



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

IN ATTENDANCE:

**ROBERT HABIGER, CAROL FRENNING, SHELLEY KOLMAN SMITH,
PAUL BARRIBEAU, JUANITA YODER, WILL BROCIOS, JAMES
HECK
SEPT 21, 2017**

Minutes Approved: Robert Motioned - unanimous

Treasurer - Robert - end of Aug. \$13621,99. Two new members,

Membership - Michelle Vanden Heuvel and Mark Baczak, allied category, approved unanimous. Procedures manual needs to be completed for the next meeting outlining the handling of membership applications. This could be contained in a pamphlet.

James Heck suggested a welcome packet from the communications committee and will follow through. He is also looking into social media accounts and has someone willing to help us with marketing. James would like to find members that might like to be involved in our organization. A blast email would be a good idea asking members for help with communications. We should first define our goals of communications.

Will - has started a Pinterest page, and put together a committee. Juanita is working on adding to our Facebook page. It's hopeful that we will have members like the page and share with their friends. Robert asked that if Jim's people see anything that needs to be changed, please tell us and let us know about how long it would take. Will is interested in having a meeting with Jim to talk about it.

Robert asked where do we place ads?

Webinar report - Paul - great Webinar this week! He is still working on three webinars for next year. The committee has heard the music and will see how it works with the video openings, etc then will send it out for our feedback. Paul will get an invoice from David for the music. Jim Hundt has put together a form for presenters permission. Carol will talk to him about that. Webinar attendees are about 18-25 people who join in. Although, there could be multiple people on each sign in. So our numbers could be more than expected - inviting people to watch with us is a great way to gain new members. Since the webinars are deliberately for members, we need to be clear on the rules for sharing. The release should also include how we plan to use the webinar.

Newsletter - Shelley - sent out the fall newsletter - The next one needs to go out in early Dec. so people could still register for SWLC.

Travel - Will - Germany trip - 45% responded to the survey and 40% is moderately interested. Cost seems to be the drawback. If we had a smaller group, we could charge less due to smaller buses. The date is so far off, that seems to be the biggest issue also. Robert says if we get deposits for 30, and only sell 10 - we could still sell the remaining 20 tickets. Will is going to connect with Johannes in Nov.. If ACLS makes the deposits, we could front that money. Carol wants this on the Nov. Agenda to discuss further about how much we should commit.

Retreat - Paul - We would like to invite John Buscemi to be in on the planning. June is a good month for the Madison area, the retreats are more inwardly focused. Milwaukee and Madison is a resort area with affordable options. It's between Chicago and Madison and Milwaukee airports. Lake Geneva has lots to do, but less cost. This area would be good for consideration. We should send out a survey to know if members are interested in attending in SE Wisconsin area.

Paul will send Will the questions for the survey. Paul will contact the resorts and get pricing together for the stay, transportation and food at the Abbey resort and others. Don't forget we need the board to stay a couple extra days.

Carol - we need a mechanism for display of members work at conferences: possibly a computer monitor to show images of member's work. Perhaps a list of members, their expertise and contacts. A slide show with a loop of members' works on a monitor is good, but difficult to transport.

Next meeting - Oct. 26 1 pm cdt