

MI Missionary Transition & Re-entry Retreat Evaluation Meeting
27 October 2017 1.00 pm

MINUTES

Venue: Pioneers of Australia office (first floor) 1/39 Railway Road Blackburn (diagonally opposite Blackburn railway station on the North side). Should you wish to bring your lunch with you and eat it during the meeting you will be most welcome to do so and hot drinks will be provided.

1. **Welcome and short devotion: Wash the feet of the World** Charles Ringma 'Voluntary Poverty' choose to be poor for the love of Jesus Christ – identify with those we are wishing to serve.
2. **Present: Dawn Taylor, Michael Collie, Mark Glover, Roger Redford, Jane Window, Andrew Vines, Jenny Johnston, Charlie Fletcher & Ben McLean (skype)**
3. **Apologies: Robyn McLean, Maree Vines**
4. **Confirm previous minutes: Michael**
5. **Business arising:**

Michael – outcome of discussion with **Deanna** (see Minutes 25 August 2017 point 5 a.)

- a. **Deanna** sent an updated resources list which was included in the Participants folder
- b. Suggestion to add a page on these issues (information on warning signs in children/teens – eating disorders, self-harm. **Deanna** (also) has a check list for signs of depression in men, women & children)
- c. **Ben's** handouts included 50 common signs of stress, not age group specific.
- d. banner – work continues
- e. glossary of terms – **Michael** to circulate draft.

ACTION: Michael to include page covering issues in participants' folder, continue work on banner and circulate draft glossary of terms

- f. MIV Annual Celebration Dinner – **Dawn** attended and reported back – all members of the team were publicly thanked for their contribution to the ReEntry Retreat. Bethany Sim and the Barclays attended as well.

6. **Review feedback: Michael** – Feedback was circulated to team by **Michael**

- a) Adults – 8 responses from 27 adults
 - Comments – one was negative on many aspects. Others were overwhelmingly positive
 - Team discussed need to state that facilitators are volunteers.
 - Nature of survey collection was briefly discussed.

- Possible phrasing: What did you find most helpful, least helpful
- Couple of critical comments on small group facilitator contribution were discussed:

Reminder to all facilitators:

Role of facilitators in small group — safe place and freely express themselves. We need to facilitate this. Be comfortable with silence and also with difficult things shared.

Be slow to speak and last to speak and share (if at all). Sometimes it is necessary to introduce the sharing time to model the sharing.

- Comment about incorrect days in welcome letter: Unfortunately, the days of the week in welcome letter template were incorrect but circulated without modification.

b) TCK Re-Connect Camp – **Leigh Pryse** – report circulated. Difficult to gauge what the facilitators felt went well – appeared to be a happy and harmonious group of children

c) ATCK – young adults – **Tanya Crossman** – team discussed.

Good to have analytical details.

Timetable was set beforehand for when the ATCKs were to be involved in children's program. This plan was departed from with the Children's team inviting the ATCKs to join them at different times. This was difficult for Tanya.

The ATCKs took part in the river of transition with the children – bit slow for them.

Giving the ATCKs choices – balancing this with need for more structured program.

Facilitation Team agreed that the person leading it needs to be given the authority to direct

Take the feedback to heart

Tanya will write up her sessions on loss and transitions

MIV paid Tanya's airfares – MIV were thanked for financial contribution

7. Other feedback:

a) Transport – a lot of people asking for transport – **too greater workload for Dawn – request that another facilitator takes this task on in future**. Can participants arrange their own? Positive of providing transport – getting to know a facilitator

b) Printing – Allow longer deadline for facilitators to send their documents to **Michael** – need more time to put on Google drive

Discussion of use of Google drive suggestion have each year up and current year to be worked on

MIV site to be used as archive for docs.

Michael did printing personally this year.

ACTION: Michael - prepare for later deadline to receive documents from facilitators

- c) Introductions at first meal – families introduced but not couples/singles – awkward for those attending with no children.

How to proceed in future – to be discussed further

- d) Microphone issues – Consideration – need for wireless mike for Celebration dinner sharing. Lapel mike is preferred.

ACTION: Andrew will explore a lapel mike for the team (free) and advise **Mark**.

Mark will provide recommendation for a lapel or headset wireless mike plus amplifier which can also play music through blue tooth_on receipt of advice from **Andrew**.

- e) Duty of care – Situation on last day – one participant didn't arrive for her small group. This necessitated **Dawn** searching for her which made her 20 mins. late for her small group.

ACTION: Dawn to announce in housekeeping that all participants to come to groups and if can't attend then need to tell leader

- f) Celebration 'Dinner' - rename **Celebration Meal** – be seated by 1pm. Suggestion to have after dinner mints - **ACTION: ? Jenny**

Need to purchase enough bottles of drink for 2 each table.

8. Venue:

- a) Linen – own linen – where beds were made up already they weren't un-made so we used them – El Kanah had to bear the cost of laundering
- b) Barbecue – not an outdoor experience – we were looking for an outdoor experience. Weather? To be explored.
- c) Meal times already discussed
- d) Packing up – being a Sunday didn't need to be out of rooms until end of sessions
- e) Dates for 2018 - Thurs 27th – 30th Sept. AFL Grand Final Weekend.

Close of Registrations – end of July – El Kanah can keep the whole venue open for us. If don't need cottages then they can let them out.

- f) Single room – El Kanah is finding it costly to provide single rooms with one-person usage. Our feedback shows that singles enjoy their single room.

ACTION: publish two rates for singles, shared and non-shared – we absorb cost if one single ends up not sharing (if shared = pay a couple rate) – **Michael** brochure

9. Team Members:

- a) Current - Charlie, Ben & Robyn not available 2018 brings us back to 8. (Maree was a guest facilitator 2017).
- b) New – MAF Rachel Sinclair, David Pearce (recommended by Roger)

Dawn will follow up Rachel. **Dawn** will ask **Roger** to follow up David
5 men & 5 women facilitators

ACTION: Dawn to liaise with **John Barclay** and approach Chris & Emily Bowman (nee) Tilley for ATCK group

If can't lead need to find others – find sooner rather than later.

With Leigh leaving no decision as yet as to who will lead.

- c) Future –? Lydia Ziersch, Bruce Pratt Qld.

10. Finance report: to be circulated with minutes – Michael yet to claim approx.. \$100

- a) Resources - \$546 for 2017 costs – cost \$216.22 for children's program
- b) Donations – **Dawn** thanked all who made a donation or donated costs of own resources purchased.
- c) Deposits Strongs and Reeds retained. Decision on deposit. Retain and if attend apply. Reeds intend to attend in 2018.
\$1000 remains

11. Other business: Brochure – Michael to review and need to get it out as soon as possible.
Costs available.

12. Next meeting: Friday 9th February 2018, 12:30 – 3pm at Pioneers of Australia

13. Meeting closed in prayer: Mark

ACTION POINTS

All facilitators

Familiarise with small group facilitating:

Role of facilitators in small group — safe place and freely express themselves. We need to facilitate this.
Be comfortable with silence and also with difficult things shared.

Be slow to speak and last to speak and share (if at all). Sometimes it is necessary to introduce the sharing time to model the sharing.

Michael

1. Include page covering issues (see point 5b) in participants' folder
 2. Continue work on banner
 3. Circulate draft glossary of terms.
 4. Prepare for later deadline to receive documents from facilitators
 5. Brochure - publish two rates for singles, shared and non-shared – we absorb cost if one single ends up not sharing (if shared = pay a couple rate)
 6. Review so it can be available as soon as possible. Costs available. Liaise with Dawn.
- (Dates for 2018 - Thurs 27th – 30th Sept. **Close of Registrations – end of July**)

Mark

1. Will provide recommendation for a lapel or headset wireless mike plus amplifier which can also play music through blue tooth on receipt of advice from Andrew.

Andrew

1. Will explore a lapel mike for the team (free) and advise Mark.

Dawn

1. To announce in housekeeping that all participants to come to groups and if can't attend then need to tell leader
2. Explore with Rachel Sinclair the possibility of her joining the facilitation team
3. Ask Roger to contact David Pearce to explore the possibility of joining the facilitation team
4. Liaise with **John Barclay** and approach Chris & Emily Bowman (nee) Tilley for ATCK group
5. Liaise with Michael re costs for next brochure

Jenny

1. Can bring after dinner mints for the Celebration Meal

Roger

1. Dawn will ask Roger to contact David Pearce to explore the possibility of him joining the facilitation team