



Minutes of the SF/SM Secretariat meeting held March 12, 2024 @ 7:03pm VIA ZOOM

Members Present: Nolan Apostle, Lani Borges, Cindy Conway, Vicki Cummins, Yolie Esparza-Snodgrass, Robert Geesey, Kevin Kain, Dana Morgan, Debra Telles and Margie Wolcott; Dn. Vince Jang & Fr. Marty Mager
Visitor(s): Phil Meginness
Excused: Ruby Pleasure
Absent:

Kevin shared an opening prayer.

The **Minutes** of January 2024 were approved as submitted.
The **Minutes** of February 2024 were approved as submitted.

Treasurer's Report & Team Finance Reports:

Debra reported the account balances as of this date: Main \$8906.29; the Fall and Winter accounts have their required minimum balances (\$350/\$520).

The group present was reminded to 'pass the hat' and were reminded of the Venmo (@SFSMSecretariat) and PayPal links (paypal.me/sfsmcursillo) and the mailing address of SFSM Secretariat (payee) PO Box 5615, San Mateo CA 94402 and asked to send a contribution to support the Secretariat's expenses.

Old/Ongoing Business

- **Report on 'SFSM Friends'** – Dana reminded the group of the Directors and shared the nonprofit's primary goals. Vicki & Debra have been working on administrative tasks to ensure accessibility and longevity for the sake of the movement. We have Google Workspace now set up with job-specific emails and a Google Drive for document storage. The current balance in the account is \$4000.99, plus \$884.09 in PayPal awaiting transfer into the checking account at the end of the month. We have purchased QuickBooks and will be setting it up soon. There is a small monthly fee for both services, which Paul said he'd cover for now.
- **Fundraising pledge drive idea** – Vicki reported that she and Jerilynn have begun contacting community members to solicit their support with a monthly contribution (or a one-time is welcome, too) via the recurring donation option on the PayPal donation page. Volunteers are welcome to help make calls (or send messages). A bullet-point script is available. To date, we've had contributions and/or commitments from about 6-9 people. We're asking for \$25/month where possible (but encourage any amount), and that the donors cover the transaction fees, too. Phil asked about the link being available on the website (which it is) and that he expects folks from his fourth day group to sign up. *Dana added that she intends to make a short video to share online encouraging folks to join the campaign. Our additional platforms (venmo, gofundme) also welcome donations, and checks are always welcome, too. Dana also added that she needs to reschedule the fundraising brainstorming meeting, perhaps even during the upcoming Ultreya (as a breakout meeting), with a follow up meeting within 2 weeks from that date.* She reiterated that her role in resource development is to help come up with some structure (like grants, or grass-roots church visits, etc.) for ways to raise funds, but always with the participation and buy-in from the Secretariat and community at large. The Board will meet again in April. Vicki confirmed that she had reminded Paul about trying to coordinate a Coffeehouse Concert, and Dana added that all ideas are still welcome. Nolan shared some thoughts on a 'ghost kitchen' his business is involved with, and how Cursillo might do something similar with local 'restaurant nights' wherein the businesses contribute a percentage of that night's take.
- **Spring Fling Ultreya update (4/6)** – Vicki shared the flyer for the event and the details of plans and where help is needed. Help will be needed with set-up, clean-up, the potluck tables, etc.



She mentioned that two new Cursillistas are assuming the table decoration tasks! *She will re-send the flyer to the whole group after the meeting.*

- Nolan asked if our community has ever held more regional gatherings, like a grand Ultreya. Folks chimed in with memories of concerts and such, where all the groups comprising the General Secretariat (now defunct) attended and participated. Dana reminded us that we should make announcements about all our events with the various groups and see what kind of shared interest we receive. Maybe there are some plans we can make that would be mutually beneficial for both/all groups. Dana recommended that we add a plan for an outdoor event for June/July and wherein we would invite all the Cursillo bodies in the area to attend to our next month's agenda. We'd want to ensure we make the point of gathering to share ideas and support each other's communities, not to usurp resources.
- **Status of weekend/leadership development** – Lani shared that she has sent messages out to those who have expressed interest; when she knows more, she'll share. She also added that she and Terry Anderson checked out a nearby church facility that was suggested, but the logistics didn't seem feasible. More suggestions are always welcome; Vince mentioned the Church of the Divinity School of the Pacific (Episcopal seminary), in Berkeley, has gone to a hybrid educational model, so it might be worthwhile to reach out and ask if there are times where they'd rent out space in their facility for weekends.

New/Current Business

- **QuickBooks for Secretariat** – Vicki spoke of the need to get our own QB account and utilize it for our bookkeeping for 2024 forward. The existing account is one that Mary Wright had used and it's associated with her employer. Now that we've lost her, we don't anticipate using that account any further. The cost is \$15/month for 3 months, and then \$30/month after that. If members will be sure to contribute here each month (via pass the hat), we should be able to cover the expense without dipping into our account balance each month. Nolan mentioned a program option called "WaveApps" which seems a bit easier to use and offers a free and paid version. *Deb and Vicki will research it, as well. A motion was seconded and passed to authorize Deb to purchase the QB Online program for no more than \$30/month, should that prove to be the most feasible program.*
- **Volunteers** for next team meeting on April 9th @ 6:45pm... **opening prayer/Cindy and closing prayer/Debra.** Lani shared that she asked to be excused from the next meeting as she'll be leaving for Hawaii the next day.

Robert led the group in a closing prayer and the meeting adjourned the meeting at 8:04pm.

Respectfully Submitted, Vicki Cummins, Secretary.