

To: WRCC
 From: Annette Schmeling and Mary Kay Hunyaday
 RE: West Region Gathering November 10-12, 2017
 Coordinating Committee and Responsibilities
 Date: October 3, 2017

1. MEETING LOCATIONS:

- a. Oakwood: Gathering Room
- b. Vallombrosa: Assigned meeting room for 30-40 people

2. FACILITATORS: Annette and Mary Kay

<u>ID#</u>	<u>COMMITTEE</u>	<u>WEST REGION PLANNING COMMITTEE/ CHAIR OF SUB-COMMITTEE</u>	<u>TEAM</u>	<u>RESPONSIBILITIES/TASKS</u>
1.	WELCOME/HOSPITALITY/ SNACKS	We will check with Kathy Dolan to lead this group.	<ul style="list-style-type: none"> • Mary Finlayson volunteered to get welcome table and hospitality (snacks/wine?) at Vallombrosa (Check with Mary about assigning rooms) • 	<p>WELCOME:</p> <ul style="list-style-type: none"> • Need to set up a welcome table for each group: Oakwood and Vallombrosa; each person will receive on check-in a folder with her name and name tag on it • Assign rooms at Vallombrosa as needed; need to figure out how this works in advance or at the time <p>SNACK:</p> <ul style="list-style-type: none"> • Plan for “healthy snacks: fruits/nuts/water etc • Plan to set up a table at each location in the actual meeting room • Coffee service for morning meeting on Saturday • This includes: planning, purchasing, set-up and clean-up of snacks for both locations at Oakwood and Vallombrosa: <ul style="list-style-type: none"> ○ Saturday, November 11, 2017: <ul style="list-style-type: none"> ▪ Drink/ refreshment table in the meeting rooms ▪ Break #1: Morning (10:30 – 11:00AM?) ▪ Break #2: Afternoon (3:00 – 3:30PM?) • Sunday, November 20, 2016: <ul style="list-style-type: none"> ▪ N/A

2.	PRAYER/LITURGY/ ENVIRONMENT	Spirituality Group Marcia O’Dea is our lead	<ul style="list-style-type: none"> Annette will set up meeting with the liturgy reps from all three regions. <p>LITURGY:</p> <ul style="list-style-type: none"> Oakwood (Clare) will take care of Priest/Stipend and accompanist 	<ul style="list-style-type: none"> Take the lead on preparing opening and closing prayers for all three regions. Coordinate with prayer coordinators in CCS and East regions. Coordinate with Regional Planning Committee <p>PRAYER AIDS.</p> <ul style="list-style-type: none"> Create worship aid guide for three regions that can be adapted as desired. Provide worship aid for Western Region gathering. <p>LITURGY.</p> <ul style="list-style-type: none"> Is planned for all on Saturday, November 11, 2017 from 5-6pm at the Oakwood Chapel. Need to determine readings? Select music for liturgy (Clare is arranging accompanist) Need to engage a priest for the liturgy and request stipend Need to determine if an RSCJ can do the homily/ reflection. If so, then ask someone to write one. Need to decide on worship aid. <p>ENVIRONMENT.</p> <ul style="list-style-type: none"> To create a warm, welcoming, cheerful and peaceful environment.
3.	LOGISTICS TRANSPORTATION	Annette or MaryKay will ask Adele coordinate the transportation needs	<ul style="list-style-type: none"> Suggested that Adele ask anyone on the Transportation or Finance teams to assist if necessary (possible drivers?) 	<ul style="list-style-type: none"> To coordinate transportation to and from Oakwood to Vallombrosa for the non-Oakwoodian sisters NOTE: In the past, we asked all to plan for their own transportation to and from the airports, bus and train stations as Oakwood has no drivers. Plan to identify those with cars and ask the driver to be responsible for 2-3 people Get the phone numbers of the drivers Other?
4.	MEALS	Clare and the Oakwood staff Mary Finlayson will be liaison with Vallombrosa?	Dee Copeland?	<p>VALLOMBROSA:</p> <ul style="list-style-type: none"> Will provide BREAKFAST for the sisters residing there from 8:00 – 9:00AM on Saturday and Sunday <p>OAKWOOD:</p> <ul style="list-style-type: none"> Will provide BREAKFAST as normal to its residents Ensure various meal types are accounted for e.g., gluten free, lactose free etc.

				<ul style="list-style-type: none"> MEALS needed to be provided by OAKWOOD for the whole group +/- 100 (40 of which are non-Oakwood residents): Friday, November 10, 2017 from 5-6:30PM: <ul style="list-style-type: none"> DINNER – Historically, heavy hors d’oeuvres with wine and cheese reception (like last year), and a non-alcoholic alternative Saturday, November 11, 2017: <ul style="list-style-type: none"> BREAKFAST – at each location LUNCH – for 100 from 12:00 1:00PM <ul style="list-style-type: none"> Thinking tables with bowls of salad and platters of pre-made sandwiches to be served family style (for quicker service) DINNER – for 100 from 6:00 – 7:30PM <ul style="list-style-type: none"> TBD Sunday, November 22, 2017: <ul style="list-style-type: none"> BREAKFAST – at each location LUNCH – thinking tables of pre-made sandwiches, cookies, chips and drinks – to go; with paper bags available. No need to box up or pre-box; concern with waste and people can take what they want to go.
5.	HARVESTER/ PHOTOGRAPHY COMMUNICATIONS	Annette and Irma	HARVESTERS: PHOTOGRAPGHY: <ul style="list-style-type: none"> Shoe? 	<ul style="list-style-type: none"> Correspondence with Region before Gathering Design RSVP/Registration form Design/Distribute/Summarize Evaluation Form To memorialize the West Region Gatherings at both Oakwood and Vallombrosa and the joint focus topic groups for Archival purposes utilizing both the written form and visual form of photography/ videography To write MINUTES that highlight the meeting – not verbatims To write an article for UPDATE approximately 1-2 pages in length with color photos.

6.	TECH	Clare with Oakwood staff	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> To provide technical support for both venues: Oakwood and Vallombrosa To ensure there is the ability to utilize: speaker system with microphone(s), laptop and projection capabilities, chairs – circle design
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