

HI-SKY EMMAUS COMMUNITY OF MIDLAND, TEXAS
BOARD OF DIRECTORS MEETING
April 15, 2014

The Hi-Sky Emmaus Community Board of Directors met on Tuesday, March 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, Glenn Pipes, Dani Pool, Martin Ramirez, Roy Sanders, Joe Thames, Gregg Ulvestad, Phillip Vandiver

MEMBERS PRESENT: Charlotte Bosecker, Stacie Campbell, Dean Cook, Marta Hansard, Linda Ireland, Bill Perryman, Glenn Pipes, Dani Pool, Roy Sanders, Joe Thames, Gregg Ulvestad, Phillip Vandiver

MEMBERS ABSENT: Melanie Huddleston, Kerry Mansour, Martin Ramirez

GUESTS: Pat Awbrey, Rhett Lively, Butch Uselton

The meeting was called to order. The Board and Guests opened the meeting with the Prayer to the Holy Spirit.

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

WALK REPORTS:

† ***WW #214: Pat Awbrey, Lay Director***

- There were 36 pilgrims and 34 team members present for the walk weekend.
- The walk went well and there are no major problems to report.
- There was one issue with the meals. One of the pilgrims began choking and had to have first aid. Pat discussed the meal issue with the kitchen staff at Circle Six.

† ***MW #215: Butch Uselton, Lay Director***

- There were 24 pilgrims and 31 team members present for the walk weekend.
- The walk went good. Butch mentioned that it would be helpful if the hotel rooms could be opened on Wednesday night.
- The louver doors in the conference room are broken and difficult to use.
- The air conditioner in the chapel “froze-up” and had difficulty keeping the chapel cool.
- Butch discussed the time allowance for “dying moments” being too short on the schedule.

ACTION ITEM: Linda Ireland and Dani Pool will look at the schedule and make adjustments to help with this for future walks

COMMUNICATIONS/REGISTRAR REPORT: Rhett Lively

- ❖ Request to post agape sheets on the website. Following much discussion, it was determine that it was best to keep the process as is for the time being.

SCHOLARSHIP REQUESTS:

- ❖ None

FINANCIALS: STACIE CAMPBELL

❖ Financial Reports were not provided for review.

BOARD MINUTES:

The March 18 2014, meeting minutes were reviewed with no suggested revisions, additions or deletions.

MOTION: Dani Pool made a motion and Marta Hansard seconded the motion to accept the March 18, 2014, meeting minutes with no revisions. Motion carried and was unanimously approved by the Board.

OLD BUSINESS:

2015 CIRCLE SIX CONTRACTS

❖ Marta Hansard briefly reviewed the options from Circle Six for costs for Walks which were already emailed to board members for review. A brief discussion ensued.

MOTION: Marta Hansard motioned and Charlotte Bosecker seconded to sign the 2015 contracts as presented from Circle Six at the Emmaus rate (no change from previous years) keeping all walk dates the weekend prior to the Community meetings for 2015. Motion carried and was unanimously approved by the Board.

ACTION ITEMS/MOTIONS LIST:

No review taken.

NEW BUSINESS:

Offerings.

Stacie Campbell requested that someone on the Board always be available to count the money from offerings taken at Community Gatherings and Candlelight services.

ACTION ITEM: At least one additional Board member will assist her with counting the money after every offering is taken.

COMMITTEE REPORTS:

❖ **Gatherings**

Report from Phillip Vandiver, Committee Chair

- Last gathering went well.
- There isn't any non-perishable food remaining from MW #215 to use at the April gathering.
- It was recommended to ask a reunion group to help him provide food for the April gathering.
- Phillip reported needing paper goods for community meeting gatherings.

ACTION ITEM: Phillip will send a list of paper goods needed for Community Gatherings to Stacie who will purchase and provide to him.

❖ **Trailer/Supplies**

No Report from Martin Ramirez, Committee Chair

- Stacie Campbell reported the men's walk did not have enough 4th day books; and,
- The trailer needs metal ash tray buckets instead of the current plastic ones.

❖ **Facilities**

Report from Bill Perryman, Committee Chair

- Called to discuss the air conditioning issue for the Chapel with Circle Six. The air conditioner in the Circle Six chapel is 40 years old and there is currently not any action they or Hi-Sky can afford to take to change that situation.

❖ **Team Selection**

Report from Roy Sanders, Committee Chair

- Plans to do team selection for MW #217 at the beginning of May.
- Has had lots of inquiry about working the men's walk and expects the team to form well.
- WW #218 team selection will be held soon after the MW #217 is completed.

❖ **Chrysalis**

Report from Charlotte Bosecker, Committee Chair

- Still need a BR for the Boy's Chrysalis in July. The Board discussed a possible board rep for the guys flight this summer. None of the current Board members can work the walk except for Phillip, who is already scheduled to be an ALD for the walk.
- The board is recommending to the Chrysalis committee to use Phillip as the BR for the flight.

ACTION ITEM: Marta Hansard will contact the Chrysalis Committee to notify it that Phillip Vandiver should be used as the BR for the Boy's Flight in July. .

- Wilma Stirl has requested to use yellow card to request scholarships for potential caterpillars instead of the Board Scholarship Fund.

MOTION: Marta Hansard made the motion and Roy Sanders seconded to allow the Chrysalis Committee to use scholarships from the community first before seeking donations on yellow cards. Motion carried and was unanimously approved by the Board.

- Charlotte Bosecker asked to consider Coy Blocker as an ALD for one of the upcoming men's walks so he will be able to finish requirements to be a future Chrysalis Lay Director.
- Lori Tarleton and the Girl's Flight #51 youth will provide music for the May Community meeting. The Chrysalis committee is also providing the Fourth Day speaker.

- Wilma Stirl has requested to find out if the Upper Room training planned for August will include Chrysalis training also.

ACTION ITEM: Marta will contact Upper Room and follow-up with Wilma Stirl to let her know.

- Dean Cook reported that the Girls Flight currently has two Spiritual team members. He is still searching for two more.
- Wilma Stirl has contacted Linda Ireland to schedule training for the Girl's Chrysalis Team .
- Charlotte Bosecker requested that the Hi-Sky Board find and purchase a youth protection training video for use in training of Chrysalis Team members.

MOTION: Marta Hansard motioned and Roy Sanders seconded to purchase a video for protecting youth to be used for Chrysalis Team training sessions (if one cannot be located by Glenn Pipes for HSE to borrow and use. purchase a training video for protecting youth. Motion carried and was unanimously approved by the Board.

ACTION ITEM: Glenn Pipes will see if he already has a video for protecting youth at his church.

❖ **Music/Entertainment**

No Committee Chair

- Kerry Mansour has resigned from the Board.

❖ **Training**

Report from Linda Ireland, Committee Chair

- A few changes need to be made to the Master Walk Schedule.

ACTION ITEM: Linda Ireland and Dani Pool will discuss and make changes(including looking at the dying moments issue brought up from Butch in his walk report.)

ACTION ITEM: Linda Ireland will look into adding some information to the Walk Team Training by adding addendums to the manual as it currently exists.

❖ **Book Table**

Report from Charlotte Bosecker, Committee Chair

- Spent a little over \$500 at Mardel's to purchase books for upcoming walks.
- Stacie Campbell, Treasurer, has already reimbursed Charlotte for the expenses she incurred.

❖ **Name Tags**

No Report. Melanie Huddleston, Committee Chair

CLOSING COMMENTS:

Marta Hansard, Community Lay Director

- Pursuant to the resignation of Dean Cook from the Board, Marta thanked him for his hard work leading the Community as Spiritual Director and noted that the Community has made a lot of progress and seen God bless the Board and Community as a direct result of Dean's leadership.

Dean Cook, Community Spiritual Director

- Tendered his resignation from the Board.
- Danny Bisbee has agreed to assume one of the Spiritual positions on the Board
- Glenn Pipes will assume the position of Community Spiritual Director.

The next Board Meeting is **May 20, 2014**, at Wilshire Park Baptist Church at 6:00 p.m.

There being no further business, the meeting was adjourned following Glenn Pipes closing in prayer.

Respectfully submitted,
Dani Pool, Board Member

Action Items

ACTION ITEMS							
Year	Meeting Date	Action Item	Requires Action By:	Action Performed	Comments	Completed	Completed Date
2014	01/21	Complete background check form.	Stacie Campbell Bill Perryman Dani Pool Martin Ramirez Glenn Pipes Joe Thames Phillip Vandiver			Yes No Yes Yes No No No	
2014	01/21	Work with Bill to understand requirements of being Facilities Committee chair	Gregg Ulvestad	Ongoing		No	
2014	01/21	Resubmit claim forms to insurance company for stolen trailer and contents.	Ashley Coco	Outstanding	As per Kerry, the trailer is still on hold at Big-Tex. Kerry will get the trailer and it will be held in Todd Cooper's secured storage yard at Yaway Electric. Right now, the music equipment will be kept in it and the trailer will be secured with a tong lock.	No	

Action Items

ACTION ITEMS							
Year	Meeting Date	Action Item	Requires Action By:	Action Performed	Comments	Completed	Completed Date
2014	02/18	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.	Melanie Huddleston	Outstanding			
2014	02/18	Compile a resource list of Musicians who could provide music for Community Gatherings and Community Candlelight Services and provide to 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	Kerry Mansour	Outstanding			
2014	02/18	Check with Upper Room and the reference manuals to see if we are limited to a specific number of Clergy.	Marta Hansard	Outstanding			
2014	03/18	Ask Rhett Lively to request volunteer photographers in the newsletter so that Lay Directors will have a list of those who can take photos for Walks	Dani Pool	Outstanding	Marta Hansard will announce same at Community		
2014	03/18	Training Coordinator will ensure that training materials are updated for LDs and ALDs to address the responsibility of the ALD to check medical info (including meds) at Pilgrim check-in.	Linda Ireland				
2014	03/18	Verify journal entries for financial records transferred over from Ashley Coco's financial system with Ken.	Stacie Campbell				
2014	03/18	Email the claims adjuster to ask when HSE can expect the check.	Stacie Campbell				

Action Items

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2014	03/18	Turn in all of the receipts to the Insurance Company for replacement items purchased. Copies of receipts should be provided to Kerry Mansour and Marta Hansard.	Stacie Campbell				
2014	03/18	Find a place to hold Upper Room Regional Leadership training session.	Charlotte Bosecker Marta Hansard		Considering Shared Spaces		
2014	03/18	Call Circle Six to see if HSE can turn the 2015 contracts in at the first of April as the Board may need to reconsider the number of Walks for 2015 if MW #215 does not make.	Marta Hansard				
2014	03/18	Call Circle Six to see if it would work with HSE to cut the guaranteed minimum number of attendees per Walk so that our cancellation fee, if we had to cancel a Walk, would be reduced.	Marta Hansard				
2014	03/18	provide a set of keys to Wilma Stirl for the Chrysalis Committee and one set will be provided to each Logistics' Coordinator for each Walk. Martin will work to determine who else will be given copies in case of an emergency.	Martin Ramirez				
2014	03/18	Provide lanyard crosses for the remaindering 2014 Walks to Martin Ramirez for further handling.	Marta Hansard				
2014	03/18	Transport the supply trailer over to Big Three after the next Walk to get the tire and bearings replaced.	Martin Ramirez				
2014	03/18	Call Martin Ramirez when team selection occurs for MW #217	Roy Sanders				

Action Items

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2014	03/18	Ask Wilma about using Phillip Vandiver as BR if Joe Thames is unable to act as BR.	Marta Hansard				
2014	03/18	Purchase a \$300 gift card and give to Wilma Stirl for use by the Chrysalis Committee.	Stacie Campbell				
2014	03/18	Work with music teams and Training Committee Chair to ensure that music teams are trained to setup and use the music equipment.	Kerry Mansour				
2014	03/18	Inform Board know what time and where the training will take place at Stonegate for WW #216.	Linda Ireland				
2014	03/18	Make three additional training manuals for new Board members and will provide the manuals to Phillip, Joe and Glenn at the WW #216 training session.	Melanie Huddleston				
2014	04/15	Look at the schedule and make adjustments to help with this for future walk. Look into adding some information to the Walk Team Training by adding addendums to the manual as it currently exists.	Linda Ireland Dani Pool				
2014	04/15	Send a list of paper goods needed for Community Gatherings to Stacie who will purchase.	Phillip Vandiver				
2014	04/15	Inform the Chrysalis Committee that it needs to use Phillip as the BR for the Boy's Flight in July.	Marta Hansard				
2014	04/15	Contact Upper Room to see if they will offer Chrysalis training in August and will let Wilma Stirl to let her know.	Marta Hansard				

Action Items

ACTION ITEMS						
Year	Meeting Date	Action Item	Requires Action By:	Action Performed	Comments	Completed Date
2014	04/15	Determine if church already has a video for protecting youth that can be used during Chrysalis Team training.	Glenn Pipes			

Completed Action Items

COMPLETED ACTION ITEMS						
Year	Meeting Date	Action Item	Requires Action By:	Action Performed	Comments	Completed Date
2014	01/21	Provide Contact list to all Board Members for notebooks	Marta Hansard	Emailed		1/22/2014
2014	01/21	Provide Training Notebooks to new Board Members: Stacie Campbell Bill Perryman Dani Pool Martin Ramirez	Melanie Huddleston	To be completed by 1/28/14		1/17/2014 1/28/2014 1/17/2014 1/28/2014
2014	01/21	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.	Dean Cook	Emailed	As per Kerry, the trailer is still on hold at Big-Tex. Kerry will get the trailer and it will be held in Todd Cooper's secured storage yard at Yaway Electric. Right now, the music equipment will be kept in it and the trailer will be secured with a tong lock.	1/22/2014
2014	01/21	Contact Pat Awbrey to find out when she wants the Board at her first meeting for Team Training and email information to Board Members	Linda Ireland	Completed		1/31/2014
2014	01/21	Form the nominating committee and work with committee to submit names for Board replacement positions for vote by Feb. board meeting.	Charlotte Bosecker	Completed		2/17/2014
2014	01/21	Provide Contact list to all Board Members for notebooks	Marta Hansard	Emailed		1/22/2014

Completed Action Items

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2014	01/21	Provide Training Notebooks to new Board Members: Stacie Campbell Bill Perryman Dani Pool Martin Ramirez	Melanie Huddleston	To be completed by 1/28/14		1/17/2014 1/28/2014 1/17/2014 1/28/2014
2014	01/21	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.	Dean Cook	Emailed		1/22/2014
2014	01/21	Provide certificate of insurance to Howard College for upcoming Flights.	Marta Hansard	Completed		1/28/2014
2014	01/21	Contact Pat Awbrey to find out when she wants the Board at her first meeting for Team Training and email information to Board Members	Linda Ireland	Completed		1/31/2014
2014	01/21	Form the nominating committee and work with committee to submit names for Board replacement positions for vote by Feb. board meeting.	Charlotte Bosecker	Completed		2/17/2014
2014	01/28	A Board Rep is needed for the men's walk in September.	Roy Sanders	Completed	Martin Ramirez volunteered to serve as Board Rep for this Walk.	1/28/2014
2014	01/28	Get keys to Carol's Closet and the trailer along with the inventory list from Gregg Ulvestad. Make copies of keys for other Board members plus a set for the Walk Logistics' Coordinator and Chrysalis Committee.	Martin Ramirez	Completed	Marta offered to make copies.	3/18/2014

Completed Action Items

COMPLETED ACTION ITEMS						
Year	Meeting Date	Action Item	Requires Action By:	Action Performed	Comments	Completed Date
2014	01/21	Call Joe Willis regarding Trailer/Supply process and training.	Martin Ramirez	Completed	Martin to visit with Gregg. Marta to ask Joe Willis to spend some time with Martin in preparation for the first Walk this year.	3/18/2014
2014	01/28	Contact Ken Arnold to request he meet with Stacie Campbell (since she is the new Treasurer) to receive instructions on how to handle journal entry for the loss of the stolen trailer and equipment.	Ashley Coco Stacie Campbell	Completed		3/18/2014
2014	01/28	Close the account at Bank of America and transfer those remaining funds to new Hi-Sky Emmaus Community bank account setup at Chase Bank.	Ashley Coco Stacie Campbell	Completed		3/18/2014
2014	01/28	Get nominee slate together and email it to the Board so the Board can vote on the slate by email.	Charlotte Bosecker	Completed		3/18/2014
2014	01/28	Team Selection for MW #215	Roy Sanders	Completed		3/18/2014
2014	01/28	Get book table books to BR for MW #213	Charlotte Bosecker	Completed	Charlotte will get the books to Roy Sanders for Men's Walk #213 since he is the Board Rep for this Walk.	3/18/2014
2014	01/28	Provide white table cloths for Roy to use to cover the book table in the conference room.	Dani Pool	Completed	Can also use serape's in the supply trailer on the table.	3/18/2014

Completed Action Items

COMPLETED ACTION ITEMS						
Year	Meeting Date	Action Item	Requires Action By:	Action Performed	Comments	Completed Date
2014	01/28	Email the Board Rep Post-Walk Evaluation Report to all of Board members to complete when serving as the Board Rep on a walk.	Marta Hansard	Completed		3/18/2014
2014	02/03	Install QuickBooks on personal computer for the purpose of keeping the HSE financial information.	Stacie Campbell	Completed		3/18/2014
2014	02/18	Contact Circle Six to see if they are okay with the team using flash paper during Dying Moments and will let Roy know.	Marta Hansard	Completed	Approval is ALWAYS needed prior to using flash paper for Dying Moments	3/18/2014
2014	04/18	Look at the schedule and make adjustments to help with this for future walk.	Linda Ireland Dani Pool	Completed		3/18/2014
2014	02/18	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.	Marta Hansard	Completed		3/18/2014
2014	02/18	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.	Marta Hansard	Completed		3/18/2014
2014	02/18	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.	Marta Hansard	Completed		3/18/2014

Completed Action Items

COMPLETED ACTION ITEMS						
Year	Meeting Date	Action Item	Requires Action By:	Action Performed	Comments	Completed Date
2014	02/18	Update the Master schedule so that the schedule always stays current with decisions made by the Board.	Linda Ireland	Completed		3/18/2014
2014	02/18	Contact each of the new members to welcome them to the Board and to provide them with meeting information.	Marta Hansard	Completed		3/18/2014
2014	02/18	Provide the Table Leader questionnaire used by Chrysalis to all of the Board members.	Charlotte Bosecker	Completed		3/18/2014
2014	02/18	Discuss with Chrysalis Committee its request to be added to Mardel account and/or provided with a pre-paid Mardel card for book purchases	Dean Cook Marta Hansard	Completed		3/18/2014
2014	01/21	Call Upper Room and offer to host Leadership Training session in April	Marta Hansard	Completed	As per Upper Room Regional contact, Sharon Garrison, Midland will host leadership training on August 23	Sharon Garrison - 3/18/14
2014	02/18	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.	Dani Pool	Completed	Phillip Vandiver has agreed to chair the Gatherings Committee	3/18/2014
2014	02/18	Secure formal quotes for tires, bearings, and tire covers.	Martin Ramirez	Completed		3/18/2014
2014	04/15	At least one additional Board member will assist her with counting the money after every offering is taken.	All	Ongoing	No need to track	4/18/2014

Motions

MOTIONS				
Year	Motion Made Date	Motion	Passed (P) Failed (F)	Quorum Present
2014	01/21	Move the Board Meetings to the third Tuesday of the month at 6:00 at Cuthbert Avenue Baptist Church	P	Yes
2014	01/21	Accept results of secret ballot vote for 2014 Assistant Community Lay Director	P	Yes
2014	01/28	Move the funds still located at Bank of America to Chase Bank.	P	Yes
2014	01/28	Accept both the November 2013 and January 21, 2014 meeting minutes.	P	Yes
2014	02/03	Authorize Stacie Campbell to spend approximately \$200-\$250 to purchase QuickBooks to keep the financial records for HSE	P	Yes
2014	02/18	Accept the January 28, 2014, meeting minutes.	P	Yes
2014	02/18	Fulfillment of 2-Year vacant Board position by Joe Thames	P	Yes
2014	02/18	Fulfillment of 1-Year vacant Board position by Phillip Vandiver	P	Yes
2014	03/07	HSE purchase the remaining equipment to replace stolen music equipment which is needed for the music teams to use in the chapel out at Circle Six. The estimated cost is \$6000.	P	Yes
2014	03/18	Three scholarship requests for Women's Walk #216	P	Yes
2014	03/18	Accept the February 18, 2014, meeting minutes with no revisions	P	Yes
2014	03/18	Spend \$732 total and use Big Three to replace the tires and fix the bearings on the supply trailer.	P	Yes
2014	03/18	HSE to provide a \$300 gift card to Chrysalis Committee to purchase books at Mardel's	P	Yes
2014	04/15	Accept the March 18, 2014, meeting minutes with no revisions.	P	Yes
2014	04/15	Sign the 2015 contracts as presented from Circle Six at the Emmaus rate (no change from previous years) keeping all walk dates the weekend prior to the Community meetings for 2015.	P	Yes
2014	04/15	Provide the Chrysalis Committee scholarships from the Community Scholarship Fund.	P	Yes
2014	04/15	Purchase a training video for protecting youth to be used for Chrysalis Team training sessions (if one cannot be located by Glenn Pipes for HSE to borrow and use.	P	Yes