

Sodality Executive Board Meeting Minutes
September 21, 2016

I. Opening

A. Prefect Karen S. led the board in the opening prayer, the Memorare.

B. Maureen W. made a motion that the minutes of the May 2016 board meeting be approved. Mary B. seconded the motion, and the minutes were approved without objection.

II. Old Business

A. Deceased Sodalist list – We need to update our Book of Deceased Sodalists with the names of Sodalists who passed away from November 2015 to the present. Kathy D. has the book, and Karen S. will work with her to bring the book up to date. The list of names of those Sodalists who passed away after November 2015 must be emailed to the Sodality Union by early October so that they may be remembered in the liturgy and meeting proceedings of the November Sodality Union meeting.

B. Review and distribution of updated calendars and unit responsibility list – One update to the 2016-2017 Sodality calendar was announced: the Morning of Recollection will now be held on Saturday, March 25, 2017. Co-president Liz S. asked if any units wished to make changes to the Sodality responsibilities they had accepted at the May board meeting; no units requested changes. In addition to the full Sodality calendar, Membership Chair Patty B. created a “Marketing Calendar” to distribute at the parish Time and Talent Fair to women interested in joining Sodality. The Marketing Calendar lists all of the major events the General Sodality will observe this year, but omits executive board meetings and outside obligations such as Sodality Union meetings. As of the board meeting, the Sodality Union had not yet prepared its calendar of events for the year. The St. Elizabeth Seton Unit is scheduled to attend the October Sodality Union meeting, so its location must be obtained.

III. New Business

A. Time and Talent Fair – Additional volunteers are still needed to staff the Sodality table at the upcoming parish Time and Talent Fair. Sodalists who have not signed up are requested to cover the table after the Masses they attend, if possible. If unit summaries for our promotional materials need to be updated, they must be sent to Patty B. by the unit chairs as soon as possible. An updated list of unit chairs for this year will be added to the Sodality website.

B. Parish organizational policies – A meeting of parish organization leaders was held recently by Father Giese to discuss a number of issues that affect group activities and functions sponsored by parish organizations. A number of Sodality executive board members attended the meeting. A principal topic concerned the new requirements established by the Archdiocese and Montgomery County for food handling and the licenses needed for food and alcoholic beverage service at parish functions. Father Giese has completed the required training to serve as the parish’s licensed food manager. Food handlers are required to complete a two-hour, on-line course through ServeSafe.com that costs \$15. Co-president Liz S. made a motion that Sodality reimburse any Sodalist who completes the course in order to serve as a food handler for Sodality functions. Maureen W. seconded the motion, and it passed without objection. The licenses of such food handlers will be kept on file with Sodality. Liz further reported that the licenses issued

two years ago to Sodality members who completed required alcohol training have now expired. Liz will renew her license; it was noted that Gina C. and Ellen L. also received training with Liz and would now be required to renew their licenses if they wish to continue as licensed alcohol servers for Sodality functions. Liz also reported that the alcohol server licensing course can now be completed on-line and that the parish is considering sponsoring an alcohol training session on site. Secretary Helen B. will create and maintain a binder of Sodality food and alcohol server licenses. Copies of such licenses obtained by any Sodalist should be provided to her for the binder. Another topic discussed at the organizational policy meeting concerned a finding by the parish auditor that Sodality has mistakenly been reimbursing sales taxes to Sodalists who purchase items for Sodality use. Instead of paying the sales tax and seeking reimbursement, Sodalists should provide the vendor with Sodality's tax exempt identification number so that sales tax is not charged on the purchase. Treasurer Lee M. will provide executive board members with pdf copies of Sodality's tax exempt certificate so that the number may be utilized when purchases for Sodality are made.

C. October General Meeting – Plans are in process for the October General Meeting and lasagna dinner. As a service project, we will collect non-perishable food items from attendees to assist the food pantry at the Shrine of the Sacred Heart in Washington, DC. Liz S. will take care of ordering the food for the dinner. Since Father Giese, the parish food manager, will attend the dinner, Sodalists may serve the food provided they follow the appropriate guidelines posted in the kitchen. Volunteers are needed to handle set-up, serving, and clean-up. We will have sign-up sheets available to solicit volunteers to help with the Communion Breakfast, Giving Tree project, Fashion Show, and Plant Sale. Finally, Liz S. announced that she has identified a parishioner who may be willing to serve with her as Co-president of Sodality. This woman is prayerfully considering this role, and Liz asked for our prayers on her behalf.

D. Miscellaneous

1. Father Giese has advised parish leaders that because of the new food handling rules we are required to follow, we must revamp our procedures for the parish doughnut socials since eighth graders may not serve food. Liz S. also reminded the board that any Sodalists who work with the school children (e.g., Junior Sodality members) must have received clearance through VIRTUS.

2. The invitations to parishioners for the parish volunteer dinner on October 14 have just been mailed. Liz noted that the original lists of volunteers provided to the rectory by each parish organization, including Sodality, were sent in May 2016. Liz will update the Sodality list to include the names of new officers and unit chairs for the 2016-2017 Sodality year.

3. A new electronic announcement board has just been installed on the east side of the gathering space of the church. Father Giese hopes to install a second such board on the west side of the gathering space. The annual Sodality Associates gift to the parish, raised through their donations, will help to fund this purchase, which costs approximately \$1,500. Sodality announcements may be publicized through the announcement boards.

4. A parish Brownie Troop headed by troop leader Jessica J. has expressed an interest in partnering with Sodality on a project. We have not yet committed to such a partnership because we need to determine who in Sodality is VIRTUS certified to work with children. If any unit has a project that would be suitable for the involvement of the

Brownies, the unit chair may contact Jessica to explore the possibility, keeping in mind the VIRTUS certification requirement for any adults involved.

5. Co-president Liz S. needs a back-up to attend the October new parishioner meeting. The date of the meeting has yet to be determined. The representative would provide attendees with a short explanation of Sodality and its mission.

IV. Reports

A. Prefect – Karen S. reported on plans for the November Investiture and Communion Breakfast. Lt. Gen. Nadja Y. West, Surgeon General of the U.S. Army and Commanding General of the U.S. Army Medical Command, as well as a member of our parish, has agreed to serve as our speaker. Three catering proposals for the breakfast have been solicited from Archdiocese-approved caterers, and Karen is awaiting the responses. Treasurer Lee M. was asked to research Sodality financial records to ascertain overall catering costs for past communion breakfasts for purposes of comparison. Miraculous Medals and Sodality investiture certificates for new members must be obtained before the ceremony. Volunteers are needed to help with reservations, set-up, floral centerpieces, and clean-up for the breakfast. Karen further noted that Sodality's statue of the Blessed Mother has suffered repeated damage over the years and now is at a point where it should be replaced. She has looked into costs for a new statue and also inquired whether anyone has a Marian statue that they would be willing to donate to Sodality. Karen has ordered more Miraculous Medals for use by Sodalists during the monthly Sodality Sunday Masses, and Joan W. has prepared 50 new laminated Sodalists' Prayer cards for our use. Finally, Mass cards were sent to the families of three recently deceased Sodalists.

B. Treasurer – Lee M. reported that the current balance in the Sodality treasury is \$28,891.32. Sodality's \$2,800 tithe to the church (based upon the treasury balance at the end of the 2016 fiscal year) has been paid. A \$500 reimbursement has been received from the church to transfer the bequest made to Sodality by the estate of deceased Sodalist Jean S. that was inadvertently directed to the parish rather than Sodality. Co-president Liz S. reminded the unit chairs that they should try to ensure that the General Sodality dues from their members be submitted to Lee by November.

C. Units

1. Christ Child – The group will hold its first meeting on September 22, when they will decide on their project for this year. Because several of their members passed away within the last year and an increasing number of their members are housebound or in assisted living, the unit numbers approximately six active members at present.

2. John Neumann – The unit held its first meeting on September 12 and collected household items for the Fisher Houses at Walter Reed Military Medical Center. The group confirmed the unit's upcoming responsibilities for the General Sodality and volunteers were solicited. Lee M. of the John Neumann Unit will represent Sodality at the November Sodality Union Meeting at St. Martin of Tours Church in Washington, DC. The unit is still looking for a second member to accompany Lee to the Sodality Union meeting. They also received a report from Anne S. about the recent meeting concerning parish organizational policies.

3. Regina Coeli – The unit met on September 9. They will encourage their members to obtain food and alcohol service licenses to assist Sodality. The group will sponsor a

recitation of the Rosary in the church on October 12 at 7:00 p.m. Additional plans for the year include their annual unit Christmas party, a home Mass, leading the Christmas craft-making at the December General Sodality Meeting, and providing dinner for students at the University of Maryland Catholic Center. The unit will once again sponsor a Christmas tea at Maplewood, and the members have decided that this year, they will expand the event beyond Sodalists residing at Maplewood to include all St. Jane de Chantal ladies residing at the facility.

4. St. Monica – The unit’s fall meeting will be held at Kerry M.’s home on a date yet to be determined. They plan to sponsor the parish Red Cross blood drive this year and will work to get it scheduled.

5. St. Gianna – The unit plans to meet on September 23. The co-chairs have had a good response to their meeting invitation. The group welcomed two new members over the summer. The unit plans this year to focus on growing and encouraging its membership and supporting several members who have had or will soon have new babies.

6. St. Elizabeth Seton – The unit will hold its first meeting on September 25 after the 5:00 p.m. Mass. Members of the unit will represent the General Sodality at the October Sodality Union meeting. At the end of the summer, the group sponsored a very successful parish-wide collection of school supplies for the faith formation program of St. Jane’s sister parish, the Shrine of the Sacred Heart in Washington, DC.

7. Associates – Ellen L. will shortly send out her letter to the Associates group to request their dues and solicit donations to the Associates’ annual gift to the parish (which this year is to be earmarked to help purchase a second electronic message board for the gathering space). She also circulated a copy of a cookbook compiled by Sodalists during the early days of Sodality. Ellen further noted that Sue S. has a number of historical Sodality materials that she wishes to donate to Sodality.

8. Junior Sodality – Co-president Liz S. announced that Lori H-R. and Amy K. have agreed to serve as co-chairs leading the Junior Sodality. Amy is a member of the St. Monica Unit and is VIRTUS certified. Lori plans to join Sodality and obtain her VIRTUS certification. If any unit plans projects in which the Junior Sodality may be helpful, the unit chair should let Liz and the Junior Sodality co-chairs know. Liz also suggested that Junior Sodality continue its service project of stuffing mailers for the parish.

V. Miscellaneous

Liz is still working to finalize the Sodality Directory. At present, the draft lists approximately 40 women whose status in Sodality is unclear.

VI. Closing prayer

We closed the meeting with a prayer led by Prefect Karen S.

ADDENDUM

On Wednesday, October 4, 2016, a quorum of nine members of the executive board met immediately prior to the first General Sodality Meeting to consider election of a Co-president of Sodality for a two-year term. Liz S. placed in nomination for Co-president the name of Emma

K-T; Marcy P. seconded the nomination. The nine members of the executive board present voted unanimously in favor of the nominee, and Emma K-T was elected Co-president of Sodality.