



Thomas Merton Center
Board of Directors Meeting
THURSDAY, NOVEMBER 12, 7:00 P.M., ZOOM MEETING

APPROVED MINUTES

Present: Gerard McGuire, Mary Seabury, Larry Lopez, Mike McMahon, Diane Marie Herte, Judi Swope and Ann Akey

Meeting leader: Gerard McGuire

Meeting prayer leader: Gerard

Meeting secretary: Ann Akey

OPENING BUSINESS:

- 1) **Minutes:** Reviewed minutes of the September 10, 2020 Board Meeting.
ACTION: September minutes were unanimously approved without edits.
- 2) **TMC Board Bylaws:** Gerard was working on phone banking leading up to election – put on hold for now.
- 3) **Board liaison with TMC committees update:** Nothing current to report. Committees are still meeting online with Zoom.

COMMITTEE REPORTS:

- 1) **Finance Committee:** Mike McMahon sent out the financial reports (Sept. and Oct.) in advance of the meeting. After discussion and review both reports were accepted as presented. Mike got a copy of the database with addresses for the annual appeal letter from Kay. Mike will start working on the 2021 budget assuming no return to ‘normal’ operations before July 2021
- 2) **Spiritual Education:** An Advent retreat with Kevin Ballard is scheduled for December.
- 3) **Liturgy:** Indoor Masses have been held in the SAG church for the past 3 weeks.
- 4) **Hospitality:** Larry visited our Sunday donut supplier store at the end of Oct. – they were incredibly grateful for TMC’s continued payments and support.
- 5) **Seeking Action for Justice:** no report
- 6) **Website:** no report

7) **Site Committee:** no report

NEW BUSINESS:

1. Email from Jerry Buday (STA PSC) re: Death Penalty and STA parishioners' education.
The STA Parish has taken a position on the death penalty in the past and perhaps it is time to "pick it up again". **ACTION:** Gerard will put Jerry Buday in contact with Terry McCaffrey (California People of Faith Against the Death Penalty) in Channing House.

2. Anna Jaklitsch email re: TMC Board Operations and Kay Williams
How to pick up some of Kay's many responsibilities? Mike has a copy of Kay's database. Anna does too and she is working on updating it. It contains "friends of TMC as well as regular members. The database uses Excel as it's software program.
 - The annual donation appeal letter (is there a template for this?)
 - Tax letters to TMC contributors
 - The Annual Meeting (Membership letter, Meeting Notice and Voting etc.)
 - Notices of Spiritual Education events
 - Membership payments
 - Directory Printing every 2 years
 - Stationery and stamps etc.

ACTION: It was suggested that Bob Capriles might be approached for help. Gerard will speak further with Anna.

MEETING ADJOURNED: The meeting ended at 8:18 PM. The next meeting will be held on Zoom.