**Minutes of the SF/SM Secretariat SPECIAL meeting held November 10, 2020 @ 7:05pm VIA ZOOM**

Present: **Lani Borges, Bob Bullard, Vicki Cummins, Kevin Kain, Jack Pastor, Pat Hoffman, Tom Poeschl, Paul Riofski, Angelo Wong; Vince Jang** & **Fr. Marty Mager**

Absent/Excused: Isabel Vera,Jocelyn Perlow/Anna Gonzales, Darold Gonzales, Margie Chop**,** Jerilynn Coward, Ruby Pleasure

* Opening **Prayer** was led by Pat Hoffman
* Kevin read aloud the **Mission and Purpose** of the Secretariat Body.
* **Meditation** – Jack Pastor shared a reading.

The **minutes** of October 11, 2020 were approved as submitted.

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

Tom confirmed that he hadn’t connected with Margie regarding the PO Box payment or key, but he was amenable to pass the key along; he did commit to visiting the Post Office to see about bringing the account current (for reimbursement later) and to see if there is any current mail to pick up.

Margie was not available for any additional reports.

**Team Reports**

* Ruby Pleasure – Cursillo 997 – No report at this time
* Kevin Kain – Cursillo 998 – No report at this time

**Old Business**

* **Prospective Rector/a –** Lani reported that she reached out to Deb Porzio who hadn’t heard anything from the Secretariat yet, and suspected Covid was putting everything on paused; she will pray further about it. When asked about other prospects, Lani didn’t know of any others, but reminded that she would be willing to consider serving again, with the main focus of fulfilling leadership requirements for others.
* **Re Membership Changes:** Kevin reported that Jerilynn Coward called and is needing to back off from Secretariat for now and that she will hope to perhaps resume participation after the new year. It was clarified that as a past Rectora, Jerilynn’s formal term would’ve expired in February.
* **Facility Update –** Kevin just reminded the group that we will have significant distancing requirements and attendance limitations whenever it is that we are permitted to host a weekend, concerned thoughts were shared. He also advised the group that the UofR/Seminary wants to reschedule the men’s weekend back to its original reservation for the first weekend of November 4-7, 2021.
	+ He asked if anyone else on the facility search task force had any feasible options; Tom noted that we’re definitely struggling to find anything affordable nearby, nor available in our pandemic circumstances, and thanked Pat for all of the research she has put forth so far. He noted we realize we are likely looking for options for the more distant future.
	+ Pat mentioned someplace she found in the South Bay (Cupertino region) that specializes in non-profit groups and that they can accommodate 150 people and she’d like to visit and do further research to see if it’s a good long-term option. The facility was formerly the Crippled Children’s Home and is called Via West (Via Services).
	+ It was also asked if we can confirm the go/go-no go date so that we can make the hard decisions about the Fall weekends in 2021; we wondered if we will realistically cover the increased expenses and manage the logistics for lodging folks off-site…. Kevin has it on his mind and we’ll revisit it again soon.
* **Servant Action Groups –** Not all committee lists are fulfilled, but Kevin wanted to review a couple of the groups: Development/Sec’t Membership and Fundraising.
	+ Re Membership - Kevin reminded that we have 9 folks due to roll-off (including those that extended their terms previously) at the end of the term in June. Paul reminded about the older system wherein we would try to recruit 3-6 folks each year to account for members ending their tenure. Names were mentioned (JJ Fahey, Dan Morrow, Yolie Esparza-Snodgrass, Yvonne Pastor) along with several affirmations about hosting our meetings on Zoom and allowing for those from farther distances to participate.
	+ Re Fundraising Plans – Vicki shared her idea about hosting a small fundraising event for Ruby’s team with Briana Wood’s at-home business wherein she’s selling t-shirts, blankets, etc. She also shared thoughts about a campaign to the community to encourage folks to set up a charitable donation via their company’s payroll or through their monthly bill-payment or using something like Amazon Smile and setting BARB as the non-profit recipient. No set details were available.
		- Tom jumped in and shared that in the talks of transitioning BARB to the SF SM Cursillo Foundation, plans are in the works to make those efforts regarding matching contributions with employers, and other charitable deductions much easier (paperwork with entities and banks, etc.). He also spoke about the potential of having a liaison from the Foundation to the local’s Fundraising committee. He later offered to volunteer himself. Later, Vicki asked if there is some way to confirm that BARB is currently receiving the small donations that were previously directed to them via AmazonSmile; he will ask Mary about confirming the deposits.
			* He advised that the Foundation is still maintaining the same EIN and bank account; he reminded the group that the local is assuming leadership of BARB and changing the name, etc. He said the bylaws are close to approval/publication; they’re getting set up with the Secretary of State to change the name to ‘San Francisco San Mateo Cursillo Foundation.’ He later clarified that our community’s portion of the BARB Funds still remain in the bank account that our elected leaders now can control; the portion owed to Marin Cursillo was previously distributed. He also offered clarification that the Local’s funds (managed by Margie) are separate from the non-profit’s funds (managed by Mary at this time), but will be used for the purpose of supporting the Cursillo community.
			* Tom also shared that the Foundation will be looking at tax implications with sponsoring events and collecting donations; he knows that Kairos has managed to develop a system and that they’re hoping to learn from their model.
		- Jack mentioned that in his chats with Chip Koehler regarding the Duck Race Fundraiser, he did confirm that we’ll be invited much earlier and have a greater window to solicit sponsors and raise funds. He also wanted to suggest that folks reach out to their personal financial institutions to ask about Charitable Giving funds/processes and how since we’re coming to the year-end, now might be the time to encourage making donations to BARB. Paul asked Jack to put together a written piece on the subject that we might have shared with the community; Jack also said a representative might be invited to join one of our Zoom’s to make a presentation.
			* Jack also inquired about the EIN number for tax-deductible donations (BARB 83-0430735).
		- As for the committee’s activity – the members were just connected via email a week or so ago; thus far, Vicki and Jack have either shared or solicited ideas, but Margie hasn’t had a chance to weigh in; Paul advised he was included in that servant group by mistake.
			* Vince added a suggestion about seeing if we could create a virtual Ultreya and if a fundraising aspect might be incorporated.
* **Re Follow up on Local Bylaw concerns –** Kevin asked again if Tom or anyone had found a copy of the By-Laws with approvals more recent than 2016. Tom advised that he scoured his files and has resolved that the 2016 version online is in fact the most recent formally approved by-laws because they already include the “column A and B” sections on the R/R election criteria. We suspect that the additions in 2018 of the ‘Mission Statement and Purpose’ were the most substantive discussions, but that they were perhaps never formally entered into the by-laws and published with a new date. It was decided that we will generate a new revision to include those statements and submit it for formal review and election. Then we can publish it and move forward.
	+ Vince added the request that we update the Episcopal Diocese of California’s name to exclude the word “Northern” that had been included in error.

**Volunteers** for next team meeting on **December 8th @ 6:45pm**… opening prayer/Kevin, meditation/Lani, and closing prayer/Jack.

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

*Respectfully Submitted by Vicki Cummins, Secretary.*