**MI Missionary Transition & Re-entry Retreat Evaluation Meeting**

**15 October 2015 11.30 am**

**MINUTES**

**Venue**:  Pioneers of Australia office (first floor) 1/39 Railway Road Blackburn (diagonally opposite Blackburn railway station on the North side).

**1.** Opening prayer and welcome:  **Dawn**

**2.** Present:  Dawn Taylor, Elspeth Young, Jenny Johnston, Fran Salvestrin, Michael Collie, Skype - Ben McLean, Deanna Richey

**3**. Apologies: Robyn McLean

**4.** Review feedback: **Michael**: Overall positive feedback – mention made of positive reception of **Deanna & Ben’s** presentations.

**a**. *Introductory session*: omission of introductions of participants – restore *it to Friday night session*. ? declare what part of the ice breaking quiz applied to them. Decision not to make ice breaker into a long session – ‘play’ category.

**b**. *Re-entry story* – a participant asked for a straight forward re-entry story. Aim of the stories giving permission for people to share. Present the tough times but bringing out the successful transition. Be real. Risks – err on the side of exposure and permission giving – rather than present something so positive that others may be inhibited in sharing.

(Acknowledge that some people have a smooth re-entry experience – **MC** to incorporate into script)

**c.** *Personal Reflection times*: Explain more before hand – “..it might aid your presentation to prepare something non-verbal..”. Not using loaded words about artistic or craft. Use word options. Easier to talk to an object. Review *‘What is a Retreat’* later.

**d**. *Group sharing*: evaluation of each speaker – time before/afterwards or someone to ask for clarification. It’s not about us learning something new, but a time and space for the speaker to tell their story. It’s for their sake that they are telling the story. Good reflective listening will ask for clarification sometimes. Not offering counselling. Problematic when another then turns the conversation around to themselves. It is the facilitator’s role to manage this.

**5.** Seminars:

**i)** *Changing Cultures* (The Face of Transition – original title – ) (future agenda further discussion on titles) – very positive feed back. Fish bowl – overarching word describing the re-entry experience – others read out other’s words and written on white board.

Lengthen Seminar 1. 9:15 – 10:45 (Sat. Morning). Morning tea: 10:45 – 11:15

Shorten Seminar 2. 11:15 – 12:30

**ii)** *Dealing with Loss* (Loss & Grief). Session aroused something that they didn’t know what to do with. ? During session more debriefing or provide a small group time where the facilitator can ask how did you go in that session – debrief. Provides time to ask for clarification.

*Suggestion to have room set up to meet in listed small groups* – can share with a small number not whole group – invite each small group to share one thing with someone else.

**6.** Reflections: Installations – aim – provide as starting point, less prescriptive, more about what the viewer contributes especially last installation. Difficult to find balance in giving people too much. People did get up and look through the items to place on the mat for the last session. Operate with more freedom – random things. We don’t want to do people’s work for them.

**7.** Music: Copyright. Private event no need for copyright. Piano before sessions – well received.

**8.** What is a Retreat:  Document will be adopted.

**9.** Introduction and Instructions for Small Groups: Kept as is.

**10.** TCK Re-connect Camp report: Tabled by Leigh Pryse. Encouraging to read. River simulation, very valuable.

Originally were to have MK facilitators bios mingled with Adult facilitators. *In future will merge.*

**11.** Dates for 2016 Re-entry Retreat: First weekend of Sept. school holidays – booked. 16 -19th Sept. 2016

**12.** El Kanah: **Dawn** reports that ElKanah management are apologetic about mix up with multi purpose room. It was worked out before the retreat started. Multi purpose room is associated with cottages and lodges. It has been stipulated that ReConnect can use the MP room 2016. Not an option for the ReConnect group to use break out rooms. ElKanah graciously allowed us to pay the cost of a couple with up to 3 in a room. We can continue to do this which will bring down the price.

*Peter* mentioned – if we wanted a less elaborate lunch = reduce by $ 5.00 per person per day. Suggestion - rolls and salad.

*Celebration dinner*: because we can’t have ElKanah solely to ourselves we will always have to share with guests. They opened the other dining room. They had to turn away 20 people that night. Is there another time for our celebration? What is the capacity of small dining room? Possible solution – we use function room for evening or change celebration meal to Sunday lunch.

**ACTION:** **Dawn** to discuss with ElKanah.

**13.** Review Brochure: Have draft ready for next meeting. Relocate description of ElKanah. Change colour, use of faces? Closing date 31 Aug.2016 ElKanah need final numbers 2 weeks before. Re: children - add birthdate and year at school.

**ACTION:** **Michael.**

**14.** MIV Support: **Dawn** wrote to MIV chairman re funds. Having fees paid for the obligatory 5th childrens’ facilitator. 2015 the children’s team put in as did the adult facilitators. MIV accepting of this fact. They don’t want facilitators to feel that they have to do it.

**ACTION:** **Dawn** to take the figure of $ 300 to inform MIV – looks positive that MIV will help us fund wise.

**15.** New team members:

**a. Graeme** approached *Andrew Vines*, who was interested but not available for 2015.

**ACTION:** **Jenny** to follow up.

**b. Mark and Faye’s** availability unknown.

**ACTION**: **Dawn** to follow up.

**c.** After some discussion and reference to *Roger Redford’s* feedback form, it was decided that **Michael** should visit him and follow through on an invitation to join the team if he felt it was appropriate. (Roger is an adult TCK – **Deann**a put forward his name).

**ACTION: Michael** to contact Roger.

**d**. *Jane Window’s* name was mentioned.

**16.** Glossary:

Preferred words. NB don’t use term overseas service – *cross cultural service*.

Definition of term facilitator – all team members are facilitators and some will be small group leaders, coordinator.. **ACTION**: **Michael** to compile.

**17**. Finance Report:   Attached

**18.** Re-entry Retreat Banner:   TBA - **Michael**

**19.** MI Website: **Dawn** reports that this is in progress. Shouldn’t be too long until all our resources are there. **Dawn** is working with Larissa on this.

**20.** Letter to Agencies:

*Ideas*: Testimonials. Suggesting a shorter letter/brochure with follow up call. Work on tone and content. “Another retreat has served all these people” – please promote & ? suggest agencies pay for it.

**ACTION:** **Facilitators** to provide **Dawn and Michael** with suggestions.

**ACTION: Dawn** will circulate a draft.

**21.** Any Other Business:

**a**. Different colour name tags for facilitators.

**b.** Review job descriptions. **ACTION**: **Dawn**

**21.** Next Meeting: Thurs. 11th Feb. 10:30 am at the Pioneers office. (**IMPLIED ACTION**: **Jenny** to enquire and book room.)

**22.** Close in prayer: **Deanna**

**ITEMS FOR FUTURE DISCUSSION/PLANNING:**

1. Further discussion/decision on reflection/seminar titles

**ACTION POINTS:**

**DAWN**

1. Discuss with ElKanah - celebration meal – enquire about nos. In small dining room OR possibility of changing meal to Sunday lunch.
2. Continue discussions with *MIV* re their helping fund the 5th **MK team facilitator** ($300)
3. Ascertain availability for facilitator team of **Mark, Faye**
4. Continue working with *Larissa* at MI re our resources on website
5. Receive suggestions for agency letter from facilitators and add own suggestions then circulate
6. Review job descriptions

**MICHAEL**

1. Have draft of brochure ready for next meeting.
* Relocate description of ElKanah.
* Change colour
* use of faces?
* Closing date 31 Aug. 2016
* Re: children - add birthdate and year at school.
1. Contact *Roger* re availability/interest in joining facilitator team.
2. Compile MIV Missionary Transition & Re-entry Retreat Team Glossary.
3. Continue development of Re-entry Retreat banner
4. Receive suggestions for agency letter from **facilitators** and add own suggestions

**JENNY**

1. Contact *Andrew Vines* regarding his interest/availability to join facilitator team
2. Distribute minutes with Finance Report from **Dawn**
3. Provide **Michael & Dawn** with suggestions for agency letter
4. Enquire re booking *Pioneers of Australia* office break out rooms for next planning meeting.

**ALL FACILITATORS**

1. Provide **Michael & Dawn** with suggestions for agency letter **this week**