



**ASSOCIATION OF CONSULTANTS FOR LITURGICAL SPACES
MEETING MINUTES
Nov. 15, 2018**

IN ATTENDANCE: CAROL FRENNING, ROBERT HABIGER, PAUL BARRIBEAU, SHELLEY KOLMAN SMITH, JUANITA YODER, WILL BROCIOSUS, JIM HECK (& CHUCK HECK, CPA)

Minutes approved: Robert motioned, Paul 2nd

Treasurer report: at the end of Oct. \$16,994

Checks are paid at the end of every period, Robert does a management report that shows profit and Loss for the year. He will use this as a handout at the conference meeting. He will also present the current balance. Robert can get the audit completed at the January meeting, with Ken and Jim Hundt.

Membership report - Juanita, Will show how membership has changed in the last two years, and encourage people to attend the retreats.

Two new members have joined - V. Grygorenko and Adrian CavillinI, Canning is in process. The dues amount has remained \$90 for at least 15 years, a few structure was determined in 2002, and the only thing that has gone up is the link. Members could be encouraged to increase their membership level at the next membership drive.

Shelley proposed a new member category. This change needs to be published prior to the change and then it needs to be announced to the membership in January. This will be written up and send to the board and then it will be sent out for a board vote.

New Member category:

Apprentice: LC, artists, architects and other professionals who are interested in entering the field of church art and architecture. This category does not require recommendations to be approved. Members cannot remain in this category for more than two years. This will not include a portfolio on the website.

Membership fee: \$45/year

Webinar report: Paul, is working on the description, Jim Hundt is going to be leaving the webinar committee. Marilyn will do the report at the general meeting - a comprehensive list of the last two years of webinars would be good to include. An article regarding this need can go out in the newsletter.

Newsletter Report - Shelley - The next one goes out in December. Robert will have copies available to show copies of the newsletter at the webinar meeting. The new members need an introduction and we need to add information regarding the SWLC and meeting. A post about this also needs to be on the website.

Communications Report - Jim's brother is present at this meeting and presented information regarding the tax exempt status, Since the ALCS Secretary does not have historical info, we are going to have to start from ground zero. As a CPA he has a duty to make sure our organization qualifies to be a non profit. Certain categories are an issue such as Travel and Entertainment for Board members. Robert has Quickbooks online which will be easy to pass on to Mr. Chuck Heck to do research in the association. He suggests that we incorporate, and pick a state, a city and a person, the cost of this is about \$400 with an addition fee of \$250 - \$500. He will be in touch . The vote was unanimous to send Chuck the quickbooks info. It is not necessary to stop ACLS and start a new one. Robert said that Debbie Griesmer was the original secretary but says she handed over the information, perhaps it's in the box that Will received from Pam Hardiman.

Follow up reports - Retreat - Carol - Greg Davis has offered to organize it,. San Antonio is much easier to travel to. The board agreed to let Davis organize this.

Travel - Will is not on the meeting right now. No reservations have been made yet. Carol will talk to Will about should we talk to another travel agent.

Conferences: Carol - conferences in Jan. - Cathedral conference, doesn't pay for speakers, or travel expenses.

Val Paraiso - Carol and Paul will be doing a workshop there. April 29-May1,

SWLC biennial meeting - board members need to have their reports ready. Each member will do their own presentation. Robert would like to buy a video camera and microphone for about \$200, Jim motioned, all approved. Dinner - Shelley will help with that. The Thursday meeting will start at 6pm Meeting, Cocktails, Dinner at 7pm. The biggest issue is Elections. Robert, Jaunita and Carol plan to leave the board. Ken Griesmer has offered to chair the nominating committee, Jim Hundt has offered to run for president. The transition happens in June, after renewals are complete. The elections can be held in the Spring, possibly in April and then the boards can overlap at a meeting before they take over. The vote could be done through Survey monkey. We may need to consider a past president position to help with the transition.

Pricing for the dinner should be \$25-\$45. Carol would like Rita Thiron to speak at the meeting for about 15-20 minutes and can be included in the go to meeting.

Next meeting - Dec. 20