

HI-SKY EMMAUS COMMUNITY OF MIDLAND, TEXAS
BOARD OF DIRECTORS MEETING
January 21, 2014

The Hi-Sky Emmaus Community Board of Directors met on Tuesday, January 21, 2014, at 6:00 p.m. at Cuthbert Avenue Baptist Church, 3308 W. Cuthbert Ave., Midland, Texas 79703.

MEMBERS: Charlotte Bosecker, Stacie Campbell, Ashley Coco, Dean Cook, Marta Hansard, Melanie Huddleston, Linda Ireland, Kerry Mansour, Bill Perryman, Dani Pool, Martin Ramirez, Roy Sanders, Gregg Ulvestad

MEMBERS PRESENT: Charlotte Bosecker, Stacie Campbell, Ashley Coco, Dean Cook, Marta Hansard, Melanie Huddleston, Linda Ireland, Kerry Mansour, Bill Perryman, Dani Pool, Martin Ramirez, Roy Sanders, Gregg Ulvestad

MEMBERS ABSENT: None

GUESTS: None

The meeting was called to order at 6:10 p.m. by Dean Cook, Community Spiritual Director, who also led the Board in the Prayer to the Holy Spirit.

Thirteen Board members were present and the meeting proceeded with a quorum in attendance.

➤ **2014 Board Member Orientation:**

- A contact sheet was circulated. Members were asked to review and update contact information.

ACTION ITEM: Marta to email contact list to all members.

- New Board Members were given a form for background checks. If you need to discuss anything with Dean prior to him running this check, please feel free to make an appointment with him or call him on the phone. All information will be treated confidentially and discretely.

ACTION ITEM: New members should complete the form and provide it to Dean Cook by the next meeting scheduled for January 28, 2014.

- Upper Room Covenant: All Board Members are required to sign the Upper Room Covenant each year. A copy was provided to each member for review. Further discussion regarding the covenant will be held during the next Board meeting prior to executing the final covenant and returning same to the Upper Room for its files.
- Every Board Member was provided with a new binder which was color-coded by class: Green = class of 2014, Maroon = call of 2015 and Blue = class of 2016. The manuals contained information required for serving on the Board and as a Board Rep on Walks/Flights. Information included and reviewed were:

a. **Front Inside Cover:**

Booklets from Upper Room on Board of Directors, Sustaining the Spirit and Sponsorship;

- b. **Tab 1: Bi-Laws.**
Includes the By-Laws from 2005 and Amendments thereto;
- c. **Tab 2: Minutes.**
Meeting minutes and an Action Item/Motions List of items requiring action and/or motions voted on and passed/rejected by the Board which affect our Community will be provided by email following every Board Meeting. Board Members should print this information and put it in the binder for reference and review;
- d. **Tab 3: Calendar.**
A calendar of events will be prepared and provided by the CLD. The calendar will include: Walk/Flight dates, Board Meetings, Prayer Meetings, Training Sessions for both the Board and the Walk/Flight Teams, etc.;
- e. **Tab 4: Emmaus Handbook.**
The Handbook includes 20 chapters of pre- and post-walk information. These are guidelines developed and tested by Upper Room which provide Board Members and our Community with a place of reference as questions arise. Although situations may arise where the Board may need to exercise a little flexibility, we will use the Handbook as a foundation to guide us in making decisions that are in the best interest of our Community;
- f. **Tab 5: Coordinator's Manual.**
This manual is used for reference by folks who are serving outside of the conference room: facilities coordinator, prayer room setup, handling luggage for pilgrims, music coordinator, etc. It is a resource for planning prior to and using during the Walk; and,
- g. **Tab 6: Director's Manual.**
The Director's Manual is used by the Walk leadership: LD, SD, ALDs and BR. While serving as a BR, you may wish to review page **39** as it gives suggestions for what a BR does while serving on a Walk team. Section 7 is the 3-Day Schedule. Section 8 is the Team Manual which should be provided to team members at team training or the first team meeting thereafter. Section 9 provides condensed and expanded Talk outlines for both clergy and laity.

➤ **Board Info:**

- **TEAM TRAINING:**

Board Members should be present for the team training sessions which occur during the first team meeting. We all have a role to play in training. Board Members conducting the training helps with continuity and ensures that the Community is all on the same page. Linda Ireland will help us so that we can do more in-depth training. Melanie Huddleston will provide a copy of the Training Manual to new Board Members.

- **BOARD TRAINING:**

Leadership training is held by the Upper Room Regional Office in April.

ACTION ITEM: Marta Hansard to contact Upper Room to volunteer HSE to be the host for 2014. We will need to find somewhere to have the training. Charlotte Bosecker suggested we look into using Shared Spaces.

- **SUPPORT/VISIBILITY:**

Last year, the Board agreed to be more involved and visible to the Community. As Board Members, we need to lead by example. As a Board Member, we need to make it a priority to be present at all openings, closings, and candlelights that you can attend.

The Board is recognized at closing. We need to be visible and available to the Community we serve.

- **2014 BOARD MEETINGS:**

Since we have moved Board meetings to the Thursday prior to Walks, we have several occasions where the meeting interferes with Walks.

MOTION: A motion was made and was seconded to move the Board Meetings to the third Tuesday of the month at 6:00 at Cuthbert Avenue Baptist Church. Motion carried and was unanimously approved.

- **COMMUNITY-WIDE PRAYER MEETINGS:**

Last year, the Board decided to focus more on the prayer time to pray for our Community. So far, prayer time has not been well attended. Robert Kirk, Hospice of Midland Inspiration Center, has a regularly scheduled community prayer time at Hospice every Thursday at 7:00. The Hospice Bldg is located at 4629 Andrews Hwy. Dean Cook suggested the HSE Board and our Community join them.

ACTION ITEM: Dean Cook will contact Robert Kirk about HSE joining them and will find out any particulars. Dean will email or text the Board with the information he gathers from Robert.

- **Chrysalis:**

Howard College needs a Certificate of Insurance from HSE.

ACTION ITEM: Marta Hansard will get a copy from Ashley Coco if she cannot find one and provide it to Howard College for upcoming Flights.

- **Committees:**

- ❖ Gatherings

Vacant. We need to engage someone to fill this position. It does not have to be filled by someone on the Board. But, someone on the Board should oversee the committee. We need to seek assistance and engage a Community Member or Reunion Groups to provide this service.

ACTION ITEM: Dani Pool will contact Kristi Eisenberg to see if she will agree to continue coordinating this effort until we can find someone to do it for the year. If Kristi is unable to continue, Stacie Campbell will contact Terri Anderson.

- ❖ Facilities

Since Terry Childers has resigned from the Board. Bill Perryman has volunteered to chair this committee.

ACTION ITEM: Gregg Ulvestad will work with Bill to teach and train him on what is required as the Facilities Committee chairman.

- ❖ Name Tags

Since Terry Childers has resigned from the Board, Melanie Huddleston has volunteered to handle name tags this year.

- ❖ Trailer/Supplies
Martin Ramirez has volunteered to handle the Trailer and Supplies. Martin and Bill will partner to get the most out of these two committees and will work with the Logistics Coordinators for the Walks/Chrysalis to determine what they need and how to help. Gregg Ulvestad suggested that Martin partner with the Servant Teams for the next Walk to put out luminaries for the current Walk. Martin will call Joe Willis to meet with him about the trailer, how to inventory and order supplies and to receive additional information and training from him.
- ACTION ITEM:** Martin will call Joe Willis regarding meeting with him to learn the processes and information necessary to take care of the Trailer/Supply.
- ❖ Training
Linda Ireland will continue to lead the Training Committee and Dani Pool has volunteered to Co-Chair this Committee so that she can learn the process.
- ❖ Chrysalis
Charlotte Bosecker has agreed to continue to chair this Committee for 2014.
- ❖ Book Table
Vacant. We need a Board Member to Chair this Committee.
- ❖ Music
Kerry Mansour has agreed to continue to Chair this Committee for 2014.
- ❖ Team Selection
Roy Sanders has agreed to continue to Chair this Committee for 2014 but will seek assistance from a new Board Member to learn the process for continuity.

➤ **Officers:**

† Community Spiritual Director

Dean Cook will continue to serve in this Office for 2014.

† Community Lay Director

Marta Hansard was voted into this Office by the Board at the end of 2013.

† Assistant Community Lay Director

Charlotte Bosecker and Kerry Mansour have expressed an interest in this position. Following a vote by secret ballot, Dean Cook and Melanie Huddleston counted the votes and Dean Cook announced that Charlotte Bosecker received the most votes for the Office of ACLD for 2014.

MOTION: A motion was made and was seconded to accept the results of the secret ballot vote. The motion carried and was unanimously approved.

† Secretary

Melanie Huddleston will continue to serve in this Office for 2014.

† Treasurer

Due to the fact that Ashley Coco has notified the Board that he will be resigning from the Board effective January 28, 2014, Stacie Campbell has expressed an interest in this Office for 2014.

MOTION: A motion was made and was seconded that Stacie Campbell replace Ashley Coco and assume the responsibilities of the Office of Treasurer for Hi-Sky Emmaus. 12 votes in favor and 1 vote in opposition. Motion carries for Stacie Campbell to hold the Office of Hi-Sky Emmaus Treasurer.

➤ **Clergy:**

The Hi-Sky Emmaus Board has two positions open for Clergy members. Dean Cook is having problems finding folks active in the Hi-Sky Community to serve. Sandra Fussell and Steve Moore are currently acting as an advisory committee. Dean requests prayer that God would speak to whomever He wants to hold this position.

➤ **Trailer Update:**

Paperwork submitted for the claim has been lost by the insurance company. Ashley will resubmit it to them this week.

ACTION ITEM: Ashley Coco will resubmit claim forms to insurance company this week.

➤ **REMINDERS:**

- Training for Pat Awbry's Walk will be held on January 31st at Calvary Assembly.

ACTION ITEM: Linda Ireland will find out what time Pat wants the Board there to train the team and will email the Board Members to let us know.

- **Next Board Meeting: 5:30 p.m. on January 28, 2014, at Wilshire Park Baptist Church located at 801 S. Bentwood Dr., Midland, Texas 79703.**

Dean Cook closed the Board Meeting with prayer.

There being no further business, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Melanie Huddleston, Secretary