



# National Lutheran Secretariat

Executive Committee and Appointed Committee Chairpersons Meeting

## Minutes of September 26, 2023 Meeting

**Present:** Steve Barnett, Brian Comeno (BC), Pastor G. Karl Gaston, Karen Weires, Jane Winge, Carolyn Witham, Brenda Brown, Jeanne Gaston, Amanda Hunter, BobbiJo Koski, Bob Lewis, Marcia Poisel, Brian Schwarz

**Not Present:** Sue Bathe, Jerry Gray, Pam Gross, Dave Leverenz, Sylvia Meister, Eric Needle, Marcia Newman, Randy Poisel

**Call to Order and Opening Prayer:** BC 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

#### Approval of Minutes

There were no changes raised and no discussion related to the August 22, 2023 NLSE meeting minutes. Jane made a motion to [accept the minutes](#) from the August 22, 2023 NLSEC meeting. G. Karl seconded. The motion passed unanimously.

### New Business

#### Financial Review

Steve distributed the NLS Profit and Loss (P&L) Statement for the first quarter (June 1, 2023 to August 31, 2023) to the NLSEC last week. There were no questions raised. Going forward, BC requested that Steve provide a list of account balances along with the quarterly P&L statement. Steve shared that \$3,300 was transferred into NLS accounts from closing the previous Distribution Center account.

#### Spiritual Director (SD) Roundtable

The SD roundtable has been moved to October 18<sup>th</sup>. In addition to sharing time (i.e., what is going well and what is not going so well), Pastor G. Karl has requested SDs be prepared to discuss the topic of Lay SDs. He hopes to get input from SDs on what they think the role and responsibilities of a Lay SD should be on a weekend?

#### 2025 NLSAG Host

Western North Carolina has agreed to host the 2025 NLSAG.

#### Website Updates

Brian has been making updates to the NLS website ([www.viadechristo.org](http://www.viadechristo.org)). Requests for updates can be directed to Brian.

### Appointed Committees

**Spiritual Director (SD) Support:** Jeanne shared that her committee exists to support the affiliated secretariat SDs. The committee completed a new SD brochure that was less wordy than the previous one. A new video for pastors that may not be familiar with Via de Cristo is the next project the committee is working on. The video will include SD testimonials about the impact Via de Cristo has had on their own ministry and the congregations they've served. SD testimonials were recorded at the 2023 NLSAG.

**Communications:** Amanda shared that the Communications team creates the Conexiones (NLS newsletter), sends out communications via Constant Contact and administers the NLS Facebook site. She encouraged NLSEC members to create videos for Facebook. The committee also makes NLSAG website updates. During the 2023 NLSAG, an effort was made to delineate what tasks should remain with the NLS Communications team versus which should reside with the Host Committee (HC). Ultimately, the only potential HC task relates to posting blog articles. Content for the Conexiones should be sent to [nvdnewsletter@gmail.com](mailto:nvdnewsletter@gmail.com). Other communications should be routed to [nvdcommunications@gmail.com](mailto:nvdcommunications@gmail.com). Amanda re-iterated the need to identify and train someone to compile the Conexiones.

**Database coordinators:** Marcia and Randy make database (Constant Contact) updates. They also handle sharing the NLSAG registration details with the NLSAG HC.

**Region Coordinators (RCs):** BobbiJo (Region 5) has sent some emails, attended the RC meeting and is excited to join the RC team. Brenda (Region 2) attended the RC meeting and is working to contact all of the secretariats in Region 2. Bob (Region 6) expressed a desire to have a better approach for NLS and other secretariats to assist secretariats that are struggling.

## **New Business**

### **Envelope Challenge**

Carolyn made a motion authorizing Steve to [distribute the \\$3,891 received from the envelope challenge to the 2024 HC](#). Jane seconded. The motion passed unanimously.

### **2023 HC Financial Wrap Up**

Steve made a motion authorizing INKY [keep \\$2,792 of the remaining 2023 HC account balance](#). Pastor G. Karl seconded. The motion passed unanimously.

## **Old Business**

### **Monthly Updates**

Jane drafted a monthly summary update based on the August minutes and asked if we will continue to send these out. There was consensus that it is good to send the drafted summary out now. A decision will be made about future updates going forward. (If Conexiones is sent out in October, should a second update be sent in October or should we skip months that Conexiones is sent?)

### **NLSAG Host Committee Guidelines**

A question was raised about any excess balance resulting from HC fund raising efforts for the NLSAG. All agreed that the balance is split 50/50 between the HC and NLS. Jane will make this update to the guidelines and review the guidelines for any additional changes. She will also include details about who pays for what for easy reference for future HCs.

### **Mid-Year Meeting Agenda**

Jane led us through a rough draft of the agenda for the mid-year meeting.

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

**Mid-year Meeting** – October 20-21, 2023 at 9:00am PDT for NLS Executive Committee members

**Next Regular Meeting** – November 28, 2023 at 8:00pm EST for NLS Executive Committee members

### **Summary of Action Items**

1. Steve to share a list of all NLS accounts with balances with BC.
2. All NLSEC members to share mid-year travel arrangements with Karen so that she can arrange for airport

transportation and host homes.

3. Amanda to update website to link to Plaza Hotel website instead of University of Indianapolis.
4. Jeanne to send out a new SD brochure to NLSEC and those in appointed positions.
5. All to send articles for Conexiones to Amanda at [nvdcnewsletter@gmail.com](mailto:nvdcnewsletter@gmail.com) by October 6<sup>th</sup>.
6. Jane to send Monthly Update to Amanda for distribution via Constant Contact.
7. Jane to update NLSAG HC Guidelines as discussed.
8. All to send mid-year transportation details to Karen.

Respectfully submitted,

*Carolyn Witham*