

Diocese of Oakland Cursillo – English Speaking Section

Meeting Name:	March 2017 Secretariat Meeting Minutes								
Meeting Facilitator:	Heidi Shelton								
Meeting Date/Time:	Tuesday, March 28, 2017, 7:35 pm - 9 p.m.								
Meeting Location:	Corpus Christi Catholic Church, Piedmont								
In Attendance:	Heidi Shelton	x	Mary Kessler	x	Nita Volker	x	Jackie Palacios	x	Belia Archuleta
	Patrick Devine	x	Louie Archuleta	x	Kelleen Bush	x	Gerri Tong		Jim Vigallon
	Al Limberg	x	Marlene Wilson		Bob Lanuza		Laura Nakamura		
	Barbara Gross		Craig Wilson	x	Wayne Leandro		Roberta Santiago		
	Denise Jin	x	Dreana Alaniz	x	Rafael Palacios	x			

Topic	
Opening prayer	Heidi Shelton
➤ January meeting minutes review and approved with corrections	Dreana/Nita
➤ Treasurer Update – Current Balance \$ 14,060.19	Al/Dreana
Current Business:	
<ul style="list-style-type: none"> ➤ Golf Cart for Fr. Pat <ul style="list-style-type: none"> ○ Nita called Paul Kupras during meeting regarding gold cart available for sale. ○ Write up request for donations to be sent out on Flock Notes ➤ See if Fr. Carl Arcosa at Good Shepard & Fr. Nguyen at Newman Center would serve as spiritual advisors for cursillo weekends ➤ Cursillo School <ul style="list-style-type: none"> ○ Start school in January 2018 ○ Dreana and Al will both look for Cursillo School lesson plans ○ Dreana to reach out to those who previously taught school for lesson plans ➤ Apostolic Plan <ul style="list-style-type: none"> ○ Need to be update and submitted ➤ Review Action Items 	
New Business:	
<ul style="list-style-type: none"> ➤ Voted Agape to be removed from binders. Will no longer be done. ➤ Meeting minutes need to be added to website ➤ Hold Ultreya <ul style="list-style-type: none"> ○ Sunday, April 30, 2017 4:00-6:30 p.m. ○ 7 p.m. Mass following ○ St. Joseph, Alameda. ○ Fellowship, sharing, potluck, palanca posters ○ Request Geri Tong, palanca chair provide supplies for palanca posters ➤ Plan next ultreya for September ➤ Need secretariat members to attend regional and national meetings ➤ Add a facilities coordinator <ul style="list-style-type: none"> ○ Someone to coordinate cursillo weekend set up and clean up after ○ Louie to ask Joey Medeiros if he is interest ➤ Update cursillo weekend schedule to include clean up ➤ For 2018, update by-laws to state elections to be held at the general meeting. ➤ Fourth Day committee suggested meeting on Saturday for combined Fourth day ➤ Work on obtaining parish liasons and update list of open 4th day 	Dreana/Louie
Men's Weekend #334 Core Team	
Rector: Wayne Leandro Vice Rectors: Joey Medeiros, Malik Loopen Chef: Jeff Piekarczyk Assistant Chef: Mike Vercelles Music: Joey Manibusan Spiritual Advisors: Fr. Pat, Deacon Ron Horan	

Women's Weekend #335 Core Team Rectora: Belia Archuleta Vice Rectoras: Sam Kraft, Wallita Sykes-Bush Chef: Chris Lang Assistant Chef: Dionne Cole, Irene Anderson Music: Jeanine Sims Spiritual Advisors: Fr. Pat; Sr. Marian Castelluccio	
Closing prayer	

Next Secretariat meeting: April 25, 2017 7:30 p.m. at Corpus Christi Church

Action Items		
Action Item	Volunteered	Comments
Outreach to transitional deacons and seminarians to become Cursillistas	Patrick Devine	3/28 Patrick Devine to obtain names and address of transitional deacon. Create invitations and send them out. 1/24/16 Patrick Devine took over action item. 7/26/16 AI to reach out to Fr. Neil who is in charge of vocations for transitional deacons 3/16/15 Met with Fr. Richard Mangini; will work on setting up meeting with all 2/17/15 Will discuss with Frs. Leo Edgerly, Dan Danielson and Richard Mangini
Cart for Fr. Pat to get around HR	Louie Archuleta	3/28 Nita called Paul Kupras during meeting regarding gold cart available for sale. Write up request for donations to be sent out on Flock Notes 1/24 See if Fr. Pat wants cart
Contact for C&L Produce	Heidi Shelton	Heidi to speak with Geno Salcedo for contact name
Welcome San Francisco/San Mateo cursillo	Heidi Shelton	
By-laws updates	Mary Kessler	Change to have secretariat elected at general meeting.
Cursillo School	Dreana Alaniz Al Lindberg	Look to see if they have old lesson plans for school of leaders. Dreana to reached out to others is if she doesn't have lesson plans
Facilities Coordinator	Louie Archuleta	Ask Joey Medeiros if he is interested in the position
Apostolic Plan	Heidi Shelton	Update and submit
Spiritual Advisors		See if Fr. Carl Arcosa & Fr. Nguyen would serve as spiritual advisors for cursillo weekends
Meeting Minutes	Mary Kessler	Send to Rich Goddu
Weekend binder		Remove agape Add cleanup to the schedule
Open 4 th day list	Denise Jin	Provide previous list of open 4 th day groups to Post Cursillo committee
Parish liaison list		Collect names of parish liaisons from candidate applications

2017 Upcoming Events

Event	Dates	Location	Notes
Secretariat Meeting	April 26, 2017 7:30 p.m.	Corpus Christi Church Piedmont, Rectoria Conference Room	
Men's #334	May 18 – May 21, 2017	Holy Redeemer Center	Rector: Wayne Leandro Vice Rectors: Joey Medeiros, Malik Loopen Chef: Jeff Piekarczyk Assistant Chef: Mike Vercelles

			Music: Joey Manibusan Spiritual Advisors: Fr. Pat, Deacon Ron Horan
Secretariat Meeting	May 23, 2017 7:30 p.m.	Corpus Christi Church Piedmont, Rectory Conference Room	
Women's #335	May 25 – May 28, 2017	Holy Redeemer Center	Rectora: Belia Archuleta Vice Rectoras: Sam Kraft, Wallita Sykes-Bush Chef: Chris Lang Assistant Chef: Dionne Cole, Irene Anderson Music: Jeanine Sims Spiritual Advisors: Fr. Pat; Sr. Marian Castelluccio
Combined 4 th Day	June 4, 2017 2 p.m. – 4 p.m.	Holy Redeemer, Oakland Upper Classroom	
Secretariat Meeting	June 27, 2017 7:30 p.m.	Corpus Christi Church Piedmont, Rectory Conference Room	
Secretariat Meeting	July 25, 2017 7:30 p.m.	Corpus Christi Church Piedmont, Rectory Conference Room	
National Encounter	July 27-30 2017	Trinity University San Antonio, Texas	
Secretariat Meeting	August 22, 2017 7:30 p.m.	Corpus Christi Church Piedmont, Rectory Conference Room	
Regional Encounter	September 15 – September 17, 2017	Fresno. CA	
Secretariat Meeting	September 26, 2017 7:30 p.m.	Corpus Christi Church Piedmont, Rectory Conference Room	
Men's #336	October 5 – October 8, 2017	Holy Redeemer Center	Rector: Vice Rectors: Chef: Assistant Chef: Music: Spiritual Advisors:
Women's #337	October 19 – October 22, 2017	Holy Redeemer Center	Rectora: Vice Rectoras: Chef: Assistant Chef: Music: Spiritual Advisors:
Combined 4 th Day	10/26 or 11/5		
Secretariat Meeting	October 24, 2017 7:30 p.m.	Corpus Christi Church Piedmont, Rectory Conference Room	
Secretariat Meeting	November 28, 2017 7:30 p.m.	Corpus Christi Church Piedmont, Rectory Conference Room	
Secretariat Meeting	December 26, 2017 7:30 p.m.	Corpus Christi Church Piedmont, Rectory Conference Room	

2018 Upcoming Events

Event	Dates	Location	Notes
Regional Encounter	April 13 – April 15, 2018	Fresno, CA	
Regional Encounter	September 28 – 30, 2018	Fresno, CA	