

## ONGOING EDUCATION/FORMATION COMMITTEE (OEFC)

### MINUTES – MEETING #48

Friday, May 1, 2015

Chicago Province Center – Techny, Illinois

Present: Jim Bergin, Kathy Borresen, Jim Braband (Chair), George Gawlik, Dan Holman, Mark Weber

The meeting began at 10:00 a.m. with a prayer led by Jim Braband.

The Minutes of the previous meeting held on October 30, 2014 were reviewed and will stand as issued.

#### 1. REVIEW PROVINCE-ISSUED DOCUMENTS

*(Attachments: Provincial's letter, Ongoing Education 2014 Annual Report)*

1.1 The committee members reviewed the letter received from the Provincial dated December 30, 2014 in which the Provincial acknowledged that the Provincial Council had reviewed the minutes of OEFC Meeting #47, the AAS Summary Report for FY 2013-14, the summary report for the Saving Valuable Dollars #7 workshop, and the OEFC comments submitted regarding Community-Based Ongoing Education programs.

1.2 The Ongoing Education 2014 Annual Report was reviewed and accepted.

#### 2. FOLLOW UP ON ITEMS FROM OEFC MEETING #47

2.1 The requirement that grants must be applied for at least four to six weeks in advance of an event was reviewed. It was reported that only one grant had been received (since the last OEFC Meeting in October) that had not complied with this requirement. The member had subsequently been advised that future grants needed to be submitted a minimum of four weeks in advance.

2.2 It was confirmed that the committee's previous approval (at Meeting #47) clarifying the \$2,000 per year/per applicant wording had been implemented. All documents stating the policy's new wording have been updated. No problems or complaints have been received since the policy's clarification.

2.3 The AAS deadline of July 31 was discussed. It was noted that the average compliance rate on July 31 for the past ten years was 72%.

#### 3. ANNUAL ACCOUNTABILITY STATEMENT PROCESS FOR FY 2014-15

Advance notice of the upcoming Accountability Statement Program has been appearing on the website since February. It has mentioned the July 31 deadline as well as advising members to start gathering their information. The list of "active" members will be reviewed at the beginning of June with the official AAS notice sent to them (via email) in mid-June. The notice, along with the AAS form, will also include a FAQs sheet so that there are no misunderstandings or excuses. Some members may receive personalized notices.

#### 4. GRANT REPORTS

4.1 It was reported that grants issued for ongoing education/formation between July 1, 2014 through April 30, 2015 was \$55,194—still within budget.

4.2 Post-dated grants (starting July 1, 2015) amount to approximately \$4,600.

#### 5. WEBSITE POSTINGS FOR IMMIGRATION RESOURCES WEBPAGE

It was explained that items posted on the Immigration Resources webpage are intended to help migrants, immigrants, and those who advocate for them. To-date two items from JPIC have been posted. The Education Office will continue to post relevant items (articles, call-to-action, advocacy resources) as they are submitted.

A notice will be sent occasionally to JPIC reminding them that the Immigration Resources page is available to them to promote their activities.

6. **SUMMER LISTINGS, RESOURCE DIRECTORY ON THE EDUCATION OFFICE WEBSITE**  
A brief review of the website was given noting that the Summer Listings are now part of the Datebook Plus webpage (under the appropriate month). It is no longer printed and distributed as a separate publication. The same holds true for the Resource Directory. Mention was made that the Education Office frequently gets requests from outside sources to list a resource—especially for the Treatment Center section of the Directory. (Such requests are vetted and if deemed appropriate are listed.)
  
7. **SAVING VALUABLE DOLLARS: FINANCE SEMINAR #8**  
Due to the extensive meeting schedules for this year, the next SVD Finance Seminar will be held in April 2016. Tentative dates are April 12-14 and April 19-21. Speakers and topics are still being discussed. It is hoped that a special morning session can be arranged for those newly-assigned to parish work. This session would briefly cover basic finance principles.
  
8. **NEW BUSINESS**  
There was no new business to discuss.
  
9. **NEXT MEETING**  
The next OEFC Meeting will take place Thursday, October 22, 2015 starting at 10:00 a.m. at the Province Center.

The meeting concluded at 11:25 a.m.  
Minutes recorded by: Kathy Borresen

cc: T. Ascheman, SVD

Distributed to OEFC Members: May 6, 2015  
Posted on website: May 6, 2015

*Note: The attachments listed in these minutes were distributed to OEFC members only.*