**Notes of the SF/SM Secretariat SPECIAL meeting held December 8, 2020 @ 7:08pm VIA ZOOM**

Present: **Lani Borges**, **Margie Chop,** **Vicki Cummins, Kevin Kain, Jack Pastor**, **Ruby Pleasure**; **Vince Jang** & Fr. Marty Mager

Excused: Anna Gonzales, Darold Gonzales, Pat Hoffman, Tom Poeschl, Paul Riofski, Angelo Wong, Isabel Vera

Absent: Bob Bullard, Jocelyn Perlow

* Opening **Prayer** was led by Kevin Kain based on Psalm 91.
* Jack read aloud the **Mission and Purpose** (adopted 2017) of the Secretariat Body.
* **Meditation** – Lani Borges shared a reading, “The Gift of Hope.”

Having confirmed the presence of a quorum of 8 has not been met, the **minutes** of November 10, 2020 were reviewed, but the approval was postponed. There was a correction to the list of Committee Volunteers which will be re-distributed; still awaiting replies from Anna\*, Darold and Isabel. {\*Aside from R/R Dev/Membership}

**Treasurer’s Report & Team Finance Reports:**

Margie confirmed that she has not yet been able to meet with Darold and the bank representatives; she shared that he had advised her to go ahead and make deposits to the account (the Duck Race funds and two checks from Jack Pastor). Margie also confirmed that she has not connected with Tom re the post office, but she will try to enlist Laurie’s efforts.

**Team Reports**

* Ruby Pleasure – Cursillo 997 – No report at this time
* Kevin Kain – Cursillo 998 – No report at this time

**Old Business**

* **Prospective Rector/a –** Lani said that she will revisit her contact with Deb Porzio in the new year. No other activity to report.
* **Facility Update –** Kevin advised no news was received from Darold, so no changes expected at the UoR/Seminary site. He added some comments about finding out what our best go/no-go date is to renegotiate the contract or make allowable changes. Margie shared some comments about the covid-19 vaccine that is pending and how she sees that the beginning of 2022 is the soonest that we might have enough folks vaccinated to make double occupancy any kind of possibility. Additional comments were shared about reducing teams, raising funds, searching new sites, and potentially nullifying the 2021 contracts out of an abundance of caution. Kevin will reach out to Darold to inquire about a drop-date on the contracts. Kevin also advised that Pat confirmed that Vallombrosa Center might have availability in 2022 for $150/room/night.
* **Servant Action Groups –** 
  + R/R Development / Secretariat Membership – no report available
  + Fourth Day Outreach – Kevin shared that he’s been collecting contacts for the open groups to reach out to and is still working on initiating contact.
  + By-laws – Vicki advised that she sent a draft of by-laws revisions for the committee to consider; the by-laws already include a “Purpose” so there’s some confusion about where to insert the 2017 statements; updates should also include removing the Vice Chair GS Liaison. The committee needs to review and recommend changes; Margie confirmed.
  + Communications/Library – Jack asked Vicki to see about posting the Minutes on the website.
  + Finance/Fundraising – Jack shared an email exchange with Patrick Andersen (and our fundraising committee) to consider inviting our community via the Bay Area Cursillo e-news to consider a Charitable Giving Fund; Vicki advised that she had interjected in that email thread to advise that the Fundraising meeting had not yet met to review this option and elect to recommend it for the body to implement. Details and questions were answered. Vicki shared that she set up a personal #givingTuesday fundraiser on Facebook and it appears to have raised approximately $590, which she asked to be directed to BARB. Margie confirmed that we need to gather the committee together and encourage anyone in community to join in the fundraising coordinating efforts. Vince will also put some thoughts on paper for perhaps hosting a virtual Ultreya with a fundraising component.

**Missing members were assigned with a chuckle** for next team meeting on **January 12, 2021 @ 6:45pm**… **opening prayer/Bob, meditation/Tom and closing prayer/Isabel**

Jack led us in a closing prayer and the meeting was adjourned with Kevin’s gratitude for those participating and a big Merry Christmas & hopeful wishes for a Very Happy New Year!

*Respectfully Submitted by Vicki Cummins, Secretary.*