



TWE Board of Directors Meeting Minutes

Meeting of August 18, 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	Yes
Director of Community Outreach	Cheryl Best	Yes	Director of Music	Steve Maxey	No
Director of Communications	Bonnie Dailey	No	Director of Gatherings/ Asst. Music Director	Greg Reinhart	No
Director of Records	Preston Best	Yes	Director of Agape	Penny Best	Yes
Chrysalis Director	Dianne Moore	No			

1. Meeting was called to order at 6:03 pm.
 - a. David Hammond gave the opening prayer.
2. Reports:
 - a. **Sponsorship** 33 women applications had been confirmed. Seventeen men applications have been confirmed and at least three others are in route/being processed. The board agreed that the walks will take place in the fall. The board has discussed the deadline for the minimum number of applications. Upper Room guidance is that a walk has a minimum of twenty pilgrims (within two weeks of the walk). In the past, the timing for this has been influenced by requirements for payments to Wakefield. Without that constraint and with the number of applications, the board felt we will meet the twenty pilgrim recommendation. The desire is for full walks (36 pilgrims).
 - i. Sponsor's letter will be revised to incorporate Hope Haven.
 - ii. Sponsorship will provide the webmaster with the list on confirmed pilgrims to allow the community to begin praying by them by name..
 - b. **Weekends** reported on recent visit to Hope Haven with the upcoming walk leadership. Plans for the weekends are shaping up. Hope Haven will be able to provide for all things usually associated with a Tidewater Emmaus Walk Weekend.
 - i. A new sound system was purchased to be used for weekends and gatherings.
 - ii. The update to logistical support of the weekends continues. Lessons learned from the fall walks will be incorporated.



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- iii. The women will hold their October 15th teaming at Hope Haven and there was discussion about the men doing something similar.
- c. **Finance** provided the June and July financial reports and updated the board on August finance items
 - i. The board decided to provide \$5000 per walk (toward the final cost of the weekends) to Hope Haven in August.
 - ii. All teaming fees have been paid.
 - iii. Taxes for 2015 are complete.
 - iv. The board voted to refund provided funds for completion of the spring walks. Training with the fall walk leadership has been held to ensure the funds available for the walks are understood by all.
- d. **Team Selection** The board selected the spring 2017 Weekend Lay Directors. The Community Lay Director will confirm the selectees.
 - i. The board discussed the use of the Bill Baker fund and supporting sponsors and teamers who need financial assistance. The board decided to place the Bill Baker Fund application on the website with information concerning the support available.
- e. **Agape** Penny is working the needs for the upcoming walks. Agape is always appreciated.
 - i. The board decided to purchase agape buttons in bulk to cover the next several walks.
- f. **Records** is updating weekend manuals and Fourth Day materials.
- g. **Outreach** reported on the support provided to Hope Haven during summer. After a large turnout for the two clean-up days, a dedicated group supported registration for camp every Monday morning.
- h. **Continuity** No report.
- i. **Gatherings**
 - September – Beach Fellowship (Chrysalis led and followed by a Rush at Nimmo UMC)
 - October Hope Haven (Walks)
 - November – South Norfolk Baptist
 - December – Mt Pleasant UMC
- j. **Music** No report.



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k. **Communications**

- i. Newsletter deadline is the 25th. Negative replies are required.

l. **CLD**

- i. Discussed 2017 Board nomination application changes. Tommy will provide updated document for placement on the website.

3. Items Voted on:

- a. Confirmation that fall walks will be held.
- b. Covering funds for TW 109/110.
- c. Spring Walks Weekend Lay Directors
- d. Purchase of agape buttons in bulk (\$525 for 1000 buttons)

4. Action Items:

- a. **Sponsorship** to provide fall pilgrim names to webmaster.
- b. **CLD** to provide cover letter/email for reimbursement issue. Finance to reimburse.
- c. **Finance** to provide Bill Baker application and guidelines to webmaster.
- d. **Weekends** to review and update the Fourth Day Package used on the walks.
- e. **CLD** to confirm spring walks WLDs.
- f. **Everyone** get newsletter inputs in by June 25th (negative replies required).
- g. **CLD** to provide update to board nomination format to webmaster.

5. Charlotte gave closing prayer, meeting adjourned at 8:25 pm.