

UMW Mission Team Meeting Minutes  
January 25, 2009

**Meeting was called to order at 12:16 PM.**

**In Attendance:** Fran West, Betty Ludlam, Amy Curtis, Lori Smith, Renae Parra, Sharon Smith

**Secretary's Report:** Renae motioned that the minutes from the January 11<sup>th</sup> meeting be approved as written. Sharon seconded the motion and all were in favor.

**Treasure's Report:** no official report; all checks have been sent out

**OLD BUSINESS:**

**1 – Pictures from Fall Kickoff and Candlelight Dinner** - Fran is checking with Sharon Oliver; Renae has a picture from Candlelight Dinner and will post it on the bulletin board in the Fellowship Hall.

**2 – New Year Kick-Off Celebration for the Mile High/Pikes Peak District** – About 40 women attended on Saturday, January 24<sup>th</sup>. All went well.

**3 – District Membership Report** – Fran completed the report.

**4 – Master Calendar** – Fran talked with Bonnie; Janet is working on making one place where all information can be found.

**5 – 2010 District Annual Meeting** – Betty is waiting for a response from the staff as to whether they would like SLUMC to host this meeting

**6 – Chronicle** – Lori submitted information provided to her by Renae about the UMW books purchased and placed in the church library. Lori also included information in the Chronicle about what a UMW member is, how one joins, etc.

**7 - Chocolate Boutique Committees** - The following committees were formed:

**A. Food** – Fran & Renae

Fran has met with Mona; the FET contract still needs to be completed; the whole FET team will be involved with our retreat.

Fran will ask them about the clear plastic plates.

**B. Print** – Lori

Sharon Oliver graciously designed tickets, table tents, nametags and save the date cards for us.

Posters – Fran is going to pick another one up and mount it on foam to display at the ticket table; she is also working with Sharon to have 8½ x 11 posters made for the bulletin boards around church.

Tickets – Fran is checking with Sharon O. to see if she has printed these or if we do; Lori is sending Renae the file Sharon O. created so that tickets can be ready by Wednesday.

Table Tents – Sharon S. has prepared these and placed them on the tables on Sunday. During the week they will be stored in the UMW closet.

Save the Date Cards – Lori made 500 of these; they were handed out after the services; the extras are in the UMW closet and will be available on future Sundays. Renae took some to distribute at Book Club and Disciple classes.

Nametags – Sharon S. will print the nametags; Fran will put names on them, as well as the stickers and ribbon to determine their groups. This will be done during the week before the retreat.

Program for inside each journal – Sharon S. will create an program (schedule, info. about UMW, thank you's, etc.) to place inside the journals; Fran will make a ribbon bookmark to place inside. Each bookmark will need about 1 yard of ribbon and two beads.

### **C. Sales – Renae**

Renae has made a sign-up sheet for selling tickets. All items needed are in a hot pink plastic folder that will be kept in the UMW file cabinet. It contains a red bag for money. Amy will check the bag weekly to remove the money. Renae will talk to Lynda re: table at which to sell tickets. Renae will also ask Jim R. to announce the Chocolate Boutique.

*Please contact Renae if you are able to help sell tickets and gift certificates on these days.*

### **D. Decorations – Sharon and Alicia**

Ticket Sales table - hot pink table cloth with ribbons; Fran will provide the poster to display there.

Classroom doors – ribbons will be hung on door frames

Tables for eating – currently planning for 10 tables; centerpieces will be gift bags with ribbons coming out of them; cover with white tablecloths; us colored paper placemats for breakfast which can then be thrown away

Buffett tables – will use one for the breakfast and snack; will use more for lunch; larger bags of ribbons will be used to decorate these tables

Dessert tables – will probably use two round tables, each with its own chocolate fountain; will use plastic table cloths for these tables.

Sharon S. will purchase the paper products such as napkins (colored for lunch if reasonably priced) and placemats.

### **E. Materials - Fran**

Fran will call the company with the number of attendees and then drive up to pick up our materials. This will save us the cost of shipping and handling. SLUMC has an account with the company so the church will charge us once they receive the invoice.

Fran has provided video clips to Sharon O. that will be incorporated into the Sunday PowerPoint presentations.

### **F. Other - Fran**

Fran has reserved the conference room (“staging area”), the chapel and the kitchen for Friday, February 27<sup>th</sup>.

Schedule for the day – Fran will send a copy to Lori to distribute.

Chairs – be sure to use the padded chairs, not the folding chairs, for comfort

*Mission – what mission do we want to collect money for??*

Tables – we will need a table for UMW material; one for the mission chosen; possibly one for Chocolate Boutique items for sale

CDs - Fran is also getting the CDs that will provide music throughout the day. Fran, Renae and Amy are all able to provide CD players for the day.

Video clips – Ken has a copy of these; some will be used in the Sunday PowerPoint and some are needed during the large group sessions

Location of large group sessions – would like to use the chapel if it is ready; will need to have media capability (microphone, projection), though. Words for the songs can be either projected or printed on individual handouts.

### **Leaders for the day:**

Large Group Director – Fran

3 Worship Leaders – Sally - probably, Leigh – no, but suggested others, and Lynda – yes; Audrey said she couldn't help in February but would love to for our next September event; Fran is continuing to work on finding the third leader.

Break-Out Leaders – Prayer – Renae; Laughter – Sharon; Tasting – Amy; each were given originals of their scripts and will be responsible for their session's prep work; Mona will assist Amy in purchasing the chocolates to sample. Fran will be responsible for the prep work for the whole group sessions;

Craft Leader – Christine will lead the activity after lunch of designing individual wrappers for candy bars

Song Leader(s) – Fran left a message for Roberta and is waiting to hear back from her

### **NEW BUSINESS:**

**1 - Spiritual Day Apart** – will be held on March 14<sup>th</sup> from 8:30 to 2:30 at the Castle Rock First UMC.

**2 – Spiritual Life Retreat** – will be held on April 25 – 26 at the Estes Park YMCA.

**3 – Magazine Subscriptions** – Renae learned at her training session that board members should have subscriptions to Response and New World Outlook. The idea of purchasing one membership to each and copies of the last two issues of both and placing them on our book shelf in the library was discussed. Lori moved that Renae should move forward on this idea and Sharon seconded it. All were in favor.

### **ACTION ITEMS:**

1 – Obtain pictures from Fall Kickoff and Candlelight Dinner; put pictures on bulletin board and in notebook – Fran

2 – 2010 District Annual Meeting: checking with pastors, board of trustees, FET – Betty

3 – Chocolate Boutique Committees:

A – Food Committee – Fran

Complete FET contract.

Ask about clear plastic plates.

Check on plastic table cloths for dessert tables.

B – Print Committee

Posters – Fran

Print 8½ x 11 and put on bulletin boards.

Get another poster from the company and mount on foam board.

Tickets –

Check with Sharon O. to see if she had printed out some – Fran

Send ticket document to Renae - Lori

Nametags

Print out – Sharon S.

Add name, sticker and ribbon - Fran

Programs for inside journals

Design and print – Sharon S.

Bookmarks (1 yard ribbon and 2 beads) - Fran

C – Sales Committee – Renae

Check with Lynda about a table at which to sell tickets.

Ask Jim to make announcements about the ticket sale.

D – Decorations Committee design centerpieces – Sharon

Make ribbons for doors and bags filled with ribbons for table decorations.

Purchase placemats and reasonably-priced colored napkins.

E – Materials – Fran

Follow-up with Sharon O. and Ken about video clips for Sundays.

F – Other – Fran

Schedule for the day---send to Lori and she will distribute.

Find out the media capability of the chapel (projection, sound system).

G - Leaders for day – Fran

Worship Leaders – follow up with Sally and the suggestions from Leigh

Song Leader(s) – follow up with Roberta

Craft Leader – coordinate with Christine

H – Response and New World Outlook subscriptions - Renae

Meeting adjourned at 1:23 PM

Minutes taken and submitted by: Lori Smith

NEXT MEETINGS: February 8<sup>th</sup> at 12:00 in the Conference Room (monthly meeting)

February 22<sup>nd</sup> at 12:00 in the Conference Room (finalizing plans for retreat)