



**ASSOCIATION OF CONSULTANTS FOR LITURGICAL SPACES  
MEETING MINUTES**

**JULY 18, 2019**

**IN ATTENDANCE: WILL BROCIOSUS, JIM HUNDT, KAREN SCHMIDT,  
SHELLEY KOLMAN SMITH, GREG LEWIS**

**ABSENT:  
JAMES HECK**

1. Minutes - approved, unanimous

2. Standing Committees:

a. Treasurer - Robert's email- \$12,422.58 balance at the end of June 2019. Revenue \$3665, expenses \$2021.09. Four more deposits for the Germany trip have come in and will be deposited soon for a total of 14 travelers. Ken may be sending in a deposit soon. We can open the trip to non members now. Will is going to send out an email stating that there are only 4 spots left. Claire Wing had expressed an interest in going but will need a roommate. The next payment from those going is in Oct. and Dec.

b. Membership - Karen - Is having trouble finding the applications and needs access to the administer section of the website. She also needs the apps to be sent to her. Kathleen Newson's app is complete, however she has no evidence of Liturgical work. Her work is professional and beautiful. During this call, Jim Hundt made Karen an administrator.

Andrew Schulman's app is in, he works for the archdiocese in Arlington and is involved in their building projects. He should fall in allied member category. He has not filled out references etc. and has not returned phone calls.

c. Webinar - no report

d. Newsletter - was sent out in June, Greg Lewis has written an article for fall.

e. Communications - Jim Heck, not available but emailed this report:

*I am out of town and unable to attend this month's Board meeting. I have been working on the potential revisions to the ACLS Constitution for purposes of incorporation as a non-profit. I anticipate having a first draft completed by next week for Board review & comment. This will also include revisions to the ACLS Policies and Procedures since there are a number of related provisions and terms between these documents that relate or sometimes conflict.*

*One conversation we will need to have is how to adjust our fee structure to separate fees from "advertising." We also need to discuss other membership categories. The drafts will include suggestions.*

*I will be back at my office on July 23. I'll call you when I get back to discuss some of the key changes.*

3. Old Business

a. Greg Lewis - disclaimer - no decision made. Perhaps would need to be read prior to each webinar

b. Hundt - Greg - National Association of Catholic Chaplains - G Lewis attended 2007 conf. and spoke there. This year's conference is primarily on Pastoral care. For ACLS to be represented, it should be coordinated and not be an over reach on anyone, Carol is amenable to promote ACLS there, but would need to do some research. ...

(Canadian Conference - too difficult to coordinate.)

J Hundt will respond to Greg re the NACC.

J Hundt-, most hospitals won't be asking the Chaplain when designing a Chapel, Karen agrees. In her experience, they don't work with a design consultant. J Hundt and Carol worked with Catholic Conference of Facilities Managers, who don't decide design aspects. Catholic Bishops conference - USCBC - may not have exhibitors or our type of info.

Karen is trying to reach out to RE Congress in LA. It would be good for us to be involved in this conference.

FDLC - Shelley is exhibiting and will bring ACLS brochures with her

4. Website update - J Hundt -the website designer is trying to transfer the domain via go daddy. The designer has done a refresh of the home page - most websites are doing a continuous scrolling and that is being included in our new site. A "contact" button has been added to the top, and a member's drop down list. Will's original idea is that we have a rotating image from the portfolios. Initially, we didn't have enough portfolios to do that, but now we may have pliantly and it's incentive to put pics on portfolios

Will - most people didn't rename their slides and so those need to be fixed. Members need to be made aware of that - the webmaster may do a tutorial for the members to learn what to do. There needs to be fewer images on the home page so that people can see that there is additional information on the lower portion of the page. Will would like the bar at the top to be a little more interesting. The Century Gothic font is part of our branding and may need to be changed on the top bar. There is still much to be done and this will also go through the website committee. Some of the functionality may change, up to date membership info may not show up. Its decided that we stick with the old website until the new one is ready.

5.Archiving - Greg's email - met with Mt. Angel Abbey in St. Benedict Oregon library and they are willing to hold our archives, however, everything needs to be digital before submitting, as well as the memory size. They will need more information and there was no discussion re cost. What to archive is a question. Greg - joined GTM now and said it would be at no cost - Webinars should be cataloged & minutes. Greg suggests putting together a spread sheet of what we have. Greg is willing to talk to other organizations to get a model of how and what to archive.

6.J Hundt - ACLS booth at conferences - we have two pull up banners, a person to man the booth is important. It would be good to have notebooks of our member's work on the table. Greg uses a projector and power point. A speaker could man the booth when possible. J Hundt asked is this something we should do for our members? Pay someone to man a booth at various conferences? Will - we haven't budgeted for this this year, but could in the future. Will has the artwork for printing brochures, Robert could order more for us. Greg suggests a "one sheet". Greg offered to come up with a design.

7. New business - please send in to put on next month's agenda.

Next meeting - Aug. 22, 2019

