

Mission Effectiveness Commission

Minutes of Meeting: 3.28.06
Monte Alverno, Appleton WI

Present: (Mr) Jeff Parrish, Perry McDonald, Joseph Monachino, (Mr) Mark Gillett, (Mr) Dave Bartel, TL Michael Auman, (Ms) Roberta Swift (chairperson), Keith Clark.

Meeting opened with prayer.

Discussion and amending of the documents regarding provincial tours. (These documents, as approved, have been posted on the web site on the "Mission Effectiveness" page).

Minutes approved, with amendments. It was noted that the date for the provincial assembly has officially been set for 10-12 July 2007. The assembly will begin on Tuesday with the evening meal, and conclude with lunch on Thursday. The site is Huntington University, Huntington IN.

Commission roles/responsibilities: The role of the co-directors of the Mission Effectiveness Office is to surface agenda items for the commission. (Cf. Minutes Feb 3, 2003); the role of the chairperson, besides facilitating the meetings, is also to address concerns of the commission to the Provincial Council (personally or through a designee). The secretary records and publishes minutes, publishes reminders of meetings. The members of the commission are expected to carry out assignments and attend meetings.

Tasks to be accomplished:

TASK	TIME FRAME	RESPONSIBILITY
Marketing the provincial assembly, including defining participation.	Plan to be completed by September 2006	Commission
Finalize the outline of the assembly (include the next phase for those who are not coming into an "initial" experience).	January 2007	Commission
Determine presenters and flesh out content of assembly.	January 2007	Commission

TASK	TIME FRAME	RESPONSIBILITY
DVD (Bill Hugo) presentation for use by ministry directors for orientation.	September 2006	Bill Hugo (Perry will communicate with Bill and ask Bill to add audio to the PowerPoint presentation)
Create DVD on charism. This would include the video "What I have started you must continue," as well as other media presentations on ministries of the province.	Make decision at next mtg.	Commission
Partners/employee data. HR Office is gathering the data and entering into the provincial database.	Complete by April 2006	Jeff/provincialate staff
Check on progress for prayer book for use by various provincial meetings (Liturgical commission)	Next meeting	Joe M. will check this with Steve Kropp, chair of the Liturgical Commission.
Creation of orientation models for ministries.	Sept 2006: prepare minimal options for directors	Mark Gillett, et al.
Dialogue with development offices regarding sharing of MVV with donors.	Next mtg report on conversation with Bill.	TL will contact Bill Cieslak regarding this issue.

Meeting schedule:

Web conference meeting: Monday, 1 May 2006; 3-5 p.m. (CDT)

Conference call line: 1-877-213-9444

Participant code: 990629

Roberta will send email with instructions for the web conferencing.

Meeting at Roberta's home: 7/25/06, begin at 11:00 a.m. Work until afternoon and then pantoon w/ shrimp sauce.

Next mtg agenda:

Discuss video

Discuss result of conversation with Bill C. And development group re: donors

Update on prayerbook
Initial brainstorming on marketing plan for assembly
Set future meeting date
Logistics regarding assembly

Web site: Mission Effectiveness page: www.capcomm.org

Members are asked to check out the web site, and to brainstorm on possible resources that might be included on the Mission Effectiveness page of the web site. This page is designed as a resource for ministry directors.