

EXECUTIVE BOARD MEETING  
NATIONAL LUTHERAN SECRETARIAT  
MONDAY, APRIL 18, 2016

The NLS Executive Board meeting was called to order by Steve Gielda, President, at 7:07 p.m. EDT, on April 18, 2016, via teleconference.

Pastor Doug led us in prayer.

Board Members in attendance were Steve Gielda, President; Steve Barnett, VP Administration; Wendy Showalter, VP Outreach; Carol McGill, Secretary; Brenda Accola, Treasurer; and, Pastor Doug Givan, Spiritual Director. Also in attendance were Executive Committee Members invited were Paul Schmidlin, Executive Director; and, Diane Purcell, Financial Advisor.

Approval of the Minutes of the March 7, 2016, Executive Committee Meeting will be addressed at the May 16, 2016, Executive Committee Meeting.

**Executive Director – Paul Schmidlin**

**Nominating Committee** – Paul is pulling together some Regional Coordinators to serve on this Committee. Pr. Doug will assist Paul in finding possible candidates for the Board. Steve B. has a couple of names for possible VPA candidates.

Regional Coordinator Appointments Update -- Steve & Yvonne Stewart will be Region 4 Coordinators. Still looking for Region 3 Coordinator. Members of the Board are asked to help in any way possible to suggest possibilities for Region 3 Coordinator.

**VP Administration – Steve Barnett**

Host Committee is requesting that annual reports from the Board be submitted by June 10<sup>th</sup>.

Status of payment for Midyear Meeting, Board registration, extra nights, etc. Brenda has not received receipts from the Host Committee for the Midyear Meeting. Once she has those, a check will be sent.

Host Travel Committee wants Board flight information as soon as possible.

**2017 NLS Gathering** – Received a request from Eastern NC for deposit money for the university. Steve G. recommends we write a check for \$2,000 showing intent for down payment. Want to know the cancellation date and whether or not a refund will be available. Accept the idea of helping NC with a down payment of \$2,000 that a check be written to the university. Wendy

moved that a check for \$2,000 be written to Wake Forest University. Second by Pr. Doug.  
Motion carried.

**Thrivent**--Is there someone appointed to handle the Thrivent request? Brenda will talk with Ed Broestl regarding Thrivent money for this year.

#### **VP Outreach—Wendy Showalter**

Group in North Dakota completed their By-Laws and Articles of Incorporation following advice from Diane Purcell and submitted to the Secretary of State. They **will** be sending a delegation to the National Gathering in July and **will** become the next affiliated secretariat!!!

Group in Western Nebraska is considering starting their own secretariat and will be meeting in April to discuss their options. Wendy will visit them when/if appropriate.

Lake Gaston NC is working on the 2<sup>nd</sup> draft of their by-laws. Their plan is to send a delegation to the Annual Gathering. Final documents will be sent to Diane for review. They are working with Walk to Emmaus folks on a prayer event and Wendy may be attending.

Pastor Batal, Papau, New Guinea, requested and has received training materials for both VdC and TEC. Wendy in discussion regarding their lay/clergy Leaders Forum in November and providing on-going NLS support.

#### **Treasurer—Brenda Accola**

We will be in the dorms on Tuesday night. Board will pay registration for Regional Coordinators. Where there are Co-Regional Coordinators, the Board will pay for one of them. A check for the registration for the Region 3 Coordinator will be sent once that person is appointed.

The meeting on Sunday will be approximately one hour. Make flight plans accordingly. The cost of flights to Minnesota will justify meeting Saturday evening or Sunday morning before worship.

#### **NLS Policies**

Wendy "cleaned them up and red-lined". Need to take an up or down vote tonight.

Trademark & Copyright information will be added later.

Policies from Feb. 6<sup>th</sup> do not have insurance recommendation or trademark & copyright.

We will be discussing the Policies written as of April 18, 2016.

**Use of Restricted Funds.** Diane moved that we accept and put into policy the Use of Restricted Funds section as written. Second by Brenda. Motion carried.

**Photos at the National Gathering.** Diane moved that we accept and put into policy the Photos at the National Gathering section as written. Second by Wendy. Motion carried.

**Midyear Meeting.** Diane moved that we accept and put into policy the Midyear Meeting section as written. Second by Steve B. Motion carried.

**Vendors at the National Gathering.** Wendy moves that policy Vendors at the National Gathering section be adopted with the removal of the previous adoption date. Second by Brenda. Motion carried.

**National Gathering Funding.** Wendy moved that we accept and put into policy the National Gathering Funding section with the bullet sections to read as follows:

- Funds in excess of expenses from the previous year's National Gathering are divided equally between the host committee of the previous year's National Gathering and the NLS Executive Committee (EC).
- The NLS will make funds available to the host committee prior to their hosting the next National Gathering to offset some expenses, if requested.

Second by Brenda. Motion carried.

Note: First bullet under procedures should be time specific. Books should be closed within six months.

Because the allotted time for this meeting has expired, Steve G. asked the Board whether or not we should complete this task or carry it over to the next meeting. Wendy moved that we continue to complete the policies. Second by Steve B. Motion carried.

**Post National Gathering Review.** Diane moved that we accept and put into policy the Post National Gathering Review section. Second by Wendy. Motion carried.

**Secretariat Delegate Appointment.** This information should go to the Executive Director who will then determine distribution. Wendy moved that we accept and put into policy the Secretariat Delegate Appointment section as written. Second by Pr. Doug. Motion carried.

**Travel Approval.** Travel approval for Regional Coordinators will be delegated to the Executive Director. This policy should apply to anyone on the Board. Steve B. moved that we accept and put into policy the Travel Approval section. Second by Brenda. Motion carried.

**Travel Reimbursement.** Wendy moved that we accept and put into policy the Travel Reimbursement section. Second by Steve B. Motion carried.

**Record Retention.** Records will be archived by the Executive Director on an external hard drive and "in the cloud". Diane moved that we accept and put into policy the Record Retention section. Second by Wendy. Motion carried.

**Alcohol at NLS Sponsored Events.** Steve G. relinquished the chair to Wendy so that he could participate in the debate of this issue. Pr. Doug moved that the Alcohol at NLS Sponsored Events be approved as

written. The motion died for lack of a second. Steve G. will write the alcohol policy to reflect that we will adhere to the alcohol policy of the facility at which the event is being held.

Steve G. retook the chair.

Diane will track down the Trademark & Copy Right policies.

Closing prayer by Pr. Doug.

Next meeting will be May 16<sup>th</sup>.

Meeting adjourned at 9:37 p.m.

Carol McGill  
Secretary