



# Association of Consultants for Liturgical Space

## MEETING MINUTES

**DATE:** April 16, 2015

**RE:** ACLS Board Meeting

### ATTENDING:

Carol Frenning, Robert Habiger, Juanita Yoder, Pam Hardiman, Marilyn Morgan & William Brocious

### DISCUSSION:

1. Meeting Minutes
  - Approve minutes of March 19th 2015 meeting
2. Treasurer's Report
  - \$9,589 currently in account.
  - \$4,246 in total received in membership dues.
  - Given authorization for NPM - \$300 for brochure for national conference for half page. Faith and Form awards issue \$350.
  - Need authorization for NPM 1(of 5) ads in magazine, 1/4 page color \$550.
3. Membership Report
  - Linda McCray renewed. Robert sent invoices to people who want them.
  - Juanita will call Bennett Lord about renewing.
  - Juanita wants to reach out to new people, but wants website to be ready. Think of five people you know who aren't members and send names to Juanita. Maybe contact first and say Juanita will be calling.
4. Webinars
  - Paul Barribeau did a nice job on webinar in April.
  - Next is possibly in May, Martin Marklin. October is Jason Foster on lighting. John Bergstrom in November on role as artist representative.
  - Future topics may be devotional gardens, signage, Johan on symbols, artists in residence (Minneapolis basilica has had one for many years).



## 5. Website

- Search categories function is last major thing to do. Need instructions for how to title things, what words to use.
- In Member's Portfolio section quality of photos, labeling are things we can address. Can't really address content of member photos, unless obviously inappropriate.
- Want members to be able to sign up for webinar on website.
- Webinars have been uploaded to website in members only section.
- Need correction on membership levels. Website should be listed
- Need guidelines for content for website. We need authority to take down photos.

## 6. Policies and Procedures

- Need to work on Policies and Procedures, last updated in 2005, will discuss next month.
- Marilyn has copy of one from 2009 and will email to everyone.
- Look at duties of the board also.

## 7. Constitution & Elections

- Went over constitutional changes at business meeting in January, but have not voted on yet. Send out potential changes in May with emeritus category of membership.
- Online business meeting webinar on constitutional changes with voting on Constitution and Board election at the same time. Carol will be away, Robert Habiger will run meeting. Time of webinar to be 1:00pm EDT, Wednesday June 10<sup>th</sup>.

### **NEXT STEPS:**

1. Marilyn Morgan needs to send a letter a month ahead of time to see if anyone else wants to run. Photos and bios for current people can go on letter. Send letter to Pam, as well as copy of Constitution to disseminate by May 10.
2. Will Brocius to start drafting guidelines for Member's Portfolio postings on website.

### **NEXT MEETING:**

Wednesday, May 13<sup>th</sup> at 3:00pm EDT