



**ASSOCIATION OF CONSULTANTS FOR LITURGICAL SPACES**  
**MEETING MINUTES**  
**DECEMBER 20, 2019**

In attendance

Robert Habiger, Paul Barribeau, Shelley Kolman Smith,  
James Heck, Juanita Yoder, Carol Frenning,

**Minutes** Approved: Unanimous

**Standing Committee reports:**

**Treasurer's Report** - Robert \$15,659.34 at the end of Nov. Checks paid \$479.07.

**Membership report** - Juanita - Canning's applications is still in progress. The Annual report will be typed up and sent out in January. The report will be available online for the biennial meeting. A summary of each person's report needs to be complete before Jan. 7.

Carol - Canning's status. Robert sent an invoice from paypal to Canning, they can pay by check, however paying through paypal still requires someone to activate the new member. Newberry is going to do a tutorial on Go To Meeting and this will be recorded. The Treasurer will be responsible for activating the new member.

Paul noted that there are glitches with the website - notably that when looking for a specific art type, it pulls up a different group i.e. stained glass to architect

**Webinar** - Paul - Pretty well set up for next year with the exception of a couple gaps. Jim has left the committee and his presence is missed. A new committee member is needed. No responses from the emailing. Paul has agreed to stay on for at least another year. They would like to have an artist on the committee to help with finding other artists to give webinars. Paul can set up and post the webinar for the biennial meeting, Robert has purchased equipment for this - camera, microphones, etc.

**Newsletter** - Shelley - December newsletter was sent out, the next one goes out in March.

Follow up reports:

**Communications** - Jim - tax exempt report - no report today, but possibly in the next week and Jim will forward it to the board. Jim will check with Chuck about which state ACLS should be registered in.

**Website committee** - Carol - Jim Hundt, says there are too many people with access to the admin board. As head of the website committee, he will give a report, and suggests that we do the training session and record it. Members need to know that the user name is permanent

**Retreat** - Robert- resort centers charge a flat fee for hotel and board (Food), the budget was set up assuming it would be a religious retreat center. This will be passed on to Greg Davis who is setting up the retreat.

**Travel** - Will is not present - no report sent. Jim Heck is willing to contact Johann to get some info to pass out at the meeting in January.

**Conferences** - Carol - The mentor program has been set up, Robert will create a brochure to hand out and will send it to Carol right after Christmas. Ken is setting up a Pecha Kucha but has not sent out info on it yet. Shelley will bring the banner to SWLC, Paul has the other and will bring the one he has. ACLS will have a table. Shelley is communicating with the Hotel regarding the Biennial dinner and will get a head count soon. Shelley will send out an email to the members regarding this dinner and meeting. Payment for this could be via paypal (Jim Hundt will do this) Robert will help with the post which should go out ASAP - Jan. 2. Deadline to sign up - will be posted.

Meeting format - meeting first, Carol will create a formal agenda.

Robert - Budget for next year - recommendation - someone needs to be assigned (Stipend) to website maintenance. See report. This will be discussed at the January board meeting.

The Apprentice category needs to be adding to policies and procedures on the website. Carol will talk to Will about doing this. The board needs to meet on Thursday during the SWLC meeting to talk about all this.

Apprentice Category - Jim Heck -

## **2.3.6 APPRENTICE**

### **2.3.6.1 BENEFITS**

**The Apprentice membership level is available to liturgical design consultants, artists, architects and other professionals who are interested in entering the field of church art and architecture. This category requires one recommendation to be approved. The Apprentice membership level entitles the member to attend ACLS events and receive mailings from the organization and inclusion on the membership lists on our website. Your name will be included in the “Member’s Portfolios” section of the website and will be linked to an online directory page that will list your Email address with hotlink as well as website address without hotlink. This membership level is available to Apprentices for a maximum of two years.**

### **2.3.6.2 FEE**

**Apprentice membership level fee is \$45.00/ year.**

## **2.6 USE OF TERMS**

### **2.6.1 USE OF THE INITIALS “ACLS” AS A NAME SUFFIX**

2.6.1.1 Only Liturgical Consultant members can use “ACLS” after their name.

2.6.1.2 Allied members can use “ACLS Allied” after their name.

2.6.1.3 Affiliate members can use “ACLS Affiliate” after their name.

2.6.1.4 Emeritus members can use “ACLS Emeritus” after their name.

**2.6.1.5 Apprentice members can use “ACLS Apprentice” after their name**

Next meeting Jan. 22, 2019. 7pm dinner Meet in the Main Lobby.