**Minutes of the SF/SM Secretariat SPECIAL meeting held October 13, 2020 @ 7:10pm VIA ZOOM**

Present: **Lani Borges,** **Vicki Cummins**, **Anna Gonzales, Darold Gonzales**, **Kevin Kain**, **Jack Pastor,** **Ruby Pleasure**, **Isabel Vera**, **Margie Chop**, **Pat Hoffman**, **Jocelyn Perlow,** **Angelo Wong, Paul Riofski; Vince Jang**

Absent/Excused: Bob Bullard, Jerilynn Coward, Tom Poeschl, Fr. Marty Mager

* Opening **Prayer** was led by Deacon Vince
* Darold read aloud the **Mission and Purpose** of the Secretariat Body
* **Meditation** – Anna shared a reading from “What Really Matters: Faith, Hope, Love”

The **minutes** of September 8, 2020 were approved as corrected, the correction being to a grammatic typo wherein an ‘s’ was missing under the committee/servant group report section to make a word plural.

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

Margie has no information available to share. She and Darold discussed needing to arrange their best way of “meeting” (in person/via zoom/etc.) to arrange the hand-off of the financials; she also asked about the Post Office mailbox and it was confirmed that Tom has the only key as she hasn’t yet received any paper copies of statements. Jack asked about donation checks mailed to Margie directly (they’d been previously misrouted to Patrick Andersen’s address, we believe, but were never located), but she confirmed that they had not yet been received. Once the donations are received, Margie will send along a thank you on behalf of the community. She also assured Jack that she’ll advise when they’re received.

**Team Reports**

* Ruby Pleasure – Cursillo 997 – Ruby shared that a couple of team members are having some struggles and that the team was circling round with support, including a meal train for the family of Norma Irving and Thomas Pigge (Kairos community member, RIP); Darold offered to spread the word with the upcoming Kairos Council meeting to see if more would like to participate in the Meal Train for Norma’s and family; Vicki will send him the link.
* Kevin Kain – Cursillo 998 – No report at this time

**Old Business**

* **Prospective Rector/a –** While Anna was not able to connect yet with Deb Porzio, we heard clarification about queue protocol and that we do not yet have dates scheduled beyond the Fall of 2021; Jocelyn shared that she’s at peace with the timing of her weekend.
* **Facility Update –** Darold clarified the current contracts were secured about the 2021 dates and shared the balance amounts and status as reported last month; no payments had yet been made. He also shared that the facility is still closed, but he shared some information garnered from a recent meeting that the Kairos community had with the facility folks that he felt might be pertinent to our Cursillo weekends.
	+ No indication as to when Baird Hall will be opened, but when it is, we should expect their strict adherence to Marin County requirements and that will likely mandate single occupancy rooms in Baird Hall, along with strict mask, social distance and cleaning protocols, that will surely affect the size of the weekends.
	+ He shared that they do not imagine any openings in the first and second quarters of 2021, and we are in a wait-and-see mode for the third and fourth quarters, where our weekends would fall. He advised that we start looking at making logistical adjustments for our upcoming weekends.
	+ There will likely be additional costs that have to do with using Certified Cleaners and/or Products, which they foresee as $150/daily for bathrooms/kitchen, common areas might be $250/day; these would be Public Health Dept requirements.
	+ The rooming assignments will be strict, in that unless you regularly live with/are related to your roommate, then no sharing would be permitted.
		- Some numbers were discussed, and we believe we would have lodging available for 26-28 people at the most. This will make for drastic changes to our teams. No sleeping is allowed in any common areas.
		- Discussion followed about the increasing expenses and the fundraising struggle we were already experiencing and how going forward we are likely going to need to look at a different model that might include looking at facilities where the meals are provided by a staff and that would require our Cooks’ roles to shift a little bit.
		- Some comments were shared about alternative locations (such as Mercy HS in SF) we might have been able to inquire with, but it sounds like they only offer larger halls/common spaces but in the current times with social distancing, we would likely not be permitted to sleep anyone in those facilities. Folks will keep looking and thinking…. Pat specifically mentioned reaching out to the Archdiocese for property options.
		- Overall, we were reminded that we will need to just take a step at a time, keeping in mind all viable options and required changes to our way of doing things. Anna encouraged some thought about putting some details together (as they are made available) for an adjusted MOSSAF position description, or maybe something new, to ensure that each team has someone who is focused on enforcing and meeting any/all protocols or requirements set forth by our host facility (in adherence with their county’s restrictions), wherever they may be.
* **Duck Race Review –** Kevin and Vicki reported that our Team Sponsored 202 Ducks in the race, which should garner us $606.00 from Chip Koehler’s Kiwanis group in the coming weeks. Thanks to all who participated.
* **Servant Action Groups –** Kevin advised that he still hadn’t heard from about 8 people to know what their committee choices were so he emphasized the need to hear from everyone so that we can activate said action groups as soon as possible. Commitments were made to email him right away; and we will also publicize the committee spots available to the larger community via email/Facebook.

**New Business**

* + - **Foundation (BARB) Update –** Kevin reminded the group that in March 2019, the Secretariat members decided that our body would assume the leadership of Bay Area Rooster Boosters (501(3)c / aka BARB) but that we haven’t seen/heard much since.
			* Darold confirmed that the officers approved by our local group in March 2019 were elected as officers of BARB and that they are still holding those offices; they have a tentative meeting scheduled for this coming Saturday (10/xx). While no official transition to the Foundation name has been executed, Tom has prepared some by-law changes that have been distributed for review and approval by those officers. To clarify, the current BARB officers are: Chairperson, Darold Gonzales; Vice Chair, Tom Poeschl Jr; Chief Financial Officer, Mary (Sunshine) Wright; Secretary, Isabel Vera; and Director (at-large?), Anna Gonzales. *Darold will forward a missed email to Kevin for his reference*.
			* Vince added that he and Marty, the (current) Spiritual Director Liaisons, should be added as ex-officio members of the BARB (and the Foundation) Board.

*Referring to Old(er) Business*

* + - **By-law distribution** for the local – Darold shared that his laptop is in the shop so he’s not been able to send them out yet, but will do so ASAP; he noted that the changes we should see reflected (from 2016 to 2018) would’ve been the oft-discussed Rector/a Election Requirements and the addition of the Mission and Purpose Statements. When available, we will ensure a copy of the most approved by-laws are published online and provided for the archive library that we’re looking to (re)build.
	+ It was also mentioned that creating an archival space for both Secretariat information and community documents, photos, etc. would be a blessing; Vicki mentioned the possibility of adding things to the website, but she wasn’t sure of the capacity. It was agreed that we can all look for way to preserve documents in softcopy going forward.

**Volunteers** for next team meeting on **November 10**… opening prayer/Pat, meditation/Jack, and closing prayer/Paul.

Margie led us in a closing prayer and the meeting then adjourned about 8:15pm.

*Respectfully Submitted by Vicki Cummins, Secretary.*