



CORE Meeting Minutes – Tuesday, March 7 (7:00pm-9:05pm)

Attendees: Anthony, Francisco, Lydia, Alicia, Edgar, Rafael, Henry, Ceci, Patrick, Joe

Agenda

- Representation from Women’s Retreat Leadership at Monthly CORE Meetings (7pm-7:15pm)
 - In the absence of a Retreat Director from a CORE meeting, the Director should designate their Co-Director to attend a CORE meeting in his/her absence (to provide status updates on the Team, Retreat, etc.)
- Opening Prayer (7:15pm)
- Meditation/Reflections During Lent (7:16pm-7:43pm)
- Approval of February 2017 Meeting Minutes (7:43pm)
- CORE Team Member –Approved Nominations To Corresponding Posts (7:44pm-8:20pm)
 - Henry: Music Coordinator & Social
 - Lydia: Facilitator
 - Edgar: Co-Facilitator
 - Noemi: Communication
 - Patrick: Financial
 - Alicia: Retreat Support Coordinator & Social
 - Ceci: Retreat Supply Coordinator
 - Joe: Retreat Supply Coordinator
 - Rafael: Spiritual
- Miscellaneous
 - Money Collection by Team Leadership
 - Joe expressed that monies collected by Team should only be handled by CORE
 - Anthony expressed that either the Team Director or Co-Director are responsible for tracking all monies
 - The Director will then need to either designate someone on Team to give monies to the Financial Coordinator every week or have the Financial Coordinator attend each weekly Retreat Team meeting.
 - CORE can help facilitate collection of the monies, but it is the responsibility of the Retreat Team Director to keep track of it
 - Alicia volunteered to collect monies from the Women’s Retreat team

- Alicia will reach out to Helen to discuss further
- Email Addresses For CORE Team Members
 - All email addresses for CORE are current and are being utilized in current group email
- Transfer of Financial Coordinator Duties
 - Anthony will meet with Patrick next week regarding transfer of duties (which will include crash-course learning on Quicken)
- Transfer of Facilitator Documentation
 - Francisco will provide Lydia with all of the documentation for the Facilitator role
- Storage of Music
 - Francisco informed CORE team that music should always be stored at home and not in the trailer
 - Francisco will be invited to the April 2017 CORE meeting to present music
- Projector Purchase
 - Anthony will purchase a projector (with HDMI connectivity) from Best Buy within the next month (for Retreat purposes)
- ACTS Trailer (Inventory)
 - Lydia, Patrick and Alicia went to the ACTS Trailer on March 3rd and inventoried every item
 - Towels and washcloths from the last retreat were not accounted for
 - CORE team will reach out to Michael Marquez regarding the whereabouts of those items
 - Larry Ruiz has the large cross that wasn't in the trailer
- ACTS Retreat Supply Updates
 - Lydia wants to give the swivels to Helen
 - Through attending Congress, Lydia purchased crosses (approximately 100)
 - They will be repurposed for the retreatants
- Coming Down The Mountain Book Purchase Discussion
 - How many books can we purchase?
 - Current price is \$8.50 per copy
 - It comes down to resources
 - Current budget overage is \$1,200
 - The overage will remain at that amount until we begin to receive monies from the retreatants

- Women's Retreat Team Lead List
 - Helen needs to provide CORE with a list of the names of the leads for each facet of the of the Women's Retreat (i.e. Candlelight, Stations)
- CORE Facilitator Meeting with Retreat Center Contact
 - Francisco will accompany Lydia to the Retreat Center to meet with their coordinator on a upcoming Friday
- Partial Retreat Monetary Proceeds to San Antonio?
 - Lydia stated that per the charter, we are supposed to send \$800 to San Antonio after every retreat (which we haven't done in a while)
- ACTS Website – Annual Fee
 - \$179 is the annual fee to keep the ACTS website up and running
 - Either Ricky pays the fee and CORE reimburses him or the Communications Coordinator pays it and the Financial Coordinator will cut a check to reimburse
 - **3/8 UPDATE** – the ACTS website has been down since Sunday, March 5th
 - Alicia paid \$179 to bring the account to current and to have the website back up and running. Receipt was printed for purposes of reimbursing her
- Commissioning Mass
 - Helen needs to provide a date for the Commissioning Mass (to be held at Santa Rosa)
 - She'll need to provide the Retreat Coordinator primary and secondary dates to propose to Father Jack
- Lenten Soup/Stations at St. Ferdinand's – Friday, March 10
 - Lenten Soup @ 6pm
 - Soup, Lemonade/Punch, Coffee and Bread will be provided
 - Henry will bring additional lemonade/punch
 - Stations @ 7pm
- CORE Retreat – Saturday, March 25th (8:30am-1:00pm) – Alicia Mejia's Home
 - All CORE Members/Ricky Jones will be attending
 - Helen and Co-Directors/Spiritual Director will be invited
 - Bring Your Bibles!
 - Breakfast will be provided!
- Closing Prayer – 9:04pm

