

Sodality Executive Board Meeting Minutes
May 18, 2016

I. Opening

A. Outgoing co-president Ellen L. opened the meeting with a prayer.

B. Ellen moved that the minutes of the April 2016 Executive Board meeting be approved. Marcy P. seconded the motion, and the minutes were approved.

II. Old Business

A. Plant Sale - The Executive Board expressed its thanks to Colleen H. for chairing the May 6-8, 2016 Plant Sale. Colleen was unable to attend the meeting, but submitted her report to co-president Liz S., who summarized it for the board. As of the date of the board meeting, figures were not final, as some checks were still outstanding and some expenses (primarily for credit card charges) were yet to be finalized. However, as of now, it is estimated that the sale's income totaled approximately \$10,707.75 and that incurred expenses amounted to approximately \$5,282.56. The profit from the sale is expected to be approximately \$5,425.19, not including an expected credit from Sun Nursery of approximately \$30. Colleen noted that this year, credit card payments by purchasers generated \$2,791.50. Friday's sale receipts (\$1,938.00) were well below those of the 2015 Plant Sale. Likewise, Saturday's receipts (\$5,463.00) were slightly lower those of the 2015 Plant Sale. However, Sunday's receipts (\$2,855.50) were up compared to those of the previous year. Moreover, we were able to sell an additional \$451.25 worth of plants on Monday, May 9, which helped to increase the total profit. Colleen noted that the dates for the 2017 Plant Sale still need to be confirmed.

B. Blood Drive - No report was provided for the April 2016 blood drive.

C. May 4, 2016 General Meeting - The meeting was well attended and the evening went very well. The board extended its thanks to the St. Gianna and Regina Coeli Units for providing a delicious array of refreshments.

D. Habitat for Humanity/Pope Francis House update - Ellen L. reported on her research regarding the request Sodality received from Habitat for Humanity to support its Pope Francis House project in the District of Columbia. She related that the Archdiocese of Washington has not yet been contacted by Habitat for Humanity about the project, and that it therefore has not been approved by the Archdiocese. Ellen therefore asked to rescind the contingent motion passed at the April Executive Board meeting that Sodality contribute \$200 to Habitat to support this effort, since the contingency (that the project be sanctioned by both the Archdiocese and the Parish Council) has not been fulfilled.

E. Mary Garden - Elin H., the designer of the Mary Garden, supervised the refreshing of the garden undertaken by teacher Matt D.'s seventh grade class. The students, who enjoyed the project greatly, planted marigolds and Lenten roses donated by the Plant Sale. They did a lovely job. It was decided that Sodality needs to increase the number of plants in the garden.

III. New Business

A. Calendar and Unit Responsibilities for the 2016-2017 Sodality Year - The board reviewed the proposed calendar for the 2016-2017 Sodality Year and unit chairs volunteered their groups to cover the various responsibilities for the upcoming Sodality year. The final

versions of the calendar and unit responsibility chart will be made available at the beginning of the new Sodality year in September. In particular, the schedule for the Giving Tree project was announced as follows: label-making gathering - Nov. 17, 2016; Giving Tree begins - Nov. 26, 2016; Giving Tree ends - December 11, 2016; gift sorting and delivery - Dec. 13-14, 2016. Insofar as retreats for the upcoming year are concerned, Liz. S. will attempt to determine when the Sodality Union will be sponsoring such events (they are yet to be determined for the upcoming year).

B. Transition to new Executive Board - The board welcomed Lee M. and Karen S., who are joining the board for two-year terms as treasurer and prefect, respectively. We are still in need of a volunteer to serve with Liz as a co-president for the next two years. The board extended its deep thanks to Ellen L., Poupee N., and Anne F. for their service over the last two years as co-president, prefect, and treasurer, respectively. We are in the process of updating the board's contact list.

C. *Chantacleer* - We are aiming for a June distribution by email of our first electronic version of the newsletter. However, there are still some issues to be worked out. Our attempts to fully update our membership list with email addresses have been less than fully successful. One-third of the women on the current distribution list for the newsletter are not listed as active members of a unit or of the Associates group. Moreover, because of transmission errors, Liz has not received opt-in permissions to use email addresses from some units (this is being resolved). It is very important that we move ahead with electronic transmission of the *Chantacleer*, especially since our return-to-sender mailing costs for paper copies sent to addresses that are no longer accurate are approximately double our costs for mailing the newsletter by postal mail. Liz will scrub the current list of *Chantacleer* recipients and then send to the members of the Executive Board the names of women for whom we have no current information so that we can update the list.

D. Tithe to the parish - For the last several years, Sodality has made a tithe to the parish based upon the closing balance in the Sodality bank account as of June 30 (the close of the parish fiscal year). Liz moved that Sodality once again donate to the parish 10% of the balance of the Sodality bank account as of June 30, 2016. Celestine K. seconded the motion, and the motion was approved by the Executive Board.

IV. Reports

A. Prefect - Outgoing prefect Poupee N. did not make a report, and incoming prefect Karen S. had nothing to report. Karen will call Poupee about the logistics of transition. It was noted that Sodality's stock of Miraculous Medals is running low and more must be obtained so that they will be available for Sodality functions. Ellen L. will make more ribbons for the medals once they have been obtained. Joan W. is in the process of making 50 more copies of the Sodality Prayer for use during Sodality Masses.

B. Treasurer - Anne F. reported that she had not updated QuickBooks or deposited any checks since her last report. However, everything will be updated and turned over to new treasurer Lee M. by the end of the fiscal year on June 30. The check to Good Counsel High School for the scholarship award for our 2016 essay contest winner, Emma T., will be written and transmitted to the school in the fall.

C. Units

1. Junior Sodality - Kelley L. sent an emailed report which was summarized for the board. The effort to identify leaders for the group is ongoing, and the possibility that two women who have expressed interest will serve as co-leaders is currently being explored.

2. Christ Child - Gail Q. will once again serve as unit chair for the next year, and Marcy P. will again serve as unit treasurer. The unit met on April 21, with six members present. The group's next meeting, which will be a luncheon, is scheduled for June 23, when they will discuss a plan to obtain donated tickets to a performance of the Baltimore Symphony Orchestra for the unit's 2017 Fashion Show raffle item. It was noted that the St. Monica Unit thanked the Christ Child ladies for their guidance on the dress code for the May Sodality Union meeting that the St. Monica representatives attended.

3. John Neumann Unit - The unit has not met since the April Executive Board meeting. Judith S. will serve as the new contact person/conduit with the board for the unit for the 2016-2017 year.

4. Regina Coeli Unit - The unit has not met since the April Executive Board meeting. Maureen W. and Gina C. will continue to serve as unit co-chairs for the upcoming year. Maureen chaired the parish blood drive on behalf of the Sodality in April.

5. St. Monica Unit - The unit met last week to discuss its organization. It was decided that the members will meet in early September to sign up for the various unit responsibilities and events for the upcoming year. The unit is willing to take over responsibility to chair the parish blood drive in 2017. Members are researching charities of interest and will present this information to the unit at the September meeting to plan service activities for the year.

6. St. Gianna - The unit held a meeting last Friday, but only three women were able to attend. Kate B. and Celestine K. will continue to serve as unit co-chairs for the upcoming year and plan to call members personally before the next meeting in an effort to increase attendance. During the upcoming year, the co-chairs hope to increase the spiritual aspect of the unit.

7. St. Elizabeth Seton - The group will meet this coming Sunday. Mary B. will step down as unit co-chair but will continue to serve as Sodality webmaster. Amanda R. will continue to serve next year as unit chair and is looking to identify a co-chair to serve with her.

8. Associates - No report.

V. Miscellaneous

Given the increasing emphasis on dissemination of information by electronic means, co-president Liz S. moved that the Sodality webmaster be named an *ex officio* member of the Executive Board. Judith S. seconded the motion, and it was adopted by the board.

VI. Closing Prayer

Following a closing prayer, the meeting was adjourned.