



Minutes of the SF/SM Secretariat meeting held September 13, 2022 @ 7:00pm VIA ZOOM

Members Present: Lani Borges, Chase Montara, Jerilynn Coward, Vicki Cummins, Yolie Esparza-Snodgrass, Kevin Kain, Paul Riofski, Debra Telles; Fr. Marty Mager and Rev. Vince Jang

Excused: Cindy Conway, Ruby Pleasure and Angelo Wong **Absent:**

Chase shared an Opening **Reading**

Approval of **Minutes** – The minutes of the July 2022 meeting were approved as submitted.

Treasurer's Report & Team Finance Reports:

Paul and Debra spoke to the time and travel it took to establish the current officers as the signers and key executives on the nine accounts we maintain at Wells Fargo Bank; Deb and Vicki have begun a rather arduous task of reconciling each of the accounts. We've recognized that our funds are very low and that we are holding funds raised for the teams in formation within the Main account so that we don't risk overdrawing that account; we don't want to have to utilize any of those monies. To help ease our burdens, the following recommendations were made and approved:

- We will consolidate the funds from the Spring team accounts, Leadership Workshop and Fundraising accounts back into the Main and Winter team account that requires a \$500 minimum balance; we will then close those inactive accounts.
- We will search out a less expensive storage unit and set a move date of October 15th. The current site in San Rafael is costing \$549/mo, which Vicki paid for last month, but she's found some that will cost less than \$200 in the East Bay area. We will recruit for volunteers at the Sept. 24th Picnic Ultreya.
 - Paul also mentioned that we will expect to review/select committees at the next meeting and that maybe we can develop an ad hoc committee that will focus on maintain logistics/inventory info.
- We would also hope to engage in conversation with the Foundation officers to see if some funds can be released to help keep the local afloat.
- Debra mentioned she'd like to pursue a donated laptop that might be used expressly for our Cursillo finances and archives. It was mentioned that the current Quickbooks is an online program (paid, we think, by Mary Wright or her employer, which should be remedied), and that we could utilize cloud services to archive documents, as well, no set decision was made.

We also discussed options for bringing in funds to the Local, even though they would not be tax-deductible until we can become our own 501©3:

- Jerilynn suggested we go ahead and reach out to the community and ask that they partner with us for a monthly donation, even it is as low as \$5.00, to help keep us going until we can offer tax-deductible statements (for hopefully) larger donation amounts. It was decided that Jerilynn would make a plea to the community at the Picnic Ultreya to solicit donations.
- Vicki also talked about this body resuming its monthly 'collection' like we used to do in-person. She asked that those who are able would please prorate backwards to all the meetings they've attended via zoom and donate \$1-5 per meeting. Chase asked about establishing a Venmo address we could post every month in the chat. As we don't have one just yet, Vicki provided her Venmo "@Vicki-Cummins" address with the witnessed promise to forward any amounts received to the Local; we also shared Deb Telles' mailing address for check-writers to send a donation, payable to the SF/SM Secretariat.

Deb will also work with Vicki to reimburse her for the storage (\$549), and the PO Box fees (\$116) for which she paid. She volunteered to accept whatever amount is collected at the Picnic as repayment toward the \$300 paid for the park reservation.

Old Business

• **Ultreya Events**

- Paul noted that we've had two nicely attended Zoom Ultreyas during the summer months and that we will be gathering in-person for our upcoming Picnic Ultreya
- He also noted that, while not an Ultreya, much of the community will be gathering on 9/17 for the Memorial

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Service celebrating our friend, David Woodside Priory home, in the chapel.

Takeuchi; it will be held at 1pm at Fr. Marty's

- Outdoor Ultreya Picnic, 9/24/22 – the picnic is intended to serve as the team Ultreya from March 2020; we'll be gathering at Castro Valley Community Park, site 1 at 11:30am. Vicki noted that she's published it on Facebook, and that Patrick was delayed in sending an email to the larger community. She and Jerilynn have both been trying to message individual Cursillistas. Paul and Vicki will both reach out to Patrick to urge him to send it ASAP. Hands were raised on who will attend; Jerilynn (& John), Chase, Lani, Debra and the Kains will be there early (close to 10am) to help set up the space. Vicki also noted that due to the shortage of funds, we changed what we initially discussed as a sponsored BBQ to a standard A-Z menu like we'd do with regular Ultreyas. She shared that Nolan Apostle did speak up and offered to coordinate some folks to actually BBQ, so we posted a note about that, too, and we'll see if that comes to fruition. We also talked about expecting speakers from the two 2020 teams or if we should just do music and announcements, etc. Kevin offered to speak to the crowd, as did Jerilynn; we don't expect Tom to attend.

Paul noted the time and checked in on folks having another twenty minutes or so to conclude the business; a couple of folks dropped off the zoom. Paul then skipped the order of the agenda a bit to include Kevin's comments on his team's status.

- **Secretariat Membership** – Paul reminded everyone to please try to find people you'd like to invite to join; he'll make a plea for membership at the upcoming Picnic Ultreya.
- **Team Reports** - Kevin Kain – Cursillo 998, New Date TBD – team members have not met of late, but he did send out a letter encouraging them to attend the Ultreya Picnic as well. Kevin reemphasized that the team has been in this prolonged formation for close to two years, and only one person has dropped off.
- **Volunteers** for next team meeting on October 11th @ 6:45pm... opening prayer/Kevin and closing prayer/Cindy.
- **Non-Profit Updates**
 - Re BARB/Foundation – Paul and Vicki spoke to the recent findings when doing our own research on the status of the Foundation. While Jerilynn confirmed (through her discussions with Mary/Darold/Tom) what we found about the changes in the Officers (Darold G/CEO, Isabel V/Secretary, and Mary W/Treasurer & Agent for Service and hers is the new address) and the name (to San Francisco San Mateo Cursillo Foundation) being processed with the State, Vicki clarified, however, that on the federal IRS site, the EIN still belongs to 'Bay Area Rooster Boosters' and they've had their exempt status automatically revoked by the IRS for failure to file a Form 990-N for 3 executive years. We noted that we know full Form 990 filings were not required after 2016 for certain entities, the 990-N postcards were apparently required, but not filed. Some filings need to be updated with both the State (Statement of Information, due 7/31/22) and the IRS (likely an application and some fees; plus there might be taxes due); Vicki also noted that any donations now wouldn't be considered tax-deductible.
 - Paul asked that Vicki send the summary of her research to Jerilynn to compare and reference what she learned. Jerilynn shared that she'll be meeting with Mary in the coming weeks and will revisit the discussion.
 - Paul also asked Kevin to research any final deadlines for donations to be made to get the tax-exemption; he's hoping the timeline might extend into January 2023.
 - Re pursuing 501c3 status – Vicki shared that she emailed some contacts in the Marin community to learn who might've been spearheading their nonprofit status, in the hopes that that person might act as a consultant for us. Paul mentioned that we might also ask if they'd be willing to act as a fiduciary to receive and funnel back any donations we might receive this year. Vince mentioned John Gulick and we assured him that he and Heather are on their honeymoon in Europe.

We closed our meeting in prayer, especially for the repose of the souls recently lost: David Takeuchi, Queen Elizabeth, Jim McCrae, Stephanie DeShields; for healing and comfort for those suffering: Bill, Coach Geoff, Kevin Donovan, Belle Spring, and Arletta Abernathy; in thanksgiving for the healing of Vince's brother; for a successful, happy cohabitation for Jerilynn and her daughter's family, moving in soon; for Angelo and Cindy who missed the meeting and for this body as we endeavor to move forward and keep this movement alive.

Respectfully Submitted, Vicki Cummins, Secretary.