

SECRETARIAT RETREAT NOTES – SATURDAY, MAY 7, 2022

9:00 A.M. Welcome and Opening Prayer, Carmela Gonzales, Lay Director

Attendees: Terry McDonald, Pre-Cursillo Chair
Carmela Gonzales, Lay Director
Deborah Hernandez, Three-Day Chair
Veronica Lucas, Post-Cursillo Chair
Jim Pompe, School of Leaders
Sophie Bejarano, Treasurer

Guests: Cecelia Dusold, Debbie & Bruce Wiskirchen

Absent: Tisa Williams, Secretary

9:05 A.M. Teambuilding and Meditation, Veronica

- 10 Things In Common
- Lectio Divina

10:30 A.M. Regular Secretariat Meeting

Treasurer: Sophie

- \$ 67,690.29 balance in checkbook
- \$ 25K received from Bishop Olmsted, \$8k given to Spanish
- ACH Credits are Easy Tithe link from website
- Easy Tithe link needs to have Cursillo noted on page
- Veronica needs assistance with account
- Discussion of attendance to National Encounter July 21-24, Carmela, Veronica, Terry definitely want to go. Secretariat agreed we should pay all registrations for Secretariat Members. We will provide the completed registration forms to Sophie, Sophie will submit with a check to National.

School of Leaders: Jim

- Jim wants Zoom ability and Veronica suggested using Google Meets
- Veronica will setup the next Secretariat meeting under Google Meets to try out, she will also sign up for Google Workspaces for Non-Profits for us.
- Jim wants virtual in addition to in-person meeting.

Lay Director – Carmela

- Today is the May secretariat meeting
- May 31st is the June secretariat meeting for Google Meets @ 6:30p
- Emphasized the need for each chair to have a committee
- Everyone needs to complete the Safe Environment Training before July 1, 2022.
- Vince Johnson asked the secretariat for assistance with registration at the Region X Encounter. Veronica and Carmela will help.

Pre-Cursillo – Terry

- Using website list for parish reps list.
- Terry is getting all the banners distributed. We will discard all by June 30, 2022,

Three-Day - Deb

- No Report

Post-Cursillo - Veronica

- V asked if there was any feedback for the October Revival, no feedback.
- Attending the Prescott Ultreya on 5/28

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- Attending the Region X Encounter on 5/13-14
- Need to plan July Ultreya – she will get info to Ceil for website
- Ceil noted there will be a June Ultreya at St. Helen’s

Jim motioned to close the meeting, V seconded and all agreed, meeting closed.

11:00 A.M. 2023 and 2024 Calendar for Cursillo Weekends

Orientation	Men’s	Women’s
	Nov 3-6, 2022	Nov 10-13, 2022
Feb 21, 2023	Mar 2-5, 2023	Mar 9-12, 2023
Apr 24, 2023	May 4-7, 2023	May 18-21, 2023
Oct 16, 2023	Nov 2-5, 2023	Nov 16-19,2023
	March TBD 2024	March TBD 2024
	May TBD 2024	May TBD 2024
	Oct\Nov TBD 2024	Oct\Nov TBD 2024

12:00 P.M. Marketing – Deb

- Talked about Events, Event Titles, Event Descriptions and Event Tracking
- Need to make people aware of each event and the expectations for participating in them. Perhaps a short description of each inside emails and then a link to the website for more detailed information
- The events are: School of Leaders, Workshops, Ultreyas, Retreats, Revivals, Others
- Event titles should be unique, should be dated, should be recorded and put up on website via YouTube.

12:30 P.M. 3-Day Plans – Deb

- The Rector\Rectora book needs to be updated. Veronica suggested getting the most recent Rectors\’a’s and Cos availability and setting a meeting to update the book – all day on a saturday in July\August. Then also getting head cooks and co’s together to update their schedule on a Saturday in August\September. Invite secretariat to both meetings as optional attendees.
- Talked about her handout
- The importance of adding a social activity back into the formation schedule.
- Keeping formation at 8 meetings, a 9th would be optional.
- Emphasize the weekends are Cloistered and cell phones should not be used at any time especially by team members.

1:00 P.M. Pre-Cursillo – Terry

- Working on parish rep list with Cecelia
- Needs to put together a Parish Rep Workshop
- Needs to put together a Parish Rep Job Responsibilities outline, V may have an old sample from previous Cursillo experience.

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- A parish rep needs to have a phone number available for contact, in addition to the email
- Implementing the deadline for applications to Sunday of the Cursillo Weekend , we discussed the difficulties of why we should not accept candidates the week of a Cursillo.
- Need a sponsor workshop? No one attends... Veronica suggested changing orientation to include a split for sponsors and candidates. Terry teaches the sponsors; Deb teaches the Candidates.

1:15 P.M. Applications – Deb & Bruce Wiskirchen

- Need to revise application form, Veronica volunteered to assist Deb with Adobe form, Docu-sign would be great – but not required.
- Can we put the application on the website? Cecelia says we could put on the website with a code to get the application.

1:30 P.M. Volunteer – Cecelia

- Bulk mail discussion, whitelisting, bounced emails, etc.
- Updating personal information for the database
- Reports are generic
- How do we get everything updated, by parish reps, by rector\ a or other?
- There are 1,500 good emails in the database, 10k total and it's not everyone.

2:00 P.M. School of Leaders – Jim

- Jim provided his outline, reflections, and questions for discussion of the SOL
- Cecelia talked about limitations of the database and parish rep responsibilities in how we track Leaders in the movement
- Veronica noted that not all people are not called to be Cursillistas and not all Cursillistas are called to work in the movement. They may affect their own environments from their experiences.
- Discussion of events, quality vs. quantity, using incentives, surveys, etc.
- Outline\Rollo for Team on the whole of Cursillo, pre, 3-day and post – it's more than just a weekend.
- SOL Assignments: Terry in Aug 20, Deb in July 16 and Veronica in June 16, third Saturday at Mt. Claret 9:30a. We need to cover key points from the light blue leaders manual, what we are doing and recruit a committee.

2:30 PM Post-Cursillo – Veronica

- Google workspace review, V spoke about file sharing, collaboration, chats and meets as well as email
- Domain transitioning

2:45 PM Treasurer – Sophie

- Needs QuickBooks help – there is an online version, starts at \$12.50 a month (\$150 per year) and is backed up every night – no need to worry about purchasing a

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computer, just login with treasurer email. Veronica suggested transitioning with the fiscal year on July 1, 2022.

- Transition everything off the old treasurer laptop and move documents to Google workspace.
- Needs a budget created annually
- Corporation Commission filing every October
- Fiscal year taxes
- We are paying an exorbitant amount of money to Liberty Mutual for \$1M liability insurance, it doubled in cost this past year. She knows an insurance broker to shop around.
- Everyone needs to use the @phoenixcursillo.com emails for consistency
 - Laydirector
 - Precursillo
 - Three Day
 - Postcursillo
 - School of Leaders
 - Secretary
 - Treasurer
 - Info

3:30 PM Lay Director – Carmela

- Review of Apostolic\Pastoral Plan and Articles of Operation need to be updated yearly.
- Need to pick a day to do this. Saturday, July 16th - 12p to 5p, bring your own F&B Veronica to reserve with Tom. We also need the room for SOL 9:30 – 11a for Jim.
- We all need to review ahead of time, mark it up and go through it page by page on 7/16,
- Cena de Colores: April 23rd, 2023. We need to recruit the leaders:
 - Joe & Angela – Past chair
 - Potentials Chairs for 2023 & 2024: Dave & Deann Daniels, Gene & Karla Keller, Doug & Zelda Graham, Cynthia & Rene Robles, Dani & Joe Breeze, Patty & Casey O’Neill, James & Pam Diaz, Freddy & Maritza Sordia, Dan & Geri Desmond, Maria & Jerry Pena, Randy & Tina Johnson
 - Honor Bishop Nevarres? Sr. Lydia Armenta, Tisa Williams
- Dance again? 9/24? 12/10? Carmela will ask Tom for availability. Ask Joe & Angela who they can train someone to take over for 22 and 23.
- Each chair needs to do their own SOP – standard operating plan.

Veronica motions to close the meeting, Carmela seconded. Meeting closed.