

**HI-SKY EMMAUS COMMUNITY OF MIDLAND, TEXAS**  
**BOARD OF DIRECTORS MEETING**  
**February 18, 2014**

The Hi-Sky Emmaus Community Board of Directors met on Tuesday, February 18, 2014, at 6:00 p.m. at Cuthbert Avenue Baptist Church located at 3308 W. Cuthbert Ave., Midland, TX 79703.

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

**MEMBERS ABSENT:** Bill Perryman

**GUESTS:** None

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The meeting was called to order at 6:09 p.m. by Marta Hansard.

Community Spiritual Director, Dean Cook, led the Board in the Prayer to the Holy Spirit.

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

**NEW BUSINESS:**

**WALK REPORTS:**

† ***MW #213: Roy Sanders, Walk Board Rep.***

- Team member giving talk may have to drop. We will know in the morning. If he must drop, Patrick Mayer has been asked to give the talk in his place.
- Lacking in agape
- Carol Hopkins will deliver agape letters
- Send off is scheduled for Michael's Grill at 11:30.
- Dying moments – would like to use flash paper to handle dying moments.

**ACTION ITEM:** Marta to contact Circle Six to see if they are okay with the team using flash paper during Dying Moments and will let Roy know.

† ***WW #214: Dani Pool, Walk Board Rep Sub***

- Servant team spots have now all been filled
- Talks given at last meeting were good. One was a bit lengthy and one was missing substantial outline points. Both issues were addressed with the speakers by Walk SD.

**SCHOLARSHIP REQUESTS:**

One scholarship request was submitted for WW #214. Motion was made by Melanie Huddleston and seconded by Charlotte Bosecker to grant the scholarship request. Motion carried and was unanimously approved by the Board.

## **FINANCIALS: STACIE CAMPBELL**

- ❖ No Financial Reports were provided for review. Financials will be provided to the Board in March.
- ❖ Accounting Software:  
Pursuant to Stacie Campbell being voted into the office of Treasurer, it was determined that she required QuickBooks to keep the financial records for Hi-Sky Emmaus.

**MOTION:** By Email Vote on 2/3/2014, Marta Hansard made a motion and Bill Perryman seconded the motion that the Board approve Stacie Campbell's purchase of QuickBooks software for approximately \$200-\$250 so that she is able to keep the financial books for HSE on her home computer. Motion carried and was unanimously approved by the Board.

**ACTION ITEM:** Stacie Campbell will proceed to get and install QuickBooks on her personal computer for the purpose of keeping the HSE financial information.

- ❖ Bank of America funds still need to be moved to newly opened account at Chase Bank

**ACTION ITEM:** Stacie Campbell will contact Larry Carroll and will meet him to close the account at Bank of America and transfer those remaining funds to new Hi-Sky Emmaus Community bank account setup at Chase Bank.

## **BOARD MINUTES:**

The January 28, 2014, meeting minutes were reviewed.

**MOTION:** Linda Ireland made a motion to accept the January 28, 2014, meeting minutes. Roy Sanders seconded the motion. Motion carried and was unanimously approved by the Board.

## **OLD BUSINESS:**

### **ACTION ITEMS/MOTIONS LIST:**

The Board reviewed the Action Items/Motions List. Refer to the attachments associated with this report to see the status of each action item.

## **NEW BUSINESS:**

### **ROLE OF THE BOARD REP ON A WALK:**

- Marta Hansard and Charlotte Bosecker handed out copies of a resource packet for BRs to use on Walk weekends (including scripts the BR may use anytime the BR is required to speak and the Board Rep Post-Walk Evaluation Report.)
- Discussed that all references to the BR doing anything else should be removed from the master schedule.
- If there is not an immediate concern for someone's safety or well-being, the BR should make note of the issue and put it on the BR report which will be handed into the Board following the Walk.
- Issues that arise which are disruptive to the weekend but do not pose a danger to anyone on the Walk should be handled/addressed by the Spiritual Director with the assistance, if required, of an ALD and/or the Lay.
- Remember, the BR is a resource only. Take your BR manual with you and have it in your room to help with questions.
- Ensure you have Circle Six contact info in your phone.

- Coordinate with Logistics Coordinator to provide Circle Six with copy of the meal schedule, if they request one. Circle Six does not need the entire schedule. They just need to know the days/times each meal is anticipated to be served. Since the schedule never changes, they should not need one. But, work with the LC to have one ready for them just in case.

**ACTION ITEM:** Marta Hansard will email all the Board members an electronic copy of the Board Rep Post-Walk Evaluation Report.

**REGISTRATION FORMS:**

- Currently, the Registrar is the only one who receives the Registration Form. LDs, however, need to be provided with copies of registration forms as they come in so that they can check the spelling of the Pilgrim's name and ensure it is listed on the website correctly. The LD also needs to confirm, if there is a question, what name should be listed on the name tag.
- Names should be the name the proper name the person is known by. Although we are not requiring official names to be used for name tags, no silly names should be used (e.g., "Coach", "Big Kahuna", etc.)
- There is currently an issue with the Registration Form which has the Pilgrim's pastor signing on the Sponsor's sheet. The form needs to be reworked.

**ACTION ITEM:** Marta Hansard to contact Registrar about providing registration forms to LDs as they are received and entered into the database. Additionally, instructions will be given to use proper/appropriate names on website and name tags.

**ACTION ITEM:** Melanie Huddleston will revise the Registration form by the next meeting for the Board to review and to provide input.

**HI-SKY EMMAUS WEBSITE:**

- The Hi-Sky Emmaus Website suffered a setback when the domain went down due to non-payment. Payment had been made in the past through GeoSpectrum who hosts our website files. However, the person who made that payment through GeoSpectrum on behalf of HSE passed away and the new person was unwilling to continue with this arrangement.
- Melanie Huddleston was able to successfully transfer the HSE Website domain name from the previous owner to the Secretary position on the Board.
- The domain name (www.hiskyemmaus.com) is registered with Network Solutions.
- The registration was renewed and the fee for the domain name was paid for two-years.
- The incoming Secretary for the Class of 2016 will need to make the next payment.

**ACTION ITEM:** Melanie Huddleston will type up the procedure for renewing and paying for the domain name (with Network Solutions) and for paying the host of our website (GeoSpectrum). Procedures will include telephone numbers, passwords, etc.

**UPPER ROOM COVENANT:**

- The 2014 Upper Room Covenant was passed around and signed by all current Board Members.

**ACTION ITEM:** Marta Hansard will bring the Upper Room Covenant to the next Board meeting to secure the signatures of the newest Board members and those who were absent for the initial signing of the Covenant.

### **PROTECTING PERSONAL INFORMATION:**

- It was mentioned that we HSE needs to ensure that it is a good steward of protecting our Pilgrims' and our Team Members' personal information.
- There appears to be no "formal" procedure on how registration and medical forms are handled once a Walk is complete.

**ACTION ITEM:** Marta Hansard will contact the Registrar and see what process, if any, is followed. The Board will revisit this issue pending the outcome of Marta's discussion with the Registrar.

### **MOTIONS/VOTING/RESOLUTIONS:**

- How do we keep track of decisions made by the Board and how are these decisions communicated with the Community?
- For decisions which impact the Walk schedule (i.e., references to no matches being used, the Board Rep no longer leaves the conference room to address the Community, etc.) will be updated by the Trainer as he/she has the Master data (schedule) and can make/should make those changes.

**ACTION ITEM:** Linda Ireland will update the Master schedule to include (1) no matches and (2) board rep not leaving the conference room to speak to the Community., etc. so that the schedule always stays current with decisions made by the Board.

### **DONATION:**

- HSE has a Community member who has a used copier he would like to donate to the Community.
- We need to find a place that can house the machine but can be accessed by LDs and other Community members for the benefit of HSE.

### **COMMITTEE REPORTS:**

#### ❖ **Gatherings**

#### **Report from Dani Pool**

**ACTION ITEM:** Will contact Kathy Pickerel to see if she could work with various Community members and/or Reunion Groups to assist in organizing food needs for Community Gatherings.

#### ❖ **Nominating Committee**

#### **Report from Charlotte Bosecker**

- Slate of nominees for both 1-Year terms and 2-Year terms was presented.
- Pursuant to vote by the Board, a **MOTION** made by Marta Hansard, seconded by Linda Ireland and unanimously passed by the Board, the person fulfilling the 2-Year open term is Joe Thames
- Pursuant to vote by the Board, a **MOTION** made by Marta Hansard, seconded by Stacie Campbell and unanimously passed by the Board, the person fulfilling the 1-Year open term is Phillip Vandiver.

**ACTION ITEM:** Marta Hansard will contact each of the new members to welcome them to the Board and to provide them with meeting information.

## ❖ Trailer/Supplies

### Report from Martin Ramirez

- Talked to Joe Willis regarding maintenance issues. Currently, the tires on the supply trailer have rotted tires and the bearings are going bad.
- Contacted Big 3 - \$100 to pack bearings and Terry's Trailers - \$150 (labor) + parts. If we get new tires, we need to invest in tire covers to protect the tires from the elements.
- Would like the Board to consider signage for trailers – Chris Pepper told Martin he might have someone who would consider donating the signs.
- Cleaned out trailers and got rid of old/expired stuff and replaced with new.
- Need poster boards
- Purchased on credit. Provided Treasurer with a copy of the receipt.
- Tags for stolen trailer do not need to be renewed.

**ACTION ITEM:** Secure formal quotes for tires, bearings, and tire covers.

## ❖ Facilities

**No Report.**

## ❖ Team Selection

### Report from Roy Sanders

- Team Selection for WW #216 was held last week.
- We are having difficulty finding community members who are willing to commit to attend all the meetings and uphold all the responsibilities required of a team member.
- We need to engage new members.

**ACTION ITEM:** Charlotte Bosecker offered to get the Table Leader questionnaire used by Chrysalis together and will email to all of the Board. During training, we will train the Table Leaders to complete the questionnaire about who would be good to serve and in what capacity

## ❖ Chrysalis

### Report from Charlotte Bosecker

- LD's for 2015 have been selected: Dyan Hale, DJ Rambo
- Minutes on website
- Tabled BR selection until March due to new members
- Dani Pool and Charlotte Bosecker are in charge of RUSH.
- Chrysalis would like to do Clown Communion in May
- Chrysalis would like to be added to the Mardel account or be given a pre-paid gift card to buy books for Flights.

**ACTION ITEM:** Dean Cook and Marta Hansard will call Wilma to discuss the Mardel request.

❖ **Music/Entertainment**

**Report from Kerry Mansour**

- Bill Perryman will be taking trailer out to MW #213.
- Need to order new tabernacle speakers
- Wednesday for setup confirmed with Circle Six.
- Lay Directors and Board need a list of some of the music folks in Community so that we can call on them if/when we need them. .

**ACTION ITEM:** Kerry Mansour will put together a resource list of Music folks who could provide music for Community Gatherings and Community Candlelight Services. This list will be provided to all LD's and to the Board. Additionally, it will be mentioned at Community that we are seeking folks who are interested in being on the list

❖ **Training**

**Report from Linda Ireland**

- Training for MW #215 went well.
- Received a positive reception from team members who expressed their appreciation for the Board holding the training.
- Only half of the table leaders and assistant table leaders were there.

❖ **Book Table**

**Report from Charlotte Bosecker**

- The Community is in great shape with enough books for the next two to three walks.

❖ **Name Tags**

**No Report**

**CLOSING COMMENTS:**

**Marta Hansard, Community Lay Director**

- Reminder to attend Thursday night opening, Candlelight on Saturday and Closing on Sunday.

**Dean Cook, Community Spiritual Director**

- Please continue to be in prayer for the three open Clergy positions on the Board.

**ACTION ITEM:** Marta Hansard will check with Upper Room and the reference manuals to see if we are limited to a specific number of Clergy.

The next Board Meeting is **March 18, 2014**, at Cuthbert Avenue Baptist Church at 6:00 p.m.

There being no further business, the meeting was adjourned at 8:06p.m.

Respectfully submitted,  
*Melanie Huddleston, Secretary*