

**ReEntry Retreat Team Meeting
9 February 2018 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:** Psalm 135: 1-6 Why praise Him? Because: - He is good; - it is good to do so; - He finds us good; - all things work together for good
2. **Present:** Dawn Taylor, Michael Collie, Jane Window, Roger Redford, Mark Glover, Jenny Johnston
3. **Apologies:** Deanna Richey, Andrew Vines
4. **Confirm previous minutes:**

Moved: **Mark**

Seconded **Michael** with amendment to point 8f – if shared = couple rate NOT CORRECT. Should be: if shared = rate for two singles.

5. **Business arising:**
 - a. Michael - handout on signs of depression & other areas – in process with assistance from **Deanna**

ACTION: Michael

- i. Banner – draft circulated – various views were expressed and discussed about picture – cost to be less than \$100
- ii. Brochure – photo discussed – picture of children – need to confirm if parents are happy to have the children pictured in the brochure – some of the facilitators' suggestions were considered; some of Jane's emailed comments were heeded and brochure amended accordingly. Space increase for info on children on brochure – no change. Every application that comes in is responded to and notified that they will receive a letter from the Co-ordinator closer to the retreat telling them everything they need to know.

ACTION: Jane to check with Mark Simon regarding names of children pictured

ACTION: Dawn to send **Barclays** and **Leigh** the brochure to identify the children

iii. glossary of terms – next project (**Michael**)

b. Feedback

- i. Facilitators – volunteers – previous minutes state that facilitators are volunteers – the coordinator to state this during the introductory session: “We feel so strongly about this that we are prepared to do this voluntarily.”
- ii. Introductions at first meal of retreat – to be discussed at later date.
- iii. Microphone – Provided with thanks by **Andrew Vines** Reservoir Presbyterian Church (Via Lois Cox - PoA). Handed to **Mark Glover**.

Mark discussed the head set version and also hand-held mike.

Mark suggests we buy a modestly priced PA system with a hand-held mike.

ACTION: Mark to test the lapel mike and explore purchase.

ACTION: (Post meeting – **Mark** to thank **Andrew**)

- iv. Barbecue – **Dawn** spoke to El Kanah – feel decision to hold indoors was made due to the weather. Team looking for outdoors experience.

ACTION: Dawn to discuss with El Kanah on the day

- v. Team members

- **Adult Team** - need 4 male and 4 female facilitators at a minimum. Current need: one female and two male facilitators.

Rachel Sinclair not available but she and Brad would be open to her being involved in 2 years' time. David Pearce unavailable as has relocated to the NT. We would be interested in considering him if returns.

Roger Redford unavailable, **Andrew Vines** unavailable, **Deanna Richey** will let us know her availability by next week. **Stan** may be available.

Elsbeth Collie might be available – **ACTION: Michael** to ask.

Dawn suggested Luba Yeoh – **ACTION: Dawn** to contact

Graeme and Maree Vines – **ACTION: Dawn** to contact

Paul Rayside – **ACTION: Dawn** to contact

- **TCK Re-Connect Camp** – Co-ordinator TBC **John Barclay** to be contact person.
- **ATCK** – **Dawn** contacted Emily & Chris Bowman - not available going to Cambodia. Gave us a name of a ATCK Kath Williams who is returning to Australia, but Interserve is keen for her to attend as a participant. Will pray and decide if will come as participant in the adult program or facilitator in the ATCK program. Jenny Goddard SA Interserve Personnel Manager' has other contacts who might come as ATCK facilitators.

ACTION: Dawn to follow up with Jenny.

6. Team offices:

- a.** Chairperson: **Dawn Taylor** has agreed to continue as Chair
- b.** Vice-Chair: **Mark Glover**
- c.** Coordinator: **Michael Collie** agreed to continue in this role (remove 'Organise gift bags' from Co-ordinator Position Description **ACTION: Dawn** to amend role description)
- d.** Administrator: **Dawn Taylor** is happy to continue (**Jane Window** can consider this in 2019)
- e.** Minute Secretary: **Jenny Johnston** happy to continue.

7. Finance report: \$824.38 (+ \$1,000 in bank from previous deposits)

ACTION Dawn to send finance report to Jenny to be circulated with minutes

8. Other business:

- a.** Contact list – circulated and amended
- b.** Michael discussed a returned couple who have financial challenges and little support post return who have not had debrief and are under stress – after enquiries from Michael Collie their previous Mission or church will pay for them to attend. The team thanked God for this provision.
- c.** Accepting registrations: Book early places are limited. Place is reserved when registration and deposit or notification of deposit received. First in first served. If sense they are especially needy, encourage to register promptly.
If bringing pre-schooler will need to bring carer and pay for them – don't have staff.
- d.** **Jane** suggests that agenda and documents be sent earlier for our perusal rather than a day or two before.
ACTION: Use of Google Drive - Michael

9. Next meeting: Friday 15 June, 12:30 @ Pioneers of Australia 1/39 Railway Rd. Blackburn

10. Close in prayer: Jane

ACTION POINTS:

Michael

1. Continue as Co-ordinator of MIV (Adult) ReEntry Retreat
2. Continue work on handout on signs of depression & other areas with assistance from **Deanna**
3. Banner & brochure production – pending permission to include children's photos
4. Glossary of terms development
5. Ask Elspeth Collie if she is available to be a retreat facilitator
6. Use Google Drive to place documents for review

Dawn

1. Continue as Chair of MIV ReEntry Retreat Team & Administrator of Retreat
2. Send **Barclays** and **Leigh** the brochure to identify the children in order to seek permission for use of their image
3. Discuss outdoor BBQ with ElKanah
4. Contact Luba Yeoh, Graeme & Maree Vines & Paul Rayside re availability/interest in becoming retreat facilitators – clarify whether Stan Richey is available to facilitate this year
5. Follow up with Kath Williams and Jenny Goddard regarding availability of her or others to become ATCK facilitators.
6. Amend Retreat Co-ordinator role description – remove 'organise gift bags'
7. Send Finance Report to **Jenny** for distribution with minutes

Jane

1. Check with Mark Simon regarding names of children pictured in draft publications

Mark

1. Continue as Vice-Chair of MIV ReEntry Retreat Team
2. Test the lapel mike and explore purchase
3. Post meeting – will contact and thank **Andrew** for the donation of lapel microphone equipment

Jenny

1. Continue as MIV ReEntry Retreat Team Minute Secretary
2. Distribute minutes & finance report to team
3. Circulate Team Contact List when completed
4. Book Pioneers of Australia Break out rooms for June 15 meeting

Deanna

1. Assist **Michael** with handouts on depression etc.
2. Contact **Dawn** re availability to facilitate at 2018 retreat