



National Lutheran Secretariat

Executive Committee Meeting

Minutes of April 25, 2023 Meeting

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

Absent: Brian Schwartz

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

Old Business

Approval of Minutes

Minutes from the March 21, 2023 NLSEC meeting were accepted as amended by acclamation.

Distribution Center Update

A position description is needed. Due to a comment from one secretariat on the Annual Report survey, there is concern about potential issues. Brian is working to connect with Tom with regard to a position description and transitioning the inventory.

Trademark Renewal

Steve is following up with Jim to confirm what is needed. John did confirm that the trademark is due this summer. Steve will contact the lawyers to find out what specimens (e.g., current documents and our website link) are needed to proceed with the renewal.

Secretariat Status Review

River's Edge, Lake Gaston, and Heart of Illinois have dissolved. Utah had a silver anniversary celebration and ultreya in April during which new secretariat members were identified. The regional coordinators are actively engaged with a few secretariats that are struggling (e.g., offering to support weekends with team members). Once we have a confirmation that a secretariat had informed us of dissolution, the secretariat reference and link should be removed from the NLS website.

Annual Report Update

Five secretariats have not responded to the annual survey yet. The significantly improved response rate is attributed to the report being handled as a simple survey.

Website Revision Committee

Five Fourth Day community members are serving on the Website Revision Committee. John met with the committee and reviewed the committee objectives. The priority is to focus on things that will make the website useful for sponsors. This can include sponsorship training materials, tips to help prepare sponsors for their role as well as videos that potential pilgrims can watch to understand what a weekend is like. The committee is looking at other websites for ideas and materials. The next meeting is April 29th.

New Business

Webmaster responsibilities

We need to draft a job description for NLS Webmaster. John is working to connect with Eric to determine what he has time to do and what tasks can be handled by others.

Executive Committee Member Reports

VP of Administration (VPA) - Jane: Jane reported that there are currently 49 registrations confirmed for the 2023 NLS Annual Gathering (NLSAG). She has been answering host committee questions and has prepared several articles to be distributed via Constant Contact. These articles and requests to update the website on 4/15 were all sent to Amanda Hunter. She also sent Light in the Desert (hosts for the 2024 NLSAG) a PowerPoint about the presentation they will do at the 2023 NLSAG. Jane continues to seek out a secretariat willing and interested in hosting the 2025 NLSAG. Karen asked when the rates for the NLSAG go up and Jane confirmed that the rates go up for those who have not paid before May 2nd.

Spiritual Director (SD) – G. Karl: in addition to the Monday to Friday daily prayers and the Sunday weekly devotional, G. Karl replied to a community asking who can preside over communion. The next SD round table will be June 6th at noon ET.

Treasurer - Steve: Dues have been received from twenty secretariats. Steve has been working to identify and contact the treasurers of the other secretariats.

Secretary - Carolyn: Carolyn corresponded with secretariats regarding the annual survey and updated rosters. She has also been making regular updates to Constant Contact.

VP of Outreach - Karen: Karen is posting weekends on our website and has been supporting Marcia Newman (Region Coordinator (RC) for Region 1) who has been actively working with a community seeking to revive their community. Karen has also been in contact with Brian Knight (Northern Light). Northern Light is planning a leadership training in November and has asked if Karen or another person from the NLSEC can join them. The health of secretariats and how RCs can engage with struggling communities will be a key topic at the upcoming RC meeting.

President - John: There are two nominees for President and one each for Vice President of Outreach and Secretary. The nominating committee is continuing to look for other potential candidates. In addition to meeting with the website revision committee, John has engaged as a sounding board for various secretariat leaders. The NLSEC will meet at 1pm local time Wednesday, July 26th at the NLSAG site.

John adjourned the meeting.

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

Next Meeting – Tuesday, May 23, 2023, at 8:00pm EDT, for NLS Executive Committee members and appointed committee chairpersons.

Summary of Action Items

1. Following the RC meeting, Karen to send all NLSEC members a list of affiliated secretariats and their current health
2. Carolyn to reach out to Raleigh Sandy about 2022 Via de Cristo of Ohio activity
3. All members to prepare annual reports and send those to Jane by May 31st.

Respectfully submitted,

Carolyn Witham