



National Lutheran Secretariat

Executive Committee and Appointed Committee Chairpersons Meeting

Minutes of May 23, 2023 Meeting

Present: John Aclin, Steve Barnett, Pastor G. Karl Gaston, Jane Winge, Carolyn Witham, Amanda Hunter, Dave Leverenz, Marcia Poisel, and Randy Poisel.

Absent: Karen Weires, Brian Schwarz, Sue Bathe,

Call to Order and Opening Prayer: John called the meeting of executive committee and appointed committee chairpersons of the National Lutheran Secretariat (NLS) to order and Pastor G. Karl opened the meeting with prayer.

Old Business

Minutes: Minutes from the April 25, 2023 meeting were accepted by acclamation.

Appointed Committee Reports

Communications - Amanda: The team continues to send out Constant Contact communications as requested, post prayers and other items to the Facebook page, and has been updating the Annual Gathering website with information and documents as received. Annual Gathering elements to be streamed live will be done via a phone. Amanda requested all Conexiones articles or input be sent to her no later than June 10th.

Spiritual Director (SD) Support - Jeanne: Jeanne will participate in the June 6th SD roundtable. She also plans to attend any SD meetings at the annual gathering.

Archivist - Dave: Dave continues to wait to hear about a home for the archives. He is also working to get missing minutes.

Database coordinators - Marcia/Randy: Randy is reviewing to make sure updates are being made to Constant Contact.

New Business

Jubilee Days: NLS received a request from Steve Siroky to do a session at the NLS annual gathering (NLSAG) about Jubilee Days. Jubilee Days was initially intended to be a Cursillo-like experience targeting individuals not able to participate in a weekend experience (e.g., those in assisted living facilities). It is designed as six half day sessions spanning two weeks. After discussion, it was agreed that Jubilee Days would be allowed to set up an informational table at the NLSAG.

Old Business

Annual Gathering Update: There are currently 119 registrations for the NLSAG. We reviewed the list of planned sessions and brainstormed names of potential facilitators.

Website Committee Update: The committee is focusing on things that might be helpful for sponsors. The committee is reviewing handouts as they consider creating a tri-fold handout template. The team plans to create a video that secretariats can link to.

Annual Report Update: More activity report replies have been received than we have received in recent years. Carolyn is following up with secretariats who have not yet replied.

Annual Dues Update: Six more secretariats have paid their dues. Steve has not heard from 14.

Trademark Update: Steve has sent all of the information to the lawyer. John will send his signed certification that we are still using the trademark.

Secretariat Challenges: John shared an update on a secretariat. The Regional Coordinator listened to everyone, and the secretariat seems to be on a good track.

Nominating Committee Update: There are two candidates nominated for President and one for each additional role open for election in July.

Executive Committee Member Reports

VP of Administration - Jane: Jane reminded all to submit their annual report. She plans to connect with Bob Lewis about a potential host for 2025.

Spiritual Director: Pastor G. Karl continues to do the weekly devotions and daily prayers. He will host the SD roundtable June 6th at noon Eastern.

Treasurer - Steve: Steve continues to collect dues and make progress on the trademark renewal.

Secretary - Carolyn: Carolyn will use the registration information just received to start asking lay directors to confirm the names of their authorized delegates.

President - John: John has worked with the Regional Coordinator assisting a struggling secretariat and continues to work with the website committee.

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

Next Regular Meeting – June 26, 2023 at 8:00pm EST for NLS Executive Committee members

Summary of Action Items

1. All to send newsletter articles or input to Amanda by June 10th
2. G. Karl to send write-up with Zoom link to Amanda so that she can send a note about the SD roundtable out via Constant Contact. A similar message will be sent to Lay Directors and Regional Coordinators.
3. Carolyn to send missing minutes to Dave
4. John to reply to the Jubilee Days requestor
5. John to reach out to Schmidlins as possible NLSAG session facilitators
6. Poisels to invite Dick Link to facilitate 50th anniversary session
7. All to complete and submit annual reports to Jane
8. John to send signed certification that we are still using the trademark
9. John to reach out to Tom regarding Distribution Center financials.

Respectfully submitted,

Carolyn Witham