



National Lutheran Secretariat

Executive Committee and Appointed Committee Chairpersons Meeting

Minutes of March 26, 2024 Meeting

Present: Brian Comeno (BC), Pastor G. Karl Gaston, Karen Weires, Jane Winge, Carolyn Witham, Sue Bathe, Jerry Gray, Pam Gross, Amanda Hunter, BobbiJo Koski, Dave Leverenz, Bob Lewis, Marcia Poisel, Randy Poisel

Not Present: Steve Barnett, Brian Schwarz, Brenda Brown, Jeanne Gaston, Sylvia Meister, Eric Needle, Marcia Newman

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

Minutes

The February 27, 2024 NLSEC meeting minutes were accepted as amended by acclamation.

Palanca Coordinator

A cursillista offered to fill the NLS Palanca Coordinator position noted in the most recent NLS update. She would like to meet with the Regional Coordinators (RCs) to discuss the position and have an opportunity to speak about the position at the NLS Annual Gathering (NLSAG). NLSEC members present supported her requests and BC's request to appoint this individual to this position. BC will call her to confirm her acceptance before the appointment is announced.

Spring Conexiones

Amanda advised that she has just two Conexiones articles at this time. Others are needed by the end of the week so that the Conexiones can be distributed no later than March 31. Contributions are to be sent to nvdcnewsletter@gmail.com and can include God moments that encourage others. Individuals in appointed positions of NLS are also welcome to send articles about things they are working on in their area of service.

Appointed Positions

Region Coordinators

The RCs shared that some secretariats are struggling to restart following Covid. Others are struggling with not having an adequate supply of SDs willing to serve. Pam suggested that each secretariat bring general palanca letters to the NLSAG for prayer and distribution to each other secretariat also in attendance. The opportunity for RCs to participate in Zoom meetings with the NLSEC is appreciated. Lay Directors have made positive comments that the Lay Director roundtable Zoom calls are effective. Copying RCs on annual activity report responses is also helpful. Bob suggested that it would be helpful to know what secretariat information NLS has on file. He also noted that new individuals in individual secretariat roles (e.g., lay director, palanca coordinator, etc.) do not know what is expected of their role. As a national movement, we are more effective when communication is strong: to, from and within NLS.

Archivist Update

The archives are in pretty good shape. There are both hard copy and digital archives that are all included in a master list. Dave shared specifics with regards to documents he needs for the archives.

Database / NLSAG Registration Update

Registration for NLSAG is progressing as expected. Questions are being asked about pricing to attend the NLSAG without staying at The Plaza. The agreement with The Plaza includes a price for a room and food in a package. Like all of the local host committee members, others registering to attend the NLSAG that choose to not stay at The Plaza will still need to pay the full registration fee.

Non-Profit Compliance Coordinator Update

Sue has been working with Steve to make sure there is a clear list of filings with filing dates. She is not clear on what the Non-Profit Compliance Coordinator is supposed to do and she asked what became of Utah filing following the distribution center move.

New Business

Roundtables

The question was asked: Is NLS overstepping if the NLS Palanca Coordinator hosts a Zoom meeting with affiliated secretariat Palanca Coordinators to train them in their role? There was a consensus that NLS hosting roundtables for individuals in like roles (e.g., Lay Directors, Palanca Coordinators, etc.) with the intent of sharing best practices and what is working well at an affiliated secretariat level is not overstepping. NLS will start expanding roundtables to now include hosting Communications and Palanca roundtables. A request will be made to recipients to please let us know if they should not be receiving communications any longer.

NLS Annual Meeting (NLSAM) Agenda

BC expressed a desire for the NLSAM to be engaging for delegates. Topics may need to be time-bound. A request for NLSAM topics will be requested through the monthly update and Conexiones.

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

Next Regular Meeting – April 23, 2024 at 7:30pm EDT for NLSEC members

Next Regular Meeting with Appointed Positions – June 25, 2024 at 8:00pm EDT for NLSEC and all those filling NLS appointed positions

Pre-NLSAG NLSEC Meeting – July 24, 2024 at 1:00pm PDT for NLSEC members

Summary of Action Items

1. BC to confirm acceptance of the Palanca Coordinator position with the volunteer.
2. All who have not already done so already are to send articles for Conexiones by March 29th to Amanda at nvdcnewsletter@gmail.com.
3. BC to seek assistance from Technology Administrator on cloud account access for archivist and request additional website administrator access for Communications Director and select others.
4. Randy to send list of registrants to Karen and BC tonight and every other week going forward.
5. Carolyn to forward and cc Karen on annual activity report confirmation emails.
6. BC to follow up with Brian and Steve to confirm for Sue that all paperwork required to move the distribution center from Utah to Kentucky has been properly filed.
7. Amanda to send out meeting invite with date, time, and link for NLSEC and Appointed Position meetings and to set up day of reminder too.
8. Amanda to schedule a Zoom roundtable call with Communications Coordinators for affiliated secretariats (cc to Lay Directors and RCs).
9. BC to talk with Brian about the Non-Profit Compliance Coordinator job description and making sure the role is clearly understood.
10. In the monthly update/Spring Conexiones, Amanda will include the following:
 - a. NLSAG registration link, dates and prices
 - b. reminder that \$300 annual dues are payable by May 31st to the NLS Treasurer
 - c. the resources link to get to rollo outlines
 - d. annual activity report link that Carolyn will send to Amanda

11. All to read Chapters 6 and 7 of Dr. Mark Wickstrom's *The Gospel of Grace*.

Respectfully submitted,

Carolyn Witham