

**Minutes of the SWTX Emmaus General Board Meeting
April 17, 2010
Oxford United Methodist Church, San Antonio TX**

Board Members that were in Attendance:

Bob Spickelmier	Glenn Bradley
Kathy Shaw	Sandy Mach
Rev. Bill Duke	Mike Walker
Rev. George Bradley	Debbie Pruett
Cheryl Brockman	Louise Wait
Cheryl Focht	Cheryl Dickerson
Chrissie Smith	Joe Painter
Rev. David Seilheimer	Deb Eisenbrown
Mary Keathley	Robert Hill
Chris Thomas	Greg Ashby
Fred Martin	Sue Merett
Sharon Garrison	Tom Sowell
Scott Gresham	Ronald Schneider
Vicki Pollard	Linda Hash
Carol Sessom	Ann Ross
Cheryl Worley	Tom Butler
Lori McClellan	Mike Cave
Bud Broeker	

The following Executive Committee members were not in attendance:

Russell Ehrlich, Treasurer
Rev. Barbara Dyke, ASD
Rev. Phil Steinbach, ASD

The following 4DG did not have a representative in attendance:

Following the worship led by Rev. Bill Duke, the meeting was called to order at 9:09 AM by Bob Spickelmier. An attendance sheet was circulated and attendees were asked to update contact information.

Lay Director's Report - Bob Spickelmier

- Key Emmaus and Chrysalis Dates are on the SWTX Emmaus website. Following dates were highlighted:
 - May 15, 2010 - The Walk/Flight Leadership Training is at FUMC, Junction
 - July 9, 2010 - The Letter of Agreement between the SWTX Conference UMC and FDGs should be to be signed by the 2010-11 FDG Boards and returned to Emmaus Registrar, Adrian Gonzales.
 - July 9, 2010 – FDG/NSG Board leadership is due to Adrian Gonzales (Emmaus Registrar, 16400 Huebner Rd., SAT 78248)
- FDG were reminded that a slate of officers is presented at the April Gathering and Board officers are elected in May. New Board officers serve from June 1 to May 31. A list of 2010-11 Board officers with current contact information is due to Adrian by July 9, 2010. Current contact information is imperative so that Board officers receive email communication from Executive Board.
- Walk Leadership is due 11 months before Walk to allow for necessary Walk Leadership Training (LD, SD, BR). In many cases, SD need have a year's notice so that dates can be put on his/her calendar. It is prudent to have an ASD who is qualified to serve as the Walk SD.
- A 2010 Walk Schedule with an additional three columns was used to track reports submitted for Walk Closeouts with the purpose of identifying issues and focusing on solutions.
 - From Walks 1538 – 1547: 9 out of 10 Board Rep Reports received; 7 out of 10 Prayer Vigil reports received; 8 out of 10 CCLI reports received.
 - All clergy team need to be on approved SD or ASD list
 - It is difficult to hold January Walks.
 - Sponsors need to consider the appropriateness of the Walk at this time for the prospective pilgrim, and consider his/her physical and emotional readiness to attend a Walk. Sponsors need to be sure the pilgrims has listed all dietary needs including allergies and all physical limitations so that the team can be prepared to meet the pilgrim's needs.

- TL/ATL not pilgrims should assist pilgrims with physical limitations.

- In the event of a pilgrim having severe handicaps that a TL/ATL cannot handle, a care giver may attend the Walk with the pilgrim. The care giver must have been a pilgrim on a Walk.

- All talks should follow the structure of the Talk Outline.

- FDG joining together to host Walks need to be sensitive to different traditions of each FDG and work through all issues prior to the Walk. Good communication is imperative between all team members especially the Walk LD and the Outside Team Coordinator.

- Walk 72 Hour Prayer Vigil (PV) Report Status was used to analyze FDG issues concerning the 72 hr. prayer vigil. If a FDG has more missing PV than other FDG, the issue may be of incorrect contact information. Adrian Gonzales will have the updated PV online soon. The updated PVs omit inactive FDG.
- The 2010 Site Cancellation Cost handout was discussed. The site cancellation fee is paid by the FDG. If a cancellation fee is not listed, the deposit is non-refundable. This chart is useful for FDG when indicating which site to hold Walks.
- The Policy and Procedure Manual recommends that children under 12 not attend Candlelight. However, if an attendee insists that their children attend, then they should be welcomed. Closing is intended to be open to all, this includes children and those who have not participated on a Walk/Flight. Parents with children need to understand the issues with the open flames and that all children need to behave respectfully at Candlelight and Closing.
- All child care providers at Candlelight and Closing need to have a site specific background check. Each time a child care worker is used for a Walk another background check must be submitted. If child care will be off site at a church, the child care workers who are approved for that church may work and use their current background check. It takes approximately 6 weeks to have a background check returned. If asked, the child care worker must provide the SWTX letter stating the results of the background check at the site. Background check forms are obtained from the Emmaus Registrar, Adrian Gonzales, and returned to him. Cheryl Brockman said that to have a background check that is site specific is a state regulation.

Old Business (taken out of order to accommodate an early departure) – Kathy Shaw

- Election of 2010-2011 Board officers.
 - LD, Kathy Shaw – Greater Austin
 - ALD, Russell Ehrlich – Hays Praise
 - Treasurer, Sharon Garrison – Care Bexar
 - Secretary, Chrissie Smith – NW San Antonio
 - SD, Rev. Barbara Dyke –
 - ASD, Rev. George Bradley (replacing Rev. Phil Steinbach)
 - ASD, Rev. Carl Westbrook

Spiritual Director's Report - Rev. Bill Duke

- A letter was received from the Cabinet stating that effective June 1, 2010; Licensed Local Pastors would no longer be granted permission to consecrate communion elements at Walks/Flights. Licensed Local Pastor may only consecrate communion elements at their places of appointments. The Upper Room model states the Walk Spiritual Director (SD) gives the Means of Grace Talk and serves communion. The Cabinet's decision eliminated Licensed Local Pastors from serving as Walk SD. The letter does not address Provisional members; therefore Provisional and Associate members maintain sacramental rights. Non-Methodist clergy must have equivalent requirements for ordination to serve as a Walk SD. Licensed Local Pastors may serve as Walk ASD.
- To be on the List of SD Applicants an applicant must attend Walk/Flight Leadership Training at least every 3 years, be fully ordained, been a pilgrim on a Walk or comparable 3 day experience, served as an ASD at least 2 times and have given 2 different Grace talks. It is imperative for clergy to keep their clergy application updated. Clergy Applications should be submitted to Adrian Gonzales.
- Rev. Mike Cave, Regional Upper Room (UR) leader, provides training certification for clergy with questionable credentials and training for FDG SD and ASD. This UR training is not mandatory for all clergy to serve as a Walk SD but is mandatory for FDG SD and ASD.
- Clergy serving on FDG Boards need to attend the UR Board Training which is offered along side the Walk Flight Leadership Training.

- To be approved to serve as a Walk SD/ASD, he/she must be on the List of SD Applicants. If not on the list, submit a clergy application to Adrian Gonzales. SDs need to commit to attend a Walk Flight Leadership Training if he/she has not attended within 3 years. WFLT is not required for ASD but it is advantageous for them to attend.
- Community/FDG SD/ASD should meet the same ordination requirements for Walk SD/ASD.
- Certified Lay Ministers may not serve as clergy.
- Issues and errors on The Listings of SD/ASD Applicants should be reported to Adrian Gonzales

Secretary's Report - Chrissie Smith

- Minutes approved as written. (Carol Sessom/Louise Wait)

Treasurer's Report - Rev. David Seilheimer

- This period shows expenses but not all income has been received. It will be closer to break even than report indicates.
- Treasurer's report approved (Glen Bradley/Rev. George Bradley)

Chrysalis Report - Cheryl Brockman

- It is advantageous for the Chrysalis groups that there are fewer Chrysalis Groups and Flights scheduled for 2010. Chrysalis groups have merged and this makes for stronger Chrysalis groups. Nine (9) – ten (10) Flights are scheduled for the summer.

Registrar's Report - Adrian Gonzales

- The final 2009 Walk Close Out report was reviewed. 2009 Walks closed with a net profit of \$7,873. 34. A question was raised concerning the registration fees. The registration fees for pilgrims and Conference Room Team members include the overhead cost associated with the weekend: admin costs, clergy fee minus \$250.00; LD stipend, designated scholarship, UR fee). The overhead costs are the same for all sites and is added to the site fee which may vary. Team and Pilgrim fees are the only income for Emmaus. The Walk to Emmaus is not subsidized in any way.
- 2010 Walks for the first quarter were reviewed. The report was very encouraging and Walks for the first quarter were in the black.
- The new pilgrim application was reviewed and will be fine tuned regarding dietary needs to include "allergies, #2 on instructions page should read "contact" rather than "contract." Ann Rossi noted the dietary needs and physical needs were not on the Lay Service Form, and all agreed it should be added to the Lay Team Service form. Deb Eisenbrown expressed concern that a candidate's pastor may not sign the registration form if not familiar with Emmaus. The Board agreed the candidate's local pastor's signature was necessary to ensure the pilgrim's readiness to attend. The instruction page will be changed to include the purpose of the Walk at the top of the instruction page.
- Only the Walk LD, FDG LD, FDG Registrar (used by some FDG) can fax registration forms with a faxed copy of the payment check. The fax allows the pilgrim to be registered for the Walk and the FDG will be responsible for including the registration fee with the Walk Close Out packet.
- Pilgrim applications which are not faxed and do not include the registration fee are put on the wait list until the fee is received.
- 2010 Walk Schedule on the website. Several SD listed for 2010 Walks/Flight are not on the current approved clergy list. The questionable SD need to submit their spiritual team application and/or attend the required Walk/Flight Leadership Training. ASDs need to submit the spiritual team application but are not required to attend the W/FLT.
- Fourth Day Groups (FDG) need to submit leadership changes to Adrian Gonzales, Emmaus Registrar (emmaus@umcswtx.org)

Old Business – Kathy Shaw

- Walk/Flight Leadership for 2010-2011
 - Walk/Flight Leadership chart has dates, locations, and contacts. Trainings require three (3) rooms, a chapel area, and communion elements. No cost for the W/F Leadership Training, but a love offering is taken to defray cost of breakfast snacks and lunch. Attendees should sign up online. Training is cancelled if a minimum of 15 attendees are not registered two (2) weeks prior to the training.
 - July 31, 2010, Kerrville (Hill Country)
 - August 14, 2010, San Angelo (Concho Country)
 - October 2, 2010, Corpus Christi (CBEC)
 - November 13, 2010, San Antonio (Care Bexar/NWSA)
 - February 26, 2011, Manchaca (Hays Praise)
 - March 12, 2011, Victoria (Crossroads)
 - April 2, 2011, Johnson City (Solid Rock)
 - UR Board Training by Carleen Alderman for laity is schedule on dates listed. UR Board Training by Rev. Mike Cave for FDG SD is schedule for all dates listed except November 13.
 - W/FLT is required for Walk Leadership (WLD & BR) 6-18 months prior to event.
 - WSD are required to attend W/FLT 3 years prior to event but it is advantageous to attend with WLD. ASD may attend but are not required to attend training.
 - New Life volunteered to host a W/FLT
- 2010 – 2011 Board Meetings
 - July 16 – 17, 2010
 - October 15 – 16, 2010
 - January 21 -22, 2011
 - April 29 – 30, 2011 (after Easter)

-The Board agreed to change the Board meeting from July 17 to July 24 due to Adrian Gonzales' absence. The Executive Committee will meet July 23rd the Friday prior to the General Board meeting. This change will be reflected on the key dates posted on the Emmaus website.
- 2011 Draft Emmaus Walk Schedule
 - There has been a natural decrease in the number of Walks requested (2008 – 61 Walks, 2009 – 63 Walks, 2010 – 54 Walks, 2011 – 50). This is a positive decrease for the community. The decrease represents some FDG coming together to host Walks but still retaining their identity. Louise Wait reported this was successful and a positive experience for ABC/CO/LW. Jim Talbot announced that the New Life FDG is co-hosting the Sonshine FDG Walk on April 7 – 10, 2011.
 - Adrian Gonzales continues to schedule sites. Some Sites do not schedule events for next year until March or April. Every effort was made to give FDG the dates requested, but some requested dates could not be honored because of a site scheduling conflict.
 - Three FDG have potential issues with assigned dates: Hays Praise, 2/17 – 20; LW/SE, 4/14- 17; CB – 10/6-9. These FDG need to report to Adrian with the dates for these Walks by Sunday, May 30, 2010.

New Business – Bob Spickelmier

- An offering of \$123.15 was received and given to The Gift.
- Review of Options to cut the deficit and maintain a balanced budget
 - 2009 Income and Expense Analysis handout
 - Bob Spickelmier and Adrian Gonzales created this chart to analyze the expenses and income for 2009. After deducting the 2008 expenses of \$29,641.00 paid in 2009 the loss for 2009 was \$44,665.00.
 - Travel expenses for monitoring non-compliant Walks was significant. The Executive Committee agreed the cost was worth working with the groups so their charter could be maintained
 - All FDG except Diakonia are under contract with SWTX Conference and are under a copyrighted model. Expenses associated with monitoring Walks could be eliminated if all Walks followed the UR Walk to Emmaus model.

- Analysis of FDG Feedback
 - All feedback options were appreciated and discussed by the Executive Committee.
 - The goal is to decrease expenses so that the Walks will break even.
 - The SWTX Emmaus Executive Committee recommends that the reimbursable mileage expense be reduced from \$.50/mile to \$.25/mile. The recommendation was amended to read, the reimbursable mileage expense was reduced from \$50/mile to one-half of the IRS mileage rate. (Rev. David Seilheimer). The recommendation carried with a few dissenting voice votes and one abstention.
 - Rev. David Seilheimer continues to investigate the possibility of holding W/FL training via webcast.
 - It is the sponsor's and Walk Lay Director's responsibility to initiate finding a Walk for the pilgrim that is wait listed.
 - LD should return crosses, worship books, and reunion cards so that the FDG will be reimbursed for the unused supplies. It is better for LD to underestimate numbers for meals and lodging, since this is the minimum number they will be charged by the site.
 - FDG should consider the breakeven number for the site not the minimum number for a Walk to make.
- The Gift information page with the picture shall be included in all Walk/Flight Pilgrim/Butterfly closing packets effective immediately. This page may be downloaded from website. The Gift page will be included in the list of items for the Pilgrim Closing Packets as soon as possible.
- Sponsor's letter will reflect an Upper Room recommendation to write out the relationship on letters to pilgrims rather than using an abbreviation. The updated sponsor's letter will be added to the website. Sponsors are encouraged to bundle the letters they want their pilgrims to read in the Conference Room.
- Bob Spickelmier started two Face Book SWTX Emmaus groups to improve communication between members. One group is non-restricted and one group is restricted to Executive Committee members.
- Bob Spickelmier, out-going LD, thanked the Board for a good year and was blessed by serving.

Meeting was adjourned at 2:11 PM (Rev. Bill Duke/many other)

Respectfully submitted,

Chrissie Smith
Secretary