



## Association of Consultants for Liturgical Space Meeting ACLS BOARD CALL

May 17, 2021 3:00 p.m. EST

### Minutes

In Attendance: James Hundt, Paul Barribeau, Will Brocious, Martin DeSapio, Greg Lewis, Karen Schmidt, Shelley Kolman Smith, Gale Francione  
Absent: Johan van Parys

#### 1. APPROVE MINUTES FROM LAST MEETING

Minutes approved with changes by Jim. (Shelley/Karen)

**GALE** will post these and other minutes to the website. She will also change the minutes posted to the website to .pdf documents.

#### 2. STANDING COMMITTEE REPORTS

##### a. TREASURER'S REPORT – Martin De Sapio

- Financial Reports – Martin submitted the March and April 2021 reports. No questions.
- New corporate bank accounts - The transfer of all accounts accessible to Martin is complete and under ACLS. Awaiting two debit cards and printed checks. This coincides with final approval of ACLS as non-profit tax-exempt status.
- Martin and Jim each will have a debit card. Expenses can be charged directly to the account, and members will no longer need to pay personally and get reimbursed later.
- NOTE: In the future, checks must be made out to **“Association of Consultants for Liturgical Space, Inc.”** and not ACLS.
- Robert Kropac has financial documents from at least ten years ago. The Board approved Robert's shredding of these documents.

**JIM** will contact Robert to shred all outdated financial documents.

**MARTIN** will post the financial reports to Google Drive.

b. MEMBERSHIP REPORT – Karen Schmidt

- Jim sent letters to those not yet listed (below) on the directory, reminding them that they need to activate their membership to appear in the directory. Jim recruited another member and Karen will look for it.
  - Current members not listed in the directory
    - David Gardiner
    - Julie Moran
    - Mark Navarro
    - Gil Osdiek
    - Evan Wilson

c. WEBINAR COMMITTEE REPORT – Paul Barribeau

- Paul reported a very productive webinar committee meeting
  - Five of the next eight webinars are set for 2021 and most of 2022.
  - Time was spent with the “drop box” account, showing members how to use it themselves.
  - A June 21 Pecha Kucha event is scheduled, with the invitation going out this week.
  - Marilyn Morgan will write an article for the newsletter and compose the webinar responsibilities for “Policies and Procedures.”
  - Continuing discussion about transitioning to ZOOM. The committee will focus on it after the Pecha Kucha.
  - Paul is developing a checklist of tasks for the monthly webinars. Different committee members will be given assignments for the various tasks. He is also working on getting a second person trained to process the webinars.

d. COMMUNICATIONS COMMITTEE REPORT – Will Brocious

- Katie Bovitz’s family was infected in April with Covid-19. Husband was hospitalized, is now home recovering. Given this she is otherwise occupied. When or if she is available to return to the committee she will Email.
- Will use time to more clearly define role of social media coordinator on committee as well as look for someone to replace or assist Katie.
- Drafted policies & procedures for Communications Committee. Will review with rest of committee at committee meeting.
- Set date & time for next committee meeting on May 20<sup>th</sup> at 1:00 pm EST.
- Spring Newsletter to come out week of May 23<sup>rd</sup>.

- Need to organize editorial board for newsletter, would require board member.

**WILL & JIM** will make sure the first issue of the newsletter is uploaded to the web.

3. OLD BUSINESS:

- a. Approval of ACLS Policies & Procedures

- After Marilyn's input, the topic will be revisited. Tabled for now.

**JIM:** Will send Marilyn's part

**ALL:** Read the P&P when it is sent with Marilyn's addition.

- b. Non-profit application to IRS – approved!
- c. Oberammergau trip/update website – Will Still on hold.

**WILL** will send an update to those interested and a status report while we are waiting.

d. Retreat venue options

- At present, the Omega Retreat Center in Boerne, TX has the following dates available:
  - August 4 - 7, 2022
  - August 11 - 14, 2022
  - August 18 - 21, 2022
  - August 25 - 28, 2022
  - September 8 - 11, 2022
  - September 29 - October 2, 2022
  - October 6 - 9, 2022
  - October 13 - 16, 2022
  - November 3- 6, 2022
  - November 10 - 13, 2022
  - November 17 - 20, 2022
- Johan indicated Spring/Fall of 2022 would work for St. John's Collegeville Guest House.
- Greg checked on a Benedictine abbey and Our Lady of Peace Retreat near Portland.

It appears Fall, 2022 will not be a problem scheduling our retreat. Jim suggested considering our focus for the retreat.

**KAREN & GREG** will check their websites, for dates, times, availability, cost, meals, what's available, etc.

**ALL:** Consider what we want as our focus for the retreat, who we want to attract, who might present for us, etc. for discussion next month.

- e. Website issues
  - Renewal reminder letters – Jim is working on this
  - Reorganization suggestions: Jim will work with Cliff and Will
    - Front page of website should include:
      - a. Next scheduled webinar under “Webinars”.
      - b. “Insites” should include a graphic and a link to the most current newsletter
      - c. All other posts should appear under “Events/Announcements”
- f. ACLS Conference – on hold

**JIM** will work with Will and Cliff on the website front page.

#### 4. NEW BUSINESS:

A short discussion about a possible tutorial for the website.



Association of Consultants for Liturgical Space Next ACLS Board Meeting

ZOOM CALL

Monday, June 21, 2021 3:00pm EDT