Diocese of Oakland Cursillo – English Speaking Section

Meeting Name:	Secretariat Meeting Minutes		
Meeting Facilitator:	Geri Cooney		
Meeting Date/Time:	Tuesday, August 25, 2026 7:00 p.m.		
Meeting Location:	Corpus Christi Church, 322 St. James Drive, Piedmont, CA – Conference Room		
Secretariat Positions: **Those in attendance are in BOLD** *** indicates Voting Position** **Quorum = 6 voting members**	**Geri Cooney** ***Diocesan Cursillo Coordinator***	**Susan Monroy** ***Treasurer***	***Kathy Armada*** *Tammy Cortez* ***Palanca***
	Andrea Limb ***Associate DCC***	Cynthia Borcena ***Communications***	**Kelleen Bush** ***Music***
	Lorey Panetta ***Secretary***	**Evelyn Isid**ro ***School of Leaders***	
	Bob Lanuza, **Mary Kessler** ***Pre-Cursillo***	**Kelli Jackman** ***Cursillo Weekend***	Cathy Romero ***Post Cursillo***
	Denise Jin ***Registrar***	Shawn Meade ***Past DCC***	Fr. Leo Edgerly ***Spiritual Advisor***

Topic
Opening prayer – Geri Cooney
Review and Approve Past Meeting Minutes • The July 28, 2026 minutes were approved with changes. • Lorey to send the FINAL July minutes to Chris Lang for posting to the website
Treasurer Report – Susan Monroy • Bank balance as of today, August 25 is $28,370.11 • She will send the Chefs $2000 each for weekend food expenses along with instructions • She will prepare $25 stipend checks for each priest that comes on Friday night for confessions
Diocesan Cursillo Coordinator Report - Geri Cooney • Oakland Cursillo Pastoral/Apostolic Plan – Andrea, Mary and Geri are working on updating the plan by incorporating the results of our prior discussions at Secretariat meetings. • Geri will look into setting up daily notifications from USPS of mail delivery to the P.O Box • Geri will be out of town for Women's Commissioning on Sept. 24; Andrea will lead the event.
Associate Diocesan Cursillo Coordinator Report: - Andrea Limb: no report
Past Diocesan Cursillo Coordinator Report - Shawn Meade: no report
Pre-Cursillo: - Bob Lanuza and Mary Kessler • #354 Men's Team – Thursday night: dinner at 6:00PM followed by Commissioning at 7:00PM, also they would like the Secretariat to serve dinner on Saturday night - Arrive 6:20PM • #355 Women's Team status – no report
Post Cursillo: - Cathy Romero • Combined 4th Day scheduled for Saturday, Oct. 3, 2-4 PM, at St. Joan of Arc in San Ramon. Cathy will work with Rector/Rectora on guest speakers. She will work with Kelleen on the music. • T-Shirt sales went well. Cathy will give Susan $ at the Team Meeting on Monday.

Weekend Supplies: - Kelli Jackman

- Update on Storage organization day on August 8 – the stacked items in the container were leaning precariously; they stabilized everything and organized everything
- Status of purchasing mattresses – Kelli set up a Business Account with Amazon to receive a small discount; the mattress order and other items are in the Cart. Kelli will hit the send button and send receipt to Susan for reimbursement
- Kelli to donate the smaller twin mattresses to Building Futures non-profit organization

Communications Report: - Cynthia Borcena

- Announcement for August School of Leaders was emailed to the mailing list
- Waiting for September announcement
- Mary Kessler will ask Cynthia to update the Facebook page; possible share School of Leaders recordings of talks

Music Team Report: - Kelleen Bush

- Kelleen is working on the final music plan for the Women's Weekend #355

Registration: - Denise Jin

- So far Denise has received applications for 5 Men and 10 Women

School of Leaders: - Evelyn Isidro

- Aug 11, School of Leaders meeting feedback – Deacon Rodriguez did a nice job on his talk about Changes in the Church; Mary Kessler did a nice job on the format of 3-Day Weekend: Friday.
- Sept 8, School of Leaders plan: topics are Ecumenism in the Church and Cursillo, and 3-Day Weekend: Saturday.

Palanca: - Kathy Armada/Tammy Cortez

- Nita sent out the deadlines via Flocknote – Men's Palanca due by Aug. 30; Women's by Sept. 6. Deliver to Tammy Cortez home in Pleasanton.

Other Business

- Next Meeting Tuesday, September 29, 2026

Closing Prayer: Kathy Armada

2026 Upcoming Events

Event	Date	Location	Notes
School of Leaders	Tues. Sept. 8, 2026 7-8:30PM	ZOOM	
Men's 3-DAY Weekend	September 10-13, 2026	St. Elizabeth Seton, Pleasanton	#354
Women's 3-DAY Weekend	September 24-27, 2026	St. Elizabeth Seton, Pleasanton	#355
Secretariat Meeting	September 29, 2026 - 7 p.m.	Corpus Christi Church, Piedmont	5th Tuesday!
Combined 4th Day	Saturday Oct. 3, 2026 2-4PM	St. Joan of Arc, San Ramon	
School of Leaders	Tues. Oct. 13, 2026 7-8:30PM	ZOOM	
Secretariat Meeting	Tues. Oct. 27, 2026 - 7 pm	Corpus Christi Church, Piedmont	
School of Leaders	Tues. Nov. 10, 2026 7-8:30PM	ZOOM	
Secretariat Meeting	Tues. Nov. 17, 2026 - 7 pm	Corpus Christi Church, Piedmont	3rd Tuesday!
Secretariat Meeting	December 2026	NA	No meeting