

September 18, 2009 Secretariat Meeting

Those in attendance: Hugh Brechtel, Fr. Andrzej, Shirley Drimmel, Lynda, Jacquot-Imberi, Jerry Kocher, Audrey Lang, & Clarie Melvin.

Meeting Called to Order - Hugh Brechtel, at 7:08 pm. Fr. Andrzej led us in Prayer.

Team Building - Hugh led a short discussion on Chapters 13 & 14 from the book, 'Whom Shall I Send' by Fr. Salmani.

Minutes of the last meeting, August 21, 2009 presented: Corrections were made. Audrey Lang moved to approve the Minutes as approved; Clarie Melvin seconded; motion carried.

Treasurer's Report – Audrey

<u>Savings beginning balance</u>	\$2074.68
Scholarship contribution	200.00
Interest	.54
Balance	2275.22

<u>Checking beginning balance</u>	\$423.84
Cursillo supplies	-- 32.15
Book sale	+ 20.00
Balance	411.69

Pre-Cursillo Report – Jerry Kocher: Candidate chart (attached to minutes) was passed around showing updates from the last meeting. Two new applications for women candidates were also turned in to Jerry. Sample letters to Candidates and Sponsors were passed around. Suggestions were made, such as, recommending Sponsor to turn onto Glory Drive which will take them to the side and back of the Lodging quarters where it is assessable (only 3 steps up). Also the mattresses are singles and doubles; recommend people to bring flat sheets, or a sleeping bag if they prefer.

Jerry will make a final drafts and send to the Secretariat members.

Cursillo Report - Shirley Drimmel: Reported on Diocesan Insurance changes to Cedar Canyon Camp agreement; team coordinators' tour of the facility and decisions made by the group; preparation of mini manual's for auxiliary and other team coordinators; and distributed banner list. See attached reports for details.

We need a tabernacle for each Chapel. Father Andrzej has a small tabernacle that he said was a gift from God that he has offered to lend to the Prayer Team for one of the Chapels. Shirley will ask St. Elizabeth Seton Principal if we may borrow their small tabernacle for the weekends.

Shirley asked who was responsible to write a letter to Rollo & Auxiliary Team Members. Clarie will take care of that as Weekend Coordinator. She will give a copy to Dave to send to his teams.

Candidate Letters - Audrey moved that letters from immediate family members be given to the Candidates during the weekend. Lynda Jacquot-Imberi seconded; discussion followed as to when letters should be distributed. Shirley Drimmel moved to amend the motion to eliminate "during the weekend" to "at the same time as the sponsor's letter on Thursday night". Lynda seconded; amendment passed. Motion as amended carried.

There have been some slight budget changes to the cost per person for the Weekend: \$ 80.85 Lodging

20 to 25.00 Food (was 25 -30)

1.00 Kitchen use fee

2.20 Rollo Room supplies (this was 5.00)

4.50 Cursillo Cross

2.00 Pilgrim's Guide

9.45 Miscellaneous

Total Cost: \$125.00 It was recommended to leave the fee at \$125.00.

Women's Team Coordinator's Report – Clarie Melvin. Reported on a successful Women's Critique Day; tour of Cedar Canyon facility; distribution of mini manuals; and table favors. See attached report for details.

Men's Team Report – None.

Post-Cursillo Report – Clarie Melvin: Reported on Group Reunion list and donations made by Mary Strandell for the Historian's scrapbook. Report attached to minutes.

School of Leaders Report – Lynda Jacquot-Imberi: Suggested that the visit to the Blessed Sacrament would end meetings rather than at the beginning. It was agreed that would be best if that is what the chairperson is most comfortable with.

Discussed if Committee reports should be given at both sessions of School of leaders; referred to the Leader's Manual. Reports will be given only if committees have a planning session at the School of Leaders meeting. Hugh suggested that the minutes and reports of the committees from the Secretariat meetings be posted on the website for those interested in knowing what is happening in the movement.

Lynda explained that rather than a Lay Person Talk at the meetings that the time should be a Technique discussion or presentation, that is Study of Cursillo material

Nominating Committee will consist of Chairperson Hugh, Fr. Andrzej, and Ed Hubbeling.

Lynda also reported on Fr. Andrzej excellent Doctrinal talk and Hugh's pictorial presentation of National Cursillo convention at the August 28th meeting; and the completion of Pastoral Plan at the Sept 11th meeting. See attached notes for more detail.

Spiritual Advisor's Report – Fr. Andrzej: Some of us are getting overwhelmed as we approach something great. We are being challenged because we are doing our jobs. Need to talk about our challenges, pray and work on the challenges.

Lay Director's Report – Hugh Bretchel: Plan to ask Bob Melvin to be Media Chairperson. Ed will continue to be the point of contact; the Media person would be under the Secretary and would be responsible for "collecting and disseminating information through media such as the West River Catholic, the newsletter and Ultreya centers throughout the Diocese" (2007 Diocese of Rapid City Cursillo Movement By-laws) and assist the Secretary as needed. Hugh and

Carol Bretchel will continue to do the Newsletter. Information for the next edition needs to get in very soon.

Old Business:

Cursillo fee - Audrey moved the Cursillo Team pay \$120.00 which will include a new Pilgrim's Guide. Jerry seconded; motion carried.

New Business:

Pastoral Plan - Carol formatted document after each section was edited by the School of Leaders. Clarie moved to accept the 2009 Pastoral Plan. Lynda seconded; motion carried.

Hugh presented an agreement to the members of the Secretariat to sign demonstrating they will support and use the Pastoral Plan. Plan was signed by those in attendance.

Scholarships - Lynda moved that Scholarships be awarded to Candidates and Team Members as needed up to one half of the fee. Shirley seconded; motion carried.

It was agreed that the Treasurer would be the point of contact for Scholarships.

Donation List - A suggested list was prepared by Anna Beshara and Bob Melvin to send out to the Cursillo Community. Shirley requested to add some items. Claire volunteered to coordinate the lists and send it to Hugh to be distributed via email and/or the Newsletter as quickly as possible.

Clausura - Details of the Closing need to be printed in the Newsletter. It was suggested the 4th Dayers arrive at 4:00 pm and there would be people directing were to park and gather in the Dining Hall. Fourth Dayers will help set up for potluck, take down the Rollo Room and set it up for closing activities during the Candidates and Teams final Mass.

Grand Ultreya - Clarie reported it would be at Blessed Sacrament Church on November 8th and will begin at 5:30 with a Potluck. Babysitting will be provided.

Fundraising - It was agreed that it should be tabled until after the weekends, or the new Secretariat is elected.

October Secretariat Jerry moved to change the Meeting to the second Friday, October 9th due to the Men's Weekend on the 16th. Clarie seconded; motion carried.

October 8th School of Leader's - Lynda moved to skip the meeting to avoid having three meetings in four days. Audrey seconded; motion carried.

Announcements were made. Audrey moved to adjourn the meeting. Fr. Andrzej seconded; motion passed.

Adjourn to the Blessed Sacrament chapel for Prayer.

Acting Secretary, Shirley Drimmel

Cursillo Report: The Diocesan Insurance company did not like some of the agreement on the contract with Cedar Canyon Camp. Fr. Andrzej went out to the Camp Office and requested some minor changes and the Camp Office Manager changed the wording. The staff at Cedar Canyon has been wonderful to work with.

David Ange, Anna Beshara, Tom Bommersbach, Gayle Kocer, Bob and Clarie Melvin, Teresa Spiess and I took a tour of the facility Monday, September 14th to get the lay of the land. The group decided that Spruce Lodge will house the Rollo Team and Candidates on the lower level, the Head Table and Spiritual Directors on the upper level. The Auxiliary Team decided they would like to have Ponderosa rather than Avon because it has a restful commons area. The Prayer Team Coordinators will probably stay in the lower level of Memorial Hall near the Chapel, for the night vigil and go to Ponderosa for Showers. Cedar Canyon Office Manager took the Kitchen Coordinators to the Main Dining Hall Kitchen to pick out pots, pans, dishes, silverware and other needed items. Cursillo will supply the napkins.

Mini-manuals for Music Coordinator, Auxiliary Team Coordinators, and other leaders were put together with information from our new manual and lists found in the files from past years. We have asked those persons to give recommendations for changes after the Weekends in October so those manuals can be updated also.

Present former budget set by Secretariat, and costs to date. Changes had to be made because we failed to consider the cost of Cursillo crosses and Pilgrim's Guides. But we did not use as much for supplies for Rollo Room, such as notebooks, pens, markers, and Kleenex as anticipated. Also the poster paper was donated. Make recommendation to leave the fee at \$125.00.
Shirley Drimmel

New Business: I would like the following items to be put on the donation list: few night lights for Lodge halls, mini tubes of toothpaste, combs, aspirin or tyenol, band aids strips, antacids, and disposable razors.

Rectora's Report – We had our critique day last Sunday, starting with Mass @ 7:00 a.m. We were able to go through all 10 Layperson's Rollos with discussion after each. We broke for lunch upstairs & again for supper. Bob Melvin stayed most of the day to tend to our needs. We had a very successful day & a joyous ending with Ultreya @ 7:00 p.m. Our next scheduled mtgs. Will take place on Sat. Oct. 17th at St. Therese's with our final critique. We will have Friday Rollos & Saturday's Rollos in two different rooms going through their Rollos at the same time, break to have our potluck followed by Sunday's Rollos.

Gayle Kocer from Martin (prayer team Rectora), stayed with us overnight so she could attend the walk through at Cedar Canyon on Monday morning. It was very worthwhile. The pray team leaders laid out their plans as did the kitchen team leaders. We were able to visualize the undertakings of the soon to be week-ends.

Mini manuals have been distributed to the appropriate people. I have asked them not to write in them, use only as a guide. If there are add-ons, notes can be made. Changes can be made after our week-ends.

Some of us ladies took book mark favors to make enough for both men's & women's. These will be used in the dining room at meal times. If anyone wants to make some, I have samples. When done, please return to me. I in turn will make sure they get to camp.

We are all getting exciting & anxious as the time draws closer. We are definitely building Christian community. DeColores, Clarie Melvin

Post-Cursillo Report – The updated list of all Group Reunions is complete. I sent it by e-mail to those I thought might be interested to know.

Mary Strandell donated paperwork, pictures, rosters, etc. from most of the Rapid City Diocese Cursillo week-ends. After Lynda pulled out most of the Rollos to give back to Mary, I went through again to put together the week-ends in order of years & in a format order. I made sure that each Cursillo week-end had all of the information & the pictures had the names attached, with extras the same. I have taken this over to Diane Ange for our scrape book of the history of Rapid City Cursillo movement.

We are looking forward to many new Group Reunions to welcome our new Cursillistas. Clarie Melvin – Post Cursillo Chair

School of Leader's Report – Should committee reports be given at the Secretariat and then one week later at SOL?

August 28, 2009 SOL – conducted by Pat Calvetti

Doctrinal by Fr. Andrzej. Fr. talked about exorcism and the value of confession, healing Mass, overcoming temptation. Excellent!

Hugh gave a pictorial presentation of National Cursillo, along with excerpts of talks given throughout the convention.

Should we be doing the Visit to the Blessed Sacrament at the beginning rather than end of our meetings? How do you feel about this?

Nominating Committee is Hugh Bretchel, Chairperson. Committee members are Fr. Andrzej and Ed Hubbeling

Pastoral Planning work, critique on the School of Leaders section got partly finished.

Ended with announcements and ended with prayer.

September 11, 2009 – Lynda Jacquot-Imberi

Opened with Leader's Prayer. Had Committee reports, shorten version, to update.

Talked about the need for Doctrinal talk at every meeting, and that rather than a Lay Person talk, it should be a Technique presentation, which would be study material for that meeting. Also talked about when to have Chapel Visit, did not really make a decision.

Finished Pastoral Plan for SOL and Secretariat sections. Plan was given to Carol to put in the proper form, and get ready to present to the Secretariat.

Adjourned to the Chapel for Visit.

Lynda Jacquot-Imberi