



Title: Oceanside Emmaus Board Meeting Minutes

Date: Tuesday, 11/14/2017

Time: 6:30pm

Place: Christ Church Pompano - Sykes Hall

Dial in #: 530-881-1212, participant code: 571 540 682#

Distribution and Attendee List: (Y = in attendance, E = Excused absence, D = Dial-in)

	Name	Role		Name	Role
Y	Phil Connell	Community Lay Leader			Fund Raising
	Steve Wilkinson	Past Community Lay Leader		Janet Brockway	Music
	Corkie Woerner	Secretary		Mike Schooley	Agape
Y	Louise Bodozian	Treasurer		Chuck Emerton	Facilities/Logistics
Y	MaryLou Gillis	Registrar	Y	Samuel Battle	Supplies
	Susan Christian	Registrar (incoming)		Jill Dallett	Kitchen Coordinator
	Michael Bialor	Communications		Fay Clark	Kitchen Coordinator (incoming)
Y	Carolyn Curry	Gatherings	Y	Bob Oldfield	Evangelism / Chysalis
Y	Linda Tague	Reunion Groups		Dr. Rev. Larry Hinkle	Spiritual Director
Y	Tony Ash	Church Reps		Dr. Rev. Simon Osunlana	Asst. Spiritual Director
	Aimee Wooton	Community Training	Y	Rev. Larry Bergstrom	Asst. Spiritual Director
Y	Sam Battle	Men's weekend #89 - LD	Y	Lauren Didriksen	Women's weekend #90 - LD
	Mike Schooley	Men's weekend #89 - BR		Liz Haley	Women's weekend #90 - BR
Y	Sherlaine Stevens				

#	Title	Time	Facilitator
1.	Opening Prayer	5 min	Phil
2.	Review/approval of last month's minutes	5 min	Phil
3.	Men's weekend #89 - April 19-22, 2018	5 min	Sam
4.	Women's weekend #90 - April 26-29, 2018	5 min	Lauren
5.	Operational Reports / Action Items	30 min	All
6.	Strategic Reports / Action Items	30 min	All
7.			
8.			
9.			
10.	Communion	5 min	Spiritual Directors

Meeting Minutes

Topic 1:	Opening Prayer
Topic 2:	Review/approval of last month's minutes-No one reviewed revised minutes/Original minutes were reviewed and approved
Topic 3:	Men's Weekend #89 - Sam
Discussion:	<ul style="list-style-type: none"> • Pompano dates confirmed - April 19-22, 2018 • Forum dates confirmed • Team status? How many from #87 will serve on #89?- Team is missing manuals(3 inside, 2 chapel, 1 conference room)/ Sam is looking for a music angel/ 4 confirmed pilgrims, others applications are on the way, Phil encouraged everyone to sponsor a pilgrim
Topic 4:	Women's Weekend #90 - Lauren
Discussion:	<ul style="list-style-type: none"> • Pompano dates confirmed - April 26-29, 2018 • Forum dates confirmed • Board Rep update- Liz Haley • Team Selection (Bob)-possible dates 12/2, 12/9 at 9am, Bob will confirm, Team selection committee: Mary Lou Gillis, Lily Vickers, Jann Miller, Larry Bergstrom(if schedule permits) / Aimee has women's manuals to possibly make revisions
Topic 5:	Operational Reports / Action Items
Discussion:	<ul style="list-style-type: none"> • Treasurer / Financial – Louise shared financial report/ Board requested Louise try to develop a budget for 2018/ Louise reported that Cube is expensive, but PayPal is an option for payments/ Louise will look into getting a credit card for Oceanside <ul style="list-style-type: none"> ○ Fundraising/Emmaus store-Sherlaine was approved by board as Fundraising Chair with the condition that the Board will find committee members to assist/ Some ideas shared: Emmaus reunion dinner, sell pizza cards, reconnect with community who are not involved, encourage pastors to share with congregations how Emmaus has grown disciples • Registrar - Mary Lou <ul style="list-style-type: none"> ○ Refund policy for late cancellations-Look at new application on website, will be voted on at next Board meeting ○ Sponsor guidelines review-cancellation policy will be voted on at next Board meeting • Reunion Groups (Linda)- Linda needs information from Janet/ Board should update their information on the website • Supplies (Sam)- Board suggested ordering supplies at the start of each year to ensure supplied for that year/ It was suggested that at the end of each walk, teams take an inventory of what supplies we have to determine if anything is needed for upcoming walks. This inventory should be given to the Board supply person. • Gatherings (Carolyn)- December gathering at Davie will be rescheduled/ Rev. Larry Hinkle sent email discussing prayer initiative and prayer calls, will be discussed at next meeting • Agape (Mike S.)- Not present • Chrysalis (Bob)- No additional report
Topic 6:	Strategic Reports / Action Items

Discussion:	<ul style="list-style-type: none"> • Church Visitation schedule-Ebenezer cancelled their recent visit, will start back with visitations in January • Evangelism - Bob Oldfield/ Bob drafted a survey to determine where community is spiritually. He shared some questions and will send via email to get feedback from Board. It was suggested he create multiple choice questions, possibly through free Survey Monkey • Communications - Michael Bialor – Communications plan development team <ul style="list-style-type: none"> ○ Calendar of Events on website ○ Church reps page - a page dedicated to church reps where they can get information, list all reps, roles and anything else pertaining to this position-Tony shared information on churches without reps, he will revise spreadsheets to reflect name, phone numbers, walk #, when last served and Board will work on contacting those people to establish church reps ○ Monthly newsletter (with prayer/praise section) ○ Minutes/Financial reports on website • Nominating committee - Refer to Team Selection notes under "Women's Walk #90". • Community Training – Aimee-Not present. Aimee has resigned from the board. Phil and Bob will work on a replacement. <ul style="list-style-type: none"> ○ Walk 88 ideas for improvement ○ Schedule and manual updates • All Board positions <ul style="list-style-type: none"> ○ Responsibilities of your position-Please submit to Phil ○ cross training your replacement ○ your goals
Topic 7:	Team Manuals
Discussion:	<p>Discussed how ALD's must be responsible for tracking manuals received and returned on spreadsheet. ALD responsible for manuals should give spreadsheet to Lay Director at end of walk. Board proposed raising price of deposit from \$10 to \$25 but most agreed the cost was too high. Manuals should be passed from Lay Director to next Lay Director. Teams may put post its with notes for manual revisions/suggestions in manuals but should not write on the manuals. All teams should be made aware that they can make copies prior to the walk. There should be a committee to revise manuals.</p>
Topic 9:	
Discussion:	•
Topic 10:	Communion

Open Action Items

Item #	Action Item Description	Owner	Due Date	Status	Updates / Comments
2	Develop 2017 goals and plans to achieve them	All	5/1	In progress	
3	Develop church visit schedule	Tony	3/1	In progress	Church reps are being unresponsive, so board must become more proactive
10	Check computer and necessary software	Mike B. Steve	4/1	In progress	
11	Contact St. Malachi regarding Pilgrim	Phil / Tony	4/1	In progress	<i>Tony to follow-up on contact</i>
12	Update Reunion info	Linda T.	4/1	In progress	
14	Fix bugs in database	Phil / Mary Lou	4/8		Need to sit with MaryLou and Larry Deel to document issues
17	Conduct Team Selection	Bob	11/30		Establish team selection for Women's #90
18	Begin working on Communications Plan	Michael B.	6/1		Michael to set up committee and begin working on comm plan. Will present a draft to the board ASAP.
19	Establish Nominating committee	Bob O.	11/30		
20	Establish Lessons Learned Transition schedule with upcoming weekend leadership teams	Aimee	12/1		

Closed Action Items

Item #	Action Item Description	Owner	Due Date	Status	Updates / Comments
1	Get LDs for fall walks	Phil	4/1	Closed	Men's #87 - Sam Battle Women's #88 - Carolyn Curry
4	Get website pw and tutorial from Lisa Barker	Michael B.	3/1	Closed	
5	Update Board of Directors info on website	Michael B.	3/1	Closed	Also updated on the Upper Room site
6	Weekend Books for the Walks	Phil, Steve		Complete	Phil took photos, Lisa Barker formatted, Phil had them

		and Lisa			printed (receipts will be provided to Louise for reimbursement). Steve was unable to format his office printer - working with techs to resolve before fall 2017 weekends.
7	Room availability for Women #86	Phil	3/14	Closed	Confirmed we have 4 additional rooms in 4100 pod. There are also 5 roll-away beds that are first come first serve.
8	Order new training materials for Linda	Phil	3/14	Closed	
9	Reach out to community for prayer board and weekend food agape signups	Mike S.	4/1	Closed	
13	E-blast for Walks	Phil	4/8	Closed	
15	Equipment/materials insurance	Phil	4/8	Closed	Quote requested, awaiting response from insurance
16	Relocate storage to Green House	Phil / Chuck	5/1	Closed	Christ Church trustees declined our request. Will continue to use the storage facility on Banks Rd