**Minutes of the SF/SM Secretariat meeting held September 14, 2021 @ 7:01pm VIA ZOOM**

Members Present: Margie Chop, Cindy Conway, Jerilynn Coward, Vicki Cummins, Yolie Esparza-Snodgrass, Kevin Kain, Ruby Pleasure, Paul Riofski, and Angelo Wong

Excused: Lani Borges; Rev. Vince Jang, Fr. Marty Mager Guest(s): Darold Gonzales

* Kevin offered an Opening **Prayer**
* Kevin read the **Mission Statement** (adopted Dec’17)
* Cindy shared a favorite reading, a prayer of Archbishop Oscar Romero.

Approval of **Minutes** – The minutes of the meeting held August 8, 2021, were approved as submitted.

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

Margie advised that she has been to Wells Fargo and has all the accounts identified with current balances. She shared that she split the donations collected at the 9/11/21 meeting and deposited them into the team accounts. She shared the balance of the team accounts ($4215/Kevin, $3738/Ruby), the main account ($5930.23) and the five unused accounts ($350/each). She also ordered a debit card for the main account so that she can pay the monthly storage fees. As an aside, she shared a suggestion that perhaps we might consider hosting an all-day Leadership Workshop on Zoom (one day or two), thus saving those funds.

Vicki proposed considering consolidating two of the unused accounts (since we’re focused on just four teams per year) and moving their balances into the main fund; Darold made mention that the minimum balance requirements in our accounts are the $350 balances we currently carry, and that those amounts were grandfathered in and that we should consider the risk of closing those accounts because any future desire to reopen them would be at the bank’s current requirements; no action to be taken at this time.

Margie advised that she requested some documents from the storage company, but that Darold’s email was the only one they’d send them to; he said he had not yet seen anything come in but will check again and advise her accordingly.

**Team Reports**

* *Kevin Kain – Cursillo 998, Nov 4-7, 2021* – Kevin shared that the teams got together and had a nice, shared meeting together on 9/11; nice sharing and learning about one another; fundraising ideas were mentioned; informal with lunch and sharing and music from 10-1:30p.
	+ *Earlier,* *Kevin interjected a comment to share that he’d just seen the news in an email that the Marin community was successful in retrieving their deposit from The Y in Marin County and is postponing their planned weekend as well.*
* *Ruby Pleasure – Cursillo 997, October 7-10, 2021* – Ruby added that the group celebrated Vicki’s birthday and she appreciated the occasion for cupcakes. It was also mentioned that we may try to come up some sort of event with both teams to mark what would have been the October dates in the weekend.

**Old Business**

* **Secretariat Membership –** Vicki shared application info for Cindy Conway and Jerilyn Coward. Jerilynn can commit for the one-year term (the balance of her responsibility as Rectora in 2019), while Cindy was volunteering for the full 3-year term, as long as we remain virtual as she has transportation issues. MSP to elect them to membership. Yay! Paul offered up a reminder that we all need to be reaching out for more members, both men and women, to strengthen our roster; often members have gone on to step up into team leadership. Some names were offered up as potential members and the comment was also made that if we can maintain the zoom format with occasional in-person gatherings may be a good selling point.
* **Prospective Rectors/Rectoras –** no new report as Lani is in Hawaii
* **University of the Redlands Update** – Darold reported that he left the last meeting with the sense that some folks may have wanted us to wait a little longer before formally cancelling with the facility (in the hopes that the County may necessitate it for us), but we clarified that he has the group’s blessing to open the conversation and advise of our group’s decision.
* **Foundation Report –** no report (Darold had to go vote!)
* **Fundraising –** Vicki shared an overall plan for upcoming fundraising events: we’ll focus the next few weeks on an online auction event that Sandy is helping to execute; before the end of the year’s giving-season we’ll implement the GoFundMe and Letter Campaign and then we’d save any in-person events for the spring and better weather. Sandy then shared that she’s working on using a site called RallyUp.com for the auction and she’s been in contact with Mary Wright about how to best have donations noted as contributions and then forwarded to the local teams. Both Ruby and Kevin agreed that any funds raised through these campaigns will be divided equally between team 997 and team 998. She’s waiting on BARB’s account # and routing # to complete the onboarding, so Margie is going to see if she can find that info and Sandy will follow up with Mary. Sandy went on to say we’d need additional help with promotions and soliciting donations. We’ll also have the option of buying tickets for items to be raffled off. Sandy is thinking that about three weeks should be allowed for donors to be identified and to send in their item descriptions and photos. Its our intention that donors would hold onto their items until winners have been identified and then we’d work together to deliver said items. The idea is to also ensure a range of items (affordable to luxury) so that all may partake.

**New Business**

* **New Site Committee -** Margie brought up a concern that we are paying so much ($420) every month for the storage site in Novato; it was determined that we need to identify the size and contents of the current storage and seek options to reduce that inventory and find a new, cheaper facility. In conjunction with that, we need to be searching out new weekend sites, hopefully some that might allow for onsite storage, Different facilities were mentioned and commitments were made to try to identify contacts and details about availability (Mercy SF, Mercy Burlingame, St. Bart’s/SM, etc.).

**Volunteers** for next team meeting on **October 12 @ 6:45pm**… opening prayer/Ruby, meditation/Paul and closing prayer/Vicki.

The meeting was closed in prayer led by Jerilynn.

*Respectfully Submitted by Vicki Cummins, Secretary.*