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ACLS Board Meeting Minutes

March 11, 2025

Present: George Hoelzeman, Gale Francione, Peggy Parker, Martin DeSapio, Jay Carpenter, Marilyn Morgan, Sarah Hempel Irani

Absent: Scott Parsons

I. Approval of Minutes

Minutes were approved (Peggy/Jay).

GALE will post to the website.

II Treasurer's

Report for February approved (Peggy/George)

Treasurer website issues to be addressed:

*When a member pays by check, the treasurer (Martin) receives it. The treasurer sends membership (Jay) a notification so he can mark the member "paid." There should be a way in the system to mark "paid."

*A recommendation about membership dues. Everyone's membership renews and expires in December, pro-rated for the rest of the year.

(**ED**: Is this true? There is a potential new member for the finance committee.)

III. Membership

A member has joined as a "sponsor."

Membership web site issue to be addressed: A process needs to be put in place for new sponsors to know what to do.

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JAY will contact Kathy Jordan to get some graphic materials and a description, and get it posted to on the website.

When a new member joins, they should be highlighted in the next newsletter.

GEORGE will contact **SHELLEY**, who will put it in the next newsletter.

JAY will highlight any new or renewed member on the Facebook page.

Jay and Peggy also presented options for membership categories. The Board had extensive discussion regarding these descriptions. A final proposal will be presented to the membership for consideration at the Annual Meeting in June. There may be a need to change the bylaws.

IV. Webinar

The Board considered and approved the recommendation that a disclaimer be added to all future webinars. They will be part of the introductory script and added when posted on YouTube.

Also suggested was a way to notify members when a new webinar is available on the ACSL YouTube channel. When people subscribe to the channel and turn on “notifications,” they should get a notice from YouTube. But ACLS can also notify members by posting on Facebook, other social media, and in the newsletter.*

(*ED: **Who** will do this?)

GEORGE will send to Paul Barribeau (cc to Marilyn and the Board) the exact wording of any disclaimer we use (for the webinars, website and social media). One suggestion mentioned: “Membership does not necessarily constitute endorsement.”

After a webinar is over, the host can also recommend subscribing to our YouTube channel to receive notifications of the next available webinar.

MARILYN will notify the host of these changes.

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V. Retreat

Gale is expecting the formal contract and deposit due (10% of the bill) soon from American University. The invitation has been sent out and thus far there are two signed up.

MARTIN will send Gale the registrations as they arrive.

GALE will draft a “welcome to the retreat” letter with more details for those registered.

VI. Elections

Elections are needed for Treasurer and three Board members.

George and Sarah can be renewed, but Gale needs to be replaced as a Board Member. Gale can remain as secretary, but not as a Board Member.

GEORGE AND MARILYN will work as nominating committee

VII. Bylaws - Tabled

VIII. Communication and Website

The Board had an extensive conversation regarding a complete revamping of the website. Several Board members had a conversation with a potential website developer George and Peggy met at the Southwest Liturgical Conference who specialized in church-based websites.

After that meeting several reasons were listed for revamping:

1. No one is satisfied with their ability to work within the website as a Board member. (Membership issues, communication with members, etc.)
2. Numerous plug-ins are not being used and are a potential security risk.
3. The platform “WordPress” is outdated and others are available.
4. The Board has very limited access to the web designer/maintainer.
5. Our website needs to be more user-friendly to the Board, our members, and potential members, as well as visitors looking for our services.
6. Traffic to the website is very limited.

Questions included

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1. Who will manage the website? The company or a member?
2. Would they be willing to help us get started, train several of us to keep it updated?
3. How long will it take?
4. How much would it cost?

George and Scott are willing to be involved with this task and communications committee.

GEORGE will continue conversations with the web developer about our website and financial concerns.

The Newsletter will be coming out this month(?) The plan is to send it out at the Equinoxes and Solstices (March, June, September, and December)

SHELLEY will send out the Spring Newsletter by March 21

IX. Adjournment

Meeting was adjourned (Jay/Sarah)



Next Meeting

Tuesday April 8

1:30 pm PST 2:30 pm MST
3:30 pm CST 4:30 pm EST

Respectfully submitted,
Gale Francione,
Secretary, ACLS