



TWE Board of Directors Meeting Minutes

Meeting of April 21, 2016

Location: St. John's UMC

Attendance

Member	Name	Present	Member	Name	Present
I Am		Yes	Community Spiritual Director	Dr. Sandi Benton Plasters	No
Assistant Community Spiritual Director	Mike Plasters	No	Assistant Community Spiritual Director	VACANT	N/A
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	No	Director of Sponsorship /Registration	Andy Barron	No
Director of Community Outreach	Cheryl Best	Yes	Director of Music	Steve Maxey	Yes
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	No			

1. Meeting was called to order at 6:02 pm.
 - a. David Hammond gave the opening prayer.
2. Reports:
 - a. **Finance** provided the March financial report and updated the board on April finance items. The March report was accepted unanimously by the board.
 - i. All funds for the spring walks have been raised (through fees and gifts).
 - ii. There was a discussion concerning updating the use of the Bill Baker Fund, specifically having the fund cover a portion of a sponsor's or teamer's obligation. The Finance Director will investigate and report back concerning options.
 - iii. We should have a true cost of the walks by May.
 - iv. Turn in all receipts for anything spent for the community even if you don't wish to be reimbursed. We should be giving letters for tax purposes.
 - b. **Weekends** discussed the spring ladies Wakefield logistics. David continues to work with WLDs to determine their needs and what we can reasonably do.
 - i. Tommy discussed our support of Southside Richmond Emmaus, who will hold a walk in June at Wakefield.
 - c. **Continuity**. Marybeth presented a plan for Sponsor/Team training. Three opportunities were discussed and will be advertised in the newsletter. Marybeth will be looking into other dates to support the upcoming walks.



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- d. **Outreach** is contacting Hope Haven to discuss opportunities for mission work.
 - i. 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.
- e. **Communications** reported that the May newsletter will be delayed a day (or two) to ensure the newest pilgrims are included. Newsletter deadline is still the 25th.
- f. **Gatherings**
 - i. The Board discussed having the May Gathering at Hope Haven. Celebration of new members will start at 4pm, followed by a potluck (5:30) and the Gathering (6:30). There will be several logistic issues having the Gathering at Hope Haven, and Greg will work with the community to cover everything.
- g. **Agape** is set for the women's walk.
- h. **CLD**
 - i. Discussed concern of the dated material that is being shared with the Weekend Lay Directors and team. It was noted multiple items in the WLD manual need to be updated. David also mentioned that the 4th Day Package also needs updating.
 - ii. Asked the Finance director to investigate changing the Bill Baker fund support to sponsors and teamers. He felt that having the teamer or sponsor have some amount of "skin in the game" is important.
 - iii. Discussed the refund policy for teamers/CST. It was decided to put words on the applications to state that within two weeks of a walk, reimbursement cannot be made, although each case will be reviewed to determine what can be done.
 - iv. Discussed the fees for the upcoming fall walks.
- i. **Team Selection** informed the board that team selection will take place in mid-July.
 - i. The deadline for Teaming and CST applications will be June Gathering for the Fall Walks and December Gatherings for the Spring Walks.
- j. **Records** will make updates to the application and website based on the decisions of the board.
 - i. We need a central location to put boiler plate documents to keep most current editions for use by the board and the WLDs. A Dropbox account will be set up for this.
- k. **Music** reported the need for a handheld microphone and bulbs for projectors on the weekends.



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3. Items Voted on:

- a. To make the fees for the fall walks as follows:
 - i. Teaming fee - \$200
 - ii. CST fee - \$175
 - iii. Sponsor fee - \$175
 - iv. Pilgrim fee - \$75

- b. These fees can be further reduced by meeting the Early Rooster Registration deadline:
 - i. For teamers (not CST) – If teaming application and payment are received by June 1st, an extra \$25 discount will be applied (total cost \$175).
 - ii. For sponsors (not pilgrims) – If the application and payments are received by July 15, an extra \$25 discount will be applied (total cost \$150).

- c. There was discussion on the potential of increased costs in the future, but the board agreed that lowering the fees as described held minimal risk. **Board voted unanimously in favor.**

4. Action Items:

- a. Everyone get newsletter inputs in by April 25th.
- b. Finance Director will put the quarterly Finance statement in the newsletter.
- c. Continuity will advertise upcoming training opportunities.

5. Steve Maxey gave closing prayer, meeting adjourned at 8:30 pm.