

Sodality Executive Board Meeting Minutes
September 16, 2015

I. Opening

A. The meeting was opened at 7:05 p.m. with a prayer, "Mary, Mother of Jesus," led by Poupee N. Co-Presidents Ellen L. and Liz S. welcomed the board to the beginning of a new Sodality year.

B. Poupee moved that the minutes of the May 2015 board meeting be approved, Gina C. seconded the motion, and the minutes were approved.

II. Old Business

A. Contact information for new Unit Chairs - An updated spreadsheet for contact information for the board was circulated so that information regarding new Unit Chairs could be added.

B. Chantacleer/Website - The logistics of Chantacleer distribution were discussed. Patty B. has been working on the updated Sodality directory with Julie M. and will shortly send updated spreadsheets of unit membership contact information to each of the Unit Chairs. The spreadsheet will include columns in which Sodalists may indicate whether they opt in or opt out of including their contact information in the Sodality directory and whether they wish to receive the Chantacleer electronically. Patty requested that the Unit Chairs survey their members to complete the spreadsheets and return them to her. No specific deadline has been set for returning the spreadsheets, however; that decision will be made by Julie M. Sodality website manager Mary B. noted that the website currently provides links to the Chantacleer back through 2012 and to all of the Executive Board Meeting minutes for the full 2014-15 Sodality year. Mary asked the board whether we should delete last year's board minutes month by month as we post minutes for same month in the current year or adopt some other rule of updating the minutes. After discussion, it was decided that we will delete old minutes every six months.

C. Update on Deceased Sodalist List - The deaths of the following Sodalists/Sodalist loved ones, were noted: George Miller, husband of Marie Miller, Catherine "Tattie" Baker, and Jean Seeback. Mr. Miller's passing will be listed in the Chantacleer. The names of Mrs. Baker and Mrs. Seeback will be added to the listing in our Book of Deceased Sodalists. After the names have been inscribed, Ellen will take charge of the book. She also will update the spreadsheet of information concerning deceased Sodalists to send to the Sodality Union so that the names may be included in the remembrances planned for the Sodality Union Mass and meeting in November 2015.

D. Review and distribution of updated Sodality calendars for the 2015-16 year - The final updated Sodality Calendar for 2015-16 and the Unit Responsibility list for 2015-16 that was finalized at the May 2015 board meeting were distributed and reviewed. After discussion, it was decided that Patty B. will prepare a Sodality "marketing calendar" that will be made available to prospective new members at the Time and Talent Fair on September 19-20. This

calendar will be limited to those events involving members of the General Sodality - i.e., it will not include Executive Board meetings or responsibilities of individual units such as attendance at Sodality Union meetings.

III. New Business

A. Time and Talent Fair - Patty B. has recruited volunteers to staff the Sodality table after all the Masses other than the 5:00 p.m. Sunday Mass. Mary B. volunteered to cover that Mass; Patty indicated that she will also staff the table at that time since it is the last Mass and she will pack up the Sodality materials after that session of the Fair. Patty has asked each Unit Chair to review her unit's respective description for any needed updates. No changes have yet been submitted. Patty asked the Unit Chairs to encourage their members to attend the Fair and come by the Sodality table in order to assist in recruiting new members. She plans to check with Kelley L. about Junior Sodality's activities in light of the new calendar of events Kelley has developed for the year. It was noted that a flyer about the October 7 General Meeting and Lasagna Dinner is needed in order to market the meeting at the fair.

B. Food Service Training - New archdiocesan rules require that food servers at parish events open to the public be certified in proper food service techniques. The parish has arranged to have Safe Serve, a business qualified to give such training, present a training program in Caulfield Hall on Tuesday, September 29, from 7:00 to 9:00 p.m. A test will be administered at the end of the program, and persons who pass the test will be certified as servers who may supervise at food-serving events. Sodality has been allotted two spots for the training, but we can purchase additional slots for \$125 each. Given the number of events at which Sodality serves food, it was suggested that we purchase two additional slots. Marcy P. moved that Sodality make the purchase, and Liz S. seconded the motion, which carried. The deadline for submitting names for the training is Monday, September 21. Poupee, Liz, and Mary B. volunteered to attend the training, and either Celestine K. or Gina C. will fill the fourth Sodality slot.

C. October 7 General Meeting - Mama Lucia will be our catering restaurant for the Lasagna Dinner at the October 7, 2015 General Meeting. Liz will order the food. Gina C. will serve as our bartender. Helen and Patty will help serve, as will Junior Sodality members. Personnel assisting with the Sodality Mass will be: Lector, Mary B.; Eucharistic Ministers, Helen B. and Patty B.; Gift Bearers, Poupee and another Sodalist she will recruit from the Christ Child Unit. Poupee will bring the statue of the Blessed Mother, medals, and prayer cards to set up on the table in the narthex. Liz will ask Celestine K. if her sons can be altar servers. Ellen will contact Molly H. to make sure a priest is scheduled and Russell W. to arrange for Andrew V. to serve as organist. She will also ask Mary Margaret M. if she can serve as our cantor. At the business meeting, we will have sign-up lists for women to volunteer for the Fashion Show committee, the Giving Tree project, and the parish Halloween Party. Mary B. asked that she be copied when the General Meeting bulletin announcement is sent to Molly H. so she can add it to the Sodality website.

D. Halloween Party planning - Sodality has been asked to help with the parish Halloween Party on Saturday, October 24 by decorating Christopher Hall and cleaning up the

hall after the party. Decorating will be done between 2:00 and 5:00 p.m. that day (it must be completed by 5:00 p.m.). Doors for the party open at 7:00 p.m. Some decorations will already be in place since the school's Halloween Party will have taken place on Friday, October 23. Sodality will add to the existing decorations, set up and dress tables for serving and eating, and put in place special decor behind the DJ stand. Clean up will take place after the party ends at 11:00 p.m. and will include breaking down the tables (the facilities staff will not be serving this function). Since the parish Daisy Troop has asked how it can assist with Sodality projects, we will ask the girls to make decorations for the party at their meeting. Many parish groups are involved in planning the Halloween Party; we need to form a small committee within Sodality to organize our contributions to this project.

E. Report from Co-Presidents' Meeting with the Pastor - Liz and Ellen informed Father Giese that Sodality would offer the parish its annual tithe. Checks were delivered to the parish on September 16 to cover the tithe and the cost of a new filing cabinet to be used to maintain Sodality records (see Treasurer's report, below). Father Giese asked that this year's Associates donation be earmarked to defray the cost of refurbishing the tabernacle. Accordingly, the solicitation to the Associates indicates that donated funds will be used for this purpose. It was agreed that the parish will assign someone to check the lights and lock the doors of the church after Sodality functions in order to address security concerns about the church property. Regarding the monthly Sodality Masses, Father Giese indicated that if the Mass is likely to run long because of other additions to that liturgy, he would prefer to dispense with saying the Sodalist's Prayer as part of the Mass. Molly H. and Russell W. are the people we should contact to determine whether a particular Sodality Sunday Mass is likely to run long. If that is the case, we will not distribute the Sodalist's Prayer with the medals. However, if the Mass is not likely to run long, Molly or Russell will be able to ensure that Father Giese has a copy of the Sodalist's Prayer. Moreover, if Father Giese forgets to announce the prayer during a normal Sodality Mass, we are free to hold up the prayer card in order to remind him about saying the prayer. In order to accommodate this year's Giving Tree project, the monthly donut social that would have conflicted with the Giving Tree has been moved to another Sunday.

F. FOCUS (Fellowship of Catholic University Students) Missionaries from de Chantal Parish - Ellen and Liz previously shared with the Executive Board and Unit Chairs the fact that three St. Jane de Chantal School alumni, Marco C., John P., and Kevin P., have embarked on a two-year term of missionary service to college students with FOCUS. Marco is assigned to a university in the DC metropolitan area. As part of their commitment, the young men are required to engage in fund-raising to support themselves and the overall FOCUS organization. Ellen and Liz have confirmed that the three young men have met their required goal for this first year of their service, but they will continue to need support next year. Accordingly, it has been proposed that Marco be invited to speak at our May 2016 General Meeting to report on the young men's missionary experience and answer questions from Sodality members who may be interested in helping to support this endeavor in the next school year.

IV. Reports

A. Prefect - Poupee has been working to line up a speaker from Our Lady of Bethesda

Retreat House for the November 1 Communion Breakfast, but at present has not finalized the speaker. The price of the breakfast will be \$25 per person, as it was last year, and we will contract with Breakfasts and Brunches to cater the event. We need to provide Molly H. an announcement for the church bulletin by October 1-2. Poupee will provide a sketch of the desired set-up for Caulfield Hall (including tables, chairs, podium, trash cans, etc.) to the facilities staff; we will use 10 round tables seating eight persons. Poupee will be the point of contact for reservations. Unit Chairs should inform Poupee as soon as possible of the names of any persons who will be inducted into Sodality at the investiture ceremony during the November 1 Sodality Mass. Regarding our Sodality Union obligations, Liz made a motion that we send a \$200 donation to the Union in lieu of selling tickets to the Union's annual raffle; Marcy P. seconded the motion, which carried. Poupee will make arrangements with Anne F. for the donation check.

B. Treasurer - Anne F. reported via e-mail that the balance in the Sodality bank account at the end of the fiscal year on June 30, 2015, was \$28,015.66. The tithe paid to the church was \$2,800. Over the summer, Sodality purchased a file cabinet for Sodality records at a cost of \$249.99. One outstanding item left to be resolved is the payment of the Junior Sodality scholarship check. Anne needs the full legal name of last May's scholarship winner and the name of the high school she is now attending. Once that information is obtained, Anne will contact the finance department of the high school and send the \$2,500 check to the school to be credited to the scholarship winner's tuition account. If any Sodalists need to be reimbursed for Sodality-related expenditures, they should contact Anne. She will have the checkbook with her at the October 7 General Meeting.

C. Units

1. Christ Child - Although the Christ Child Unit lost four members through death over the last four years (Mary Bartels, Ann O'Connell, Rene Marie Granham, and Mary O'Brien), and several of their members have suffered significant health problems, the unit remains active and added three new members during the same period (Poupee, Mary P., and Rachel K.). The group continues to welcome new members. Approximately one-quarter of the unit membership now resides at Maplewood Park Place. Their primary unit project involves praying for the needs of others in the Sodality and parish; this year, they may give up their project of supporting Centro Tepeyac and turn to a charitable endeavor that is parish-based. Their first meeting is scheduled for September 18. Although the group met approximately 10 times a year in recent years, they are going to consider reducing the number of their meetings.

2. John Neumann - The unit held its first meeting of the Sodality year on September 8, 2015, and had a good turnout. The group welcomed back unit member Lee M., who has been living overseas for the last several years. The unit's charitable project for the meeting involved a very successful collection of needed household supplies for the Fisher Houses at Walter Reed National Military Medical Center. Marcia D. volunteered to deliver the supplies to Walter Reed. The members also prayed a communal Rosary and collected the annual dues. Treasurer Pat D. will forward the General Sodality portion of the dues to Anne F. The group reviewed the year's rotating leadership responsibilities within the unit and made

modifications as needed. The unit's responsibilities to the General Sodality were discussed and volunteers for various roles stepped forward. For the November 1 Sodality Mass, Helen B. and Joan W. volunteered to distribute medals and prayer cards and agreed to serve as gift bearers if Junior Sodalists being invested in Sodality at the Mass are not assigned that role. Joan W. and Lee M. volunteered to attend the November 7 Sodality Union meeting at Holy Family Catholic Church in Hillcrest Heights, MD as representatives of the General Sodality. The group's next meeting is scheduled for November 10, when its charitable project will be the collection of monetary and/or in-kind art supply donations to assist the art program at Bethesda Health and Rehabilitation Center.

3. Regina Coeli - The new Unit co-Chairs for this year are Gina C. and Maureen W. The unit will hold its first meeting on September 30 at Maureen's house. The group will seek volunteers to help with the various Sodality projects that are coming up. They also wish to thank Regina Coeli member Patty B. for her work as Sodality Membership Chair and they will let her know promptly of any new members for the unit.

4. St. Monica - The unit is gearing up for the new Sodality year. Its focus this year will be supporting the General Sodality's events. In that regard, they will cover their unit responsibilities and recruit volunteers to chair/assist with charitable projects.

5. St. Gianna - Unit Chair Celestine K. is looking for a co-chair for the year. She asks for our prayers that someone will step forward to assist. Celestine will schedule the group's first meeting once all the "back to school" events have passed.

6. St. Elizabeth Seton - The unit held its last meeting in June, which was attended by seven or eight women. They finished discussion of their book selection. The co-chairs for the upcoming year are Mary B. and Amanda R. The unit's focus this year will be to support General Sodality events. Their first meeting of the year will likely be held in October.

7. Associates - Ellen is sending two letters to the Associates concerning Sodality matters. The first reminds them of their dues obligation and solicits donations for the group's annual gift to the church, which this year will be devoted to the expense of refurbishing the tabernacle. The second asks the Associates to advise whether they wish to communicate via e-mail rather than postal mail and whether they wish to access the Chanticleer on-line.

8. Junior Sodality - Kelley L. provided the group's draft calendar for the year. Liz and Ellen will review it to ensure that it matches with the General Sodality calendar. Kelley proposes that the girls' first meeting be the General Sodality meeting on October 7, at which they will help with dinner service. Sheila S. is helping Kelley this year by serving as Junior Sodality treasurer. Kelley has already recruited volunteers to help with some of the girls' after-school meetings and is looking for a volunteer to take over as Junior Sodality leader after her eighth grade daughter graduates.

V. Closing Prayer

Poupee led the board in the recitation of “Mary, Help of Those in Need” to close the meeting.