

**National Lutheran Secretariat  
Executive Committee Meeting  
Minutes-October 28, 2025**

**In Attendance:**

Brian Comeno, Pastor G. Karl Gaston, Carolyn Witham, Jerry Gray, Karen Weires, Tom Kirk, Heidi Schneiter, Brian Schwarz, Jeanne Gaston, Randy Poisel, David Leverenz, Amanda Hunter

**Absent:**

None

**Call to Order and Opening Prayer:**

Brian Comeno called the meeting of the National Lutheran Secretariat (NLS) executive committee to order at 4:36 pm PDT.

Pastor G. Karl Gaston opened the meeting with prayer.

**Minutes reviewed and approved**

- **September 23, 2025**
  - Approved

**Appointed Positions Reports**

- **Jeanne Gaston-Florida**
  - Pastoral Support Chair
    - Primary Duties
      - Provide support for issues involving Spiritual Directors
      - Assist secretariats in recruiting Spiritual Directors
    - Currently working on updating the clergy video on the website
      - Requested contact information for Dennis from Vineyard
- **Randy Poisel-Fishers, Indiana**
  - Database Coordinator along with Marcia Poisel
    - Primary Duties
      - Keeping Constant Contact up to date
      - Updating and providing forms for National Gathering
- **David Leverenz-Lexington, Kentucky**
  - Archivist
    - Primary Duties

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- Custodian of paper documents & electronic files stored in Google Drive
- Currently working on a history project
  - Working to bring the document up to date from 2011 to present
  - Requested contact information for Sunshine of South Florida
- **Amanda Hunter-Indianapolis, Indiana**
  - Assistant to the Communications Director
    - Primary Duties
      - Sending weekly devotional from Pastor Karl
      - Creating and sending Conexiones
      - Assists Heather with Facebook page
      - Other duties as needed

**“New” Secretariat Introductions**

- **Heidi Schneiter-Nevada**
  - Secretary
    - Primary Duties
      - Preparing meeting minutes
    - Currently working on compiling secretariat roster from various paper copies received from previous secretaries
- **Tom Kirk-Brevard County, Florida**
  - Vice President of Outreach
    - Primary Duties
      - Oversees and communicates with Regional Coordinators
      - Meets with other 3-day movements (i.e., Walk to Emmaus, Chrysalis, etc.)
    - Sonbeam -Florida Transfer of Charter
      - Transfer Sonbeam Charter to Port Charlotte
      - Sonbeam has a trailer with supplies that they are willing to donate
      - Looking to have a weekend in Spring 2026
      - Board is being formed

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**Acceptance of Current Appointments**

Brian Comeno asked, “as the president of the National Lutheran and if you guys would accept the appointed positions that you now hold, or would you wish to step down at this point?”

All appointed positions agreed to remain in their current positions.

**2025 AG Rosters**

- Randy requested a copy of the 2025 AG roster for people who have requested it.
- David has it in the archives and will send it to Karen to distribute.

**Financial Report**

Jerry presented financial information.

- Virtually no change from August
  - Interest from invested money has the most activity
- 2025 AG Financials
  - Approximately \$9600 on the profit line
  - Couple of payments not yet received
- Financial Report accepted.

**Mid-year Meeting**

- Travel Itineraries received by Jerry.
- Unable to attend
  - Brian Schwartz
  - Tom Krik
  - Pr. G Karl

**Member Reports**

- **Brian Schwarz-Executive Director**
  - Position Matrix has been sent to members
    - Will discuss at mid-year meeting
    - Karen to have Excel spreadsheet master to make edits if needed
  - Directors and Officers Insurance
    - \$580, same as previous year
    - Approved
  - Distribution Center is functioning as intended

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- **Carolyn Witham-VP Administration**
  - Survey Monkey Results
    - Sent to members via email
    - Overall results positive
    - EOI topics mentioned
      - Suggested offering more than once to be able to attend
      - Suggestions for EOI topics for future AGs
        - Sponsorship
    - Mentioned that more time was needed to discuss and network
    - Address issue of Region Coordinator that is from outside of their region
    - Be more cognizant about first-time attendees
      - E.g., Spell out acronyms in the schedule

**Status of new Louisiana Secretariat (LS)**

- No news from Janet
- Brian C. had discussion with them. They have decided to withdraw their application.
- Brian S. & Brian C. to be notified if VDC products are requested
  - Charge for these items TBD if requested

**Other Business**

- Karen reminded the members that Amanda requested that Conexiones articles be turned in by December 10.
- Karen reminded the members that VDC emails are set up. Will discuss at the mid-year meeting to work out issues.
- Pr. Karl spoke with Donna Blalock from Texas regarding the worship services for 2025 AG
- Brian C. to send email updates to Pr. Karl during the mid-year meeting
- Carolyn and Jerry are eligible to run again for their positions. Brian C. would like the Nominations Committee to have answers as soon as possible so they can begin their work.

**Mid-year Meeting Items/Logistics**

- Lunch in Saguin at 1:00p
  - Menu will be sent via email
  - Send order to Jerry

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- Karen to set up Zoom calls for Tom and Brian S.
- Carolyn to create the agenda for meetings
  - Thursday to start at 8:30a. Leave for lunch at 11:00 a.
- Committee approved \$40/night stipend for Brian C. RV lodging

Pr. Karl closed with prayer.

Meeting adjourned at 5:35 pm PDT

DRAFT