



National Lutheran Secretariat

Executive Committee Meeting

Minutes of May 30, 2024 Meeting

Present: Steve Barnett, Brian Comeno (BC), Brian Schwarz, Karen Weires, Jane Winge, Carolyn Witham, Amanda Hunter, Kim Brownlow

Not Present: Pastor G. Karl Gaston

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

Old Business

Approval of Minutes

The minutes of the April 23, 2024 NLSEC meeting were accepted as amended by acclamation.

New Business

Treasurer Items - Steve

There was discussion about eliminating NLS use of QuickBooks. This will be left for the next Treasurer to decide.

Certificate of Deposit

Jane made a motion [to authorize the Treasurer, Steve Barnett, to invest up to \\$15,000 of general fund Wells Fargo checking account money into a certificate of deposit](#). Carolyn seconded. The motion passed unanimously.

Steve noted that registration fees paid to the host committee for the 2024 NLSAG are higher than previous years. This may need to be scrutinized more closely in the future. He will meet with the host committee to reconcile the amount paid and, if needed, process an additional payment.

There was discussion about using a file hosting tool to share current documents like current financial reports to simplify file sharing and role transitions (e.g., Dropbox). Dropbox is email agnostic and more secure. No action item came from this discussion.

The monthly website hosting fee is no longer being paid by Eric. It is now being paid automatically by Brian's credit card.

There are ten secretariats that have not yet paid their dues.

Director of Communications - Amanda

Amanda has been sending out Constant Contact messages as requested and has been training Heather Muga on sending Constant Contact messages.

Secretary – Carolyn

There are 13 secretariats who have not yet submitted their annual activity report. Carolyn has received the list of registered delegates from Randy Poisel this past weekend. She is beginning the process of reconciling registered delegates with individuals appropriately authorized as delegates by their secretariat. She will also be requesting delegate names from secretariats who have not yet sent authorized delegate names.

Vice President of Outreach Items - Karen

Karen will follow-up with the regional coordinators about getting their annual reports submitted to Jane.

NLS Distribution Center Update - Brian

Steve confirmed that he does need May 31st financial data (e.g., the inventory value and cash on hand) from the Distribution Center (DC) for closing out NLS financial reports for the year. BC requested that the printer be listed as a DC fixed asset too. There was a consensus that the historical practice of the DC covering expenses for the DC manager to attend and sell items at the NLSAG is acceptable.

VP of Administration / 2024 NLS Annual Gathering (NLSAG) - Jane

Jane reviewed status of things needed for the NLSAG. She needs pictures and bios for two speakers. Additionally, AV needs from speakers are due to the host committee by June 1st. A reminder will be included in the Conexiones about the 5th Day slides.

Nominating Committee

The positions open for election in July are Vice President of Administration, Treasurer, and Spiritual Director (SD) and there has not been any movement on the. Individuals interested in being nominated, offering a name as a potential nominee, or being part of the nominating committee are invited to contact Kim directly at kim@cvdc@gmail.com. Kim plans to attend the Lay Directors roundtable

President - BC

BC shared that following the last meeting, he has received commitments from donors to donate funds to finance two annual scholarships. The idea is that the first scholarship will be given in July 2025 during the NLSAG in North Carolina. A request for scholarship committee members will be made at the 2024 NLSAG.

Closing Prayer – Jane closed the meeting with prayer.

Next Meetings

June 2, 2024 at 2:00pm PDT for Lay Director Roundtable

June 5, 2024 at 9:00am PDT for Spiritual Director Roundtable

June 25, 2024 at 4:30pm PDT for NLSEC book study followed by 5:00pm PDT NLSEC meeting to include those filling NLS appointed positions (*starting times were subsequently changed to 3:00pm PDT for book study followed by 3:30pm PDT for all to join*)

July 24, 2024 at 1:00pm PDT for NLSEC – in person at The Plaza Hotel

Summary of Action Items

1. All to read chapters six thru eight of Mark's book, The Gospel of Grace, in preparation for the June meeting.
2. Steve to calculate and share the average income received from host committees following the NLSAG.
3. Amanda to upload newsletters following Fall of 2022 to the website. (Resources → Newsletters)
4. Brian to follow-up with Eric on the request for Host Committee reporter logins needed to update the blog. (last email in chain is from May 24, 2024)
5. All to share website/technical support requests for Eric with Brian and BC so that the list can be centrally prioritized and tracked.
6. All to send Conexiones articles to Amanda (nvdcnewsletter@gmail.com) with a subject line beginning with Conexiones.
7. In order to get a sense for how the body might respond to the scholarship suggestion in advance of the NLSAG, BC will raise the idea at the June Lay Director roundtable, Pastor G. Karl will do the same at the SD roundtable, and the RCs will share the idea with secretariats not attending the Lay Director roundtable in advance of the NLSAG.
8. The following items will be included in the Conexiones/NLS update that will be sent early next week:
 - a. NLSAG article from Jane
 - b. reminder that the \$300 annual dues are now past due and are payable to the NLS Treasurer

- c. reminder to submit annual activity reports via Constant Contact survey or by contacting the NLS Secretary (secretary@viadecristo.org) and also to share delegate names with the NLS Secretary
- d. Brian will send a brief article about the DC having a sales table at the NLSAG
- e. BC to prepare and send something from the President's desk
- f. BC to ask Kim to submit something from the desk of the Palanca Coordinator that includes a request for each secretariat attending the NLSAG bring a signed palanca letter to be shared with other secretariats
- g. Reminder about the nominating committee opportunity, open positions, and how to submit nomination forms

Respectfully submitted,

Carolyn Witham