

**Minutes of the SWTX Emmaus General Board Meeting  
October 16, 2010  
Oxford United Methodist Church, San Antonio TX**

The following Executive Committee members were not in attendance:  
Ex Officio Member – Bob Spickelmier

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

Brush Country, Care Bexar, Crossroads, Fredericksburg, Greater Uvalde, Heart of Texas (HOT), Living Waters, Llano Uplift, Luling, Mason, Plum Creek, Simply Emmausing, SONshine, Springs of Life, Solid Rock,

Following the worship led by Rev. Barbara Dyke, the meeting was called to order at 9:33 AM by Kathy Shaw.

**Lay Director's Report – Kathy Shaw**

• **Key Emmaus and Chrysalis Dates**

- November 12, 2010 – deadline for 2012 Walk/Flight requests are due. Walk/Flight requests must be received by Adrian Gonzales on or before this date. The Walk/Flight request form must be used to request dates for Walks/Flights and filled out completely. Information must be submitted on required form. Form is found in each BD Rep's 3-ring binder. Required form can be scanned and email or faxed to Adrian Gonzales, Conference Registrar.
  - November 12, 2010, deadline to submit Walk Flight leadership for Walks the 2<sup>nd</sup> half of 2011. The Walk/Flight request form to request dates for Walks/Flights and filled out completely. The required form is found in each FDG Board Rep's 3-ring binder and can be scanned or faxed to Adrian Gonzales, Conference Registrar.
  - November 13, 2010- WFLT, Coker Methodist, San Antonio, 8:30-2:30, Lunch provided. The next W/FLT is scheduled for February 26. Chrysalis leadership leading Flights in June and July must attend the November 13<sup>th</sup> training to be trained six (6) months prior to the Flight. Emmaus and Chrysalis ALDs and OT Coordinators are strongly encouraged to attend W/FLT.
  - 3/26 W/FLT Training will be in Victoria, location TBA
  - SWTX Key Emmaus Chrysalis Date Handout date change - 7/8/2011 should read: January to June 2012 Walk/Flight Leadership Due
- **UR local board training and UR clergy training** are no longer combined with WFLT. UR trainers will set this schedule for regional training to begin in the spring.
- **4DG Close-Out Reports and PV Return Record for Walks 1549-1567** was reviewed. It is very important to return the PV by the due date on the PV sheet. Check to be sure name of the person who is to receive the PV is up-to-date. PV sheets are not mailed to pv coordinators and need to be downloaded from the SWTX Emmaus website. [www.umcswtx.org](http://www.umcswtx.org)
- **Letter of Agreement with UR** - Everyone was asked to sign the Upper Room Letter of Agreement before leaving.
- **Notes from September Meeting Between Patti Zaiantz, Mt. Wesley Methodist Encampment, and Kathy Shaw, SWTC Emmaus.** Patti Zaiantz and Kathy Shaw met on September 29, 2010 and these notes reflect the logistic compromises made as a result of that meeting. **These notes need to be copied and given to every Walk LD and OTC having Walks at Mt. Wesley.** It is very important for Walk LD and OTC to make an appointment with Mt. Wesley four (4) – six (6) months before Walk to visit the site. At this time, LD and OTC need to be prepared to make decisions which affect the Walk and these decisions cannot be changed afterward e.g. meal times. It has been recommended to the Mt. Wesley staff that this set of notes be included in the information packet they send out to Walk/Flight Lay Directors. All forms in Mt. Wesley packet need to be returned to Mt. Wesley per instructions.

**Spiritual Director's Report – Rev. Barbara Dyke**

- **SWTX Conference – Spiritual Directors list.** All clergy on SD list may serve as SD once yellow highlighted qualifications are met. The last two columns show the number of talks given and if given for Emmaus (E) or Chrysalis (C).

**Secretary's Report – Chrissie Smith**

- Minutes approved as presented (Carol Sessom/Jim Anthony)

**Treasurer's Report – Rev. David Seilheimer**

- Rev. Seilheimer noted expenses are received and paid before income is received. The deficit will decrease when the close out information is received from the fifteen Walks which have not yet closed out. Upper Room is paid \$10.00/pilgrim and is paid in a lump sum at the end of the year. Book Expense includes worship books, crosses, and manuals. Board Discretion includes expenses associated with monitoring FDG team meetings and Walks.
- ELTS needs to be changed to W/FLT
- The Treasurer's Report was approved (Sharon Garrison/Cheryl Focht).
- The offering of \$106.00 was divided between UMCOR to assist flood victims in the Corpus area (\$56.00) and Oxford UMC our host church for Board meetings (\$50.00).
- It was approved to continue giving \$50.00 from the offering collected at each board meeting to Oxford UMC

for hosting the board meetings (Jim Pruett/Cheryl Focht).

#### **Chrysalis Report – Cheryl Focht**

- 218 youth attended Chrysalis Flights in the SWTX Conference
- Chrysalis lanyards are not uniform and will consider using the Mexicana yarn used by Emmaus.

#### **Registrar's Report – Adrian Gonzales**

- **Following FDG do not have a Letter of Agreement on file** (LoA found in binder): HOT, Koinonia, Plum Creek, Simply Emmausing, SONshine, Springs of Life. All FDG must return a LoA even if combining with other FDG to host Walks. LoA must be on file to be a viable FDG. The deadline of July 7, 2010 was extended to November 1, for these FDG to return LoA and remain a viable FDG. Call Adrian Gonzales before faxing or emailing the LoA. Phone: 210-408-4528, email – [emmaus@umcswtx.org](mailto:emmaus@umcswtx.org), fax – 210-568-2171. Kathy Shaw will email those FDG who need to submit a LoA.
- It was suggested that Board Reps be emailed a reminder of the General Board meeting.
- **FDG Leadership Information and Executive and Executive Board rosters** were handed out. FDG need to return updated leadership information no later than November 1, 2010. Call Adrian before emailing or faxing information (numbers listed above).
  - The following corrections were made to the FDG Leadership: ABC – [jeanne.randall@hotmail.com](mailto:jeanne.randall@hotmail.com) and Coastal Bend – Judi Storms.
- **Reminder of November 12<sup>th</sup> due dates for Walk Requests and Walk leadership for second half of 2011.** The forms must be completely filled out and the information must be submitted on the forms provided in the 3 ring binder given to all Board Reps. The completed forms must be received by the due date of November 12, 2010. Faxed or emailed forms are acceptable but call Adrian before sending. Avoid requesting dates for Walks on holidays, Annual Conference, Jurisdictional Conference, and General Conference. Walk Request forms are numbered as received and those received first will receive priority for dates and sites. Site availability may keep first responders from getting dates/sites requested.
- **Walk Close Outs** – The numbers on this report are taken from Walk Close out financial statements. If Walk leadership chooses to use extra rooms, extra equipments, or facilities not covered by the site contract with SWTX, costs can go up. Walks highlighted were held at a site that has not sent the bill. Cancelled Walks have decreased. Cancelled Walks show a loss due to the administrative costs paid by the SWTX Conference. FDG pay for site cancellation fee.

#### **Site Committee Report – Kathy Shaw for Laura Rhodes**

- The site committee visited University Methodist in SA, Bulverde Methodist, Latin American Bible Institute, and Oblate Renewal Center. Give Kathy Shaw names of churches which have space and available showers to host Walks/Flights.

#### **Old Business – Kathy Shaw**

- Alternatives to the UR wooden cross will be discussed at the January board meeting. Conference can choose another cross to replace the UR wooden cross, but the same cross must be used by all FDG in Conference. The cost must not exceed \$3.50/cross and the artesian must have the capability to produce 2,000-3,000 crosses yearly.

#### **New Business – Kathy Shaw**

- Board Reps signed up to receive the new DVD which will replace In Remembrance. UR is mailing DVD to FDG in November. In Remembrance will be retired at the close of 2010 and the new movie makes its debut with January 2011 Walks and begins a long and successful run. Information about the Thursday Evening DVD was included in the handouts.
- Committees headed by Russell Ehrlich need volunteers. Contact Russell Ehrlich to volunteer. Russell Ehrlich needs three (3) volunteers for each committee.
  - Nominations Committee – slate of officers presented at January board meeting and voted on at April board meeting.
  - Walk Scheduling Committee – Schedules 2012 Walks. Chris Thomas, Bluebonnet FDG volunteered
- Changes to the Policy & Procedures Manual and Bylaws require the recommendation be read and voted on at the next board meeting. The following recommendations were read and discussed, and will be read again and voted on at the January general board meeting.
- The Executive The SWTX Conference Emmaus Executive Committee recommends that the following be added to the Policy & Procedures Manual:
  - The SWTX Emmaus Board encourages FDG team selection committees not to choose clergy couples or lay couples to serve on Walks/Flights except for the Chrysalis Marriage Talk. If a couple serves in the Conference Room or on an Outside team, the couple shall not room together on the Walk/Flight. Spiritual growth is the purpose of Walks/Flights, and anything that detracts from spiritual growth is inappropriate.
- The SWTX Conference Emmaus Executive Committee recommends amending the Policy and Procedures Manual, p. 72, 4 (a) to read:

The registration deadline to receive the minimum number of pilgrims/butterflies is by 5 PM or the close of the conference business day two (2) weeks prior to the Walk/Flight. No exceptions. If the deadline is a day that the conference office or the post office is closed the deadline is the previous day.

- The SWTX Conference Emmaus Executive Committee recommends amending the Bylaws of the SWTX Conference Emmaus Community, Article VII Fourth Day Groups, Section 1 to read:  
Fourth Day Groups are composed of persons who have completed any three (3) day event recognized by the Upper Room International Walk to Emmaus which currently includes: Walk to Emmaus, Cursillo, Via de Cristo Tres Dias, Kairos, Chrysalis Journey, Chrysalis Flight.
- Katy Shaw will email a UR list of approved international three (3) day events to the general Emmaus board.
- Chrissie Smith offered an opportunity for general board members to participate in an Emmaus prayer team. A sign-up sheet was available at the meeting or email [chrissie@satx.rr.com](mailto:chrissie@satx.rr.com) to sign up to receive Emmaus prayer requests.

The meeting was adjourned at 11:59 AM by Kathy Shaw and was seconded by a rousing cheer by everyone in the room.

Rev. Carl Westbrook closed the meeting with prayer.

Respectfully submitted,

Chrissie Smith  
Secretary