

Sodality Executive Board Meeting Minutes  
April 19, 2017

I. Opening

A. Prefect Karen S. led the board in the recitation of the Rosary.

B. Ellen L. moved that the minutes of the March 2017 executive board meeting be approved. Marcy P. seconded the motion, and the minutes were approved without objection.

II. Old Business

A. April blood drive – The board extended its thanks to the St. Monica Unit for coordinating a very successful parish blood drive.

B. Junior Sodality essay contest – Co-president Emma K.-T., who is chairing the committee for the essay contest, reported that she has submitted several ideas for essay questions to the committee members and is awaiting their feedback before the final topic is chosen. The girls will write their essays on Monday, April 24 at 3:00 p.m., and the scanned essays will then be emailed to the committee members for review. Emma found an eighth grade essay-writing rubric that the committee will use to score the entries. The amount of the scholarship award is \$2,500.

C. Alcohol awareness certification training – Alcohol awareness certifications are valid only for four years. The certifications of the five Sodality members who took this training in the past at Holy Cross will expire in approximately 18 months. It therefore is necessary that more Sodality members take the Montgomery County training course, since the requirement that a certified person be present at every event on parish property at which any type of alcohol is served extends even to such gatherings as Sodality unit meetings held in parish space. A Montgomery County certification class will be offered in Caulfield Hall on April 29 from 8:30 a.m. to 12:30 p.m., and the parish will pay the fees for de Chantal parishioners who complete the training. The size of the class is limited to 20 persons. Interested parishioners should contact the parish office to register.

D. Upcoming unit responsibilities – The St. Monica Unit will represent the General Sodality at the May 6 Sodality Union meeting at St. Joseph's Church in Morganza, MD (time still to be determined; it is requested that attendees wear white for the occasion). The Junior Sodality will distribute medals and prayer cards and serve as gift bearers at the May 7 Sodality Sunday Mass, after which they will conduct the May Crowning ceremony in the Mary Garden.

E. Sodality Directory revisions – Patty B. has reviewed and reconciled the latest electronic spreadsheets summarizing the contact information for the members of the various units. Co-president Liz S. provided a copy of each unit's membership list to the respective unit chair at the board meeting. She asked each unit chair to review the information – particularly regarding whether individual members wish to have contact information included in the directory - and to canvass their members if any discrepancies or gaps in information exist. A three-year time period is to be used to determine whether a unit member qualifies as an active member. Liz asked that any corrections or changes in the unit directory summaries be submitted to her and Patty by the May 3 General Sodality Meeting.

### III. New Business

A. Succession planning – As of the date of the executive board meeting, no members have expressed interest in serving as co-president to succeed Liz S. or as secretary to succeed Helen B., who are completing their terms of service. In addition, new leadership is needed next year to chair the Giving Tree, which has been led by Denise S. and assisted by other members of the Regina Coeli Unit; the Anniversary Brunch, which has been chaired by the St. Elizabeth Seton Unit; and the Plant Sale, which has been chaired by Colleen H. Colleen expressed interest in participating in a swap to chair the Giving Tree if someone agrees to chair the Plant Sale. Liz noted that we would like to be able to announce new leadership at the May 3 General Meeting. She asked that anyone who might be willing to discuss serving in the leadership positions contact her as soon as possible. Some general discussion was held regarding possible suggested modifications to the Anniversary Brunch, such as adding additional years besides anniversaries of 25, 40, 50, and 50+ years and holding the event every other year rather than annually, with the understanding that any such changes would have to be approved by the pastor.

B. May Crowning ceremony – The ceremony will take place after the May Sodality Sunday Mass on May 7. Prefect Karen S. is organizing the event with Amy K., the advisor for the Junior Sodality. The Junior Sodalists will be asked to arrive at church at 9:30 a.m., at which time one of them will be chosen by raffle to crown the statue of the Blessed Mother. As part of the ceremony, each Junior Sodalist will carry a flower that she will deposit in a vase placed in front of the Mary statue. Karen will retrieve the crown from its place of storage, obtain the flowers for the Junior Sodalists to carry, and arrange for the vase to be placed in front of the statue. She will also send a reminder for the unit chairs to transmit to their membership to urge them to attend the Sodality Mass and May Crowning ceremony.

C. Plant Sale update – Colleen H. reported that everything is on schedule for the sale. The plants have been ordered, volunteer sign-up requests have been sent to Sodalists who have helped in previous years, Kim F. has arranged for on-line promotions of the sale, Anne S. is working on the plant pricing list, the Boy Scouts are scheduled to provide and erect the tents that will be used, and Deacon M. has been notified about the set-up needs. We still need more volunteers to help with picking up plants on Thursday and taking delivery of other plants on Friday morning, as well as with sales on Sunday. Sodalists interested in volunteering may email Colleen directly if they have not received a Sign-Up Genius invitation, and unit chairs are asked to convey that information to their members. We will be using the parish's new credit card reader as a payment option, and Molly H. will provide training in its use. Mary H.'s Tiger Cub scouts will make container gardens on Saturday during the sale for their mothers for Mother's Day, and they will buy their plants for this purpose from the sale. Colleen will need checks to pay the two nurseries for the plants that are being picked up on Thursday and delivered on Friday.

D. May General Meeting – The St. Gianna Unit will provide the various liturgical ministers for the Sodality Mass and obtain the stipends for the organist and altar servers from Treasurer Lee M. Food and beverages for meeting will be provided by the St. Gianna and Regina Coeli Units. St. Gianna will handle the beverages and Regina Coeli will handle the food. We will celebrate Helen F.'s 100<sup>th</sup> birthday with a cake in her honor. The Junior Sodalist winner of the essay contest will read her prize-winning essay. Colleen H. will take pre-sale plant orders at the meeting and will have sign-up sheets available for volunteers to work at the plant sale. We

do not have entertainment lined up at the moment, so any suggestions for this would be welcome. Christian Bling has been approached about selling its jewelry at the meeting, but the vendor has not yet committed to doing so.

E. May executive board planning meeting – The May meeting is our planning meeting for Sodality events for the 2017-18 year. Every unit is asked to ensure that a representative is in attendance as we work through the calendar and assign responsibility for upcoming events.

#### IV. Reports

A. Prefect – Karen reported that the Morning of Recollection went well. Father Burney's talk was very moving. We had a good crowd, the food was delicious, and the flowers were lovely. We spent \$289 for food and gave Father an honorarium. Overall, the event was very affordable and provided a good service to the parish.

B. Treasurer – Lee M. reported that the current balance in the treasury is \$35,359.75 (this does not account for reimbursements for the costs of the Morning of Recollection incurred by Karen S., but does include the gift card purchased as an honorarium for Father Burney). Updated figures for receipts and expenses for the Fashion Show indicate total receipts of \$22,565.00 and total expenses paid to date of \$11,074.19. The latter number now reflects total payments to Columbia Country Club of \$9,797.14 for this year's event and a deposit for next year's event, and \$100 in reimbursement to Denise S. for expenses incurred for the Fashion Show. Updated figures for receipts reflect the ticket sales total to be \$11,442.00 and total advertising revenue receipts to be \$6,325.00; the updated receipts also include a \$100 donation received in connection with the Fashion Show. The net proceeds from the Fashion Show now amount to \$11,490.81.

Lee proposed that Sodality increase the amount of the stipends paid to altar servers who staff our General Sodality Masses. Noting that the \$10 stipend we currently provide has remained the same for many years, she suggested we increase it to \$20. The board discussed the suggestion, and it was noted that we should obtain the pastor's approval for the increase if it is to be our standard policy going forward. With that proviso, Marcy P. made a motion to advise Father Giese of our intent to increase the stipend to \$20, and Maureen W. seconded the motion, which passed without opposition. Liz S. then moved that as a gesture of special thanks we provide the increased stipend to the altar servers who will serve the Mass for the May General Meeting, since they have provided this service for us many times and will be graduating from de Chantal this spring. Karen S. seconded the motion, and it also passed without objection. It was further suggested that Sodality create a list of names of servers who are willing to serve the General Meeting Masses so that this information can be made available to units that are tasked with planning the Masses.

#### C. Units

1. Christ Child – The unit is making special efforts to visit members who are ill and homebound. Several Christ Child members attended the Fashion Show together, and one of their number served as a model in the show. The unit represented the Sodality at the April Sodality Union meeting, where a number of upcoming events were announced. These included: the planned April 21 ordination at St. Matthew's Cathedral of a new bishop for the archdiocese; a pilgrimage to the shrines of St. Elizabeth Ann Seton and Our Lady of Lourdes on April 22; a

May 13 Junior Sodality event and children's Rosary; a celebration on May 15 of the 100<sup>th</sup> anniversary of the apparitions at Fatima; and a May 27 Sodality Union Day of Recollection. It was reported at the Sodality Union meeting that Cardinal Wuerl had met with the Union's leadership and has asked the members to place special focus on the family in the upcoming year. The October 7, 2017 Sodality Union Mass will be held at St. Matthew's Cathedral to mark the beginning of the Sodality Union year, and the 100<sup>th</sup> anniversary of the Sodality Union will be celebrated at the Mass to be held on October 6, 2018.

2. John Neumann – The unit met on April 4, 2017. As its charitable project for the meeting, members made monetary donations to Misericordia, a residential facility in Chicago that assists persons with developmental disabilities. The group discussed the success of the Fashion Show, Morning of Recollection, and parish blood drive. They also discussed upcoming events, including the Plant Sale, the May General Meeting, and the Alcohol Awareness training class being offered on April 29 (see above). Unit chair Judith S. noted the need for volunteers to fill leadership positions on the executive board and to serve as chairs next year for major fundraisers such as the Giving Tree, Plant Sale, and Anniversary Brunch. She asked interested members to contact co-president Liz S. for information about these posts. The members reviewed the calendar for the upcoming Sodality year and made decisions concerning which General Sodality responsibilities they wished to volunteer for at the May executive board planning meeting. In addition, the unit prepared its schedule of meetings for the 2017-18 year, and the roster of leaders for the first two meetings in September and November was filled; leadership for later meetings will be determined in the fall. Charitable projects for the first two meetings were also selected; projects for subsequent meetings will be decided at a later date. Judith S. will continue to serve as unit chair/information conduit for the coming year.

3. Regina Coeli – The unit led the evening Rosary open to the parish in the church on April 12, and the devotion has been becoming more and more successful. A new member has joined the unit. The members are considering holding a potluck in the early summer. The leaders of the Giving Tree are looking to share the activity with another unit in the upcoming Sodality year.

4. St. Monica – The unit is continuing to work on ways to become more active. While they do not meet regularly, they do email regularly to conduct business. The chairs of the blood drive reported that the event was very successful and that it produced more than the targeted number of donors. The unit may be in a position to consider taking on the Anniversary Brunch as a project but will need to discuss this possibility.

5. St. Gianna – The unit handled medal/prayer card and gift bearer responsibilities for the April Sodality Sunday Mass. They are planning to have a meeting before the end of the Sodality year and are working to identify a new unit co-chair to fill the position of Celestine K., who is stepping down from the position.

6. St. Elizabeth Seton – The unit will next meet on April 23 and will receive a report from the member who is working to set up a time in the fall to invite author George Weigel to speak to the parish. The Anniversary Brunch is organized and on track. Volunteers have signed up to help with all segments of the event, and four couples have made reservations for the brunch. The group has finished its discussion book for this year.

7. Associates – Members are planning to attend the May General Meeting, which will be their last event for the Sodality year. The second electronic message board for which the Associates donated funds has now been installed in the gathering space of the church.

8. Junior Sodality – The upcoming events to which they are looking forward include the Sodality scholarship essay contest and the May Sodality Sunday Mass and May Crowning ceremony.

#### V. Closing Prayer

Karen S. led the board in praying the *Hail Mary* to close the meeting.