

**ReEntry Retreat Team Meeting  
4 February 2020 6.00 pm**

**MINUTES**

1. **Welcome and short devotion: Dawn** – ‘My Rock My Refuge’ A year of daily devotions in the Psalms by Timothy Keller Ps. 21 1-7 Rejoicing in the King. Our daily joy should be exuberant as in this Psalm. We can experience joy in our lives every day not because of what is happening or not happening for us but because of what Jesus has done for us.
2. **Present: Dawn Taylor, Rachel Sinclair, Jane Window, Mark Glover, Michael Collie, Jenny Johnston, Daniel Templeman Twells (Skype) & John Barclay**
3. **Apologies:** Nil received
4. **Confirm previous minutes: Michael**
5. **Business arising:**

- a) Google calendar – **Mark** – future discussion
- b) MI Re-entry Retreat Terms of Reference Doc:
  - Discussion on ‘winding up’ – it was noted that there are a number of different people who can ‘wind up’ the ReEntry Retreat Team
  - ‘Winding up’ – amend to Team Leader – end of first line
  - ‘Reports’ – amend to Team Leader – beginning of first line
  - Levy – discussion - explanation given
  - Third last paragraph under ‘Finance’ – amend to “The Administrator shall prepare a budget” rather than “The Team...”

**ACTION:** Team to modify copy of MI ReEntry Retreat Terms of Reference Doc. and save to own records.

- c) Third signatory – **Jane** is third signatory – **Dawn** and **Jane** finalising

**6. TCK Re-Connect Camp – Report/Update:**

**John**

- a) Team Members – **John** to confirm if same team members available.

(John & Janine, Bethany Sim, Bethany Donker & Daniel Weaich.)

John has heard nothing to the contrary.

- b) Difficult to obtain figures as there is some carry over from year to year. Will need to top up resources. Scrap books can add up. \$150 is a fair figure.

## 7. Team members:

- a) **Robyn McLean** unable to be on team this year. Had some reservations regarding asking Geok Lim – maybe leave for now. Suggests Claire Livingstone for this year – team agreed.

**ACTION: Jane** to contact Claire.

- b) **Jenny** contacted Sandra Oh - not available this year due to her schedule - will be contacted for 2021

- c) **Dawn** suggests Richard Reed - 2018 participant

**ACTION: Mark** to contact Richard – **Dawn** to provide details.

**ACTION: Chair (Dawn)** to keep list of suggested possible team members

## 8. Team offices:

- a) **Dawn** may conclude this year and desires to work with someone to 'handover' and suggests changes be made to the position descriptions of the Chairperson, Administrator and Co-ordinator

Discussion re above

- b) From MI Re-entry Retreat Terms of Reference Doc.

The Team will appoint from amongst its number, the following officers:

- Team Leader/Chairperson
- Administrator/Treasurer
- Secretary/Minute Taker
- Other such officers as the team decides

i) **Dawn** to review tasks allocated to various roles and redistribute some.  
Who on team is available to do what?

- ii) **Jane** would be happy to receive applications and fees – do finances  
**Mark** is offering to take on extra responsibilities related to the venue
- iii) **Daniel** offering to lead worship times piano & guitar

**ACTION: Jane** to take on revised Administrator role

**ACTION: Mark** to take on the role of Facility Liaison Officer

**ACTION: Dawn** to continue as Chairperson – liaise with MI

**ACTION: Michael** – Retreat Coordinator

**ACTION: Dawn** to work with **Jane & Mark**

**ACTION: Dawn** to modify job descriptions and send to team

- c) Suggestion to set up generic email address for applications.

**ACTION: Mark** to contact Avy at MIV re email address

**9. Brochure:** fees increased by 5%

- a) Modify to 5-18 & remove pre-school child under 4
- b) Remove adults without children finish at 3pm – all finish at 4 pm
- c) Add that it is an MI only event – add to logo at end
- d) Enquiries contact details to be changed

**ACTION: Michael**

**10. 2020 ReEntry Retreat:** 17-20 September 2020

There are some carry-over deposits/fees – Cat Turnbull & Rogers Family

7 units interested and a couple of enquiries from Mission agencies requesting brochure

**11. Finance report:**

- a) Tabled & Distributed - **Dawn**
- b) Refund from GST – reserve account in MIV under our name which we can access if needed.
- c) Budget – to be presented to MIV - 24 adults, 18 children, 14 facilitators & resources - \$37,314

**Team adopted this.**

**12. Other business:**

- a) Set dates for meetings for the rest of the year

**13. Next meeting:**

**Tuesday 16<sup>th</sup> June 6 pm**

**Tuesday 25<sup>th</sup> Aug. 6 pm**

**Tuesday 6<sup>th</sup> Oct. 6 pm**

**ACTION: Jenny** to book Pioneers office Break out rooms 1 & 2 & Computer/Screen

**14. Close in prayer: Jane**

**Post meeting: Dawn & Jenny** noted that we neglected to confirm:

**Mark** continuing as Vice-Chair

**Jenny** as Minute Secretary

**Both have since confirmed.**

## ACTION POINTS:

ALL Team to modify copy of MI ReEntry Retreat Terms of Reference Doc. and save to own records.

### Jane

1. Finalisation of becoming 3<sup>rd</sup> signatory for Re-entry Retreat bank account
2. Contact Claire Livingstone re possibility of joining the Re-entry Retreat Team
3. Liaise with participants – receive registrations and fees

### Mark

1. Continue work on Google Calendar
2. Contact Richard Reed re possibility of joining the Re-entry Retreat Team
3. Liaise with El Kanah
4. Contact Avy at MIV re possibility of setting up generic email address for registrations

### Dawn

1. Finalisation of Jane becoming 3<sup>rd</sup> signatory for Re-entry Retreat bank account
2. Provide Mark with Richard Reed's contact details
3. Keep list of suggested people for team
4. Make changes in the position descriptions and send to team
5. Review tasks allocated to various roles and redistribute some
6. Liaise with MI
7. Continue role as Re-entry Retreat Team Chair
8. Work with Jane & Mark as they take on responsibilities previously carried out by Dawn
9. Prepare and present budget to MIV

### Michael

1. Continue role as Retreat Coordinator
2. Brochure amendments:
  - a) Modify to 5-18 & remove pre-school child under 4. Each child 5-18
  - b) Remove adults without children finish at 3pm – all 4 pm
  - c) Add that it is an MI only event – add to logo at end
  - d) Enquiries contact details to be changed

### Daniel

- a) Lead worship times piano & guitar

### Jenny

- a) Book Pioneers office break out rooms 1 & 2 and computer & screen
- b) Complete minutes and distribute to team after **Dawn** reviews