



TWE Board of Directors Meeting Minutes

Meeting of May 19, 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	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	Yes	Director of Sponsorship /Registration	Andy Barron	Yes
Director of Community Outreach	Cheryl Best	Yes	Director of Music	Steve Maxey	No
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. Preston Best gave the opening prayer.

2. Reports:
 - a. **Finance** provided the April financial report and updated the board on April finance items.
 - i. Wakefield has been paid and there is approximately \$15,200 in the accounts (including fall walk receipts and Bill Baker fund).
 - ii. There was a discussion concerning how best to present the monthly finance figures. Charlotte is going to update the report to make it easier to understand. The update will include a year to date column for funds that we want to track.
 - iii. The board voted to change the use of the Bill Baker Fund; specifically scholarships will be given in \$100 increments to sponsors or teamers, versus paying the entire cost. All requirements for use are still in effect.
 - iv. Charlotte will investigate and report of paying any taxes due.
 - v. Charlotte will put the financial status of the community in the July newsletter and quarterly thereafter.
 - vi. The board voted to use the offering from the May Gathering as a Love Offering to Hope Haven.
 - vii. Finance to send Upper Room the \$13 per pilgrim for TW109 and TW110. 70 pilgrims total.

Devotional and Communion was given by Sandi Plasters.



TWE Board of Directors Meeting Minutes

- b. **Weekends** discussed a general overview of the spring walks.
- i. Issues of the ladies walk were discussed with the Wakefield staff on the weekend.
 - ii. The Ladies provided receipts for the weekend of \$493. There is confusion over whether this was a request for reimbursement. Tommy will discuss with the WLD/ALD to resolve the issue.
 - iii. David took an action to investigate potential efficiencies for purchasing/handling materials for the walks, to include the amount of money ALDs need to cover expenses of teaming.
 - iv. David took an action to review and update the Fourth Day Package used on the walks.
 - v. There was discussion concerning the transition to Hope Haven. Items discussed included getting materials from Wakefield to Hope Haven, storage of materials, use of the “Super CST” to assist. It was decided that a reservation for the spring walks in Wakefield will not be considered until after the fall walks.
- c. **Continuity**. Marybeth reported that the first DODU training went very well. Further training dates have been shared in the newsletter and via email.
- d. **Outreach** The first mission opportunity at Hope Haven happened on Wednesday, May 18th. 18 Emmaus/Chrysalis members, along with family and friends (34 in all) cleaned bunk and bath houses, painted, raked debris and moved chairs. Hope Haven staff was pleased with the results. The next scheduled event is on May 25th. Support during summer starting June 26 for 6 weeks includes registration (on Mondays only from 7-9 am) and serving summer meals (daily from around 4:30 – 6:30 pm). Work on a horse fence and the chapel may also be available. Further information will be shared in the newsletter and on the website.
- e. **Gatherings**
- i. Plan for May Gathering is set. Bonnie will make signs to assist those coming. Volunteers will be there at 3:30 for set up. Greg asked that the board bring extension cords.
 - ii. Gatherings for the summer are as follows:

June – Courthouse Community UMC
July – Oak Grove UMC (DODU to be conducted prior to the Pot Luck).
There may be a conflict with having a board meeting prior to Pot Luck as discussed.
August – Deep Creek UMC
September – Beach Fellowship (Chrysalis). To be followed by Chrysalis bon fire at Nimmo UMC.



TWE Board of Directors Meeting Minutes

- f. **Music** The board voted to have Steve get the inoperable Behringer sound mixer inspected for \$75.
- g. **Team Selection** informed the board that there are 13 teaming applications and 1 CST application received. Team selection committee has been chosen and dates are being coordinated.
 - i. The board voted to set the dates for the next spring walks on April 20-23, 2017 (men) and May 4-8, 2017 (women). Tommy will discuss the date availability with Hope Haven.
- h. **Sponsorship** Andy reported that there are 3 men and 16 women applications in hand but not confirmed. One additional application was turned in, after the meeting.
- i. **Agape** Penny discussed the need to start collecting agape for the fall walks. After the meeting, there was discussion concerning the distribution of agape during the weekend.
- j. **Records** Preston reported on status of ordering materials for the fall walks and updating the website.
- k. **Communications**
 - i. The board discussed the use of blind addressed emails and security for members of the community. There was discussion concerning the practice of sharing pilgrim information after the walk weekend. It was suggested that all board members include the rest of the board on any correspondence that may impact other board members.
 - ii. Bonnie introduced an updated ALD support list for board consideration. The board will review and discuss in the future.
 - iii. Newsletter deadline is the 25th.
- l. **CLD**
 - i. Introduced consideration for 2017 Board nominations. Tommy will provide an updated document for consideration.
 - ii. Tommy discussed the need to update dated material used by the community. The CST guidance will be reviewed during the fall walks. Tommy will update the "Overview of the Tidewater Emmaus Year" as its purpose is to support the Community Lay Director.
 - iii. There was discussion concerning the time and location of board meetings. It was decided that the June meeting will be at the same time and place. The July board meeting will be held prior to the July Gathering at Oak Grove UMC. There was also discussion concerning doing an electronic meeting in the future.



TWE Board of Directors Meeting Minutes

3. Items Voted on:

- a. To adjust the Bill Baker fund usage as follows: By application and as funds allow, the Bill Baker Scholarship fund will be used as follows:
 - i. A \$100 scholarship can be used to assist with teaming fees. This can be used only once by any given team member. Paying the \$100 back, restores the ability to use this scholarship.
 - ii. A \$100 scholarship can be used to assist with sponsorship fees (not pilgrim fees). This can be used by a sponsor only once in calendar year.
 - iii. The finance director is responsible for the management of the Bill Baker fund and will make allocations in the best interest of the community. **Board voted unanimously in favor.**
- b. To use the offering from the May Gathering as a Love Offering to Hope Haven. **Board voted unanimously in favor.**
- c. To have Steve get the inoperable Behringer sound mixer inspected for \$75. **Board voted unanimously in favor.**

4. Action Items:

- a. **Finance** to update the monthly financial report, to include a year to date column for funds that we want to track.
- b. **Finance** to investigate and report of paying any taxes due.
- c. **Finance** to review and update the Bill Baker fund application as needed.
- d. **Finance** to put the financial status of the community in the July newsletter and quarterly thereafter.
- e. **CLD** to discuss reimbursement issue with the WLD/ALD to resolve.
- f. **Weekends** to investigate potential efficiencies for purchasing/handling materials for the walks, to include the amount of money ALDs need to cover expenses of teaming.
- g. **Weekends** to review and update the Fourth Day Package used on the walks.
- h. **CLD** to discuss date availability for spring walks with Hope Haven.
- i. **Everyone** get newsletter inputs in by May 25th
- j. **Everyone** review and provide feedback on updated ALD support list
- k. **CLD** to provide update to nomination format and update the "Overview of the Tidewater Emmaus Year".
- l. Finance to send Upper Room the \$13 per pilgrim for TW109 and TW110. 70 pilgrims total.

5. Sandi gave closing prayer, meeting adjourned at 9:00 pm.