

Executive Board Meeting – Post Annual Gathering
July 28, 2018
Palm Beach Atlantic University

Present: President Wendy Showalter, VP Administration Debbie Klatt, Executive Director Warren Butch Seeley, Database Coordinator Dave Lambert, VP Outreach Ellick Morey, Treasurer Jim Ryan, Webmaster Rick Hanzlik, Newsletter Editor Carol Reedstrom

Absent: Spiritual Director Bob Allmann, Archivist Skip and Lori Gooch, Palanca Chair Paul Sabatier-Smith, Distribution Tom Krause

Wendy called the meeting to order at 9:30 pm.

Ellick opened in prayer.

Wendy informed the newest members that all our meetings, both Committee and Board are and would be recorded at every meeting. She would like to continue the tradition started back a few years ago of alternating meetings between the Executive Board and the Executive Committee. The Executive Director will keep in touch with the Executive Board (EB), during the months that the Executive Committee (EC), are meeting as to inform everyone of any changes or information.

It was determined from those present that the meetings will continue to be on Mondays at 7:00 pm CST. All meetings are through, GoToMeeting.com.

Wendy would like to institute an “Excel” spreadsheet with a “Status Report” of what is required and due for every month. This will help everyone stay on track of what is expected and help everyone with reminders.

Wendy asked which weekend would be better for everyone for the Mid-Year Meeting either November 8 or November 15? The decision will be made next month after researching online for airfare prices. It was also discussed about bringing Rick Hanzlik our Webmaster to the Mid-Year Meeting so as to assess the campus and determine what is needed and be made aware of any technical difficulties. We currently don't have the funds for that, but could definitely find it if needed. We will discuss Rick's accompanying the EC at the next meeting.

Wendy reminded everyone and informed the new members that the Executive Board are required to create “position” Manuals and Calendars for any future Board Members. The manuals and goals will be due soon.

The Board also discussed having every “Board” member, writes an article for the Newsletter. This will also included each Regional Coordinator. Maybe have them do “Success Stories” from their region. Wendy's goal is to be a Resource Board for all Secretariats.

Butch will gather all the information from the Annual Gathering and have Rick upload to the Website. It was suggested that we do a blast email when they have been uploaded.

Butch will send the entire PowerPoint, Schedules, and any extras to Debbie from the NLSAG.

Wendy would like for Butch to have a NLS flash drive for the Executive Director. This will ensure that there are two existing. It was suggested that he purchase one and all the information, including the "red book" be transferred at Mid-Year meeting. Butch can scan all files from the "red book" and then destroy the paper files after scan.

The NLS is having an internal Audit and the 2015 taxes will be filed after complete.

Dave suggested that "Guide Star" be updated online and Wendy suggested both he and Butch update the Officers.

Rick asked if Pastor Marks Spiritual Director message be sent out? Everyone agreed that it should be sent out for now and Wendy will make contact with Pastor Bob for the future messages.

New Business:

Dave is concerned about updating the Database. He suggests we have a "See Recommendation" handout of sorts. Wendy wants Ellick to get the RC's involved with information to update the database. Ellick needs to send a report to the Regional Coordinators. Butch doesn't think we should spend hours on those that don't open emails from NLS. Maybe we should focus on the un-subscribers.

Butch will begin the process of getting information about Officer's Insurance. He will investigate after getting information from Dave at Living Stones who has officer Insurance.

Rick and Dave will work on a "Click" link for the newsletter.

Butch closed us in prayer.

Meeting adjourned at 10:15 pm.

Debbie Klatt
Temporary Acting Secretary