**Minutes of the SF/SM Secretariat meeting held March 9, 2021 @ 7:02pm VIA ZOOM**

Present: Lani Borges, Margie Chop, Vicki Cummins, Kevin Kain, Jack Pastor, Ruby Pleasure, Paul Riofski, Isabel Vera, Angelo Wong; Vince Jang & Fr. Marty Mager

Excused: Anna Gonzales, Darold Gonzales Absent: *Jocelyn Perlow*

* Opening **Prayer** was led by Fr. Marty
* Jack shared a **Meditation** about setting intentions based on Isaiah 46:10

Approval of **Minutes** – There being no meeting in February 2021, the minutes of January 12, 2021 were reviewed and approved as submitted.

*Secretarial bits* –Tom’s term obligation concluded last month, Bob has resigned due to work commitments (via email shared with this body), and Pat has sadly passed away on March 8th, so the roster of voting members is now 12, with a quorum requirement of 6; the new list will be shared with the minutes via email.

*News and Prayers:*

* **Fr Mickey** **McCormack**, Past Rectora/ALSD **Pat Hoffman**, Cursillista **Kathi Sparkes** (residing in Washington) and Cursillista **Peter Norman** (Prune Fairy & friend) all began their 5th day journey since we last met.

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

Margie met with Raj at WFB in Foster City, along with Mary Sunshine Wright on the phone, and reviewed the current accounts (six teams, one leadership workshop, one main SF/SM, and two yet to be identified); paperwork was completed to be sent along to Mary to sign off the accounts so that Margie may be added. Once new signatories for the accounts are identified and coordinated, Mary will be removed. Arrangements will also be made for the two boxes of supplies/documents that Mary has retained to be transported to Margie’s care. No balance information will be made available to Margie until these changes are processed; she expects to have a full accounting to report next month. Mary will have to find the time to access her QuickBooks files to identify the last two accounts.

* The Duck Race proceeds check was made payable to Rooster Boosters, so it has not yet been deposited.
* Account profiles are now confirmed for the other officers so the paperwork will be generated for the main account signatories.
* Margie and Mary are also needing to search for the Treasurer Packets/Folders for the weekends. If they cannot be retrieved from the previous team members and/or found in Mary’s home, then she will need to create new ones.
* Margie has the banking app now available on her phone for easier deposits, etc.

The Post Office Box @ SFO had been several months of non-payment and the box had been rented to someone new so she has opened a new box in the San Mateo area (Delaware near Hwy 92), easily accessible from the SM Bridge and freeways; she will send out the new address to the group (and has left a forwarding address with the Airport PO).

The insurance premiums are confirmed to have been paid up.

**Team Reports**

* Ruby Pleasure – Cursillo 997 – Still meeting each month with a 4th day format; last meeting had about 22 in attendance.
* Kevin Kain – Cursillo 998, Nov 4-7, 2021 – Team met via zoom for the first time since May’20 with the intention of checking on folks’ intentions and commitments; they reviewed cook and table leader assignments and spent the time reconnecting with one another with a sharing question. They intend to keep meeting and push forward in the hopes of holding the November weekend; only 7 regular members missed the meeting.

**Old Business**

* **Prospective Rector/a –** Ruby shared that Barbara Medina expressed leadership interest to her when they encountered each other recently.
* **Facility –** Kevin reiterated the information he had learned about the Marin community’s experience and limitations. Ruby asked to receive a copy of her team’s contract so that she can make herself familiar more familiar (she struggles to retain the oral information); it was reiterated that we will not know what the county/state requirements will be, specific to our group/weekends, until much later in the year. It was also the general consensus that more than one person should have access to the information about the facility (i.e. contact info).
* **Servant Action Groups –**
	+ By-laws – Paul shared that the committee was formed as Pat (chair), Paul and Angelo. He offered himself as a new chairperson and welcomed additional help. He received the page on R/R Criteria previously discussed in January, as well as an older hardcopy of a R/R Binder from Pat’s home to include in their review work; Vicki still needs to send the 2017 version electronically.
	+ Finance/Fundraising – Kevin reiterated the need to get ourselves moving on ideas, even virtual, to start soliciting funds for our movement. Ideas mentioned (again) included revitalizing the monthly pledge system, currently successful in the Marin community, that used to be promoted by Rooster Boosters (hopefully to be reconnected to the foundation so tax-deductions can be received by donors); using the store rewards programs that make donations to charity based on a customer’s sales was also mentioned. Margie will be confirming how donation checks should be written now – whether to the Rooster Boosters or the Local. It was noted that starting up the previously discussed online gatherings with the community will help foster our reconnections and will be a great time to promote financial support. The fundraising committee was encouraged to make plans to meet.
	+ Membership – Paul and Kevin both made mention of the need to identify potential members to help fill the missing spots as well as carry on into the next term; one woman in the community has mentioned joining to serve in honor of Pat, so we’ll be watching for that application.

**Volunteers** for next team meeting on **April 13th @ 6:45pm**… opening prayer/Kevin, meditation/Paul and closing prayer/Margie.

The meeting was closed in prayer by Deacon Vince.

*Respectfully Submitted by Vicki Cummins, Secretary.*