



National Lutheran Secretariat

Executive Committee Meeting

Minutes of November 28, 2023 Meeting

Present: Steve Barnett, Brian Comeno (BC), Pastor G. Karl Gaston, Amanda Hunter, Brian Schwarz (Brian), Jane Winge

Not Present: Karen Weires, Carolyn Witham

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

New Business

Communications Director - Amanda

Amanda is working on the fall Conexiones that will include September and October updates. She has articles from BC, Jane, Karen and Pastor G. Karl. Brian will re-send his 'second mile' article. Amanda will also send the November monthly update separately. She requested that BC share a list of things for her to do with the website. She also asked BC to draft a Christmas message to be sent to the Fourth Day community the week leading up to Christmas. Jane will also send Amanda something about the 2024 NLS Annual Gathering (NLSAG) to be included as well. BC requested Jane to continue to draft and send monthly updates through January. After that, he will begin drafting the monthly updates to the community. Given that Amanda will be joining all meetings to facilitate communications with the Fourth Day, it was agreed that her role name will be revised to be Communications Director.

Authorized Signers

BC made a motion [to update the authorized signers on all Wells Fargo and Thrivent Financial Credit Union accounts to:](#)

- [remove all current signers except for Steve Barnett, continuing Treasurer, and](#)
- [add Brian Schwarz, Executive Director.](#)

Pastor G. Karl seconded the motion. The motion passed unanimously.

President - BC

Kim Brownlow has agreed to serve as the Nominating Committee chairperson for this coming year. The next Lay Director's roundtable will be January 21 at 3pm PT. BC asked all to prayerfully consider how NLS can assist affiliated secretariats with prayer vigils and gathering palanca. Communities sharing their prayer vigil link when requesting we post their upcoming weekends can have time slots filled by individuals around the globe.

Spiritual Director - Pastor G. Karl

Pastor G. Karl led a SD roundtable in October. The next SD roundtable will be Wednesday, January 24 at 9am PT. He encouraged all to keep Ed Simonsen's family in prayer. This led to a discussion confirming the plans to remember those entering the 5th Day at the NLSAG. The remembrance will be included at the end of the Friday evening worship.

Treasurer - Steve

Financial activity has been minimal. Harbor Compliance fees were paid as were mid-year travel reimbursements. In addition, the distribution of receipts from the envelope challenge and reimbursement for D&O insurance were made.

2024 Annual Dues

Recognizing that many secretariats are still struggling and that income from dues does not cover annual expenses of NLS, Jane made a motion [to set the 2024 annual dues to \\$300 for all secretariats](#). Pastor G. Karl seconded the motion which then passed unanimously.

Old Business

Registered agent

As a Minnesota corporation, NLS is required to have a contact and address in Minnesota. NLS complies with this requirement through our hiring Harbor Compliance as our registered agent. Steve sent documentation to Harbor Compliance so that they will handle the Minnesota state filings (informative tax returns) for NLS.

Federal 990

Steve has not been able to complete this form online. He will contact the IRS. It was noted that Harbor Compliance handles state filings only, not federal.

Fourth Day leaders meeting

Brian and Karen will attend the Fourth Day leaders meeting in late January in Florida. Brian will contact Karen to get details.

2024 NLSAG

Invitations to keynote and forum speakers for the 2024 NLSAG have been extended. There is one speaker that is yet to confirm. All others have accepted our invitation. The registration form will be available in January.

2025 NLSAG

North Carolina has contacted ten potential venues for the 2025 NLSAG. Most potential locations contacted will not contract for event until the summer of 2024. A question was raised about the timing of the gathering. While the NLSAG has frequently begun on the fourth Thursday of July, our bylaws stipulate that the NLS annual meeting is to be held between June 1 and August 31.

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

Next Meeting – January 23, 2024 at 8:00pm EST for NLSEC and appointed persons

Summary of Action Items

1. BC to create list of tasks for Amanda to complete and send it to her.
2. BC to draft Christmas message and send it to Amanda by December 18th.
3. Amanda to get approved minutes from August to date from Carolyn and post them to the website.
4. Brian to re-send his Conexiones article to Amanda.
5. All to read the introduction and chapter one of Mark's book, The Gospel of Grace, in preparation for the next meeting.
6. Steve to confirm if the NLSEC must approve the Minnesota state filing prior to submission by December 31. If approval is required, Steve to send out the Minnesota filing for approval via e-mail.
7. Pastor G. Karl to see if he can get a picture of Ed for our Facebook post as well as service details.
8. Amanda to connect with Heather about receiving 5th Day notices from the Fourth Day community.
9. Brian to send job descriptions out to all of NLSEC and appointed persons.
10. Amanda to update website to reference Communications Director in lieu of Communications Coordinator.
11. Amanda to request Karen to provide Zoom links for upcoming Lay Director and SD roundtables.

Respectfully submitted,

Carolyn Witham