

## Minutes: Heartland of Texas Emmaus Community Executive Board Meeting

March 7, 2022, 7:00 PM, Burnet FUMC

**Attendees:** Alan Bazard, Tom Bornschein, JoAnn Dilworth, Troy Ellet, Rich Gilchrist, Mary Gonzalez, Robert Hall, Kelsey Mills, Bob Munsey, Allen Mynk, Ti Mynk, Mike Olsen, Laura Orr, Grady Roe, Jason Teague

Special guest: Matt Schuessler

1. JoAnn called the meeting to order at 7:04 and Jason opened us in prayer.
2. February Minutes:
  - a. A correction to the February minutes was requested by JoAnn. Bullet 5, sub-bullet c was changed from “commission the board” to “commission the teams”.
  - b. Other than that, the minutes were fine. Tom made a motion to accept the minutes, Troy seconded, and the motion passed unanimously.
3. Treasurer’s Report:
  - a. The Treasurer’s report was reviewed. The ending balance is \$18,379.26.
  - b. Aside from some small deposits, there was very little activity in February. This is expected to change in March with Men’s Walk expenditures coming up.
4. New board members:
  - a. There was 100% board attendance. We welcomed five new members; Mary Gonzalez, Robert Hall, Bob Munsey, Mike Olsen, and Laura Orr.
  - b. With five new board members, everyone introduced themselves.
5. Men’s Walk 2020 Update:
  - a. Matt provided an update on the Men’s Walk.
  - b. Team meetings were completed on March 5.
  - c. Everything is in good shape and ready to go.
  - d. Board members provided phone and e-mail information, which will be distributed to the pilgrims.
    - i. There was discussion regarding the extent of the contact information, i.e., board members, inside team, pilgrims, etc. The board will provide board contact information. Any other contact information will be shared at the Walk.
  - e. There are 18 registered pilgrims with 3 more anticipated to sign up.
6. Upper Room Covenant:
  - a. Ti provided an update on the Upper Room Covenant.
  - b. Unlike past years, where board members signed on paper with ink, the covenant will be signed electronically this year. JoAnn will coordinate this.
  - c. Secretary’s note – JoAnn sent an e-mail to the board on March 8 with the following update:  
Allen is our Upper Room liaison of record, and he is currently the only one who will do the covenant. He will submit it with names of TEN board members. Once that's done, THEN we should be able to add the rest of the board members and their actual positions and will get our community NUMBER that is required for future work with the Upper Room. FOR NOW, you don't have to do anything related to the covenant.
7. Gift to Upper Room:
  - a. A couple of years ago, the board voted to give an annual gift to the Upper Room of \$250. Like many Emmaus communities, HOTEK took a hiatus from fulfilling our gift commitment during Covid, but it’s time to start fulfilling it.
8. Discuss and Possibly Vote on Board Terms:
  - a. Six people will roll off the board at the end of 2022 (Tom Bornschein, Troy Ellet, Kelsey Mills, Allen Mynk, Ti Mynk, and Jason Teague).
  - b. We discussed having new members sign up for 2022 now and extend the terms later.

- c. Current bylaws state that member who have rolled off the board must remain off for one year before rejoining. This is something that will be addressed when the bylaws are re-written.
  - d. There was discussion about postponing any decisions on new member terms until after the bylaws are re-written.
  - e. Mike made a motion to table the terms discussion until after we have new bylaws. Tom seconded and the motion passed unanimously.
    - i. Currently, terms are supposed to run from January 1 to December 31 three years hence.
9. Discussion of Possible Bylaws Revision:
- a. Ti, Kelsey, and Mike are on the Bylaws Committee and will start reviewing them.
  - b. We will use the Upper Room bylaws as a guide. They have two templates; one for a working board (which we are currently) and another for a governing board (which we aspire to).
  - c. Language in the current bylaws leads to a constant out of compliance situation. For example, we will look to avoid using language like “The board will be comprised of X members” to “The board will be comprised of up to X members” or “The board shall not exceed X members”.
  - d. During the committees review and revision process, we can review the progress and engage in any necessary discussions at future board meetings.
  - e. We are adopting the timeline agreed to at the February meeting: Draft the revised bylaws in time to review at the September board meeting, continue the discussion at the October meeting, present them to the community in November, and vote on them at the December joint gathering.
10. Board Assignments:
- a. JoAnn listed the following assignments that have traditionally been assigned to members (those in bold are the bare minimum):
    - i. **Lay Director**
    - ii. **Assistant Lay Director**
    - iii. **Treasurer**
    - iv. **Secretary**
    - v. Walk Support
    - vi. Site Support and Selection
    - vii. Upper Room Liaison/Community Communications
    - viii. Registrar
    - ix. North Coordinator
    - x. South Coordinator
    - xi. 4<sup>th</sup> Day Reunion Groups
    - xii. Website Management
    - xiii. Spiritual Director
    - xiv. Assistant Spiritual Director
  - b. At the November meeting, the following assignments were suggested:
    - i. Lay Director
    - ii. Assistant Lay Director
    - iii. Spiritual Director
    - iv. Assistant Spiritual Director
    - v. Secretary
    - vi. Treasurer
    - vii. Member Services Coordinator
    - viii. Gathering Coordinator (North & South gatherings, music)
    - ix. Walk Coordinator
11. Other:
- a. Allen discussed Ministry Manager, a database management system used by the Upper Room to track walks. It is something for us to consider adopting.

- b. Pilgrims are added to the database as they go on walks.
  - c. As people work at walks, that data is added.
  - d. It tracks what tasks people assumed at each walk and tracks as they qualify for various teams based on their experience.
  - e. It tracks the speakers and their topic.
12. JoAnn closed the meeting at 8:12 and Grady closed us in prayer.

Respectfully submitted,

Rich Gilchrist, Secretary

March 8, 2022