



ACLS Membership Meeting

Mt. Angel Abbey

August 18, 2023

ACLS held its first hybrid membership meeting. Fourteen members were present at the ACLS Retreat, and five joined via Zoom. President George Hoelzeman directed the meeting.

Board Elections. Scott Parsons and Gale Francione were reelected as board members for new three year terms. Gale was also reelected Secretary. George addressed the issue of officers and term limits. According to the bylaws, officers can only hold two three-year terms. If we have a secretary or treasurer who are very skilled and their respective roles and willing to serve, should we reconsider those limits?

Treasurer's Report. Martin DeSapio provided a written report. [See below.] The organization is in good financial shape now and into the future. He recommends a focus on gaining new members and retaining current members.

Membership. Jay Hall Carpenter reported that ACLS currently has 79 members. Everyone is encouraged to update their profile and portfolio on the website and to invite colleagues to join ACLS. They can simply go the website and apply for membership online. www.liturgical-consultants.com. Anyone can contact Jay at JHCarpenterStudios@gmail.com.

Webinar Committee. Marilyn Morgan provided a written report. [See below.] They are looking for new ideas for the webinars and the annual membership showcase.

Communications. Will Brocius provided a written report. [See below.] Our new website is up and running. Members are encouraged to update their profile to make the site useful for visitors. ACLS is seeking members with expertise in social media and marketing to assist with Communications. ACLS has promotional postcards available if wish to use them when they display at meetings and conferences. Contact Will if you are interested at webrocious@verizon.net.

Newsletter. Shelley Kolman Smith recently volunteered to produce the newsletter. Shelley collects the articles and William formats them for publication.

The next newsletter will celebrate the ACLS Retreat. Brian Foust and Carol Frenning will each write a reflection. Greg Lewis will write an article on the Alvar Aalto Library at the Abbey. Deadline is October 6; publication is October 17.

The newsletter hopes to have more visuals and more links. There are plans to begin a series of members telling their stories getting started in this business/ministry. William and Shelley plan to create an editorial calendar.

George noted that “communications” is larger than one or two people and wants to create teams for “website,” “newsletter,” “retreat,” “conferences,” and “publications.” A “public relations” group should be formed, answerable to the Board, that would allow us to be more effective.

Upcoming January Conference – Ken Griesemer, George Hoelzeman and Carol Frenning are working with the Southwest Liturgical Conference study week in Oklahoma City on January 24-27, 2024. <https://swlc.org/study-week-2024> The conference has made us a part of their annual study week and is offering us six workshops for an art/architecture track. This year’s theme is “Eucharist: Forming and Transforming.” Currently we are seeking members interested in attending as exhibitors and presenting workshops. (Deadline is mid-September). Three workshops are currently filled. Exhibitors can exhibit at half-price. Exhibitor registration opens approximately October 1. Contact Ken Griesemer for details at STFstudio@att.net. He enthusiastically encourages members to attend.

Other Business

- The official mailing address for legal purposes is Shelley’s address in Texas. She stated we only get USPS mail twice per year, since we mostly operate via email and text. The Board may need to clarify this arrangement.
- George mentioned a desire to revive a award ACLS used to offer for excellent projects.
- Carol Frenning is continuing work on the “Certificate in Liturgical Art and Architecture” as part of St. John’s University in Collegeville, MN. <https://www.csbsju.edu/sot/sem/academics/nondegree-study/certificate-liturgical-art-and-architecture> Please contact her with questions. (cfrenning@icloud.com)
- The Board thanked Gale and Martin for their excellent service.
- The group brainstormed some ideas for the future, which included an ACLS Art project as part of art and environment for SWLC, a travelling exhibit and a devotional chapel created by ACLS.

Respectfully Submitted,

Gale Francione
Secretary

The Association of Consultants for Liturgical Space, Inc.

Treasurer's Report to the Membership

August 2023



My name is Martin DeSapio. I have an architectural practice in Flemington, New Jersey, and have been serving as treasurer of ACLS since the spring of 2021. Since I became treasurer, with the board's approval, the following expenses have been eliminated:

Monthly bank fees - A new checking account at Chase has been opened in the new corporate name, The Association of Consultants for Liturgical Space, Inc. Providing that the organization maintains a minimum bank balance there are no more monthly bank fees. In addition, a one-year certificate of deposit was opened with Chase in December 2022. The organization now earns interest on approximately half of ACLS funds. The ACLS treasurer, secretary and president each have a Chase debit card and can access the Chase Bank website at any time.

- Log Me In Subscription - We exclusively use Zoom now for our webinars and virtual meetings.
- Accounting fees for tax returns - Inasmuch as we only need to file a very simple form, the treasurer now prepares the IRS tax return.
- QuickBooks Subscription - The monthly treasurer's report to the board includes itemized expenses and income with a copy of the Chase Bank statements enabling the ACLS board to easily review and analyze finances on a monthly basis.
- Post office box rental - The treasurer's mail comes to my architecture office address.
- Postage and check printing - All expenses are paid by Chase autopay or Chase debit card saving time and eliminating check writing and mailing expenses.

- Approximately 80% of the normal yearly operating expenses are dedicated to ACLS communications, membership, attendance at affiliated organization meetings, promoting the organization, website maintenance and website upgrades.
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- The main focus of the board from an income perspective should be the retention of existing members and the search for new members. Additional income could be generated by a more aggressive search for website sponsor advertising.
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- The financial condition of ACLS remains strong. Cash on hand after paying all retreat expenses is approximately 3.6 times the normal yearly operating expenses. Cash Reserves will allow ACLS to undertake new initiatives as opportunities arise.

The Association of Consultants for Liturgical Space, Inc.

Treasurer's Report to the Membership

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This year's budget included an extraordinary expense allocation for the ACLS retreat. A separate accounting of the retreat expenses and income has been provided monthly to the board for review.

It has been a pleasure to serve as treasurer of ACLS and witness all the work that the board and the committee liaisons do on a monthly basis. Since the current bylaws of the organization allow a maximum of three years as the term for the treasurer, my term will end in the spring of 2024. Any person interested in serving as treasurer should let the president and or secretary of ACLS know of their interest. I will make myself available to the new treasurer for a smooth transition.

Respectfully submitted,

Martin A. De Sapio, AIA
Treasurer, ACLS

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Report from Webinar Committee, 2023

The Webinar Committee is a subcommittee for the ACLS. The purpose of the committee is to provide educational webinars for the members of ACLS. Currently the committee arranges for eight webinars during the year, three in the fall and five in the spring. The committee tries to balance the topics between things that would be of interest to architects, some that would appeal to artists and some having to do with liturgical consulting. Typically, the May offering is a showcase of members' work, usually centered on a particular topic. The May showcase in 2023 had to do with renovation projects.

While we do not currently have a definite number of how many people have attended each session, the numbers range from 12-19. During the past year's offerings the most popular webinars were that of Brigitte Shim, the award-winning architect from Canada, Nancy Lee Smith the iconographer who presented two sessions, on the making of icons and Ruben Ferreira, the young painter. The webinar presentations usually last between 40-45 minutes and then have time for questions.

The webinars are for members only and there is no charge to participate. On occasion presenters are allowed to invite guests to participate in the webinars.

Marilyn Morgan RSM, Chair



Association of Consultants for Liturgical Space

ACLS COMMUNICATIONS COMMITTEE REPORT 2023

This past year the Communications Committee has been concentrating on the reimagining of the website and forming a committee with members dedicated to identifiable tasks to promote consistency in ACLS communications (newsletter, social media & advertising)

WEBSITE

Concentration on the completion of the reimagining of website.

- ACLS Website Reimagining (GoatCloud)

Initial reimagining of website completed in July. Now moving on to shakedown, corrections and fine-tuning of website.

- Website Shakedown (+50 % of reimagining cost) (GoatCloud)

Shakedown, corrections and fine-tuning of website, to be completed by end of year. Also broadening knowledge of inner workings of the website to better serve members when issues occur.

- Website Hosting & Maintenance (GoatCloud)

SOCIAL MEDIA

Concentration on recruitment of member with knowledge of social media to help manage & maintain the ACLS social media accounts listed below.

- Facebook
- Instagram
- YouTube
- LinkedIn
- Pinterest

ADVERTISING

Concentration on recruitment of members to first assist with determining the most proactive venues for ACLS to connect with potential clients & members starting with assessing present venues below.