



Board Meeting Minutes, September 6, 2022
9:45 Classrooms A&B

19 Members Attending: President Vernell Bowman, VP Sara Pilgrim, Secretary Jane Brandon, Treasurer Kim Claassen, Helen Haessly Financial Reporter, Saint Monica Guild 1 – Debbie Heinzke, All Saints Guild 2 – Carol Garchie, Saint Mary Guild 3 – Deb Sprecher, Saint Elizabeth Guild 4 – Nancy Webster, Debbie Garrett, Michael, the Archangel Guild 5 – Pat Luckey, Saint Teresa of Calcutta Guild 6 – Sheila Harrison, Jo Morell, Saint Anthony Guild 7 – Sandy Darnell, Rose Harrigan, Carolyn Nee, Barb Wallisch and Saint Jude Guild 8 – Darlene Martinek. All Guilds were represented at the Board meeting.
Guest – Barb Sweeney, Guild 3

WELCOME AND PRAYER: Vernell Bowen opened with prayer and welcomed board members. Officers were introduced. Theme for the year: “We are called by the Lord to act justly, to love mercy and to walk humbly with God.” (Micah 6:8) This scripture speaks of who we are/what we represent as the Ladies of Sacred Heart and our service to others. Goal is to break this scripture open throughout the year to reflect what we represent as a service organization.

Individual introductions by Guild Captains with a brief description of guild activities/summer activities:

- Nancy Webster / Debbie Garrett Co-Captains Guild 4 – guild meetings, and “Food and Fun” event to eat and play games. Members are encouraged to bring a friend as a means to further engage new members. Their guild has added 6 new members in 2022.
- Carol Garchie Co-Captain with Rose Drake and Marie Hylden serves as Captain – Guild does a monthly Lunch Bunch and meets monthly for Hand and Foot.
- Jo Morell/Sheila Harrison Guild 6 – Co-Captain duties are shared and there is a monthly rotation of the Assistant Captain as a way of letting guild members know more about the LOSH Board. Guild has a book club that meets monthly. They are trying to get Mahjong up and going again. Guild attended Labor Day Mass together, prayed the Flying Novena in honor of Saint Teresa of Calcutta their Patron Saint and went to breakfast together.
- Debbie Heinzke Assistant Captain Guild 1 – During the spring, a breakfast was hosted in one of the member’s homes. To celebrate the Feast Day of St. Monica, guild members attended Mass together and then went to dinner with their significant others/partners. They have stayed busy with service work at the loan closet and recently helped pack 163 sack lunches for clients of Jackson House. A brief overview of Jackson House services for the poor was provided highlighting the thrift store, resale shop, free lunch program and food pantry.
- Sandy Darnell/Barb Wallisch Co-Captains Guild 7 – Rose Harrigan will shadow Barb throughout the year. Guild met monthly during the summer for breakfast or lunch. There are plans to get the card games started up again in September.
- Pat Luckey Guild 5 – Guild attended Mass for Michael, the Archangel’s Feast Day and then went to breakfast together.
- Darlene Martinek, Co-Captain Guild 8 – Judy Free will serve as a Co-Captain too. Guild met once for breakfast during the summer. Although they have 19 members not all are active. The guild is responsible for service to the children of the REY Program at Sacred Heart. There will be a picnic in September, Bibles and rosaries are presented to the youth at special times such as First Communion. As a fundraiser with the Men’s Club fish bake and the chicken bake events by selling Fr. Bill’s ice cream. She mentioned Vernell might need to follow-up with Mike Webster

about the possibility of LOSH making desserts for the Nine and Dine or the spaghetti dinner fundraisers.

- Deb Sprecher Co-Captain Guild 3 – During the summer, the guild stayed engaged by meeting for breakfast and/or lunch. They have adopted Mountain Pine 2nd grade and will provide tutoring and gift bags for special events such as Halloween and Christmas, and an end of the year pizza party, and donate books to the children. Sheila Harrison noted that Guild 6 also works with the 3rd grades at the school and Guild 2 will also help support students in 2nd grade.

Vernell thanked the Guilds for all their time and commitment to service in the community.

Vice-President, Sara Pilgrim - Programs for the year

2022-2023 General Meetings and Special Dates

- Sept. 12 First General Meeting** - Time to reconnect
Guild 1 Something Extra: School Supplies
- Oct. 10 Robi Heffington, Oaklawn Chaplaincy**
Guild 2 Something Extra: Ouachita Children, Youth & Family Services, plus paper plates/napkins for The Caring Place
- Oct. 22,23 Fall Bake Sale**
- Oct. 31 The Fall Card Party in Memory of Carol Barrett**
- Nov. 14 Kristi Bennett, Chief of Police for Hot Springs Village**
Guild 3 Something Extra: Warm work clothing for race track workers, plus Birthday Cake Kits for Food Pantries
- Dec. 12 Christmas Brunch** after Mass, chaired by Past Presidents
Entertainment: TBD
- Dec. 17,18 Christmas Cookie Sale**, Guild 2 is Chairing for 2022
- Jan. 9 Janet Dixon, New Beginnings Pregnancy Center**, Benton
Guild 4 Something Extra: Return Filly Feed Bags and SHJC Baby Shower
- Feb. 13 Alice Mitchell, Artist & Owner of Mosaic Madness**, Hot Springs
Guild 5
- Feb. 7,8,9 LOSH Retreat at Subiaco**
- March 13 Janie Woodall Smith, Jackson House Exec. Director**, Hot Springs
Guild 6 Something Extra: Undie Monday for Jackson House
- March 29 LOSH Charity Golf Scramble at DeSoto**
- April 10 Carrie Montgomery, The Hope Movement**, Women in Recovery from Addictions, Hot Springs
Guild 7

**May 8 Mass at 9 am, followed by the Living Rosary, May
Guild 8 Crowning General Meeting in Lower Hall with
Installation of new Executive Committee**

*Watch for bulletin announcements, emails or check hsvlosh.com
for specific information on the Something Extras.*

Sara Pilgrim thanked all who volunteered to clean out and organize the LOSH closet during the summer.

- LOSH Brochure – has been revised to have more basic/generic information so it will not have to be redone each year but can be easily updated. The format was also changed from a booklet to a brochure format to assist with cost saving for LOSH. The brochures will be displayed in the Narthex and the newcomer table at LOSH meeting. Copies have been given to the Parish Welcoming Committee and one will also be provided for each guild captain at the September general meeting.
- Website – LOSH Directory can be found under the Members tab on our website. Sara explained that when you click on a member's address that Google Maps will show the location.

Jane Brandon, Secretary

- The board was asked to review the minutes from the May 2 Board Meeting and the Special Board Meeting held May 23. With there being no additions or corrections, a motion was made by Sandy Darnell to approve the minutes and this was seconded by Sheila Harrison. Minutes approved.
- Correspondence: Thank you notes were received from 1P Single Parent Scholarship Fund, Tiny Angel Gowns, Missionaries of Charity, New Beginnings Pregnancy Center, Faith Fellowship Church Food Pantry – Project Hope, Boys and Girls Club of Saline County and the Ouachita Children, Youth and Family Services. A newsletter was received from Adult and Teen Challenge of Arkansas. Crystal Chimes Chorus of Sweet Adelines International sent a letter to make us aware they are available for events. The Arkansas Community Foundation notified us that Kim Harrison is retiring, and their new Director is Jane Browning. They are also in the process of getting a new phone system and we will be notified of their new phone number.

Financial Reporter, Helen Haessley

- Helen Haessley said the Comparison Report for July was missing a total amount for dues collected in July 2022. (Line 26, Column H - \$2,290), but this will be corrected with the August report.
- Kim Claassen, Treasurer stepped in to discuss the following items due to Helen having to return to work:
- **Approval of May, June, and July Financials**
On April 30, our account had a starting balance of \$17,871.53. The ending balance for July was \$4,742.65.
 - A motion was made by Barb Wallisch to accept the financials and seconded by Debbie Heinzke. Motion passed. Financials are posted on the LOSH website.

Approval of 2022-2023 Recommended Budget

Kim Claassen explained that a budget is a plan and all expenses should be covered with the increase in dues. She reviewed the budget by line items with the following explanations:

Income/Guild Kitchen Cleanup - \$364.00 carried over from last year so Guilds will not be assessed fees to cover this expense this year.

Operating Expenses – Staff/volunteer Christmas gifts at \$50.00 each; Kitchen Supplies – increased to \$650 due to increasing costs of supplies; Christmas Brunch – not included as an expense in the budget as the ticket price will cover cost of entertainment and cleanup. A shortage of \$1.00 noted.

Additional Funds – Blessing Baskets \$1,200 with 100% going to charities and 30% earmarked for Village Churches Mission Outreach Committee, specifically the Shoe Fund.

Aluminum Cans – Kim is trying to contact Fred and Linney Roher who manage this project for LOSH so they can be reimbursed for a repair to the trailer. Carol Garchie stated they had been out of town and she will try to contact them. LOSH Floral Arrangements – Sara Pilgrim recommended some of these be replaced and/or refreshed. This will be a project during the season of Lent.

Nancy Webster made a motion to approve the budget as presented and this was seconded by Deb Sprecher. The budget was approved.

Final Distribution to Charitable Organizations 2021-2022

- Annual Charitable Giving/General Membership - \$21, 796. Additional giving at the Guild level - \$4,725. The full report can be found on the LOSH website under Organization/Reports.

Kim Claassen, Treasurer

- Report on Guild Audits – all guild notebooks were reviewed by Kim Claassen and Susan Harrell reviewed Guild 6 since that is Kim’s Guild. Happy to report that all guilds’ notebooks were in order. The process implemented to review Guild notebooks every three months was instrumental in our success. The process is working. Kim reminded the Guild Captains to conduct the audits of their Guild notebooks or another person who is not handling the finances. The person in charge of the Guild finances should not conduct the audit as just another checks and balances. Kim may implement one more safety check later to help with the reconciliation process in the church office. It was noted that only one thing had to be reconciled with Sheila in the church office. LOSH books were reviewed by Frank Edwards, CPA and were determined to be in good order.
- Kim reported that August financials will be approved in October because they will not be received until after the September general meeting. They will be sent to Guild Captains to forward on to their members for any questions. This will eliminate having to discuss financial issues in the general meeting or at least just what needs to be discussed.
- Kim stated she might conduct a training session for the 3-4 new Guild treasurers.
- Use of bank deposit slips – this is to be determined after Kim has had an opportunity to talk to our bank. She hopes by using bank deposit slips this may reduce some of the issues of LOSH funds being accidentally deposited/charged to Sacred Heart account versus LOSH.

Communication Committee – Josie Hanschmann & Kathy Clark (New Webmaster for LOSH)

Vernell asked guilds to send reports to Josie and she will upload to the website. Guilds were also encouraged to continue to send pictures of their meetings and events.

How to access information on the website – Debbie Garrett mentioned that LOSH was not easy to find on the Sacred Heart landing page and this would be important for potential new members who might want to know more about LOSH. Sara said she would talk to Josie and Mike Miller to see how this could be corrected. She also referred the board members to the newly revised LOSH Member Booklet for information (User Name and Password) on how to access the LOSH website. Vernell asked Guild Captains to make personal contact with any new members and explain how to access and navigate the LOSH website.

Fundraising – Sara Pilgrim

- Sara explained that based on the important feedback from the member’s survey done earlier this year, it was the consensus that LOSH needed fewer fundraisers.
- These are the fundraisers for 2022-2023:
 - **Fall Bake Sale**- October 22-23. Marty Schnoebelen, Chairperson. Event will be held outside under the portico from 10:00a.m.-2:00 p.m. until all items are sold through October 23. Event will be before and after all Masses. There will be a sign-up sheet at the

- general meeting. Baked goods are to be brought to the church Friday, October 21 for pricing and wrapping.
- **Christmas Bake Sale** hosted by Guild 2 – December 17-18. Dates moved back so baked goods would be fresher for the Christmas holiday. Event to be held before and after all Masses until sold out.
 - **LOSH Charity Golf Scramble** – Chairpersons Liz Edwards/Sara Pilgrim. Event to be held March 29, 2023. There will be a shotgun start this year rather than the tee times like last year. More volunteers will be needed for this event.
 - **The Fall Card Party, in Memory of Carol Barrett** – Barb Sweeney Chairperson was present at the meeting to discuss the fundraiser. Event will be held October 31, 2022 in the Upper and Lower Halls. Sheila Harrison suggested we move the event to Spring, but it was explained that this event and the golf tournament are the two biggest fundraisers and it would be very challenging to hold both in the Spring. Light refreshments of cookies, Chex Mix and tea/lemonade will be served. This year will include a 50/50 cash raffle, silent auction and a raffle. Each guild will donate five (5) gift cards with a \$25 minimum. The gift cards will be used to create an additional four (4) baskets for the silent auction. Each guild is asked to donate two (baskets) with one to be used as a door prize and a larger one with a theme of the Guild's choice for the silent auction. Baskets are to be turned in with a list of items included with the cost of each. Debbie Garrett is a graphic designer and she volunteered to assist Barb with finalizing the picture of Carol Barrett's on the Queen of Heart logo for the flyer. Materials will be sent to the printer today and distribution of tickets and event flyers will need to happen ASAP since the event is to be held October 31. Each Guild will be required to sell tickets at cost of \$12 each.

Motion made by Nancy Webster and seconded by Sandy Darnell to approve the dates for the fundraisers. The board approved the dates for all 2022-2023 fundraisers.

Projected income from fundraisers was explained by Sara Pilgrim: Fall Bake Sale - \$2,000; Carol Barrett Card Party - \$3,000-\$6,000 based on \$12 tickets; Christmas Cookie Sale - \$1,000; and Golf Scramble - \$7,000. Total of \$13,800 in projected income which is in line with fundraising pre-Covid.

Guild member Ann Bowman, on the Fundraising Committee suggested that the Board might want to consider selling of **LOSH jar openers** at our events, general meetings and/or before and after Masses. The jar opener is heart shaped and would be engraved with the message – “Open my heart to God” and the LOSH logo. This would be an easy/not labor-intensive fundraiser. Recommended we order 500 at .67 each and sell at \$2.50. Project expenses: approximately \$420.00 including art setup, taxes and shipping/handling. Ann Bowman volunteered to be in charge of the fundraiser. Sandy Darnell made a motion to approve and it was seconded by Nancy Webster. Motion passed.

Sara Pilgrim reminded the Board that **tee shirts** are also available to be sold at the LOSH general meetings. She suggested short sleeve shirts be sold for \$15 and long sleeve for \$18. We also have a few medium size tee shirts available for sale. The board approved these prices.

Funerals – Liz Edwards

Process for assigning Guilds for funeral receptions - Liz will continue to oversee the process. Carol Garchie inquired about the distribution of donations received at the receptions. Vernell provided clarification of donations made for funerals: At the September 9, 2019 board meeting a motion was made by Nancy Smith and seconded by Barb Sweeney if a check was made out to LOSH then LOSH would receive half the amount and the other half would go to the hosting Guild. If the donation is made to the Guild, then the Guild will retain the full amount. The motions passed. After this explanation, the Board

determined to leave the current process in place for now and then the matter can always be brought back to the Board.

- Father Bill joined the Board meeting to explain his recommendations for change of daily mass times and the funeral reception format. We average around 30 funerals a year and it can be quite challenging trying to decide how many to prepare to serve at the receptions. In addition, food costs continue to rise and although the generosity of the Guilds is greatly appreciated, the reality is that we need to do things differently while still meeting the needs of the family and supporting the hard work of our Guilds. Father Bill has changed the daily mass time to 8:30 so that we can have funerals earlier in the morning so a lunch is not required. We will still work to accommodate families who have special exceptions such as those who need a larger place to gather for a meal and they may continue to use our facilities. The hosting Guild may provide meals for those families who may have large numbers of out-of-town guests, but we are strongly encouraged to keep it simple such as desserts and drinks. Father Bill hopes these changes will provide more flexibility in funeral reception planning and what Guilds can provide. It was suggested that we remain mindful of guests who may have special health concerns such as allergies and diabetes and to provide healthy options (cheese, fruit or veggie trays) and not just desserts. The Board will not take a vote today as Vernell asked the Guild Captains to discuss this important issue with their members. Father Bill stated he is comfortable with asking family members to make a donation of at least \$50 to assist with the costs of the reception. Vernell will talk with Liz and work out the details of these new suggestions. It was suggested that there be a sign posted in the kitchen window identifying the hosting Guild so they can be acknowledged.

Philanthropic – Chairperson needed

Vernell Bowen reported the committee met in July and made the following recommendations to the Board:

“Something Extra” for 2022-2023 be scheduled as presented.

It was decided to keep the name Philanthropic for the committee.

The committee recommended that LOSH take over the Angel Tree duties since Ed Kearns will no longer be handling the project. He will remain as the contact for the schools and will collate the forms for the schools. The timeline was discussed and the angels need to be ready for the Christmas tree the Friday before Thanksgiving, November 18. The Board reviewed the steps involved in the Angel Tree project and it was suggested by Debbie Garrett that perhaps each guild could take a step in the process to complete. Liz Edwards has the machine to cut out the angels. It was suggested that the labels for the angels could be simplified by using an Excel spreadsheet and Sara volunteered to help with this. Vernell also volunteered to work on this project and get more information. It was recommended that a sign-up sheet will be required so that when a person selects an angel they must provide their name and phone number. There will be follow-up to ensure all gifts will be received by the due date and avoid last minute gift buying like last year.

A motion was made by Sheila Harrison to follow the process as outlined this year with some of the suggested improvements. Motion was seconded by Nancy Webster. Motion passed. The Angel Tree project will be discussed further at the September General Meeting.

Several members have been contacted to serve as the Chairperson for the Philanthropic Committee, but have declined. This committee usually meets only twice a year.

Members were reminded that memorial contributions can be made to LOSH. Checks written to Sacred Heart of Jesus with either LOSH or the Guild name or number in the memo.

Social Committee- Gerry Tomlinson/Sharon Warren, Co-Chairs

Barb Potter – in charge of welcoming and she has been contacting new members to Sacred Heart and she expects we will see new members for LOSH.

Spiritual Committee – Kathy Clark (Interim)- Chairperson needed

LOSH Retreat at Subiaco Abbey will be February 7-9, 2023

Vernell Bowen encouraged members to give time to serve as volunteers for Perpetual Adoration.

Old Business

Succession – Vernell Bowen encouraged Guild Captains to continue to groom their members to serve as Guild Leaders.

New Business

- REY Dinners will be hosted by LOSH on January 25 and April 26, 2023.
- Suggestion: At the general meetings, the hosting Guild will explain their yearly guild activities and opportunities rather than highlighting their patron saint. This was approved.
- Guild 1 – Hosting the September general meeting
- Food for general meetings – Sara asked if we would return to pre-Covid menu like breakfast casseroles. It was suggested we go with breakfast breads and fruit. Debbie Garrett recommended be mindful of those with food allergies or requiring gluten-free options so a cheese tray might also be beneficial.
- There was also the question about moving the time of the general meeting since daily Mass is now at 8:30. Vernell Bowen recommended this be discussed at the September general meeting.

The meeting was adjourned with the Lord's Prayer.

The general meeting for LOSH will be Monday, September 12 at 9:45 am.

The next LOSH Board meeting will be October 3.

Minutes recorded and submitted by
Jane Brandon, Secretary

Minutes Approved by
Vernell Bowen, President Sept. 9, 2022