



**ASSOCIATION OF CONSULTANTS FOR LITURGICAL SPACES  
MEETING MINUTES  
IN ATTENDANCE:  
ROBERT HABIGER, CAROL FRENNING, JIM HECK, JUANITA  
YODER,  
SHELLEY KOLMAN SMITH**

Minutes Approved: Robert motioned, Carol 2nd

Treasurer: Robert - \$13,158.84 Ending Balance

2018 Budget - assuming 46 members, 4 at Allied, 30 basic, 10 standard, 2 premium etc which give a budget of \$9360 income for next year. \$3000 to go to advertising, \$1400 Promotion, and varied expenses for a net profit/loss of \$50.

Deposits for the Germany trip will be paid by us, but repaid by members.

The budget will be voted on in January. Website improvements may be needed and can be included into the budget.

Will suggested a sub total of the fixed expenses included in the treasurer report. Jim suggested a discretionary fund amount listed, Robert would like about 25% of the total to be used as that. Will prefers that number to be 10%. The tour guide in Germany is asking for 20% of the cost of the tour to be a deposit. - approx. \$2000.

Membership - Juanita - Carol and Jim both wrote welcome letters, Juanita would like to combine them, and include contact info from herself. Jim would like to look at the final edits. She'll get the formal ACLS letterhead too.

Patty Snyder sent her membership dues in. Jay Hall Carpenter sent in an application. He is unanimously approved. Juanita will send a membership letter when it's ready, but in the meantime she will send a letter that he's been approved.

Robert will talk to vendors at SW about being a member.

Webinar - via Carol - the schedule is set. Everything looks great!

Newsletter Report - Shelley - no new news, artists need to be recruited to add info

Communications Report - Jim - links to Facebook and linkedin need to be added to the website. Jim suggested Will look in the privacy settings for linkedin to find out how to add a link. There were a few things that need to be corrected on the website and will be working on that over the holidays.

Juanita - facebook - the post boost that cost \$50 may not be efficient. Inviting our members to tag friends might be a better way to gain new members. Lets build membership, then boost.

Will - the more images on the website, the more he can link to pinterest, and the Facebook.

Jim - Webinars - Carol has been talking with FDLC about selling a bundle of the webinars. Will - How do we invite non members to attend a webinar? Carol will talk to the webinar committee about this.

Will requested Robert check with FDLC to purchase their mailing list to invite people. Carol, we could send a local person to talk to the AIA about having them attend a webinar for CE credits. Jim will check into doing this.

Retreat - Will - perhaps the cost of the retreat is a bit high? There is a church retreat center that might be a little more cost efficient. 16 people responded to the last survey. We need to get the dates and locations together soon. Perhaps costs should be based more on 20 given the responses. Advertising needs to go out soon.

Conference - SWLC Carol would like a debriefing regarding how things went. Printing of posters could be done in Cheyenne to cut shipping costs. Leftover posters could be given to the worship office in Cheyenne.

New business - none

Board Call - date . Feb. 8, 2018 No January meeting. Robert will send out membership renewal requests in January.