

HI-SKY EMMAUS COMMUNITY OF MIDLAND, TEXAS
BOARD OF DIRECTORS MEETING
April 18, 2013

The Hi-Sky Emmaus Community Board of Directors met on Thursday, April 18, 2013, at 6:00 p.m. at Wilshire Park Baptist church, 801 S. Bentwood Dr., Midland, Texas 79703.

MEMBERS: Debbie Baxter, Linda Bisbee, Charlotte Bosecker, Terry Childers, Amy Ciaccio, Ashley Coco, Dean Cook, Sandra Fussell, Marta Hansard, Melanie Huddleston, Linda Ireland, Kerry Mansour, Roy Sanders, Joe Willis, Dee Woolam, Gregg Ulvestad

MEMBERS PRESENT: Debbie Baxter, Linda Bisbee, Amy Ciaccio, Ashley Coco, Marta Hansard, Melanie Huddleston, Linda Ireland, Kerry Mansour, Sandra Fussell, Joe Willis, Gregg Ulvestad

MEMBERS ABSENT: Terry Childers, Dean Cook, Charlotte Bosecker, Roy Sanders, Dee Woolam

GUESTS: Dani Pool, Rhett Lively

The meeting was called to order at 6:05 p.m. by Gregg Ulvestad, Community Lay Director.

Sandra Fussell offered the opening prayer and led in the prayer to the Holy Spirit at 6:05 p.m.

BOARD MINUTES: A motion was made and seconded to approve the February 21, 2013, meeting minutes. Motion was approved unanimously.

FINANCIALS: Ashley Coco presented the Hi-Sky Emmaus P&L Statement, Balance Sheet, and Financial Analysis as of April 18, 2013.

- A generous donation was received for Chrysalis.
- Currently experiencing an issue balancing income numbers against costs associated with Walk lists.

ACTION ITEM: Ashley Coco will create and provide a checklist to all ALD's serving as treasurer for the Walk being worked.

- Rhett Lively, Registrar, made a recommendation that we deposit checks associated with Pilgrim Applications and Team payments more frequently so that we do not have checks that bounce. Following a brief discussion, a motion was made and seconded that the Registrar deposit all registration checks weekly (or bi-monthly, if necessary). Motion carried unanimously.

ACTION ITEM: Board Rep to call all the people for whom Rhett is currently holding checks to inform them that their check was going to be deposited on April 30th. Rhett Lively will add this change to the Community announcements.

- Hi-Sky was charged for four single rooms on MW #209. Whomever provided the count to Circle 6 did so incorrectly. The Logistics Coordinator should communicate the final count and only the LC or LD should be in contact with Circle 6. Additionally, the LC should text or call Rhett Lively if anyone leaves the Walk after check-in on Thursday.

ACTION ITEM: Linda Ireland and Amy Ciaccio, who serve as trainers for Hi-Sky Emmaus, will ensure LC and LD are informed during training that one of them should communicate this information once the Walk is underway and will text or call Rhett Lively if anyone leaves after the Walk begins on Thursday.

- The Board discussed the need for an annual audit of the Hi-Sky Emmaus financial records.

ACTION ITEM: Ashley Coco will check with Ken to discuss an audit.

A motion was made and seconded to approve the April 2013 Financial Statement. Motion passed unanimously.

WALK REPORTS:

➤ **Men's Walk #207: Joe Willis, LD**

- Joe Willis presented a written report to the Board
- 31 Pilgrims signed up – 29 actually attended
- 32 Team members (29 Laymen and 3 Clergy)

➤ **Women's Walk #208: Dani Pool, LD**

- Dani Pool presented a written report to the Board
- 36 Pilgrims signed up – 33 actually attended
- 36 Team members (33 Laymen and 3 Clergy)
- Main advice for future LD's is to follow the checklists while preparing and pray ceaselessly
- Clergy talks get behind. Schedule may need to be tweaked accordingly.
- *Due to inclement weather which occurred during WW #208 candlelight, Sandra Fussell suggested that the parking lot light be turned on by someone on the Servant Team after Candlelight so that the parking lot is not so dangerous – We need to add this responsibility to the schedule.*
- Amy Ciaccio, Board Rep. on the Walk, submitted the Walk Evaluation Form

➤ **Men's Walk #208: Martin Ramirez, LD**

- Kerry Mansour, Board Rep. on Walk, submitted Martin Ramirez's written report to the Board.
- 28 Pilgrims signed up – 26 actually attended
- 27 Team members (24 Laymen and 3 Clergy)
- Debbie Baxter brought up the issue that as of Thursday, there were only 24 signed up for the Walk. However, there were 28 Pilgrims actually on the Walk. Community LD gave verbal approval that the addition of 4 Pilgrims was okay. **Note:** Debbie Baxter reminded all the Board that decisions such like this should be made by the Board to ensure that the decision does not rest on one person's shoulders and the Board shares in the responsibility of same.

General Discussion:

Reminder that the Hi-Sky Emmaus Community voted not to take Pilgrims into the Prayer Room during Walks so that the Pilgrims would not miss anything going on in the conference room.

ACTION ITEM: Each Lay Director will be asked to review the Walk schedule (post-Walk) and make suggestions to the Board for minor tweaks to it (within Upper Room guidelines.)

Board members need to refer back to the Upper Room Manual to determine what we can and cannot do to tweak the Walk schedule.

Scholarship Requests:

None

NEW BUSINESS:

➤ **Mardel Account:**

- Charlotte Bosecker is not listed on the Mardel charge account.

ACTION ITEM: Ashley Coco will follow-up by writing a letter to Mardel to authorize Charlotte Bosecker and two other Hi-Sky community members to purchase books for the book tables during Hi-Sky Emmaus Walk and Chrystalis weekends.

➤ **Website:**

- Rhett Lively is constantly fighting server issues. Hi-Sky does not have control over the domain since it does not own it.
- Rhett proposes that Hi-Sky change its domain to .net and register the site so that Hi-Sky Emmaus owns it and can make changes to it accordingly.
- Currently, Hi-Sky is spending \$39.00/mth on the .com address with GeoSpectrum.
- Rhett suggests that we continue utilizing the .com website but begin transitioning to a new .net website over the next year. As of January 2014, Hi-Sky would decommission the use of the .com website and go forward with building the .net website.

ACTION ITEM: Rhett Lively will proceed to build and transition the website from .com to .net and said transition will be complete no later than 1/1/2014.

A motion was made to establish HiSkyEmmaus.net and transition to it during the remainder of 2013 – going fully functional with HiSkyEmmaus.net as of

January 2014. Motion was seconded. There being no further discussion, the motion passed unanimously.

➤ **Payment of Online Transactions:**

- Ashley Coco mentioned that online transactions require a credit or debit card and requested that the Board consider allowing the Treasurer to have a prepaid card to be used for online purchases such as Upper Room materials, Hi-Sky website fees, etc. Board discussed the need for a policy associated with the issuance and use of this card that would provide a checks and balances system to ensure appropriate usage.

ACTION ITEM: Ashley Coco will put a policy together for the Board to consider associated with the issuance and use of a pre-paid debit/credit card.

COMMITTEE REPORTS:

❖ Gatherings

Report from Linda Bisbee

- There is a need for food from the Community for gatherings after monthly meetings.

❖ Trailer/Supplies

Report from Joe Willis.

- Going out to Carol's Closet in May to do and audit of the trailer and closet so that he can replenish supplies for the second half of the year.

ACTION ITEM: Joe Willis will write up notes regarding how he inventories the trailer and the closet and whom he contacts to reorder supplies for next person in charge of the trailer and supplies.

❖ Facilities/Name Tags

No report from Committee Chair.

- Kerry Mansour reported that three name tags from the last Men's Walk needed corrections.

❖ Team Selection

No report from Committee Chair.

❖ Chrysalis

Report from Ashley Coco.

- The Chrysalis preparations are progressing well but there is still a need for caterpillars.
- Team selection is in progress.
- There are already three girls registered and we are expecting six more from O'Donnell.

❖ Music

Report from Kerry Mansour.

- New cables have been purchased.
- The wireless system is back up and running.
- Reminder that when the power is turned off, the wireless mic un-syncs.

- The jack on the stage in the chapel has been replaced which should eliminate the buzzing. Additionally, dimmers have been added to the lights in the chapel.
- Noted that the light in the men's restroom in the conference room causes the sound system to buzz.
- The Community needs experienced help running the sound system during Community gatherings.

❖ Training

No report from Committee Chair.

❖ Book Table

No report from Committee Chair.

OLD BUSINESS:

None

CLOSING COMMENTS:

Gregg Ulvestad, Community Lay Director

- We need to list announcements on PowerPoint to share each month at the beginning of Community Gatherings.
- Reminder that Upper Room is conducting Leadership Training in Odessa on Saturday, April 27th.

CLOSING PRAYER: Sandra Fussell offered the closing prayer.

There being no further business, the meeting was adjourned at 7:22 p.m.

Respectfully submitted,
Melanie Huddleston, Secretary