

**North Georgia Emmaus Board Meeting Minutes
March 6, 2018**

ATTENDING: Ted Craig, Kendra King, Nancy Taylor, Robin Still, Kelly Beckley, Bill Cook, Martha Lee & Tim Sanders, Steve Shasteen, Elizabeth Gadsby, Pete Sternberg, Scott Hudak, Ron Snyder, Erick Youngberg, Buffie Harper, Lee Hill, Lynn Engelhart, Beth Mays, Sue Wallace, Allen Rogers, John Hotchkiss

ABSENT: Merriman Harmon, Chuck Gozder, Amy Hopper & Bobby Whirley

CALLED TO ORDER: Ted Craig called the meeting to order at 7:01 pm. Scott Hudak opened with prayer & then gave the devotion on grief & loss since we've had several deaths in our community lately

MINUTES: Bill Cook made a motion to accept the February minutes as posted. Erick Youngberg seconded the motion. We voted & all were in favor.

TREASURER'S REPORT: Bobby Whirley wasn't here, but he posted the Treasurer's Report. Robin Still made a motion to approve the Treasurer's Report as posted. Elizabeth Gadsby seconded it. We voted & all were in favor.

Old Business

- **Treasurer Committee** – Ted Craig & Bobby Whirley. Ted said that he & Bobby talked & Bobby said that the changes he had proposed last month could wait till after tax season.
- **Document Controls & Records** – Buffie Harper – Purpose is to create a system to catalog all of our documents, revise & archive them. She's still working on it. Lynn Engelhart made a motion for Buffie to continue. John Hotchkiss seconded. We voted & all were in favor. Chrysalis wants Buffie to do that for them too.
- **Community Training** – Buffie Harper – She got 4 new manuals today from the Upper Room. She said that we have to have training this year, but we can have a say in what we want to be trained on. One suggestion was to review the new manuals: Team Manual, Directors Manual, Three Day Schedule, Position Specific Resources, & train us on the manuals. Ted said for us to think about it & come up with some ideas next month, but not to wait until the end of the year to plan our Training.
- **Giving *** - Erick Youngberg – He has some suggestions for the \$18,000.00 that's undesignated. Take 10% (\$1800) and put in a charitable fund / giving account that has to be spent by the end of the year, possibly to help another Emmaus Community. And he suggested we put a line in the budget for a tithe for next year. Ted suggested we wait till later on the 2019 issue. There was discussion on this about what we, as a Board, want to do. Erick Youngberg made a motion to set aside 10% (\$1800) of the \$18,000 undesignated funds to a Giving Fund to be spent by the end of the year & used in a way that is clearly related to the mission of the Walk to Emmaus & to be approved by the Board. Seconded by John Hotchkiss. We voted & all were in favor.

- **CLD/CSD Orientation** – Ted Craig – He went to Training recently & he requested the slides from that, which he'll share with us in the next few months after reviewing them.

New business:

- **2019 Walk Schedule** – Martha Lee Sanders. She passed out a proposed schedule for us to look over & vote on for 2019. There was some discussion on this. Martha Lee Sanders made a motion to approve the proposed schedule, Nancy Taylor seconded it. We voted & all were in favor. Here it is:

NGWTE 2019 Weekends

March 14 – 17, 2019	Men's 193 East
March 21 – 24, 2019	Women's 225 East
April 25 – 28, 2019	Men's 194 West
May 2 – 5, 2019	Women's 226 West
Sept 19 – 22, 2019	Men's 195 East
Sept 26 – 29, 2019	Women's 227 East
Oct 17 - 20, 2019	Men's 196 West
Oct 24 – 27, 2019	Women's 228 West
Nov 7 – 10, 2019	Men's 197 East
Nov 14 – 17, 2019	Women's 229 East

- **Emmaus Roadshow for Northbrook UMC** – Steve Shasteen – It was a good experience. Steve, Ted & Lynn went, but people in the church got up & spoke about what Emmaus meant to them & that meant a lot! A local 'ran' the meeting and the Pastor was there. There are still misconceptions out there, like they thought they had to be asked to go on a Walk, but it was a successful event. There was much discussion about The Loveletter too - needing photos & more to "grab" people's attention, Lee is re-vamping it & linking The Loveletter to our website, etc., an event to capture people's experience at Emmaus to link to also.
- **Service Animal** - Robin Still brought up something that was brought up at Danielle Neal's 1st team meeting about someone who has a potential Pilgrim who has a Service Dog. Is that okay? There was some discussion about that having already been done & everyone was okay with it, as long as we make sure there are no Pilgrims who are allergic to dogs, or to make sure they know there might be a dog on the Walk.

* Put on the Agenda every month.

Committee Reports

- **Agape** – John Hotchkiss – report submitted

Boards are being circulated to the team meetings to be signed. It is a bit of the travelling salesman problem coordinating, but our committee is working well together. Many thanks to Robin Still for taking the boards to the gathering, as I was unable to attend. The Face-to-Face folks have tossed their board into the mix, we are happily carrying it around to be signed as well.

I have created a gmail account – ngwte.agape@gmail.com - to use for the sending and receiving of wall Agape, and have started a google contacts list containing each community that has been contacted. Eventually all the wall agape will be moved to google drive as well. In this manner it will be easier to pass along to the next Agape chair.

- **Chrysalis** – Merriman Harmon – no report submitted
- **Communications** – Robin Still – report submitted

All articles for the Loveletter will be due on Sunday, March 11, 2018 by 8:00pm. The Loveletter for March will go out on or before Thursday, March 15th.

February was a busy month. There were 3 death notices that I was informed about thereby sent to the community. This is the time to keep these families in our prayers. Several other e-mails with information was forwarded to the community. Keep praying for sponsorship!

- **Community Spiritual Director** – Rev. Allen Rogers – report submitted
 - Spring Walk Male Head Spirituals are in place
 - Short one Assistant Spiritual on Men's 189; invitation has been extended for final ASD, awaiting response
- **Community Spiritual Director** - Rev. Kelly Beckley – no report submitted
- **Development** – Elizabeth Gadsby – no report submitted
- **Facilities** – Tim Sanders – report submitted. He said we have a volunteer to paint Chapel & Conference Room & they are donating their labor. He only got a response to one other need – a possible roofer
Capital Plan – a teaser – a plan of \$275,000 over 5 years
 1. Work performed on the Shepherd's Staff outside wall and roof area due to continued water leaks. Cost estimate was \$1925.
 2. Greg Engroff Emmaus pictures hung up at King's Retreat.
 3. King's Retreat capital plan in progress.
 4. Soliciting the community through the next Loveletter for estimates to perform:
 - o Chapel and Conference room painting
 - o Shower repairs
 - o Carpet installation
 - o Roofing repairs
 5. We now have the facility scheduled for Walks / Flights on 30 weekends in 2018.

6. Continue work update to rental agreement to address request from the Catholic Mutual Group who provides the liability insurance for our Cursillo and Hispanic WTE communities over negligence coverage.

o Brown & Brown reports that we are covered for negligence, but that equipment failure, which is now part of our rental agreement, is not covered.

o This issue will require additional support from legal / insurance sources in the community to resolve.

- **Face to Face** – **Beth Mays** – report submitted

Encounter # 7 begins Monday, March 5th. As of today (Sat. 3/3) we have 13 pilgrims. This team has been on their knees for each other. The first team mtg. ended with team healing after communion. It has been a struggle health wise with team members but God will prevail and we will demonstrate to the pilgrims God's love and grace in many ways during the four days of the Encounter.

Candlelight will be on Monday, March 12th . The community will have praise and worship, pray over pilgrim crosses, and received communion beginning at 1:15.

Community enters the Conference Room around 2:05, departs Mt. Pisgah around 2:35.

We would love to have as many from community join us as possible.

The sound equipment we purchased last fall will be used in Conference Room.

Thanks for your support, prayers and encouragement with Face to Face!

- **Fourth Day Activities** – **Erick Youngberg** – report submitted

As we approach the spring 2018 season the 4th day servant roles and responsibilities have been communicated throughout the community. We believe the learnings from this season will allow us the opportunity to present to the Upper Room a well thought out and executed strategy. Gatherings are going to be taking on a new look as well. This process is just underway and the learning for this season will help us move into the spring of 2018. This is the feedback from the most recent gathering at Kennesaw UMC:

“I would guess 100 to 150 in attendance. I did not count. It is good that Lin Cason was in attendance, because she had the keys to rooms that were locked.

Fortunately, KUMC Emmaus community was on hand to help with setting up the serving table and cleaning up. Seems like this would have been better handled by having a reunion group or specific group of the community sign up for such duties. Food did not seem to be a problem, there was plenty and a variety. The blend of groups was good, the games were fun. I do think the host needs to be specific in announcing whether or not an upcoming time/game is Chrysalis related or for all in attendance. I did enjoy Cameron's fourth day talk, but I missed having an Emmaus/Face to Face talk. I believe the Chrysalis talk could have been shortened to allow time for the other groups there to speak. I liked the being combined with all ages of people, I already mentioned to include Emmaus/Face to Face in the planning and in the fourth day talks. I think I have covered all your questions, let me know if you have any more questions.”

The gatherings for 2018:

<u>Date</u>	<u>Church</u>	<u>Time</u>	<u>Communities</u>
Completed	Kennesaw UMC	7 to 9 pm	All three
5-12-18	McKendree UMC	7 to 9 pm	All three

August TBD	Bethany UMC	7 to 9 pm	Rush
10-6-18	Mt. Pisgah	7 to 9 pm	All three

Additional targets, churches and dates:

Hillside UMC	November 16, 2018	7-9 pm	All Three
Smyrna UMC	Sept		
Mid Way or Alpharetta First			

Looking for ideas for the Gatherings, icebreakers, gift cards/door prizes, etc.

- **Kitchen** – **Chuck Gozder** – report submitted – *nothing new to report*
- **Music** – **Amy Hopper** – no report submitted
- **Registration** – **Nancy Taylor** – report submitted

Current Spring Walk Registrations (03/05/2018)

Men's #187 - Mar 15-18, 2018 - 28 Pilgrims

Men's #188 - Apr 12-15, 2018 - 4 Pilgrims

Men's # 189 - Apr 26-29, 2018 - 6 Pilgrims

Women's #219 - Mar 22-25, 2018 - 20 Pilgrims

Women's #220 - Apr 19-22, 2018 - 10 Pilgrims

Women's #221 - May 3-6, 2018 - 2 Pilgrims

- **Setup** – **Scott Hudak** – report submitted
 - Completed inventory of all items
 - Ordered all needed supplies – sent receipts to Booby Whirley and have already been reimbursed.
 - Completed bell engraving
 - Put together the 4 tubs (with labels) for each of the 6 Spring Walks – NOTE: we had enough crosses but just barely. I ordered 200 more weeks ago but still have not received them.
 - Delivered labeled set up bins to:
 - o Andy Burt for Bobby Butler and Danielle Neal
 - o Ted Craig for Martin Conner
 - o Erick Youngberg for 187
 - o Lynn Engelhart for Allyson Arthur
 - o Elizabeth Gadsby for Joan Munoz
 - Communicated with Gwen on what is needed at KR for opening weekend – will purchase the items she suggested.
 - Will complete inventory after the Spring weekends and reorder for the Fall in June.
- **Sponsorship** – **Steve Shasteen** – no report submitted
- **Men's Team Selection** – **Pete Sternberg** – report submitted

Spring 2018:

Men's Teams look good, loaded into Emmaus db, small number of open spots remain.

Fall 2018

2 West ALDs and 1 East LD have agreed to serve. LD names were announced at the January Board Meeting.

Fall ALD info:

York Reynolds, Email: yreynolds9497@gmail.com, East, Cannon UMC, LD Walk 190, Sept 13-16, 2018

Chris Williams, Email: cwilliams@inglett-stubbs.com, West, Birmingham UMC, Walk 191, Oct 11-14, 2018

Ben Powell, Email: Benpowell@aol.com, West, Alpharetta FUMC, Walk 192, Nov 1-4

First Fall LD training will be in late January/Early Feb

- I met with the three Team Selection Liaisons on 1/13 (MP/HS) and 1/27 (KN) to develop chemistry and discuss mutual expectations
 - o East: Mike Polachek
 - o West: Hugh Smith
 - o West: Kendall Nickens
- The 3 Fall Lay Directors and the Team Selection team met on Saturday, February 3rd to distribute the Lay Director's Manuals and to review the Team Selection process in its entirety.
- Both Martha Lee and I are working closely together to coordinate our actions to a similar timeframe.
- **Women's Team Selection** – **Martha Lee Sanders** – report submitted Spring 2018
 - o Team meetings are under way for all weekends Board Reps for the spring:
 - Walk # 219, LD Allyson Arthur – Lynn Engelhart
 - Walk #220, LD Danielle Neal – Robin Still
 - Walk #221, LD Joan Munoz – Elizabeth Gadsby

Fall 2018

- o Sent Kelly the requests for head spiritual from each lay director and their meeting schedule.
- o I will conduct the second lay director training on March 29.
- o Plan to announce the fall lay directors in April.

Worked on the 2019 calendar after reviewing school calendars. Reviewed with Pete. Will bring initial findings to board in March. Need to have a calendar approved by April to begin asking lay directors for Spring of 2019.

* Lay Directors will be announced in April.

* New manuals question – need them to pass out for Spring in June.

- **Technology** – **Lee Hill** – report submitted - For activity in Jan. & Feb. 2017

IMS Database

- Regular maintenance and updates to Member/Church listings.

Sign-up Genius

- All Fall Walk Prayer Vigil's created

Constant Contact

- 5,958 Active addresses
- 3,617 Unsubscribed addresses
- 12 Emails Sent (Jan-Feb 2018)

- **Training** – **Ron Snyder** – report submitted

Spring Training is well underway.

Glenda has reached out to Women's Walk 221 to arrange date and time for Leadership Training.

Prior to the beginning of Spring training, the Training Committee members were asked to keep notes on the Spring delivery in hopes of enhancing the materials going forward. IE, keep track of great examples used during the presentation, so that they may be utilized across all future presentations. We agreed to meet together once all Spring Training is completed to compare notes and develop a best practices model.

Each facilitator is also keep track of elements they feel may need to be updated.

Those will be discussed and submitted before any changes.

***** Update needed: Part of the discussion with Ted was developing a plan to integrate the Training module Barbara Johnson is delivering to be included under the Board Training umbrella.

- **Weekend Communications** – **Sue Wallace** – report submitted

Procedures related to roster printing have been updated.

Pilgrim packets for the March walks have been delivered to the Board Reps. The packets for the remaining Spring Walks and F2F Encounter #8 will be distributed at the April meeting.

Spring Walk Schedule:

Date	Lay Director	Board Rep	Weekend Communications
3/15 - 3/18	Scott Hudak scooterhudak@outlook.com	Erick Youngberg esyyoungberg@gmail.com	Stephanie Hunt steph.w.hunt@gmail.com
3/22 - 3/25	Allyson Arthur mkeitharthur@bellsouth.net	Lynn Engelhart lengelhart@gmail.com	Karen Grizzard kcgvt97@yahoo.com
4/12 - 4/15	Martin Connor martinconnor@gmail.com	Ted Craig tlc249@comcast.net	Suzanne Ayers sayersga@yahoo.com

4/19 - 4/22	Danielle Neal dcneal87@att.net	Robin Still stillfamily6@comcast.net	Sue Wallace sawallace54@gmail.com
4/26 - 4/29	Bobby Butler bobby_b57@yahoo.com	Bill Cook bigcookie@bellsouth.net	Teresa Cardin teresa.cardin@gmail.com
5/3 - 5/6	Joan Munoz joanpmom1@gmail.com	Elizabeth Gadsby egadsby@kcc.com	Suzanne Ayers sayersga@yahoo.com

- **Assistant Community Lay Director – Bill Cook** – no report submitted – He has a request of Ted for an update. Thanks for all our prayers. CT hasn't spread, Stage 1, lots to be in praise for, met w/ a dr for a 2nd opinion. Going to have surgery to remove bladder coz immunotherapy won't work best – best chance for survival & no reoccurrence. More of a mental thing; surgery will probably be in 3-4 weeks so he may not make it to the April meeting.

Bill asked us to pray for Ted & all the people who've had losses or illnesses recently, so we all gathered around & spent some time in prayer.

MEETING ADJOURNED: Robin Still made a motion that the meeting be adjourned. Beth Mays seconded it. We voted and all were in favor.

Closing Prayer circle: at 9:05 pm

Next Meeting: Tuesday, April 3rd, 2018, Room S139

March Devotion & Closing Prayer: Ron Snyder

Respectfully submitted:

Kendra King