North Georgia Walk to Emmaus, Inc. North Georgia Emmaus Board Meeting Minutes For the March 2, 2021 Meeting

(NOTE: Due to the COVID-19 Virus, this meeting was conducted Online)

ATTENDING: Patti Ann Allen (Agape), Suzanne Ayers (Weekend Communication), Hilary Berman (Training), Steve Busey (Technology), Bobby Butler (Men's Team Selection), Terry Cooper (Chrysalis), Buffie Harper (Asst. Secretary & Training), Craig Hawkins (Co-Sponsorship), Trey Kinney (Set-Up), Kendel Nickens (Asst. Community Lay Director), Pam Quantock (Secretary), Martha Lee Sanders (Community Lay Director), Ginny Sternberg (Women's Team Selection), John Thompson (Co-Sponsorship), Tara Thompson (Communications), Brian Watson (Registration), Daisy Watson (Registration), Dave Wilkins (Facilities), Bobby Whirley (Treasurer) and Mark Wyssbrod (Development)

ABSENT: Maria Blackwell (Face to Face), Rev. David Bowen (Men's Community Spiritual Director), Shua Gambill (Head Kitchen), Gene Newby (Music), Robin Ward (Fourth Day)

ATTENDING GUESTS: None

CALLED TO ORDER: Martha Lee started the meeting at 7:03 PM. John Thompson opened with a prayer and devotion using 1 Thessalonians 5:18 on Gratitude.

MINUTES: Martha Lee discussed the minutes for the February 2021 meeting. Patti Ann Allen made a motion with a second by Tara Thompson to approve the minutes as posted. We voted & all were in favor of approving the Minutes for February 2021.

TREASURER'S REPORT - Bobby Whirley-

NGWTE – Treasurer Report – February 2021 Submitted by Bobby Whirley rwhirley@whirleyproactive.com Financial Discussion: As of Month-End, the total cash on hand is \$118,732.

Mark Wyssbrod has successfully set up Kindful to tract donation campaigns. The app will provide the necessary donor reporting each year for donations processed through Kindful. The donations are linked to our QuickBooks for direct feed into the financial records.

Statement of Position

As of February 28, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10040 State Bank & Trust #7380 OP	23,895.90
10050 State Bank & Trust #7398 MM	88,395.00
10500 PayPal	6,440.60
Total Bank Accounts	\$118,731.50
Total Current Assets	\$118,731.50
Fixed Assets	
15000 Fixed Assets	
15100 Land	183,960.00
15200 Buildings	372,684.00
15300 Building Improvements	66,703.60

TOTAL LIABILITIES AND EQUITY	\$840,742.61
Total Equity	\$840,742.61
Net Income	-12,417.56
32000 Unrestricted Net Assets	772,232.90
Total 31500 Temp. Restricted Net Assets	80,927.27
500 Voucher/Scholarship Fund	10,000.00
300 King's Retreat	40,854.03
250 F2F Face to Face Program	5,200.00
200 Chrysalis	24,873.24
31500 Temp. Restricted Net Assets	0.00
Equity	
Total Liabilities	
Liabilities	
LIABILITIES AND EQUITY	
TOTAL ASSETS	\$840,742.61
Total Fixed Assets	\$722,011.11
Total 15000 Fixed Assets	722,011.11
15900 xAccumulated Depreciation	-3,777.39
15500 Other	79,969.00
15400 Equipment	22,471.90

Stmt of Activity by Class YTD

Januarv - Februarv. 2021

700 Donations-Individuals 100.00 \$10 Total 4300 Gifts - Non-Designated (URF) 100.00 \$10 47000 Amazon Smile Income 64.60 \$50 Total 47000 Other Income 64.60 \$50 Total 47000 Other Income 64.60 \$0.00 \$10 GROSS PROFIT \$164.60 \$0.00 \$10 Expenses \$10000 Program Expenses \$10 \$10 \$10 61000 Program Expenses \$8.00 \$8 \$1000 Program Expenses \$1112 Program Expenses \$1000 Program Expenses \$1112 Program Expenses \$1100 Program Expenses \$1112 Program Expenses <th></th> <th>EMMAUS</th> <th>FACE 2 FACE</th> <th>KING'S RETREAT</th> <th>TOTAL</th>		EMMAUS	FACE 2 FACE	KING'S RETREAT	TOTAL
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GROSS PROFIT \$164.60 \$0.00 \$0.00 \$164 Expenses 61000 Program Expenses \$	Total 47000 Other Income	64.60			\$64.60
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	Total 61170 Sponsorship			4.50	\$4.50
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	Total 61000 Program Expenses	2.50	88.00	11,739.73	\$11,830.23

	EMMAUS	FACE 2 FACE	KING'S RETREAT	TOTAL
62000 vGeneral Expenses				\$0.00
62100 xInformation Technology	250.00			\$250.00
62210 PayPal Service Fees	60.00			\$60.00
Total 62000 vGeneral Expenses	310.00			\$310.00
69000 xFundraising Expenses				\$0.00
69001 Brick Program			470.50	\$470.50
Total 69000 xFundraising Expenses			470.50	\$470.50
Total Expenses	\$312.50	\$88.00	\$12,210.23	\$12,610.73
NET OPERATING INCOME	\$ -147.90	\$ -88.00	\$ -12,210.23	\$ -12,446.13
Other Income				
71000 Interest Earned	28.57			\$28.57
Total Other Income	\$28.57	\$0.00	\$0.00	\$28.57
NET OTHER INCOME	\$28.57	\$0.00	\$0.00	\$28.57
NET INCOME	\$ -119.33	\$ -88.00	\$ -12,210.23	\$ -12,417.56

Old Business:

- Task Force Update Dave Wilkins—Rules are softening, and he will continue following updates on guidelines from the CDC and governor. Facilities is also looking at a fresh air exchange solution and will report their findings at the April Meeting.
- Fund Development Status/Update Mark Wyssbrod Kindful has been integrated and they are ready to kick off the first campaign. Mark shared the video and email for the Five-dollar Challenge Campaign. The email will go out to the community on March 3.
- **Procedure Update Sub-Committee Martha Lee Sanders**—The committee is actively reviewing the needed reports for a weekend and working on an excel spreadsheet that will be used for these reports.
- **Prayer Vigil—Martha Lee Sanders—** the prayer vigil that Joe Renta is organizing is being held on March 15 and the information is posted on the North Georgia WTE Facebook page.

New Business:

• Weekend Communications Committee Nomination—Suzanne Ayers—Nominated Marla Edge, walk #185 to join the committee. Suzanne motioned and Ginny Sternberg seconded. Board approved. Her term will end in 2023. Suzanne will email Pam with Marla's information to add to rooster.

Committee Reports

Agape -- Report for Agape Committee----Patti Ann Allen 2-28-21

- 1. Article in February Loveletter to encourage creation of agape for fall walks. I will skip March and repeat in April.
- 2. Continue building the agape committee. No new names to submit to board currently.
- 3. Would like to add a male to her committee and asked the board for suggestions.

Chrysalis – Chrysalis Board Report; March 2021; Terry Cooper

The Chrysalis Advisory Board from the Upper Room has been working on initiatives that will significantly modify the structure of the Chrysalis experience. This is three training sessions.

This work is ongoing, but if anyone is curious, you can find recorded briefings in their YouTube channel here:

https://www.youtube.com/channel/UCSePUb4K6AarvI5KnJ6oVWQ

The North Georgia Chrysalis board will meet in mid-March (tentatively March 16) to consider whether we can proceed with the July flights that are scheduled.

Communications

Ginny, Craig, Mark, David, Martha Lee, Facilities and Chrysalis are planning to submit Loveletter articles.

The February Loveletter was emailed out on February 13, 2021.

All articles for the March Loveletter will be due by Sunday, March 7, 2021 at 8:00 pm. Please email your articles to <u>loveletter@ngwte.org</u>. The Loveletter for March will go out no later than Friday, March 12, 2020.

Please ensure all articles are submitted on time (or early) so that the Loveletter will go out in a timely manner. All articles for publication in the Loveletter will be reviewed and edited as needed.

	Feb 2021	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sept 2020
Open Rate	1681↓	1888个	1856个	1697 🗸	1822 个	1726 个
Desktop 51.5%, Mobile 48.5%	(27%)	(30.1%)	(29.6%)	(27%)	(29.1%)*	(31.5%)
Sent	6436 🗸	6516↓	7885个	7866 个	6606 个*	5715 ↓
Bounces *	207 🗸	251↓↓	1612个	1604 个		236 🗸
Successful Deliveries	6229 ↓	6265↓	6273↓	6292 个	6256 个*	5479 个
Clicks (Amazon)	6↓	8↓	13个	9	17	18 🗸
Clicks (Board)	n/a	7				
Clicks (Facebook)	9↓	10↓	11个	9	13	30 个
Clicks (Ministry Mgr)	n/a	n/a	11=	11	29	29
Clicks (NGWTE- donate)	9个	0↓	11个	9	16	
Clicks (Signup Genius)	26↓	27个	15个	11	12	22
Did Not Open	4548个	4377↓	4417↓	4565 个 (72.9%)	4434个 (70.9%)	3753 个 (68.5%)
Unsubscribed	6=	6=	6个	5↓	9=	9 =
Spam Reports	0↓	1个	0=	0↓	1个	0↓
Mailbox full	12↓	13↓	14个	14个	1↓	2

Open and Click rates for the latest issue:

		ui deorgi		Liiiiaus		
Vacation / Auto Reply	4个	3↓	4	4↓	5个	3
Blocked (by ISP)	2=	2=	2↓	4↓	12个	4↓
Other (Non standard ISP Code)	165↓	190↓	213↓	215个	164个	52 ↓
Recommend for Removal (ISP didn't respond)	24↓	43↓	1379个	1367个	168↓	175
Recommend for Removal includes:						
Non-Existent	2↓	4个	1↓	12↓	38↓	14 🗸
Suspended (emails that bounce multiple times)	13↓	14↓	1340个	1318个	114↓	152 ↓
Undeliverable (ISP didn't respond)	9↓	25↓	38个	37个	16个	9↓

Communications Report – February 2021

Page 2

The Bounces for the Loveletter continue to decline. Ginny and I are working diligently to come up with aprocess for I have discovered that most of them are spam.

Steve set up the website to include a 'captcha' box which will hopefully help weed out spam. There is still the question of being able to just go to the website and sign up. Should it be that easy for anyone tosign up? Do we want the Loveletter to go to anyone or only those who have attended NGWTE or another 4th Day Movement? For the time being, Steve also set up the a 'New Signups' distribution list inConstant Contact where website signups will reside until I either move to Loveletter or delete as Spam.

I also posted the Loveletter and Communications to the Facebook webpage.

De Colores! Tara Thompson Communications Chair

Community Spiritual Director - Rev. David Bowen Report for March 2, 2021

- 1. During March 2021, I will continue to search for a Clergy Co-Chair to serve with me on this Board.
- 2. I have contacted the following Lay Directors for the Fall 2021Walks:

Andy Burt has Head Clergy and 4 others.

Pat Reynolds has Head Clergy and 1 other confirmed. Securing others. Brad Gorski and I will meet next week to secure Head Clergy and others. Sandi Falstreau has Head Clergy and 3 others. Securing another. Gary Willis has Head Clergy and 4 others. Lisa Cooper has Head Clergy, and they are securing others.

Development – Mark Wyssbrod Development Committee Chair March 2021

The Development Committee has completed the following during the past month:

- Setup Kindful, the donation campaign Software
- o Access to Software:
- Mark Wyssbrod, Development Committee Chair
- Martha Lee Sanders, Board Chair
- Bobby Whirley, Treasurer
- Integrated Software to QuickBooks and Constant Contact
- Skip Ramsey, Gwen Hammill and Mark Wyssbrod met at King's Retreat for video shoot
- Created first donation campaign, "Do You Remember"
- Created & Edited Video
- o Created Constant Contact Email
- o Will email Wednesday Morning, March 3, 2021
- Next steps
- Seeking Testimonies from NGWTE Community Members
- Create next theme for donation campaign

Face to Face – Maria Blackwell—NO REPORT

Facilities – Dave Wilkins March 2, 2021

1.Project List for King's Retreat:

- a. White House network connections installation will be completed TBD.
- b. White House On hold until weekends resume, we are still in the process of looking at solutions and getting foundation repair bids.

c. We are reviewing the HVAC options to see how we may be able to meet the requirements for fresh air exchange rates. Over the next few weeks we will be meeting with commercial HVAC companies that specialize in this and hopefully have something to review during out April board meeting.

2. Gwen continues to check the facility 0nce per week.

3. Gwen is looking for some assistance with the Hispanic weekends. The trustees will be searching for a bilingual speaking person that is interested in taking Gwen's opening and closing responsibilities for those weekends. This will be a paid position.

- 4. We are updating the Facilities Talk and point to reflect the new position names.
- 5. No hits on Sign-Up-Genius.

- Workdays are May 1 and June 19. There are currently 28 new weekends scheduled. New board members have been volunteering at King's Retreat making improvements.

Fourth Day Activities – Robin Ward –NO REPORT Kitchen – Shua Gambill –NO REPORT Music – Gene Newby–NO REPORT

Registration -- Registrars Report Brian and Daisy Watson 02/28/2021

- 1. Received 1 application for November Women's Walk.
- 2. Working on the sub-committee for the Emmaus Procedure Update
- 3. Daisy will work with Mark to see if Kindful can be used for an online form for applicants.

Set Up – Trey Kinney Trey asked when will board reps be finalized for the fall weekends.

Sponsorship – Co-Chairs Craig Hawkins and John Thompson 03/01/2021

- To Encourage, Equip and Facilitate prayerful sponsorship for the benefit of renewing Christian Disciples, strengthening Local Churches, and sustaining our NGWTE Community.
- 1. Tim Bennett added to the sponsorship committee.

Women's Team Selection – Ginny Sternberg-

Ginny has had 2 new people reaching out with a desire to serve. Will plan to put some easy training topics for Ministry Manager in the Loveletter and a second question to upcoming Lay Directors.

FALL SCHEDULE 2021

Sept 16-19 Sept 23-26	M200 W232	EAST / Andy Burt (Browns Bridge Church), mtgs @ Duluth FUMC EAST / Pat Reynolds (St. Mark UMC), mtgs @ McKendree UMC Board Rep: Suzanne Ayers
Oct 14-17 Oct 21-24	M201 W230	WEST / Brad Gorski, Mt. Bethel UMC North WEST / Sandi Falstreau, Kennesaw UMC Board Rep: TBD
Nov 4-7 Nov 11-14	M199 W231	WEST / Gary Willis, Alpharetta UMC WEST / Lese Cooper, Northbrook UMC Board Rep: TBD

MARCH Report

- Subcommittee member Margo Palmer (East) has agreed to extend her three year term by one year, thus serving through the 2022 season.
- Subcommittee member Serena Moore (West) will roll off 2021, after serving on Sandi Falstreau's weekend, so I'll be looking for a former Lay Director to replace her. Reminder that being a former LD is required for Team Selection.
- I collected a supply bin from Andy Reed (formerly recruited as an ALD by Jo Ann Zandy), who declined to continue serving on W232. Sharing this image as FYI for Training. Pat Reynolds has this info and will work with her ALDs to connect w/those servants who have dropped and see about getting the portfolios returned. I see there's a replacement cost but am not sure how realistic it is in collecting (Dawn T. is deceased and several folks declined to serve and have been hard to reach.).

1×	for U		Cout Sheet m Manuals	-
Portfolio	Servant Name (Print)	Date Checked Out	Servant Initials	Date Checked In
(121)(ALD)	ANDY REED	2/5/19	ar	11/20
122 (ALD)	Susaattere HKi	5 2/5/19	Sh	
123 (ALD)	SHERE' TANKER	015/19	Saper	
124 (ISC)	Annette Sullins	2/29/2020		
125 (OC)	Erin Stroud	2 18 2020	0	
126 (HM)	Rosemany Putfund	2 18 202	o ROR	
127 (HA)(Dawn Tousley			
128 (HC)	NEado			
(129(HD)	0.1			
130 (HK)	Sheri W Snitt	1		
131 (AHK)	Janet Junk	/		
132 (AHK)	Georg Ann Brose	-		

133 (TL) Gran and east	112-29-20
(134)(TL)	
135 (TL) Shella Jor	6 d-18-2020
136 (TL) Ring Reserve	2-(8-2020
137 (TL) Jallkenkay	2.18.200
138 (TL) Glenda gradde	1 2.18.2020
139 (ATL) allish Wake	211 2-18-2020
140 (ATL) Pat Regulation	2/13/2020
141 (ATL) Renu / 300fl	2/18/2020
142 (ATL) Rachel Dar	<i>n</i>
(143)(ATL)	
(144)(ATL)	

Women's Team Selection March 2021 Committee Report Page 2

MINISTRY MANAGER UPDATE

- **TO DO:** I still need to reach out to Face 2 Face board members and share the report of their home church membership for their review.
- **TO DO:** Rev. Chris Mullis, Senior Pastor at Pleasant Grove UMC in Dalton returned my email of her community members with 57 correct emails/contact info. In my court to enter into MM.
- **PENDING FROM THE UPPER ROOM**: My Oct 23 request to **recode the MUSIC field** for talent comments rather than a training date. Steve Z. resubmitted in January. (I pulled a report of all music servants for the past ten years to use once this feature goes live.)
- EDITS-1: All men's records have been updated by replacing "participant" with correct service of Housing/Trans Assistant, Supply Lit Coordinator, or Supply/Lit Assistant.
- EDITS-2: I manually checked the 108 emails on Tara's February Kick-Back Report for updates, typos, or corrections.

MINISTRY MANAGER as of March 1, 2021

As of this writing the database counts are as follows....

20,977 total records, of which... 20,713 ACTIVE; 0 INACTIVE; 264 DECEASED 7,176 ACTIVE lay men and 9,829 ACTIVE lay women and 3,209 DUMMY RECORDS 496 ACTIVE clergy and 16,512 ACTIVE lay persons and 1,213 churches

Records divided by ROLE:

BASIC	84	future pilgrims (and a few miscoded members)
MEMBER	20,376	those who've completed a walk / served on a team
LEADER	19	current LDs and board committee members
BOARD	26	current board members
Data Admin	1	Steve Busey

SUBCOMMITTEE

Serena Moore (West) thru 2021 Margo Palmer (East) thru 2022 Carla Martin (West) thru 2022 submitted by Ginny Sternberg

Men's Team Selection – Bobby Butler–03/02/2021

Recent Tasks Completed

• Finalized replacement LD for Men's Walk 201 set for October 2021. Mark Harper asked to defer for this specific cycle, replaced with Brad Gorski.

• Tim Sanders is the TSL for Brad. We've conducted the first training session via Zoom, which included Brad, Tim and me.

• Bobby & Ginny had a Zoom training session to get Bobby up to speed with using MM.

Next Round of Tasks

• The second training call for Walk 201 will happen in March.

• The other two Fall/2021 LDs (Gary Willis & Andy Burt) have been on delay since Spring/2020, both currently anticipate the teams recruited in the beginning to remain mostly intact. Once we have a go/no decision for the Fall walks, will reengage with Gary & Andy to finalize their teams and recruit any needed replacements.

• Need to recruit 2 new TSL members, have names in mind and will work on this during March.

Technology – Steve Busey—NO REPORT

Training – Hilary Berman Training Committee Report March 2, 2021

Completed:

Documentation Updates:

1. We have had 4 **WORKDAYS** at Mt. Pisgah for document reviews/updates:

- + 08/05/2020
- + 08/27/2020
- + 10/01/2020
- + 11/06/2020 We have had 3 Zoom Meetings:
- + 12/11/2020
- + 01/26/2021

+ 03/01/2021 In Progress:

• Next Training Committee Zoom meeting for all training committee members: March 29

- Focus will be Leadership Orientation:
 - + The Power Point Draft was reviewed by team and decided to consolidate into 1 working copy and review with further assignments to individual members.
 - + Reviewed updated breakout topics.

Upcoming:

• Will review at next meeting the Inside ALD training for team meeting breakouts. • Training session outline with recommended reference materials (from manuals) and recommending which team meeting they cover each.

• Structured so that they start with the info on "Preparing Your Talk" early in the process as people start working on their talks as one of the first things. Then it would progress to team meeting table communities and then managing conversation at the weekend table communities.

• This has been compiled with input from Barbara Johnson's recommended flow of training materials that she gave me when I was ALD for Glenda Fincher, as well as my ALD's on Walk #229.

• Develop QR code to end the Leadership Orientation with a quick session for training feedback and QR code survey to capture opinions/ideas.

- Establishing consistency for how the committee interacts with the LD's \circ Timeline.
 - Verbiage suggestions/templates for our communications
 - Gathering feedback from teams on training materials and leadership training meeting

Weekend Communications – Suzanne Ayers March 2021

Will present to the Board Marla Edge to be added to the Weekend Communications Committee. Marla was a pilgrim on Women's Walk 185 in 2012. She has served on 10 walks and scheduled to serve this fall on Women's Walk 232.

Assistant Community Lay Director – Kendel Nickens–Nothing new to report

<u>Community Lay Director – Martha Lee Sanders: --</u> Our April Board Meeting date will change to Monday, April 5 and will be held on Zoom.

A time of sharing praise and prayer requests was held.

Closing Prayer: John Thompson led us in a closing prayer. **MEETING ADJOURNED:** Daisy Watson made a motion that we close the meeting with a second from Dave Wilkins. We voted and were all in favor. The meeting ended at 8:15PM. **Next Meeting:** Zoom Meeting on Monday, April 5, 2021 at 7:00 PM (Details to follow)

April Devotion & Prayer: Robin Ward May Devotion & Prayer: Shua Gambill June Devotion & Prayer: Daisy Watson July—NO MEETING August Devotion & Prayer: Steve Busey September Devotion & Prayer: Craig Hawkins

October Devotion & Prayer: Dave Wilkins November Devotion & Prayer: Buffie Harper December Devotion & Prayer: Tara Thompson

Respectfully submitted: Pam Quantock; Secretary: March 28, 2021