



National Lutheran Secretariat

Executive Committee Meeting

Minutes of August 22, 2023 Meeting

Present: Steve Barnett, Brian Comeno (BC), Pastor G. Karl Gaston, Brian Schwartz, Karen Weires, Jane Winge, and Carolyn Witham

Absent: none

Call to Order and Opening Prayer: BC 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 June 27, 2023 NLSEC meeting were reviewed. No changes were noted. Minutes from the July 30, 2023 NLSEC meeting were amended. Steve made a motion to [accept the minutes from both meetings as amended](#). Jane seconded. The motion passed unanimously.

Minutes from the annual NLS meeting, July 27-29, 2023 were reviewed. Jane made a motion to [accept the NLSAM meeting minutes](#) and G. Karl seconded. The motion passed unanimously.

Executive Committee Member Reports

VP of Administration (VPA) - Jane: Jane reported that there were ultimately 143 registrations for the 2023 NLS Annual Gathering (NLSAG). She shared that returned evaluations included themes that the overall pace/timing of activities at the NLSAG was good and that participants would appreciate having some EOIs repeated. Jane spoke to Gary Roseman from Western North Carolina about possibly hosting the NLSAG in 2025.

Spiritual Director (SD) – G. Karl: G. Karl shared that he'd like the SD support committee to work on drafting a NLS policy statement that can be used as guidelines about who can serve as a SD on a weekend. The SD manual should also be reviewed. The next SD roundtable will be held September 13. G. Karl agreed to Light in the Desert's request to have a lay SD be the 2024 NLSAG Worship Coordinator (historically an ordained SD).

Treasurer - Steve: Steve reported that the envelope challenge has brought in \$3891 as of today. Whatever is collected through August 31st will be forwarded to the 2024 NLSAG host committee. In the last month he received one more secretariat's dues. There are still nine or ten secretariats that have not yet paid their 2023 annual dues.

Secretary - Carolyn: Carolyn had nothing to report.

VP of Outreach (VPO) - Karen: Karen has met with the two new Region Coordinators (RCs) and submitted one bio and picture for posting on the website. She has requested the bio and photo for the other new RC. The RCs are reviewing the Wellness Checklist for suggested changes and uses for discussion at the RC meeting scheduled for the September 12th. All seven RCs expect to attend. She briefly participated in the Fourth Day community mid-year meeting via Zoom. The other movements are also having local communities struggling to remain operational.

Executive Director - Brian: As Host Committee co-chair for 2023, Brian reported that after repaying NLS for the \$4,000 loan given as seed money, he expects that the National Gathering account will have \$3,728 remaining to be shared 50/50 between INKY and NLS. He will work with Steve to transfer funds to NLS and close out the 2023 Host Committee bank account after the few lingering outstanding checks are cashed.

In his role as interim Distribution Center co-manager, Brian shared that there are past due balances of \$1,007.27 due from various secretariats. Given that NLS has no record that the secretariats were invoiced as expected, it was agreed that Brian will contact the secretariats about past due balances. There is a need to raise the prices of items available to secretariats through the Distribution Center. Brian had 250 of each the participant and clergy glossy brochures and 25 Fourth Day Manuals printed and the cost of the items exceeds our current sales price.

President - BC: When we meet in Las Vegas for mid-year, BC would like us to agree to a 2-year plan. With this, we will be able to report out what has been accomplished this year and what we are still looking to accomplish. BC specifically would like to have at least one communications goal (communications between NLS and affiliated secretariats).

New Business

Expenses: BC reminded everyone to submit travel expenses for reimbursement to Steve.

Future Meetings: The monthly NLSEC meeting link will continue to be sent out with the agenda by BC. Individuals filling all appointed positions, including RCs, will be invited to attend one NLSEC meeting each quarter (September 26, December 19, March 28 and May 23). RCs will continue to work through the VPO, including requesting topics to be added to a meeting agenda. Other appointees will be asked to provide a quarterly written report to and request the addition of meeting agenda items through BC. Appointees will not be expected to give a verbal report (i.e., will not be listed on the agenda by default).

Savings: Carolyn made a motion to [give Steve authority to work with BC to open an interest earning savings account or CD on behalf of NLS](#). Karen seconded. The motion passed unanimously.

BC adjourned the meeting.

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

Next Meeting – Tuesday, September 26, 2023, at 5:00pm PDT for NLS Executive Committee members

Summary of Action Items

1. BC to send out an email to all appointees about meeting participation.
2. BC to contact Eric about updating website pictures and bios as well as his email address.
3. All to consider possible goals for a 2-year plan.
4. Carolyn to provide a list of secretariats with lay directors to the NLSEC and RCs.
5. Carolyn to share total pilgrim counts for all NLS secretariats inception to date.

Respectfully submitted,

Carolyn Witham