Venue: the home of Graeme and Maree Vines, 69 Luckie St. Nunawading [Melways 48C/D8]

***Lunch of Soup and bread provided ( & other goodies)***

1. **Welcome & opening prayer** - **Graeme** Vines - chair.
2. **Present:** *:-* Graeme Vines, Maree Vines, Jenny Johnston, Dawn Taylor, Fran Salvestrin, Deanna Richey, Elspeth Young, Leigh Pryse, Robyn McLean – *via Skype: -* skype name is robyn\_mclean
3. **Apologies**: Faye Donaldson, Mark Glover, (Michael Collie).
4. **Introductions**: **Robyn** introduced herself and gave her background in ministry and current counselling studies and plans to set up a retreat house for missionaries with MI in South Australia. The team introduced themselves.
5. **Business Arising:**

* **Retreat Details:**

Date: 18 – 21 Sept. 2015

Venue: Elkanah, Marysville.

1. **Number of participants:** Current numbers back to **nine adults and ten children**. Dawn & Deanna & Elspeth are in contact with other potential participants. Elspeth asked about cost – do facilitators pay anything? Facilitators are free to make contributions as they wish. Cost of accommodation and the retreat being 3 days makes it expensive and 10% to MI (MIV & MI).

**Application closing date 31st August.**

1. **Financial Report**: **Dawn**
   * Tabling of report and comments:

* Before reimbursements: $9384.30 plus interest $15.30
* On hand: $7079.60
* Expenditure: refunds to MAF for 2 units who withdrew from retreat.
* 3 people have only paid deposit.
* ElKanah deposit will be paid next week (week starting 20/7).
* Numbers will be given to Elkanah up to 2 weeks before retreat.
* Further discussion re funding the TCK facilitators. Maree suggested that adult facilitators might pay for their own food.

**ACTION**: **Dawn** to ascertain:

* How many TCK facilitators are required for the number of children. (Leigh - ? 4 for 10 but Christine stated 5 – one extra being a reliever)
* What is the cost to facilitators to fund this.

(Team to decide if they can cover this.)

(**Graeme** acknowledged that **Robyn** and Ben have the additional cost of flights – Robyn reported that they have some points they can use).

1. **TCK Reconnect program**:

**The following outcomes were reiterated from last minutes so Leigh was informed**.

* + timing of celebration meal
  + better communication between the teams
  + copy of each team’s program
  + Celebration dinner: Possibility of doing a joint celebration meal with the children Timing - particularly with main course and desert timing
  + First meal - families together?
  + parents should share first in small group, so parents can be free to pick up the children

**Points arising:**

* **Leigh** asked about family time for children to be able to share with parents during the retreat. Is the program more for adults than families?
* **Maree** explained that the TCK program has age appropriate re-entry content. The adult program which is full would need to be rearranged to accommodate a family sharing time.
* **Elspeth** brought up the point that if the TCK team look at the adults program then possibly they could base their material accordingly & then the families could discuss at night.
* **Leigh & team** will write the program with the *Barclays*.
* Families have breakfast together and can share.
* Suggestion: to encourage families to share during the retreat and in the weeks following. Include in hand-outs any resources to facilitate sharing - ? Barclays have any resources for this.
* Keep in mind the fears and difficulties session.
* The Monday afternoon contains a family time.
* Leigh asked to have time to meet parents at beginning of retreat and allow time for feedback between parents and TCK facilitators during the retreat, preferably not at night.
* Leigh suggested families be together in a worship time. Discussed. The current program doesn’t fit this.
* Have families introduce themselves as a family at first meal.

**ACTION:** **Leigh** to discuss with the TCK team how to provide and advocate for the whole family. Will ask the Barclays what ideas they have.

**ACTION**: Do introductions of TCK leaders at beginning of first meal. **? Maree** conduct?

**ACTION**: **Leigh** to provide bio of TCK facilitators.

**ACTION**: **Dawn** to send timetable, reflections and small group leading and other document.

**ACTION**: **Jenny** to send **Leigh** the minutes of the previous meeting

**POSSIBLE ACTION**: **Fran** has offered to care for children during the excursion time – discussed that 2 people would need to be available. *Also facilitator needs to have done the MI child safety training.* **FOR FURTHER DISCUSSION**.

1. **Team allocation**: *(thus far*) – the team will be kept informed as to how many participants there are and consequently how many facilitators are needed. All to be prepared to be asked to lead more than one session.
   * **Maree: Retreat Coordinator**
   * Installations & craft: **Fran Salvestrin (Elspeth Young** to assist). **Fran and Elspeth** to meet. Craft materials to be reviewed and added to. **Fran** offered to pay for the craft materials as a contribution.
   * **Seminar 1 *(Grief & Loss)***: Michael Collie
   * **Seminar 2 *(Changing Cultures):***  Deanna Richey
   * **Introduction to Retreat:** Maree Vines **(Sat. AM)**
   * **Retreat reflection 1 (Origin and Call):** Dawn Taylor
   * **Retreat reflection 2 (Gifts given & received):** Elspeth Young
     + - * Elspeth asked about format and resources. Maree explained the usual format including sharing in the small group.
         * Maree also described the format of the seminars and the group formation (smaller groups within the larger group).
   * **Retreat reflection 3 (Difficulties & Fears):** Jenny
   * **Leaders of small groups:** Maree, Dawn, Jenny, Michael

- new team members to be 2 ‘IC’. Review as needed.

**Other main allocations needed:**-

* + - 1. **Retreat reflection 4 (Vision for the Future):**  FACILITATOR TO BE DECIDED DEPENDING ON NUMBER OF PARTICIPATORS.
      2. **Communion**: To be confirmed (possibly Maree) Also organise some worship time amongst facilitators.
      3. **I.T. person.**

*NOTE: Graeme is unable to attend Retreat due to impending foot surgery putting him out of action for 6 months or so..*

*NOTE: Mark Glover & Faye Donaldson are unable to attend Retreat due to commitments*

**Discussion re purpose of facilitating Small Groups** *(see papers sent out by Maree)*

* Documents reviewed and discussed.
  + - * + We are not offering counselling. Reflective listening was highlighted. We are not probing.
        + People share what they are comfortable sharing & the group sharing aspect was highlighted.
        + Mixed gendered groups discussed. Graeme discussed his observation of men needing to sense they are ‘with mates’. Deanna offered that having couples together may shut one of the partners down.
        + List of counsellors available for participants.

1. **Welcome letter:** Update – Maree has received the document from Dawn via Helen. Other documents also provided. \* Script for Celebration meal not found.

**ACTION**: Maree to prepare.

1. **Review order and placement of program components etc:** 
   * Celebration dinner: Working well. **b**. TCK introductions already discussed.
2. **Review handout materials:** Dawn sent out original & recent materials. Elspeth asked for clarification on the session. Dawn outlined the process. Deanna asking about seminar handout –Changing Cultures – no specific guidelines but there is a handout. Deanna followed up on the source of the resources.
   * 1. Reflection 1,
     2. Reflection 2,
     3. Reflection 3,
     4. Reflection 4
     5. Other handouts - List of counsellors – MI in process of updating – Dawn to contact closer to the time. Helen has some thesis papers on Re-entry available

**Jenny** to bring tissues and group leaders to also bring own.

1. **Invitation extended to possible new facilitators:** 
   * **Robyn and Ben Mc** **Lean** invited and both accepted: Robyn will connect via Skype; Ben unavailable throughout day but Robyn can update him. Ben welcome to attend meeting if available.
   * **Fiona Oates** interested – not yet formally invited – committee full at present. Ian Oates was approached by Graeme, Faye reports that he might be concentrating on own ministry.
2. **MIV website:** 
   * Dawn reports that a password protected site is available. Documents: Create folders - job descriptions, terms of reference, reflections & all other documents. Keep originals dated and update where needed.

**ACTION**: Dawn

1. **Inclusion of Bio’s on facilitators** in material for participants. Need to start the ball rolling. Michael to distribute original pieces. 70 words. Facilitators to update or produce first one.

**ACTION**: Michael to distribute existing bios to team & confirm word limit

**ACTION**: Facilitators to send updated/new bios to Michael

1. **Any other business?**

* Dawn was to ask Vera at ElKanah re equipment: ElKanah can borrow data projector & amplifier system – Vera will ensure that all necessary leads will be available.
* Arrival time on Friday: Facilitators can arrive from lunch time (bring own) but dinner is commencement. Participants can arrive after 3pm.
* Finishing time : 3pm Monday.
* **Leigh** to contact MI Sheila re letters to families

1. **Date of next meeting**: Thursday Sept. 3rd @ 11 am Vines’ home 69 Luckie St. Nunawading. Elspeth might not be able to attend. Will be available via email prior to the meeting being in Nigeria for 2 weeks.
2. **Meeting closed in prayer - Maree**

**ACTION POINTS: ALL – to be prepared to lead more than one session – depending on number of participants/facilitators attending retreat**

**GRAEME – Re-entry Retreat Committee Chair**

1. **Rest your foot ☺**

**MAREE – Retreat Coordinator**

1. **Conduct introductions of TCK leaders at beginning of first meal. ? Maree to conduct?**
2. **Prepare for and conduct: Introduction to Retreat (Sat. AM)**
3. **Lead small group**
4. **Possibly lead Communion**
5. **Organise some worship time amongst other facilitators**
6. **Prepare Welcome Letter**
7. **\* Prepare thank you and acknowledgement script for Celebration Dinner**
8. **Update bio & send to Michael (after receiving and reviewing current bio from Michael)**

**DAWN – Administrator & Bank Signatory**

1. To ascertain:

* How many TCK facilitators are required for the number of children.
* What is the cost to facilitators to fund this. (Team to decide if they can cover this)

1. Dawn to send timetable, reflections and small group leading and discussion input document to **Leigh.**
2. Prepare for and conduct Retreat reflection 1 (Origin & Call)
3. Lead small group
4. To follow up (closer to retreat time) with MI – re list of counsellors
5. Following through with MI – password protected document site for documents as listed in minutes Point 13.
6. Update bio & send to Michael (after receiving and reviewing current bio from Michael)
7. Continue liaising with ElKanah – including transfering deposit (**Vera** to organise PA & data projector and all leads required.)

**ROBYN & BEN**

1. **Write own bio & send to Michael Collie after word limit confirmed**

**DEANNA**

1. Prepare for and conduct Seminar 2 – Changing Cultures
2. Write own bio & send to Michael Colle after word limit confirmed

**FRAN**

1. Prepare installations and assemble/update craft materials **(**Fran kindly offering to pay for the craft materials as a contribution)
2. To meet with **Elspeth** who will assist with installations
3. Offering to care for children during excursion time – discussed that two people would need to be available – also facilitator would need to have done the MI child safety training – FOR FURTHER DISCUSSION
4. Write bio & send to Michael Collie after word limit confirmation

**ELSPETH**

1. Assisting Fran with installations & to meet with Fran re installations
2. Prepare for and conduct Retreat Reflection 2 - Gifts Given and Gifts Received.
3. Write own bio & send to Michael Collie after word limit confirmed
4. May not be able to attend Sept. planning meeting, but can be possibly be in email contact in the 2 weeks prior.

**MICHAEL**

1. **Prepare for and conduct Seminar 1 – Grief & Loss**
2. **Lead small group**
3. **To send all existing Bios to team – MICHAEL ARE THE BIOS 70 WORDS? – please confirm thanks**
4. **Update own bio**

LEIGH

1. To discuss with the TCK team how to provide and advocate for the whole family. Will ask the Barclays what ideas they have.
2. Provide bio’s of TCK facilitators (to Michael Collie) – after confirmation of word limit
3. Write own bio & send to Michael Collie after confirmation of word limit
4. To contact Sheila at MI re letters to families

JENNY – Minute Secretary & Bank Signatory

1. Distribute minutes of meeting, finance report (as received from Dawn) & updated contact list
2. To send immediate previous minutes of Re-entry Retreat Team Mtg. to Leigh
3. Prepare and conduct Retreat Reflection 3 – Fears & Difficulties
4. Has several boxes of tissues available for retreat if needed
5. Update bio & send to Michael after confirmation of word limit