

Secretariat Meeting | MINUTES

Meeting date | time 2-13-18 | 6:30pm | Meeting location Mt. Claret Retreat Center

Meeting called by	Ruben Treviso, Lay Director	Attendees: Ruben Treviso, Dcn. Bob Carey, Dcn Frank Devine, Marty Sprinzl, Brenda Halpain, Brenda Hope Absent: Sharon Matson, Vince Johnson
Type of meeting	General	
Note taker	Nancy Kijewski	
Leader's group reunion :	6:40-7pm	

AGENDA TOPICS

Agenda topic *Recap of Committees | Presenter Chairs*

Discussion : **Precursillo** See attached report submitted by Nancy Kijewski

Under the topic of “other items” a conversation was held about possibly hiring an event planner for the Cena. Nancy knew a young woman who recently graduated from ASU in this field and would be interested in helping organize our event for a \$1000 fee. It was decided that we would reach out again to the event planner next year, depending on our circumstances at that time. The event planner’s name is Molly Buckler.

Discussion: **Three day** - See attached report submitted by Sharon Matson

Conversation about the past weekends:

Deacon Bob had invited two new deacons, Frank Nevares and Bob Torrigan for the last Men’s weekend (January 18 thru 21).

The question of Benediction came up again and Deacon Bob agreed to approach Dcn Paul Hirsch from the upcoming Women’s weekend to provide Benediction.

Discussion: **Post Cursillo** – See attached report submitted by Brenda Hope

Discussion: School of Leaders- by Marty Sprinzl

A meeting has been scheduled for a team to discuss a possible retreat for members of core teams. The participants in the first meeting will be Sharon Matson, Brian White, Ed Fischer, and Deacon Richard Kijewski. The meeting will be held February 19th at 6:30 pm at Mt. Claret.

Discussion: Financial Report- See attached report submitted by Brenda Halpain

Certificates of liability have been signed

Action items	Person responsible	Deadline
Contact Cena Event Planner- if appropriate	Nancy Kijewski	Dec 2018
Discuss Benediction with Deacons on upcoming wknd	Deacon Bob	Feb 2018

Agenda topic Fiesta | Presenter Report from Terry McDonald was read

Discussion: Fiesta report – See attached report submitted by Terry McDonald

It was noted that the Spanish community also seemed to have enjoyed the Fiesta and that they were successful raising funds at their booth. We also discussed that we need a photographer for future such events to place more pictures in the Voice. In the future we would enjoy seeing a representation of the spiritual directors at such events.

The consensus of the secretariat was that the Fiesta was well planned by Terry and her team, and that the event was fun for all. It was beautifully decorated, well organized and full of tasty food, and fun entertainment. Congratulations, and thank you, Terry.

Action items	Person responsible	Deadline
Please see attached Fiesta report		

Agenda topic Flagstaff | Presenter not present

Discussion : Due to the upcoming Men's Flagstaff weekend (Feb 22-25) Vince Johnson was unable to attend this meeting and provide input to Flagstaff activities. We offer palanca for the success of this weekend.

Agenda topic: Number of upcoming Cursillos | Presenter Sharon Matson (absent)

Discussion: Since the three day chairperson is unavailable for this meeting the topic was postponed.

Action items	Person responsible	Deadline
Discuss the number of upcoming Cursillos	Sharon Maton	At her discretion

Agenda topic *Group Reunion Trifolds* | **Presenter** *Ruben Treviso*

Discussion : A conversation was held about the newest group reunion sheets. The observation was made that the action portion was completely fleshed out whereas the piety and study portions no longer contained the questions that had been there.

Conclusion: Bring the concerns of the secretariat to the regional level

Action items	Person responsible	Deadline
Contact Theresa Brophy Region X coordinator about the change	Ruben Treviso	

Agenda topic *Fiesta 2019 date* | **Presenter** *Ruben Treviso*

Discussion: Before setting the 2019 date, the secretariat will need to contact Mt. Claret for and Spring dates, taking into consideration the Cena. In addition, it must be decided if one or both of the events are desired.

Conclusion : Tabled until Cena is further explored

Action items	Person responsible	Deadline
Place item on future agenda	Ruben Treviso	

Additional Topics:

La Morenita (passing on to next Cursillo)

Discussion: The traveling Madonna picture will be passed off to the next weekend, which is the Men's Weekend in Flagstaff. Brenda will be able to bring it to Flagstaff and Nancy can retrieve it in April. The Secretariate will house the picture and pass on to the next team. Deacon Bob suggested that the chapel has a spot for her already, and will discuss that with Tom to see if she can be hung in the chapel vs. placed in the palanca room.

Three day questions and discussions

The question was raised about smaller teams and if we should consider this with the lighter number of candidates currently. Deacon Bob raised the question if we considered it a problem for the rollistas to come in from the kitchen, present and return to kitchen duties. There was some discussion of this point, with differing opinions.

It was also suggested that the Co's and Rector could present more talks. There was also a question if a list could be generated of Cursillistas who may be available to provide music ministry.

Deacon Bob Carey felt that the format of the stations should be clear. There is a stations in the Pilgrims guide. The secretariat also recommends that there be clear instructions presented to the candidates prior to the beginning of the stations, but no verbal cue to "change" during the stations. This disrupts the prayerful nature of the service.

Minutes

Following the resignation of the Secretary, Cecelia Dusold, the question was raised as to who would consider taking the notes at the meetings. Nancy Kijewski volunteered. Cecelia has offered to continue sharing her gifts with the publication of the Voice, her assistance with the opening of Cursillo weekends, and managing the data base and rosters. Thank you, Cecilia

Candidates for assistant Spiritual directors

Due to the 5 year term of Spiritual directors, the question was raised as to possible replacements for Deacon Bob Carey. Deacon Bob shared that Fr. John Hannigan would like a team and that questions can be brought to him. The secretariat also raised the question as to whether we needed more spiritual directors to be available for the upcoming weekends. Theses questions were tabled, since Fr. Hannigan is not available for 2 weeks.

Stipend for Vince Johnson

The question was raised by Brenda Halpain if a stipend should be offered to Vince Johnson to cover his travel expenses for the Fiesta entertainment. Brenda Halpain motioned that \$100 be offered to Vince, Brenda Hope seconded and the motion passed unanimously.

Upcoming Region X Encounter

At Mt. Claret May 25 through 27th from 6:00pm Friday to 3:30 pm Sunday. Cost \$45 all are welcome.

Next Meeting 03/13/18

Meeting closed with a prayer from Frank Devine at 8:58pm