**Minutes of the SF/SM Secretariat SPECIAL meeting held September 8, 2020 @ 6:55pm VIA ZOOM**

Present: Lani Borges, Bob Bullard, Vicki Cummins, Anna Gonzales, Darold Gonzales, Kevin Kain, Ruby Pleasure, Isabel Vera, Margie Chop, Jerilynn Coward, Tom Poeschl, Pat Hoffman, Fr. Marty Mager, Angelo Wong, Paul Riofski

Absent/Excused: Jocelyn Perlow, Jack Pastor, Dean Atkinson\*, Joe Klecha\*

* Opening **Prayer** was led by Vicki
* Kevin read aloud the **Mission and Purpose** of the Secretariat Body and went on to share some comments on his intentions in chairing the group this term. He shared the actions he has taken to reach out to fourth day groups in our published listing as well as some potential new members.
* **Meditation** – Ruby shared a reading entitled, “Bless the Work.”

The **minutes** of August 11, 2020 were approved as amended; the corrections included the intention of Paul’s comments on rotating membership to reflect “six new members joining.”

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

Margie shared that she had a chat with Mary about using QuickBooks and she is awaiting a time to meet up with Darold, Mary and the bank to make needed adjustments for statements, etc. Darold will call the bank contact tomorrow and respond to Margie and Mary. Financially, Margie said there is really no change since August.

**Team Reports**

* Ruby Pleasure – Cursillo 997 – shared that this coming Saturday her team will have a meet and greet (fourth-day style) via Zoom.
* Kevin Kain – Cursillo 998 – reminded us his team will not resume meetings until next year.

Anna asked if either Ruby or Kevin lost or had to replace any team members since the weekends required postponement. Ruby advised she does not know of anyone yet, but she expects it might happen. Paul offered that Kevin’s team is communicating via email, especially in prayer requests and staying connected. Kevin mentioned that Deacon Vince might have to revise his schedule.

*Kevin also shared that Mike Mirabella had a terrible fall [and was in the ICU but is no longer]; prayers and palanca are welcome. Vicki and Lani will coordinate a recipient address and share it with the group who might like to send him a card.*

**Old Business**

* **Prospective Rector/a –** Anna had no new news to report. Kevin commented that it might be beneficial to have someone in queue in case new dates do become available. Anna recommended that Kevin make the need for Rectors in the queue be known in his conversations with the Fourth Day Groups he plans to visit. She also confirmed that Jocelyn and Deb Porzio are currently in our queue, and she will reach out to them to confirm their current intentions.
  + Discussion ensued about past/possible recruitment issues and ideas…they included the concern that folks don’t necessarily realize that they are close to having all experience requirements fulfilled, or what they truly include; also noted was the concept of applying and being in the queue while still maintaining right to refuse any particular weekend date; suggestions included gathering up rosters to develop contacts and make some calls, following up with the men who attended the workshop gathering that Tom and Darold hosted in months past, and reaching out to fourth day groups and their members as a priority (as that is a requirement).
  + Regarding the timeliness of our efforts, however, we were reminded that we should definitely be sensitive to the realities of job, family and health insecurities that our fellow Cursillistas are living with right now and that while we want to bring the community together, we might be wise to avoid the added pressures of asking for Rector/a commitments (as even the teams in formation are still tentative) at this time.

\*Before the meeting was officially opened, Kevin shared that Dean and Joe advised him that they now have a schedule conflict and will no longer be attending/serving the Secretariat. We neglected to repeat this information after the meeting was called to order.

* **Facility Update –** Darold advised that as of August 17, 2020, we have signed contracts for Kevin and Ruby; he suggested Margie make a note that $7924 will be due for Ruby’s weekend by September 24, 2021 (30-days prior to weekend); and that $7924 will be the balance due for Kevin’s weekend by October 11, 2021. He also reminded that updated Insurance Certificates will be required 90-days prior to each event and that the production of said Certificates take a significant period as the language requirements are quite particular.

Darold also clarified for Ruby that the facility is still currently closed, but we do expect to have some Procedures and Policies available from them in advance of the weekend itself, but we won’t have any kind of time frame for a while.

* **Servant Action Groups –** Kevin shared that he received some replies about committee selections, but he wanted to revisit the conversation about committees we most likely do not need to activate immediately.
  + Discussion ensued and it was decided that we would incorporate a much-needed Fundraising Committee as an off-chute of Finance committee. We further agreed that we would waive the by-law that requires every listed committee to be filled for the term and instead will focus our efforts, in this pandemic-ridden time, on the following committees (groupings/descriptions attached):
* Rector/a Development & Secretariat Membership
  + - * Rector/a Support (when appropriate)
* Fourth Day Outreach
* By-laws (Review/Recommendations)
* Communications/Library (Archive)
* Finance (Fundraising focus)
* Spiritual Director Contacts Development
  + Volunteers:
    - Bob asked to serve on the Fundraising committee, Paul mentioned serving the Development/Support and SD development committees; Kevin has the names of the others who had already replied.
    - The group was asked to review this listing once minutes are shared and to respond in advance of the next meeting with the groups (select two) they would like to serve this term. It was also noted that non-members of Secretariat can/should be invited to serve on the committees, as appropriate.
* **By-Laws Change Suggestion –** Kevinbegan to open a discussion on any new changes the group might want to vote on, but Darold pointed out that we are not reading from the most recent copy. He will send the group the 2018 revisions for publication and review.

**New Business**

* **Fundraising –** Kevin shared a fundraising opportunity that Chip Koehler has invited our community to join: the Kiwanis-sponsored Ducks4Bucks on October 3rd ([www.duckrace.com/fremont](http://www.duckrace.com/fremont) (select *Teams*)).
  + Every “duck” that is sponsored for $5.00 returns $3.00 to our community (the balance goes to Kiwanis of Fremont); $4 will be earned for more than 250 ducks sold. The folks who sponsor the ducks are eligible to win available prizes, including a $2000 First Prize.
  + A motion was seconded and passed to participate in the event and promote it within our Cursillo and personal communities. Kevin will work on the registration (with Chip), some promotion with Patrick, and Vicki will help with a flyer and Facebook promotions.We will aim to have info available for Ruby’s upcoming team meeting and Bob recommended everyone share it on their personal Facebook pages.
    - It was also suggested that we might look to sponsor a similar event of our own in the future!

**Volunteers** for next team meeting on **October 13th**… opening prayer/Bob, meditation/Anna, and closing prayer/Margie.

Paul led us in a closing prayer and the meeting then adjourned about 8:25pm.

*Respectfully Submitted by Vicki Cummins, Secretary.*

**SF/SM SECRETARIAT COMMITTEES**

1. **Rector/Rectora Development:** Identify, recruit, notify person(s) of election into the Queue; provide training for future Rectors and Rectoras; insure that Rectors and Rectoras elected to the Queue understand and follow SF/SM Cursillo Secretariat By-Laws, Commandments and Guidelines. *Led by the elected Vice-Chair.*

**Membership**: Actively identifies and recruits Cursillistas to serve as members of the SF/SM Cursillo Secretariat in accordance with the provisions of the By-Laws for SF/SM Cursillo Secretariat membership. Chair to this committee is the Vice Chair Liaison to the General Secretariat. This committee is formed at the January Secretariat meeting.

1. **Rector/Rectora Support**: This committee is composed of past Rectors and Rectoras and is responsible for sharing their experience as a Rector/Rectora, offering advice and support as needed to Rectors and Rectoras in the queue. This group currently meets for one hour prior to the scheduled Secretariat meetings (2nd Tuesday).
2. **Sponsorship Workshop**: Plans, advertises and executes Sponsor Workshops to train potential sponsors as to their duties and responsibilities as a Cursillo Sponsor in accordance with SF/SM Cursillo Secretariat By-Laws and procedures. The Committee members shall make every effort to plan and execute these training sessions within 60 days of scheduled Cursillos as well as conduct them at Ultreyas and other large Cursillo community gatherings.
3. **Candidate Application Review**: The committee shall meet prior to Cursillo Weekends to review candidate applications to ensure that they meet all SF/SM Cursillo Secretariat requirements to attend a Cursillo. At present, the committee members make themselves available by phone or in person to review and approve applications in order to not hinder the weekend formation schedule.
4. **Fourth Day First (during team formation):** The committee does a presentation at a team meeting of the Rector/Rectora’s choice to share the importance of fourth day first, through team formation, the weekend and into our life of fourth day.

**Fourth Day/Outreach**: Ensures that the importance of Fourth Day is clearly established and promoted throughout the Cursillo Community. Maintains a current list of active Fourth Day groups within the SF/SM Cursillo Community and provides that information to Cursillo teams and interested individuals through meetings, written and electronic media. *Currently updated by individual teams and submitted for upload.*

**Grand Ultreya**: Coordinate and plan large gatherings of the Cursillo community featuring prayer, singing, sharing and food (2 per year). Be available to teams during formation for guidance and assistance in planning for post weekend Ultreyas.

1. **Palanca**: Provides Palanca to Cursillo communities throughout the world. Solicits Palanca from other worldwide Cursillo communities and distributes it to the Rector/Rectoras for display during their Cursillo weekends.

**Commissioning**: The committee is responsible for planning and conducting Cursillo team commissionings. This committee will also schedule Rector and Rectora commissionings at a regular Tuesday night SF/SM Cursillo Secretariat meeting when necessary. [NOTE: Rector/Rectora commissioning is done by the prior year’s Rector/Rectora as soon as possible after Rector/Rectora is placed in Queue].

1. **By-Laws**: Draft and recommend to the SF/SM Cursillo Secretariat those changes to the organization’s By-Laws deemed appropriate and necessary to accomplish the SF/SM Cursillo Secretariat’s purpose. Changes, additions or deletions are submitted to the SF/SM Cursillo Secretariat for that body’s approval/rejection.
2. **Communications:** Currently, members of this committee would work as, or as a liaison to, the volunteers who manage the website updates, the BARBWire e-news, and any publications for or on behalf of the community. ***Currently Patrick Andersen (Bay Area Cursillo e-news), Vicki Cummins (Facebook/Website)***

**Library**: Collects, maintains and stores appropriate written materials concerning the activities of the SF/SM Cursillo Secretariat.

1. **Finance**: Chaired by the SF/SM Treasurer or his/her designee, oversees financial policy of the SF/SM Cursillo Secretariat and suggests modifications and changes. The committee works with the SF/SM Cursillo Secretariat Officers, Committee chairpersons and Rector/Rectoras to develop a SF/SM Cursillo Secretariat budget and provide income and expenditures records. The budget is to be presented to the SF/SM Cursillo Secretariat for amendment and/or adoption. Acts on requests for expenditure of SF/SM Cursillo Secretariat funds, not previously budgeted, by providing advice as to the availability of funds. ***The SF/SM Cursillo Secretariat Chairman\* and SF/SM Vice Chairperson Liaison to the General Secretariat\*\* shall be members of the committee.***
2. **Kairos Liaison**: Facilitates the flow of information between the Kairos community and the SF/SM Cursillo Secretariat relative to the activities of these Cursillo groups.
3. **Leadership Workshop**: Plan and implement two (2) Leadership Workshops a year to inform Cursillistas of the history and philosophy of the Cursillo movement; identify and recruit prospective Core Team members; train those so identified as to the duties and responsibilities of the individual Core Team position; and provide the listing of attendees to future Rector/Rectoras for consideration as their Core team Members when they are forming their teams.

**Secretariat Retreat**: Plans and executes the SF/SM Cursillo Secretariat’s annual planning retreat/Spiritual Renewal weekend held in June (*or as the schedule allows*). This event often acts as the transition point for outgoing/incoming members, but is also open to anyone in the community for Spiritual Renewal.

1. **Spiritual Director Contact/Development**: Compile and maintain an up-to-date listing of Priests, and Deacons and community members eligible to serve as Spiritual Directors and Assistant Spiritual Directors (providing non-ordained community members meet the criteria of serving in this role) during team formation and Cursillo Weekends. They are responsible for actively seeking out and recruiting Spiritual Directors for Cursillo teams. Provide the list to Rectors and Rectoras in the Queue.