



TWE Board of Directors Meeting Minutes

Meeting of February 18, 2016

Location: St. John's UMC

Attendance

| Member | Name | Present | Member | Name | Present |
|--|-------------------|---------|--|---------------------------|---------|
| I Am | | Yes | Community Spiritual Director | Dr. Sandi Benton Plasters | Yes |
| Assistant Community Spiritual Director | Mike Plasters | | Assistant Community Spiritual Director | VACANT | |
| Community Lay Director | Tommy Moore | Yes | Director of Team Selection and Training/ Assistant CLD | Debbie Forehand | Yes |
| Director of Finance/ Treasurer | Charlotte Carroll | Yes | Director of Weekends | David Hammond | Yes |
| Director of Continuity Assistant Treasurer | Marybeth Grambo | Yes | Director of Sponsorship /Registration | Andy Barron | |
| Director of Community Outreach | Cheryl Best | Yes | Director of Music | Steve Maxey | |
| Director of Communications | Bonnie Dailey | Yes | Director of Gatherings/ Asst. Music Director | Greg Reinhart | Yes |
| Director of Records | Preston Best | Yes | Director of Agape | Penny Best | Yes |
| Chrysalis Director | Dianne Moore | | | | |

1. Meeting was called to order at 6:12 pm.
 - a. Tommy gave the opening prayer.

2. Reports:
 - a. **Finance** provided the January financial report and updated the board on February finance items. The January report was accepted unanimously by the board.
 - i. Approximately \$31,000 of the \$34,000 needed for the spring walks has been raised (through fees and gifts). The board will continue to look for ways to make the weekend more cost effective.
 - ii. The initial fee for the spring walks (\$5,000 per walk) has been paid to Wakefield.
 - iii. The deposit for the fall walks (\$1,100 per walk) has been paid to Hope Haven.
 - iv. After discussion, it was decided that the Finance Director will put the quarterly Finance statement in the newsletter. Report will be a summary that will include: opening balance, income, expenses, and closing balance. The balance of the Bill Baker fund will also be listed.
 - b. **Outreach** discussed opportunities to strengthen our community.
 - i. A texting system called "Remind" is being tested by the board. After discussion, it was decided that Outreach will share it with the community. The purpose of this is to add a way for the community to get information. The free receive-only system requires individuals to sign up to participate. It is similar to the homework distribution system used in the schools. Sign up information will be shared in the newsletter and on the website.



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- ii. Opportunities for mission work at Hope Haven are available. Support during summer starting June 26 for 6 weeks: registration (on Mondays only from 7-9 pm) and summer meals (daily from around 4:30 – 6:30 pm) to serve only, not make or provide the meals can be provided by individuals and groups. Work on a horse fence and the chapel will also be available. Further information will be shared in the newsletter and on the website.
- iii. There was discussion about sharing opportunities for the community to support the spring walks. These centered on financial gifts to purchase items or help with renting Pamplin. David to get updated cost of renting Pamplin from Airfield and pass to Cheryl. Further information will be shared in the newsletter and on the website.
- c. **Continuity**. Marybeth has been sending Sympathy and Thinking of You cards to the community, as she is notified of an occasion. They have been well received.
 - i. There was discussion about the Prayer Chain email. The Board agreed that the Prayer Chain provides a vital link to the community, especially for those not on Facebook. Bonnie has set up an improved system. Jack Merservey has asked that we find a replacement for him. The Board is appreciative of the service he has given for over nine years. Marybeth will advertise for a new Prayer Chain person in the newsletter and take on the responsibility in the interim.
 - ii. Marybeth is working on ways to improve getting information out about Reunion Groups. This includes (but is not limited to) improved training for Table Leaders/Sponsors, a revised listing of groups, and better information to the community on what a reunion Group is and its importance.
- d. **Communications**
 - i. The board discussed the new look of Facebook announcements and the number of views it is receiving. Everyone was pleased.
 - ii. Tommy reminded everyone that timely response to email inquiries is a necessity. The Board does not want to have vital efforts waylaid because of communication issues.
 - iii. The board decided that a “Back-up” Webmaster is necessary, for times when Preston is out of town, or unable to perform a needed task. The backup person is to be used only as a last resort, and Preston should be informed of changes as soon as possible. The Board selected Bonnie Dailey to be the back-up Webmaster.
 - iv. As a reminder, only the Webmaster will upload changes to the website. If a board member desires a change, the individual responsible for the information shall confirm/approve the change in the email to the webmaster.
 - v. The Board decided that passwords to board accounts need to be held by a “back-up” person. If a board member has changed their password from something other than the default password, they are to forward that password to the CLD.
 - vi. Newsletter deadline is the 25th of each month. Each board member is to email regardless, if not submitting an article.
- e. **Gatherings** confirmed that March Gathering will be at Ivy Memorial Baptist in Hampton. The April gathering will be in coordination with the Men’s Walk in Wakefield.



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- i. The Board discussed having the May Gathering at Hope Haven. Although there will be logistic issues having the Gathering at Hope Haven, the Board felt it was an opportunity to have the Community get to know the surroundings, even conduct Prayer conditioning. The Board agreed to have the May Gathering at Hope Haven.
- ii. There was discussion about inviting Peninsula Rainbow community to the March Gathering. Although the community is welcome to all Tidewater Emmaus Gatherings, the Board did not move to designate the upcoming Gathering as a joint event.
- iii. Team Dedication for the spring walks will be held at Ivy Memorial.

Devotional and Communion was giving by Dr. Sandi Benton Plasters.

- f. **Sponsorship/Registration** provided status on the Spring Walks.
 - i. The board discussed the upcoming DoDU and the issue of pilgrim fees (who pays them). It was decided that Marybeth would plan for the upcoming event and determine how best to conduct training for new pilgrims and sponsor. The guideline set last year (separated from the fellowship of the Gatherings) was mentioned as a good one to follow.
 - ii. The By-Law changes will be voted on by the community in February.
 - iii. Discussions of how to prevent the sponsors from paying the pilgrim's entry fee. This should be incorporated in the sponsors training.
- g. **Weekends** discussed the pending Wakefield logistics. He is working with WLDs to determine their needs and what we can reasonably do.
 - i. A suggestion was made to look at have a teaming session at Hope Haven (possible the combined men's/women's session).
 - ii. Wakefield needs a head count for each walk two weeks prior to each walk.
- h. **Team Selection** updated the board on team selections for the spring. The board approved the teams that the Holy Spirit and selection committee chose.
 - i. There was discussion concerning selection of the Fall WLDs. Team Selection will bring the criteria and candidates to the next meeting.
- i. **Agape** provided an inventory of agape on hand and a list of agape items that are needed. These will be shared with the Community and orders made to support upcoming walks. There was discussion concerning lanyards for name tags, which is another agape opportunity for the Community.
- j. **Records** provided an inventory of support materials mon hand. Everything for spring walks is on hand. Manuals for spring teams were given to Board Reps.
- k. **Music** No report
- l. **Chrysalis** .

3. Items Voted on:

- a. To approve the Men and Women's Walk Teams (TW 109 and 110) as presented by the Director of Team Selection. Board voted unanimously in favor.



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- b. To pay the Web Host an annual fee (\$10) to prevent the distribution of email addresses and other personal information of administration personnel to third parties/search engines. Board voted 8-1 in favor.
 - c. To split net proceeds from offertory collected at Gatherings evenly with the Chrysalis community. The Board voted 7-2 in favor.
 4. Action Items:
 - a. Everyone get newsletter inputs in by February 25th.
 - b. Finance Director will put the quarterly Finance statement in the newsletter.
 - c. Continuity will advertise for a new Prayer Chain person.
 - d. Board members (with changed email passwords), forward those passwords to CLD.
 5. Dr. Sandi Benton Plasters gave closing prayer, meeting adjourned at 9:58 pm.