Lutheran Via de Cristo of Utah

Minutes of the Secretariat Meeting

Sunday, September 17, 2023—Good Shepherd Lutheran Church

Present: Ruth Hanzlik, (Allocations) Rick Hanzlik (Webmaster), Mary Kartak (Secretary, Liaisons Coordinator, Ultreyas Coordinator), Brick Thompson (Outgoing Financial Chair), Bonnie Davis, Convener/Lay Director, Julie Miller (newly recruited). Present via phone call Wendy Miller Financial Treasurer. Absent: Neil Arnold (Spiritual Director)

The meeting was called to order at 13:10 PM by Convener/Lay Director Bonnie Davis. It was announced that Tom Krause has communicated to Bonnie that he will be unable to serve on the Secretariat. Janet Tow has also declined the invitation to serve (primarily via phone and zoom) in the capacity of Liaisons and/or Ultreyas Coordinator). Kim Sparkman, who has volunteered to serve as Angel Coordinator for the secretariat, was ill. Wendy Miller had out of state company so was present by speaker phone only for the financial portion of the meeting.

Bonnie made the motion that the minutes of the previous meeting would be approved as printed. Motion seconded by Brick with approval by all. Motion carried.

It was announced that Vas Vegas had to postpone their weekend because of weather related road damage and site damage.

Wendy asked that a date be set for herself, Bonnie and Brick to go to the Wells Fargo bank to make changes in who are the authorized users. Brick made a motion that Bonnie and Wendy be added to the checking account at Wells Fargo Bank and that Tom Krause and Brick Thompson be taken off. Wendy seconded the motion and all present were in the affirmative. A letter written by Bonnie that states that the minutes of this meeting are accurate and that she, as the convener/lay director, is in support of this action will be a part of the process. Brick added that Greg Parker, associate personal banker with Wells Fargo, might be a resource if the changes become complicated.

Rick stated that the hosting service and domain for our website will be automatically renewed on the debit card that is currently in the possession of Bill Lange.

Brick talked about the tax form that must be submitted annually to keep our tax-exempt status. Bill had previously completed this task and did so online. Brick also informed the group that a business license renewal (a 990 postcard) must be filled out annually in May as an IRS requirement. Wendy expressed a trust that if she should have any difficulty a member of the VDC 4th day community (Sharon Richardson) was also Wendy’s tax preparer and could provide Wendy further guidance.

Brick does not have the tax exemption number for Utah Via de Cristo. The call with Wendy ended at 13:30. She voiced approval of adding her name to the pages distributed by Bonnie.

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Bonnie passed around several pages that she had prepared for mailing to leaders of upcoming weekends throughout the country so that they can feel supported and prayed for. The words “Shine, Jesus, Shine—Holding you in our prayers—Secretariat of Utah VdC—GLYASDI -- were printed and those present added their signatures and additional words of encouragement.

At the suggestion of Mary, the group discussed the “Grand Gathering” that the Utah Walk to Emmaus will be holding in Sandy on December 2. This is similiar to the post weekend Ultreya that is part of VdC. All present voiced approval of VdC sharing about the event on our Website and via Constant Contact. Brick suggested that we invite Shelley and Greg Pereboom, the lay directors of the men’s and women’s weekends which are scheduled for November, to come to our November 5th Ultreya. He suggested that they might wish to extend an in-person invitation to our community to attend the grand gathering.

Rick requested that information regarding the upcoming Ultreyas as well as the grand gathering be sent to him so he can distribute the information. He stated that Word documents can undergo a “cut and paste” so this is preferable. Mary stated that she would provide the information to Rick.

Rick initiated a discussion regarding the including of the minutes of the secretariat meetings as a part of the website. He stated that he had included the minutes of the July, 2023, on the Website. He stated that minutes from March of 2017 and frequent secretariat meetings prior to that date had been made available on the website. Those present concurred that if providing the minutes in the past had been done, providing them moving forward would be a continuation of a practice and therefore required no motion or voting.

The suggestion was made that an announcement in Constant Contact stating that the minutes were available on the Website (Utahvdc.org) would be a good indicator of openness. The suggestion was also made that a Constant Contact announcement be made of the date/time/location of secretariat meetings. The group felt it important to communicate that the meetings are always open.

Rick stated that once an individual has elected to Unsubscribe, the Webmaster has no way to change that status. He does get a detailing of how many have accessed the website and is given a graph showing Hits (opened and closed the site) Files (visited pages) Number of visits (beyond one from the same individual who spent time at the site) and Unique (first time visitor). Accessing the website has increased.

Bonnie stated that throughout the nation, the VdC movement is experiencing some decline and Marcha Newman, the regional Coordinator for district 1, has indicated that the number of attendees at the Ultreya in Roy was to be celebrated. Bonnie listed upcoming weekend as

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South Caroline Sept 21-24, Tuscon 2nd Thurs. Of October, California Oct. ? Colorado Nov. 9-12, Western Washington Nov. 2-5.

Bonnie stated that per Marcia Newman, the national organization wants to have the physical address of all members of the secretariat.

Rick stated that the song books are in the shed. Brick stated that he would bring them to the Ultreya in Holladay in November.

Bonnie distributed a copy of the Bylaws for “Lutheran Via de Cristo of Utah” dated July 2014 to all present. She requested that those present review the document and write in any changes that they would suggest. She asked that the October 15 secretariate meeting focus on reviewing said document. Mary reported that she will be unable to attend but that she will supply her input in advance. Julie Miller and Bonnie Davis agreed to jointly fill the role of secretary in the absence of Mary. Once the By-laws have been reviewed within the secretariat, Bonnie will have someone with qualifications review the document regarding legal requirements. The suggestion was made that a part of the examination of the by-laws would be to make modifications so that the use of Zoom and phone calls by speaker phone would be approved and would allow (or disallow) voting via that method.

Bonnie requested that those present utilize Facebook, emails and random text messages to members of the community to try to generate additional enthusiasm and support for VdC. Those present were asked to suggest that recipients check the Website and that senders provide the Website address as part of the message. Blasting out that Utah VdC has a Facebook page was also suggested. Rick agreed to put the address for both at the bottom of any Constant Contact correspondence. It was also suggested that a note be put on correspondence that if recipients elect to unsubscribe that they first let us know the reason (moved, changed church affiliation, no longer interested, etc.)

Julie Miller was officially welcomed as a volunteer member of the secretariat. She will serve as the assistant lay director. Those in attendance shared additional names of individuals who might be willing to serve on the secretariat included Aaron Hirtler, Darren Orr, Tim Adams and Carol Rice (Julie will contact Carol). Bonnie stated that she has plans of having individuals in the following positions within the secretariat. Underlines are those positions that are currently open:

Lay Director Bonnie Davis

Assistant Lay Director Julie Miller

Secretary Vacant (Mary Kartak acting secretary on a temporary basis)

Treasurer Wendy Miller

Spiritual Director Neil Arnold (An additional Spiritual Director is desired)

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Angel Coordinator Kim Sparkman

Training Pauline Jones

Allocations Ruth Hanzlik

Renewal Group Coordinator Vacant

Music Coordinator Vacant

Webmaster Vacant (Rick Hanzlik acting Webmaster on a temporary basis)

Properties Vacant

Liaisons/Ultreyas Vacant (Mary Kartak acting coordinator on a temporary basis)

Communications Vacant

Policies and Procedures Vacant

This makes 9 positions open with 3 of them temporarily filled by individuals who have been serving in those capacities for extended periods of time.

A discussion was held regarding the Ultreya to be held on Nov. 5 at Our Saviour's in Holladay. Mary will make sure that the church leadership approves of our use of their firepit. Making sure that a hose, fire extinguisher etc. Is available was also discussed. Brick will bring additional matches. Bonnie will provide several small papers in 2 distinct colors so that first participants can burn regrets and then in writing declare a means by which they personally will ignite a fire to get VdC back to its previous status of vital and vibrant.

Discussion was held regarding Ultreyas scheduling. Mary stated that churches in Bountiful (Grace) West Valley City (St Stephen’s Episcopal), North Ogden (Living Faith) and Sandy (Good Shepherd) plus Roy (Our Savior’s) and Holladay (Our Saviour’s) who agree to hosting in 2023 are the only churches that currently have an engaged liaison. Those attending did not approve of having the grand gathering of Walk to Emmaus nor the National Gathering of Via de Cristo (to be held the last weekend of July in Las Vegas) to be substitutes for Ultreyas. Mary will contact liaisons to schedule 2024 Ultreyas with the hope of holding them on the second Sunday of the months of Jan, April, August and October. A completed schedule before the Nov. 5 Ultreya is the goal.

The meeting concluded at 15:30.

Respectfully submitted,

Mary Kartak, Acting Secretary