



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

TAKEN BY SHELLEY KOLMAN SMITH, SECRETARY

DEC. 5, 2019

MEMBERS PRESENT: SHELLEY KOLMAN SMITH, ROBERT HABIGER, KAREN SCHMIDT, GREG LEWIS, JIM HUNDT, WILLIAM BROCIOSUS, JIM HECK, PAUL BARRIBEAU

AGENDA

1. APPROVE MINUTES FROM LAST MEETING - Jim Approved - Robert motioned, Karen 2nd

2. STANDING COMMITTEE REPORTS:
 - a. TREASURER'S REPORT – Robert Habiger - \$29321.95 as of Nov. 29, See report, Post office box was purchased. Management report show assets that match up with financial report. ...Last board meeting discussion about changing dues and advertising. - Robert - two advertising opportunities - banner running along the bottom, 5 had paid \$490 which could carry over to the end of this year. There could be an opportunity to sponsor a webinar, perhaps non members could advertise this way? Could be a double tiered price schedule - higher for non members. \$400 for members, \$600 for non members for advertising and for webinar sponsor - \$250 and \$500. 8 webinars a year would provide a revenue of about \$8000. Membership dues goes up to \$125 next year, but Robert will do a write up regarding this for the newsletter. The main rational for the change is the advertising loss from compliance with the IRS. The fees were averaged out to make this neutral. This adds a benefit to the members. Heck and Brociosus - Perhaps the fees for webinar sponsor should be lower? HEck would like to have the policies and procedures approved before we complete discussion.
 - b. MEMBERSHIP REPORT – Karen Schmidt - , no new member applications. She is able to receive applications from the website.
 - c. WEBINAR COMMITTEE REPORT – Paul Barribeau
 - Public access to past webinars. – tabled until after LTP
 - d. NEWSLETTER REPORT- Shelley Smith -need Presidents letter. Hundt will work with robert to write up the dues change issue.

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- e. COMMUNICATIONS REPORT – Jim Heck - no webinar committee report - has been working on final revision on bylaws etc. will report

3. OLD BUSINESS:

- a. Oberammergau Trip – Update by Will - amount \$40875 total \$29600 has been paid \$11275 remaining. (check math) The tour guide fee needs to be paid \$2600 The trip cost has increased \$600 due to reduced people attending. Travel agent illness could slow information.
- b. Conferences for 2020/2021: Greg to provide webinar flyer. Info from presenters?- No information to create this yet. WEBINAR - PAUL getting ready to post info on the website. The info will be sent to Newsletter to include. The past webinars are listed on the website and need to be upgraded on either search function or date to make them easier to find. A member resigned from the committee and are looking for a new person. the 2021 topic list is not started yet. 2020 is full. The LTP descriptions should be ready by Monday or Tuesday and will send to Shelley for the newsletter. A copy will be sent to the board to post on individual websites.
- c. Website update by Jim Hundt - skipped
- d. Archive update by Greg Lewis. - Abbey, has declined the archive project - are still positive about us exhibiting at their conferences and speaking. Greg will do the leg work on this. Board members should look at the link the Abbey conference.
- e. ACLS Booth at conferences
 - Materials – need to have more brochures printed. We need to sort out the membership categories first.
 - Booth– update from Greg - Sent the board a sketch of booth budget of \$1100. Robert suggested put this on hold until advertising budget is determined. Greg would like travel money to man the table. Heck - booth - ACLS members who are exhibiting have info ACLS - ? Greg proposed finding a grant to cover costs.
- f. Updated Corporate Document Review (emailed Nov. 18, 2019):
 - Bylaws Of The Association Of Consultants For Liturgical Space, Inc. (*Final Draft 11/18/2019*) -See emailed report - include associates and affiliated change...Will - Location wording? - Heck - a specific address is required by the IRS. The Bylaws change needs to be approved by the membership. Jim Heck proposed that the by laws be sent out to the members prior to SWLC - our business meeting at the SWLC - we are within the 30 day notice timeframe, a business meeting is not necessary at SWLC, we can do an online voting. the bylaws can be sent out allowing time for questions and discussion prior to vote. Shelley Motioned to send out the updated bylaws,- all questions can be asked and answered in writing before the online vote sent. greg second. (Dec 5 voted to amend bylaws by the board.)

- Policies And Procedures (*11/18/19 Draft*) - Hundt - lets send that out to membership after the vote on bylaws.
 - 1. Proposed change to advertising (6.4)
 - a. Elimination of 6.4.1 -agreed. Webinar sponsorships won't be addressed at this time. 8.0 Meetings changed to Retreats and workshops .6.4.2. No sponsor page - instead Placement at top of membership list and other locations on the website. 8.2 Paul reported Marilyn will do a write up for this section. (whats the purpose of the webinars?)
 - b. Distribution to membership & voting - Jim Heck will send the bylaws for me to send out. Bylaws change needs to be sent to membership by Dec. 11. The date to vote on this should be Jan. 13-17. Questions submitted by Jan. 8th. to Shelley and forwarded to Heck.

4. NEW BUSINESS:

- a. ACLS Conference -no discussion.

Next meeting Jan. 23, 2020