig.

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 November 2, 2005 were approved as submitted.

Treasurer's Report:

Bill Pohlada passed out the Treasurer's Report and explained the items found there.

Via de Cristo items in storage were moved to Shurgard Storage located on Maguire Blvd. The cost for one year is \$480.

Jerry Johnson will conduct an audit of the Treasurer's books for Via de Cristo on February 8, 2006.

Bill passed out a draft of the 2006 Via de Cristo budget. It appears that we will run in to some difficulty balancing the budget in April if more income is not realized. A suggestion was made to increase the Team Fee. It was also suggested that Pilgrims (after attending the weekend) be asked for a larger donation to help Pilgrims attend in the future. Please get back to Bill with ideas and suggestions. The question was asked: What is a true picture of expenses? Many Secretariat members absorb the cost of some items rather than turning in a bill to be reimbursed.

Lay Director:

Sandy Moore shared three Communications with the Secretariat.

1. Louisiana Via de Cristo 4th Day Appeal. Because of the devastation and loss for many in their 4th Day Community, they have asked for some monetary assistance. It was suggested that an extra basket be available at the Ultreyas for money Palanca.

2. Letter from Jane Pohlada suggesting a monetary donation be given to both St. John and Prince of Peace in recognition of all the clerical assistance provided to Via de Cristo.

A motion was made by Tammy Bryan and seconded by Diane DeMark to prepare a basket of food items for St. John and Prince of Peace churches, to be delivered to the Staff on the day of their Staff Meeting. The motion passed.

Since our budget does not allow for an additional expenditure, it was decided that Secretariat members will bring food items for the baskets to the next Secretariat meeting. If Secretariat members are unable to attend the next Secretariat meeting, Secretariat members are asked to please send a monetary donation to Tammy Bryan, who volunteered to arrange the baskets and deliver them to St. John and Prince of Peace. A card, signed by Secretariat members, will accompany each basket.

3. Message (from Tennessee) sent to Jerry Lemcke who shared it with Jan Fry, Extended Palanca Chairman, concerning Palanca.

Bob Blasberg, Rector, and Martha Harriman, Rectora, are in the process of calling their teams for the next Via de Cristo weekends. Both reported that their teams are approximately 2/3 complete. Their first joint meeting will be held on March 4, 2006, where Next Step will be presented to the teams.

Sandy Moore shared information about the Grand Ultreya.

Sandy will get a thank you card to be signed and presented to Spirit of Joy.

Chair Reports:

Post Via de Cristo:

Bob Blasberg informed the Secretariat about the next two Ultreyas. January 21st will be a Pot Luck at 6:00 P.M. at Spirit of Joy, followed by an Ultreya at 7 o'clock. February 18th there will be Men's and Women's Grand Reunion Altar Visit at Zion Lutheran Church at 11:00 A.M. with individual prayer and Communion. Lunch will follow at the home of Artie and Jan Grindle.

Bob encouraged all members of the Secretariat to be active members of a Reunion Group.

Communications:

Tammy Ortiz presented the Proposed Schedule for Newsletters. Members of the Secretariat agreed with the dates set forth on the schedule.

Tammy stated that she needs help with the newsletter. It was suggested that perhaps a Reunion Group could take on the responsibility of helping. She will ask for help at the Ultreya at Spirit of Joy on Saturday.

Tammy was commended for the excellent job she and her committee are doing with the newsletter, Strait from the Heart. She asked members of the Secretariat to submit questions for "The Rooster". Please let her know of any suggestions you have for the newsletter. If you submit a news article for the newsletter, expect a reply from Tammy. That way you will know that she has received your article.

On Site Physical Arrangements:

Ken Raue thanked Bill Pohlard and Del Harriman for their help in moving the storage items to the new location. Bob Blasberg asked him to please look for a box of songbooks. He has not had the opportunity to visit the trailer in Paisley.

Pre Via de Cristo

Karen passed out an updated list of Pilgrims (10 women and 4 men) for the coming weekends. She asked that we continue to invite Pilgrims.

After Weekend #31, funds for Pilgrim Assistance were granted to offset the extra expenses of pilgrims traveling to Florida from the Bahamas. It was noted that this was a one time occurrence and would have to be pre-approved if asked for again. However, it was also noted that there is, at this time, no money available.

Outreach:

Tammy Bryan reported that food was gathered, prepared, and cooked and taken to Anna Vetter and her family in Tampa. Some artwork was donated and given to children at Spirit of Joy. She is working on plans for a Golf Tournament and a breakfast and trip to see the Manatees for Lay Directors.

Tammy asked if it is alright to form a group at Spirit of Joy of Pilgrims plus others, who have not gone on a Via de Cristo Weekend, and call it a Pilgrim Group. Sandy Moore said this would be alright as long as the green card was used, there was agreement among the Cursillistas and confidentiality and accountability was maintained.

She was asked to work on contacting churches for permission for Temple Talks or Mission Minutes to invite members of the congregation to the Via de Cristo weekends. It was also suggested that a brochure be made available.

Leaders:

Diane and Jim DeMark will be refurbishing manuals to get them ready for the weekends.

Extended Palanca:

Jan Fry reported that letters are coming in and letters are going out. She said dates are on the Web Site.

Unfinished Business:

1. Storage Trailer – Ken will go to see what needs done to repair the trailer. Del Harriman volunteered to make repairs on Tuesday or Wednesday after the Men's Weekend.
2. Communication Policy – Nancy Blasberg was commended for the excellent job she does on the Prayer Chain. A Communication Policy is needed as a guideline for all of the communications of Heart of Florida: the website, newsletters and the prayer chain. Sandy will ask Bob Mansbach for assistance in drafting the policy which will take into consideration the legal requirements. In addition to Bob, Nancy Blasberg will be asked to serve on the Communications Policy Committee along with Tammy Ortiz and Sandy Moore. Sandy will also request from the National Lutheran Secretariat, any policies they may already have developed.
3. Yearly Planning Calendar – Sandy Moore passed out a 2006 calendar draft. With a few suggestions, Sandy will update the Calendar. The Newsletter Schedule will be a part of the Calendar.
4. Music Chair – Jan Fry volunteered to talk with David Ludwig about assuming the position of Music Chair.

New Business:

1. Easter Breakfast Coordinator – Sandy Moore will contact Pam and Rick Hoepner about serving. Other suggestions of those willing to assist were Dale Swordes and Harold Mulder. Diane DeMark said she would be responsible for decorations, set-up and tear-down.
2. Next Secretariat Meeting – Thursday, February 16, 2006 at 6:00 P.M. for dinner, and meeting at 6:30 P.M. Jan Fry offered to arrange the dinner.

Diane closed the meeting with a prayer.

Respectfully Submitted,

Joyce Whitehill, Secretary