



ACLS BOARD MEETING
14 November 2023 – 4:30 EST
MINUTES

Present: Officers: George Hoelzeman (President), Martin de Sapio (Treasurer),
 Gale Francione (Secretary)

 Members: Jay Hall Carpenter, Peggy Parker, Sarah Hempel Irani

 Liaisons Marilyn Morgan, Will Brocius,

 Absent: Scott Parsons

1. Approval of October Minutes(Jay/Peggy)

Minutes approved. **GALE** will upload to the website.

2. Treasurer Report – Martin

Martin recommends since we have no major expenses next year, we can reinvest the CD. On December 16, when the CD matures, **GALE** will deposit the interest into the checking account and renew the \$10,000 CD. She will also create another \$4,000 CD for 12 months. The penalty for early withdrawal on a 12-month CD is 3 months interest.

3. Committee Reports

a. Webinar – Marilyn

- i. Committee met and went over proposals with Michael Crosbie about potential new topics.
- ii. Question on YouTube updates – Paul Barribeau formats the webinars for YouTube/Facebook. It takes some time, so they aren't immediately available after webinar.
- iii. Question on public access to the live webinars – The committee is not in favor. Reasons stated included:
 - a) Need to have a more filtered process for questions if it were open to anyone;
 - b) Live webinars are considered a perk of membership;
 - c) It is currently a professional-to-professional conversation.

There was discussion about the desire to have more members take advantage of the webinars. The committee has looked at different times, dates in the past and concluded that members attend those they are interested in. A number of people are viewing the webinars afterwards. Pam sends notices out two weeks before, one week before, and the day before.

- iv. Question about who posts to newsletter (Shelley), Facebook (Jay), and the Website (Jay). If we set up an Instagram account it would be (Jay) (**ed. true?**) When webinars are ready to be posted, send the notice to **WILLIAM** who will disseminate the information to the above people.

- b. Membership – Jay
 - i. Members survey – Jay shared the next iteration. After some conversation, **JAY** and **SARAH** will work to finalize the survey. They will present again at next month.
 - ii. Emeritus membership – Carol Frenning is indeed an emeritus member. According to the bylaws, an emeritus member is nominated and approved by the Board.

- c. Retreat – Gale and Peggy
 - i. Retreat frequency – Tentatively eighteen months from the last retreat (Spring 2025). Nothing to report.

- d. Website – Will
 - i. Status update – Will has been working directly with Cliff (phone calls and Zoom vs. emails) which has been more successful. He gave a detailed description of his work with Cliff. Will's priority is working on the new member process, with other components of the website also being worked on. Website work should be completed in time for the Southwest Liturgical Conference (SWLC).
 - ii. Question about Cliff's role in Search Engine Optimization (SEO) **GEORGE** will search for a copy of Cliff's contract to determine if he is responsible for this task.
 - iii. Images on the website.
 - 1. **MARTIN** and **SCOTT** need to provide Will with better photos for the "Board Members" page. Please forward them to Will.
 - 2. If there are any specific images that are problematic on the website, **THE BOARD** should please send them to **WILL** so he can troubleshoot.

4. Newsletter - George

Further conversation in December. George is asking for an early January deadline so that copies can be available at SWLC. **GEORGE** will ask Ken to write an article on the history of ACLS and SWLC.

- i. Proposed subject for January edition
- ii. Posting on website

5. SWLC – George

- a. Booth management - continue the conversation via email.

6. Valparaiso – Gale

ACLS has been invited to participate more closely with the liturgical conference at Valparaiso University in Indiana, April 9-11, 2024. They would like us to provide a speaker for two workshops on working with a liturgical consultant. We would also have a booth for the conference. Several names were considered. **GALE** will contact Paul Barribeau and Carol Frenning (past presenters) to get a sense of the conference before inviting a speaker.

7. Other. For a future agenda:

- a. Conference research team proposal - George
- b. Website having an RFQ page - Sarah
- c. Discussion on Communications “Committee” - Will’s report for the member’s meeting may be a guide.



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