



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

**IN ATTENDANCE: ROBERT HABIGER, SHELLEY KOLMAN SMITH,
CAROL FRENNING, JUANITA YODER, JAMES HECK, PAUL
BARRIBEAU
SEPT 20, 2018**

Minutes approved: Robert motioned, 2nd Juanita, all approved

Treasurer Report - Robert - Exact same as last month - Ending balance \$16,352.26, no expenses or deposits. The budget for next year is only off by \$1700 by what was projected. We need to find a way to do better advertising, and we should talk about that next month. We may need to budget for legal expenses for Jim's brother, the CPA. Board travel expense still remains to be paid. Faith and Form is the only increase in advertising. Shelley motioned the Board's travel expenses should be paid, Juanita 2nd. The website improvements need to be budgeted for next year to fix the payment feature. Robert proposes that we set aside some money. Paul asked also about budgeting for next summer's retreat. We do get members from the Faith and Form advertising but that doesn't get billed until January. Let's revisit this before the projected budget is decided.

Membership Report - Juanita, most new members have come from referrals, not from advertising. We meet most prospective members at conferences. Jim suggests that we ask our current members to forward information to people they know. Juanita suggests a marketing committee, (I'll add this to the newsletter). Allied members need one reference to be recommended, Deborah Bird of Keyes architect has gotten two. Juanita motioned to accept, Robert 2nd'd. Paul Mattek of Design Fugitives has applied, Jim Shields gave him positive references. Juanita motioned, Carol, 2nd for Paul Mattek. Paul May - was able to sign in and pay dues. Cavallini is still having problems signing in to pay dues. Will is the only contact for Newberry, Jim would be happy to contact him and see if he can help. Jim will call Adrien, too. Juanita send out a new member procedures email.

Members need to be invited to like the facebook page or share it. Linda McCray and Chad Abel and Juanita are administrators. Linda isn't a member right now. Jim will contact Chad to talk with him about helping us out with that. Strategies can be discussed at the January membership meeting. Carol has not received our write ups about our committee positions.

Webinar report - Paul - committee meets next week. Last webinar went very well. There is one more webinar to schedule. The musician who wrote the music lead in will send us an invoice soon.

Newsletter - Shelley - List new members just approved, the Houston diocese tour should be invited to give a tour preview. Be sure to list dates and schedule and our meeting for SWLC. The newsletter will go out tomorrow. Add to the list the Cathedral conference, and other upcoming events. Architecture Spirituality should be a post on the website, not in the newsletter. Any member can put a post up. Our membership needs to be reminded that they can do this. And to look for new posts.

Communications report - Jim's brother checked on our tax exempt status and found there is no record of us having done this. The federal id number and names didn't add up. Robert suggests we seek legal advice about this. Jim will check with his brother about this, Robert will talk to Jim Hundt.

Travel report - Will - not online today.

Conferences - Carol- things are going well, except for the UDMC conference . She sent Spanish speakers contact info to Oscar but he has not contacted anybody. Val Paraiso hasn't sent Carol anything. She'll contact them.

Next meeting: Oct. 18 Paul will take notes.