

Diocese of Oakland Cursillo – English Speaking Section

Meeting Name:	November 2017 Secretariat Meeting Minutes				
Meeting Facilitator:	Heidi Shelton				
Meeting Date/Time:	Tuesday, November 28, 2017, 7:30 p.m.- 8:58				
Meeting Location:	Corpus Christi Catholic Church, Piedmont				
In Attendance:	Heidi Shelton	Mary Kessler	Nita Volker	Jackie Palacios	
	Patrick Devine	Louie Archuleta	Kelleen Bush	Geri Tong	
	Al Limberg	Marlene Wilson	Bob Lanuza	Jim Vigallon	
	Barbara Gross	Craig Wilson	Wayne Leandro	Dave DeMent	
	Denise Jin	Dreana Alaniz	Rafael Palacios	Caroline Arroyo	

Topic	
Opening prayer	Heidi Shelton
➤ Review and approved October meeting minutes with corrections	Dreana Alaniz/Barbara Gross
➤ Treasurer Update – Current Balance \$ 20,016.41 <ul style="list-style-type: none"> ○ Corrected Treasurer reports reviewed and approved <ul style="list-style-type: none"> ▪ August-September ending balance \$4,150.31 ▪ September-October \$18,671.41 ▪ October-November \$20,016.41 	
Current Business:	
➤ Review action items ➤ Grand Ultreya-Looking to hold on April 21 or 22 at Holy Redeemer. Rollo Room not available Louie to check with Br. Dan to see if upper chapel is available. ➤ Holy Redeemer prospective buyer Wendy Xa was in attendance at Fr. Pat's memorial. If the sale goes through her plans are to run a day school for gifted students with different learning styles. Because of the high cost of living in the area plan to use the sleeping quarters above the dining room as housing for the teachers. Wendy indicated that she would cooperate with cursillo as long as possible before opening the school.	

New Business:	
➤ Cursillo Men's #338 Rector: Steve Tedesco Vice Rectors: Shawn Meade Chef: Mike Versellas Assistant Chef: Sean Fetty Music: Frank Manibusan Spiritual Advisors:	
➤ Cursillo Women's #339 – no core team members at this time Rectora: Vice Rectoras: Chef: Assistant Chef: Music: Spiritual Advisors:	
➤ Perspective on the last Women's Cursillo weekend given by first time worker. <ul style="list-style-type: none"> ○ Short food on several occasions for the entire kitchen team to eat. ○ Loud commotion going on late at night. Not conducive to sleeping after long day. ○ Better communication needed with team members between meetings ○ Conflicting information received from core team members ○ More thorough explanations of responsibilities for new team members 	

<ul style="list-style-type: none"> ○ At the first meeting, pair up each first time team member with a more experience ○ Entire team meet after the weekend. Discuss positive and negatives from the preparation and weekend ○ Provide receipt for those who give cash donation <p>➤ Voted to skip December 26, 2017 meeting</p>	
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Closing prayer	Patrick Devine
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Next Secretariat meeting: January 23, 2018 7:30 p.m. at Corpus Christi Church

Action Item	Volunteered	Comments
Outreach to transitional deacons and seminarians to become Cursillistas	Patrick Devine Closed	7/25 Patrick Devine to get list of transitional deacons from Fr. Neil Clemens.
Apostolic Plan	Heidi Shelton Closed	11/28 Has been submitted /26 AI has reviewed. Heidi to submit. 8/22 Heidi to give to AI for review 5/23 Heidi to submit 4/25 AI to send Heidi current plan. Update and submit
Parish liaison list	Craig Wilson	Collect names of parish liaisons from candidate applications
Create Cursillo email address	Heidi Shelton	➤ Create email address for Cursillo – laydirector oakland@gmail.com
Update Application	Denise Jin	Make suggested updates to candidate/sponsor forms
Create men's call list	Bob Lanuza	Reach out to Rich Vivrette. He was working on creating a list.
Confirm 2018/2019 weekend dates	Heidi Shelton Closed	Meet with Br. Dan to confirm 2018 weekend dates and sign contracts
Confirm 2018 combined 4 th Day	Louie Archuleta	Speak with Br. Dan to confirm dates
Ulteya	Louie Archuleta	Speak with Br. Dan to see if April 21 or 22 available

2018 Upcoming Events

Event	Dates	Location	Notes
Secretariat Meeting	January 23, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	
General Meeting	February 11, 2018		
Secretariat Meeting	February 27, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	
Secretariat Meeting	March 27, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	
Regional Encounter	April 13 – April 15, 2018	Fresno, CA	
Secretariat Meeting	April 24, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	
Secretariat Meeting	May 22, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	
Men's #338	May 31 – June 3, 2018	Holy Redeemer Center	Rector: Steve Tedesco Vice Rectors: Shawn Meade Chef: Mike Versellas Assistant Chef: Sean Fetty Music: Frank Manibusan Spiritual Advisors:
Women's #339	June 7 – June 10, 2018	Holy Redeemer Center	Rectora: Vice Rectoras: Chef: Assistant Chef: Music: Spiritual Advisors:
Combined 4 th Day	June 24, 2018	Holy Redeemer Center. Oakland Upper Classroom	

Secretariat Meeting	June 26, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	
Secretariat Meeting	July 24, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	
Secretariat Meeting	August 28, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	
Secretariat Meeting	September 25, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	
Regional Encounter	September 28 – 30, 2018	Fresno, CA	
Men's #340	October 11 – October 14, 2018	Holy Redeemer Center	Rector: Vice Rectors: Chef: Assistant Chef: Music: Spiritual Advisors:
Women's #341	October 18 – October 21, 2018	Holy Redeemer Center	Rectora: Vice Rectoras: Chef: Assistant Chef: Music: Spiritual Advisors:
Secretariat Meeting	October 23, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	Secretariat Meeting
Combined 4 th Day	October 28, 2018	Holy Redeemer Center. Oakland Upper Classroom	
Secretariat Meeting	November 27, 2018 7:30 p.m.	Corpus Christi Church, Piedmont	

2019 Upcoming Events

Event	Dates	Location	Notes
General Meeting	February 10, 2019		
Men's #342	May 2, - May 5, 2019	Holy Redeemer Center	Rector: Vice Rectors: Chef: Assistant Chef: Music: Spiritual Advisors:
Women's #343	May 16 – May 19, 2019	Holy Redeemer Center	Rectora: Vice Rectoras: Chef: Assistant Chef: Music: Spiritual Advisors:
Combined 4 th Day	June 2, 2019	Holy Redeemer Center. Oakland Upper Classroom	
Men's #344	October 10 – October 13, 2019	Holy Redeemer Center	Rector: Vice Rectors: Chef: Assistant Chef: Music: Spiritual Advisors:
Women's #345	October 17 – October 20, 2019	Holy Redeemer Center	Rectora: Vice Rectoras: Chef: Assistant Chef: Music: Spiritual Advisors:
Combined 4 th Day	October 27, 2019	Holy Redeemer Center. Oakland Upper Classroom	