MINUTES

 MI RE-ENTRY RETREAT TEAM MEETING

 JULY 16 2012 12 md.

Held at the home of *Fran James* - Bayswater

*Meeting opened with prayer* – **Graeme Vines**

**Present**: Helen Macnaughtan, Fran James, Elspeth Carr, Michael Collie, Graeme Vines, Dawn Taylor, Jenny Johnston, Laurence Whitehead (via skype)

**Apologies**: Graeme Taylor (withdrawing from team due to work commitments), Maree Vines

**Business**:

1. **a.** *Registrations* – current state – **Dawn** – 18 adults – 10 ladies, 8 males, (including 7 couples), (3 ladies applying) 12 children 8-19 : 5 girls ( 2-17, 1-19) 7 boys. **Laurence** mentioned some other possible applicants, **Brent** had mentioned another family with 4 children and **Jenny** mentioned one other lady who is interested.

May only be able to accept further applicants without children as the TCK retreat is full.

 When we reach 24 we can put others on the waiting list or offer attendance in 2013.

**b.** *Who is paying for them?* Mainly organisations or church

**c.** *Spreadsheet* of names, agency, field of service and length of service. **Dawn** read out the names and organisations of applicants

1. *Facilitators available*: *Helen Macnaughtan, Fran James, Elspeth Carr, Michael Collie, Graeme Vines, Dawn Taylor, Jenny Johnston, Laurence Whitehead, Maree Vines* (Michael Collie suggests that all constituent missions be represented on the team.) Potential facilitators (at some stage): **Deanna Richey**, Neil & Lisa Sim?
2. *Venue*:
3. SIL Kangaroo Ground
4. Caterer: New caterers at SIL –– discuss the food needs of teens

**Action: Fran** to contact

1. Break out rooms (8) & craft room location – possibility of using more of the offices or bedrooms as break out rooms.

**Action:** **Graeme & Fran** to visit and clarify availability of break out rooms

1. Lighting between meeting area and accommodation – torch to be advised to bring in welcome letter

**Action**: **Helen** to include in welcome letter

**e.** Allocation of rooms – discussed – enough doubles and singles.

1. *Welcome letter*: - **Helen** - tabled 2011 edition for comment. Letter to be sent out *mid August* – suggested amendment to first paragraph:

“We are glad that you will be joining us at the 2012 Residential ReEntry Retreat from Oct 4-7. This is a retreat, a unique opportunity for rest, reflection and renewal. The team is praying that it will be so for you.”

Emphasise it’s a retreat, not a conference. ? Include the words ‘ample time or extended time for reflection’ (this was not decided on).

Include Melway ref. on front page with address.

**Action**: **Michael**

1. *State of finance* – Deposit paid to SIL. 10% levy will be owed in 2013 MI (5% MI National 5% MIV) 5% was taken out for 2011.. This means that there is less than expected left over from 2011. This year 5% is required For future deposits it is suggested that we request an advance from MIV. Re-entry Retreat Team account needs to build up a reserve.
2. *Preparaton*:-
3. Welcome packs – **Helen’s** prayer group
4. Folders – **Helen** displayed an example of a folder (from MER), (with room on front for partipants name) timetable, welcome, pages for handouts.

 **Action**: **Helen** to organise

1. Timetable – Tabled 2011 – to be perused and will be finalised next meeting
2. Allocation of sessions/rooms – *to be discussed next meeting*
3. Name tags – one to wear, one on the outside of their rooms

**Action:** **Michael**

1. Feedback forms – Example from MER tabled by **Helen** – suggested more room for qualitative remarks – include ‘my expectations for the retreat’

**Action:** Helen

1. Craft items

**Action:** **Fran & ? Elspeth**

1. Liaising with TCK camp leaders. Discussion on older TCK’s – how are they accommodated for the TCK retreat? NB that they don’t slip through. Include on brochure age up to 18.

**Action**: **Jenny** – check what is offered for TCK’s over 18

1. Number of handouts - 35 copies
2. *Other:*-
3. Auditor/Assessor for retreat as discussed previously - **Marianne** Wise, Deanna Richey, ? Brian Massey may know of someone. Gauge effectiveness and appropriateness, ? are we overlooking current best practise. It was suggested that MI be contacted re appointing an auditor

**Action**: **Graeme Vines** to bring this to the SLT

1. Psychologist to check workshop material as discussed previously – **Michael** is submitting his material for review to a counsellor. Laurence had a psychologist review his material.
2. Setting up of bank account – **Dawn** – will provide details to team signatories re ID and requirements for signing at Westpac (see point d)
3. Terms of Reference – **Dawn –** Was sincerely thanked for all her work on this document. Document to State Leadership Team in June who will ratify it. When ratified a bank account can be opened. Richard will talk to **Graeme** about the document. Team have been sent a copy to read. Team signatories: **Dawn, Fran & Jenny** other names laid out in Terms of Reference document.
4. Funds: **Pam Thyer** says that there shouldn’t be a problem if we need to access some funds from the MIV account (Member Care)

 *Facilitators are reminded to keep tabs on expenses/receipts for reimbursements*

1. Updating team contact details – *Elspeth Carr* to be added to list (list will be recirculated when Elspeth’s details complete.)
2. *Future retreats*:-

Two team members to visit *Elkanah* and discuss possibilities there from 2013 onwards. **Michael’s** suggestion – outline on a spread sheet our non negotiable needs and compare with venues available. Vera Gill is enthusiastic about the Re-entry Retreat meeting at Elkanah.

**Action**: **Helen** and **Graeme** to visit *Elkanah* before this year’s retreat – looking at facilities, prices and availability.

1. *Next Meeting*:

**August 31st 12 md**.

**Venue** – Elspeth Carr’s home. 4 Brenda St. Nunawading.

**Helen** will circulate documents that team should familiarise ourselves with eg. Last year’s feedback, program