



National Lutheran Secretariat

Executive Committee Meeting

Minutes of February 28, 2023 Meeting

Present: John Aclin, Steve Barnett, Pastor Karl Gaston, Karen Weires, Jane Winge, Carolyn Witham, and Brian Schwartz

Absent: no one

Call to Order and Opening Prayer: John called the National Lutheran Secretariat (NLS) Executive Committee (NLSEC) meeting to order and Pastor Karl opened the meeting with prayer.

Old Business

Minutes from the December 3, 2022 special NLS meeting were accepted by acclamation. Carolyn will include a list of delegates when sending the minutes to the archivist. Delegate names will not be included on the website.

Minutes from the December 20, 2022 meeting were accepted by acclamation.

New Business

2023 Annual Dues

Steve will be contacting the Treasurers and Lay Directors regarding 2023 Annual Dues.

Online Bible Study

Brian shared his thoughts about starting an Online Bible Study that can serve as a tool for cursillistas inviting Christian leaders/friends in and building relationships which may then lead to inviting those friends to make Via de Cristo weekends in their local area. He proposed doing this in the fall.

2023 NLS Annual Gathering (NLSAG) Marketing Plan

The publicity plan for the 2023 NLSAG was reviewed. The Punchbowl invite was sent out on January 28th. Jane later sent the registration link to 15 Via de Cristo Facebook sites and requested permission to join an additional 9 Via de Cristo Facebook sites. John's video kicking off the 2023 NLSAG marketing to the Fourth Day Community was posted as a Vimeo. For the next few months, Jane plans to share NLSAG information through the monthly NLS update.

2023 NLSAG Fundraising Status

The bowl cozies made and donated by Charissa Aclin were a huge hit and Brian expressed great thanks for them. One-time and monthly donations are coming in. Brian projects being able to return some or all of the seed money sent to the Host Committee from NLS.

Trademark Renewal

There are two trademarks. The Luther rose insignia logo was renewed for ten years in 2020 at a cost of \$1675: \$625 attorney fees and \$1050 filing fee. The Via de Cristo name trademark is due for renewal by July 2, 2023. Pastor G. Karl made a motion [that we proceed with allocating funds to renew the Via de Cristo name trademark for ten years](#). Jane seconded and the motion passed unanimously.

Old Business

Executive Session

To allow for open dialogue of a sensitive nature, John made a motion to move into executive session which was accepted by acclamation. No motions or official actions were discussed during the executive session.

Nominating Committee

Eight Fourth Day Community members have agreed to serve on the Nominating Committee. The President, Vice President of Outreach, and Secretary positions will be on the ballot at the 2023 NLS Annual Meeting (NLSAM).

Website Revision Committee

Two Fourth Day Community members have agreed to serve on the Website Revision Committee.

Executive Committee Member Reports

VP of Administration (VPA) - Jane: Jane encouraged everyone to register for the NLSAM. Jane and Brian met with Light in the Desert on February 19th to discuss the possibility of their hosting the 2024 NLSAG. A decision should be reached about this on March 12th. As recommended by George Stemper, Jane will speak to Kevin Janies about Gold Coast potentially hosting the NLSAG in 2025.

Spiritual Director (SD) – G. Karl: in addition to the Monday to Friday daily prayers and the Sunday weekly devotional, G. Karl held the first SD round table January 10th. There was good sharing and the meeting seemed to be very well received. The next SD round table will be June 6th. He has been actively engaged in supporting a secretariat experiencing internal conflict.

Treasurer - Steve: The State of Minnesota confirmed receipt of our annual reporting. If Utah filing is still required, Steve still is searching for assistance in this reporting. John noted that Utah filing may no longer be required as our distribution center may now be based in Michigan. John and Steve have each reached out to Tom Krause to gather distribution center details. Steve processed a few reimbursement requests. He has also spent a lot of time on the phone with QuickBooks tech support to revert from the Cloud to 2023 desktop QuickBooks. Steve will be working with Thrivent to update authorized signers.

Secretary - Carolyn: Carolyn sent out the annual survey and an automated follow-up through Constant Contact. Some secretariats have already sent in new rosters and these updates are being made in Constant Contact.

VP of Outreach - Karen: Karen has been assisting Marcia Newman (Region 1 Coordinator) in getting connected with a community seeking to revive their community. She has responded to inquiries from individuals looking for a community in their area. Eric trained Karen on posting upcoming weekends on our website and she is now doing that. At the same time, Karen is sharing upcoming weekend details to be posted on our Facebook site as well.

Executive Director - Brian: Brian had nothing to report related to his role as Executive Director.

President - John: Like Pastor G. Karl, John has been actively engaged in supporting one of our secretariats experiencing internal conflict. He has been contacting potential nominating and website revision committee members, contacted Tom about the distribution center, responded to a request from Sweden to translate our materials into Swedish, and responded to a request about potentially starting a new secretariat but putting the requestor in contact with the Region 1 Coordinator. John also recorded the 2023 NLSAG invitational video. Finally, he advised that content for the next Conexiones should be submitted to Amanda by March 15th.

John adjourned the meeting.

Closing Prayer – Pastor G. Karl closed the meeting with prayer.

Next Meeting – Tuesday, March 21, 2023 at 8:00pm EDT, for NLS Executive Committee members and appointed committee chairpersons.

Summary of Action Items

1. John to send Carolyn the document circulated with the bylaw changes and referenced in the December 3rd minutes.
2. All to share thoughts about potential online Bible study leaders with John or Brian.
3. Brian or a member of the Host Committee to provide details of those who have indicated they will not be attending to Carolyn so that these contacts can be removed from future registration reminders.
4. To prevent duplicative effort, Brian to connect with Sue Bathe about the trademark renewal.
5. All to share names for website revision committee with John over the next week or so.
6. John will follow-up to find out if PrayerVigils.net has been updated yet.
7. All to submit Conexiones input to Amanda by March 15th.

Respectfully submitted,

Carolyn Witham