



Santa Rosa, Saint Ferdinand, Mary Immaculate  
Tri-Parish ACTS Core, February 7, 2017 – 7:00 pm  
Father Simon Center

## February 2017 Meeting Minutes

**6:30 PM**

Snacks

**7:00 PM**

Roll Call

Francisco Villalba, Francisca Aguirre, Alicia Mejia, Patrick Hagan, Anthony Reil, Joe Torres, Alex Guzman, Lydia Carrisoza, Henry Castillo, Cece Moreno, James Forbes, Helen Aripes, Fr. Jack Curran, and Noemi Castaneda arrived at 8:00 P.M.

Guests: Ricky Jones, and Andy Aguirre

**7:00 to 7:15 PM**

1- Opening Prayer:

Francisca

**7:15 PM**

### 2- **Open Floor for Non-Core Members**

- Ricky Jones, former Core member and ACTS Website designer proposed to facilitate a seven-week training following the next ACTS retreat. The Goal of the workshop would be to ensure “Small Faith Communities” are established after the retreat as prescribed by the ACTS manual.
- He indicated we have been lacking in implementing the “Small Faith Communities” and his proposed workshop would follow the format of the retreat in that participants would have opportunity to sit with a group at a table and reflect, discuss, and share with one another in the same manner as retreatants do at their tables throughout the retreat.
- During the seven weeks, Ricky would facilitate the workshop at no cost and participants would have the option to purchase his book, “*Seven Lessons to Leading People to Life Change*”. The cost of the book is \$15.00.
- As workshop participants approach the end of the seven weeks, they would be encouraged to continue to meet as a group on their own becoming a “Small Faith Community”. They would select their meeting location, day and time.
- Ricky indicated that at the end of the seven-week workshop he would give each group a seven to eight page “how to guide” that groups would use as a guide to get started in holding their Small Faith Community gatherings.
- Ricky asked Core to think about and consider his proposal.

- Fr. Jack said the book, “*Seven Lessons to Leading People to Life Change*” along with the “how to guide” would have to be reviewed for approval. He also said that one consideration for this proposal would be availability of space to hold the workshop since space was limited especially at Santa Rosa.
- Ricky provided Fr. Jack with a copy of the book and “how to guide” for review.
- Lydia C. asked Ricky if workshop participants would be allowed to miss a workshop and he indicated they could miss one meeting.
- Several CORE members indicated that if approved, this could possibly fall under the Core area of “Spiritual”.

**Ricky’s second proposal to Core:**

- Ricky informed the Core team that he provided training to Noemi Castaneda, who is the new communications coordinator for Core on how to navigate and update the [ACTS website – sfvacts.org](http://sfvacts.org) he built years ago, and also gave administrative access to update the [ACTS San Fernando Valley \(Facebook\)](#).
- He proposed to update the website to make it more visually appealing, and make the back end of the website easier to update so that the person in charge of communications for Core could update it easily without the need for extensive computer and website maintenance experience.
- Ricky also indicated that the proposed website would be mobile friendly as it would be more compatible with smart phones and make it easier to view and navigate allowing for a larger reach to the community.
- Ricky indicated he could update the website at a cost of \$500.00.
- Core agreed to discuss and consider this proposal at another time.

**3- Introduction of new Core members -Francisco**

- Francisco asked that the four Core members who are completing their term say a prayer over the incoming Core members as follows:
  1. **Francisca** welcomed **Noemi Castaneda** and shared and reflected on a reading from *1 Samuel: 3 – The LORD calls Samuel* – “Speak Lord for your servant is listening”.
  2. **Alex** Welcomed **Joe Torres** and read a passage in reference to having Mary as a guide in our life journey, and like her, being courageous, faithful, and humble.
  3. **Anthony** offered a prayer for **Edgar Gonzales** (not present). The prayer entitled “*The Homecoming*” – “welcome home, my child, my son...”
  4. **Francisco** welcomed **Cece Moreno** and reflected on Fr. Webber’s Homily on *1 Corinthians 2* “*And I, brethren, when I came to you, come not with excellency of speech or of wisdom, declaring on to you the testimony of God...*”
  5. **Francisco** officially welcomed **Alicia Mejia** and reflected on this past Sunday’s reading of *Mathew 5:13* “*You are the salt of the earth*”, “*You are the light of the world*”.

6. **Anthony** welcomed **Patrick** and read *St Francis Prayer* “*Lord, make me an instrument of thy peace...*”
  7. Fr. Jack gave a blessing to all Core members.
- 4- Francisco reminded all Core members beginning service or continuing service to always put God first, and to keep in mind that Core team is a representation of ACTS, that we are to always keep in mind that we are all servants just as Helen will be a servant to God while serving as Director of the next woman’s team. He also encouraged all to reach out to Fr. Jack for guidance, and to lean on him.
  - 5- Father Jack gave a blessing to all Core members.
  - 6- Joe Torres asked about who were the veteran Core members who would continue serving on Core. It was responded that Henry, Lydia, Rafa, James, and Alicia would remain on team.
  - 7- Core discussed the need for a Core retreat and mentioned last year’s retreat was led by Ricky Jones. The Arleta house was used for the retreat in 2016 but may not be available this year as the house is being sold.
  - 8- Lydia thanked Francisco for his role as Core facilitator and acknowledged him for his calm demeanor, his courage, wisdom, and dedication. Helen Aripes also commented that she admires Francisco’s humbleness, that he is faith-centered, and stated she hoped Core will maintain humbleness in their hearts so that peace and love that is now present in Core can continue.

**8:00 PM** - Ricky Jones and Andy Aguirre leave the meeting

- 9- Francisco distributed manuals for new Core members, provided Core t-shirts, and reviewed the responsibilities of the various Core Administrative Roles:
  - Facilitator
  - Co-Facilitator
  - Communications Coordinator (Noemi Castaneda)
  - Financial Coordinator
  - Retreat Support Coordinator (1 man for Men’s retreats & 1 woman for Women’s Retreat)
  - Retreat Supply Coordinator (1 man for Men’s retreats & 1 woman for Women’s Retreat)
  - Spiritual Coordinator (1 man for Men’s retreats & 1 woman for Women’s Retreat)
  - Social Coordinator
  - Music Coordinator

- 10- Francisco noted there are 9 or 10 current Core members and that we are still missing a couple. He also informed everyone that the Fr. Simone Center has been reserved for meetings through June 2017
- 11- Father Jack reflected on how well Core has been running lately.
- 12- Anthony reminded all that the Saint Vincent DePaul Evangelization Center is looking for one point of contact for communication on all matters related to the retreat.
- 13- Alex asked is we are allowed to include advertisements for Mary Immaculate in the ACTS Website. He was advised that if they want something included they can approach Core about it. Lydia indicated she would make it a point to reach out to them and invite them to come to a meeting.
- 14- Helen indicated she has been communicating with Sister Elizabeth from Mary Immaculate who reported to her she did not know about ACTS and was under the impression that Cissy Barragan's group "Living Waters" was ACTS. She reported she took the opportunity to inform MI about ACTS and provided Sister Elizabeth with an ACTS brochure. Father Jack advised that that Father Abel, from Mary Immaculate should be kept informed of all outreach.
- 15- Anthony talked about the role of the Finance Core Coordinator and share some facts and details of how things run. Re reported:
- The account from City bank and managed by Santa Rosa parish
  - Father Jack signs checks
  - Bank deposits are made in money bags
  - A receipt book is kept accounting for everything
  - Uses Quicken software (was recently updated) give receipts and keep receipt
  - Santa Rosa has an "in box" for ACTS finance and leaves checks there for Father Jack to sign
  - Advised that at the retreat "send-off" two people must be present when counting money
  - ACTS director must coordinate with Financial Coordinator to arrange for someone to come in to retreat meetings and collect payment for retreat
  - Finance coordinator must:
    - Know how much money is in the bank
    - Be aware of upcoming bills
    - Add money coming in to monthly financial report
    - Be transparent with in reporting
  - Anthony reported he will hand everything to the new Financial Coordinator
  - Will be available to support the new Financial Coordinator

- 16- Francisco reviewed the responsibilities of the Retreat Support Coordinator and said this person is almost like a director of the retreat.
- 17- Lydia reported she ordered enough swivels and fish necklaces for both Women's and Men's retreats. She needs to order "*Coming down the Mountain*" books and that this is a big expense. She also reported she will be purchasing crosses at Cotter's. She also shared that she is still doing inventory of items stored in the ACTS trailer but the boxes are very heavy and she needs help to carry them out – James offered to assist her. Anthony suggested that Lydia order books at a time that there are enough funds available for that large purchase.
- 18- Francisco reported that all electronic equipment used for the ACTS Retreat is not to be kept in the trailer; it must be stored at someone's home. He is currently storing the equipment in his home. He also reported the music coordinator for Core is responsible for assisting in the procurement of copyrights for songs used in the retreat.
- 19- Anthony stated we already have a library of music with copyrights accessible through the Youth Ministry at Santa Rosa. Father Jack emphasized that we adhere to copyright laws for music sang at Mass and that ACTS Mission feels very strongly about securing copyrights before using music.
- 20- Henry shared that a bus has been reserved for the **Stateline Turnaround Trip** taking place on February 25. The bus accommodates 46 people. He reported that on the way to Stateline they will be selling burritos for \$1.00, water, and various other goods, they will have raffles including a 50/50 raffle, bingo, etc. He said tickets are selling for \$35.00.
- 21- Alicia Mejia added that the goal is to sell all tickets but to ensure people get on the bus. She reported she held a meeting at her house to plan and discuss this fundraising event and had invited Sister Rosanne Gonzalez who shared some good ideas that have been incorporated in the planning of this fundraising trip. She also added that Stateline casinos have a roller-coaster ride; while on the bus they will try to sell everything (tequila, beer, chips, chocolate, etc.). She reported the bus will depart at 7:00 AM from San Fernando and leaves from Nevada at 8:00 PM. A movie will be played on the bus on the way back. They will talk about ACTS and how this fundraiser will benefit the Tri-Parish ACTS Retreat. They will have an opening prayer before departure. Alicia solicited donations of various consumable goods from Core members to be sold during the bus ride:
- Alicia also reported there will be raffles. She indicated she would be emailing the Core members so they can sign up for donations of various items. It was noted that any person purchasing tickets by checks must make it payable to "Santa Rosa ACTS". Alicia distributed tickets amongst all ACTS member for selling. Alicia indicated she would

forward to Noemi the Flyer for the Stateline Turnaround for uploading to the ACTS website.

- 22- Francisco went over the role of Spiritual Coordinator.
- 23- Anthony suggested we have a retreat in the next 3 weeks so that all new Core members without an assigned role can discern about the assignment they would like to take on as Core members.
- 24- Noemi is the new Core Coordinator for Communications and will be responsible for updating the Website, maintaining the ACTS SFV Facebook page, and will be taking and recording minutes starting this meeting. Noemi reported she would not be available at the March Core meeting as she would be out of town. Lydia volunteered to take minutes at the March meeting.
- 25- There was some discussion as to who would be replacing Francisco as Core Facilitator. Alicia and Lydia nominated each other. It was stated that a male and female are needed for Facilitator and Co-Facilitator.
- 26- Lydia will be coordinating the Core retreat and reach out to Ricky Jones about a date. Alicia offered her house for events such as the Core retreat.
- 27- Departing Core members will continue to be involved in Core for a minimum of one month in order to support the current core

**9:00 PM**

- 28- Closing Prayer: Fr. Jack