

Knoxville Diocese Council of Catholic Women  
KDCCW Board Meeting  
April 12, 2018  
Holiday Inn (Hamilton Place) Chattanooga, TN

President Karen Vacaliuc called the meeting to order at 1:15 p.m. with a Salute to the Cross, Prayer to Our Lady of Good Council, pledge of allegiance to the flag, and NCCW Mission Statement.

**Present:**

Jan Byers  
Gisela Chaparro  
Gigi Chasey  
Lynn Christ  
Judy Collins  
Mary Cooper  
Marilyn Hafner  
Cathy Hundley  
Nikki Kapolka  
Sr. John Catherine Kennedy  
Karen Meiring  
Shirley Moore  
Kathy Morin  
Michelle Peckham  
Aimee Place  
Ilene Rainwater  
Pat Ryan  
Amelia Sweeney  
Karen Vacaliuc

Arlene Webb  
Anne Wharton  
Fr. Dan Whitman

**Other:**

Jane Carter  
Patricia Forde  
Linda Lambert  
Sally Jackson  
Patty Johnson

**Excused:**

Julie Bomar  
Debbie Donahoo  
Lacey Metz  
Diann Nance  
Michelle Ronsse  
Joan Rowe  
Susan Tribble  
Mary Wilson

President Karen Vacaliuc welcomed all attendees and noted that Fr. Dan Whitman, Spiritual Advisor and Gigi Chasey, Secretary, were delayed by Fr. Whitman's performance of pastoral duties. A sign-in sheet was used in lieu of roll call.

Parliamentarian Anne Wharton noted that yellow voting cards would be distributed to all Board Members. Individual members of NCCW will obtain their voting cards at the church hall when registering, as will the two voting delegates of each parish receive their blue voting cards at the church hall. Each voting representative can vote in only one capacity.

**Treasurer's Report:**

Amelia Sweeney, Treasurer, gave a report Treasurer's Report, which was approved as presented.

Amelia Sweeney also presented the proposed Knoxville Diocesan CCW operating budget for the next fiscal year, period 7/1/2018-6/30/2019, noting that:

- "Annual dues" represents sub-categories of NCCW
- The budget provides for stipends for officers to attend the NCCW convention
  - Up to \$500 for officer/commission chairs, alternating years
  - Up to \$200 for other board members

- The recommendation is that these line items be removed from the budget since the funds are not being utilized. Other board members can request reimbursement from the education fund or the convention fund.
  - Jane Carter proposed that it's nice to see in writing that reimbursement is available.
  - Amelia Sweeney explained that removing these line items is necessary for the budget to balance since KDCCW does no fund-raising to speak of.
    - Money is still available in the Education Fund
  - Pat Ryan reminded everyone that KDCCW's primary source of income is the \$10,000 grant awarded by the Bishop each year.
    - As the budget now stands, it always appears that KDCCW is operating in the red.
      - It makes sense to effect these adjustments to the budget to allow it to get it in line with income.
    - Pat Ryan reminded everyone to express appreciation to the Bishop for his on-going support of KDCCW.
- Amelia Sweeney recommended a reallocation of the budgeted \$3,000 stipend for the Province Director. The suggestion was to allocate \$1,000 to \$1,500 since reimbursement should come from both the Knoxville Diocese and the Nashville Diocese.
  - KDCCW supplemented with additional funds to the Province Director of Louisville when the Nashville Diocese wasn't contributing and when the Province Director was from our Diocese.
    - Jane Carter proposed that \$1,500 is reasonable in light of the fact that it's recognized that the Province Director incurs expenses for which she's not adequately reimbursed (hotels, travel, etc.).
    - Sally Jackson suggested asking the Province Director for an accounting of her out of pocket expenses, etc.
    - Nikki Kapolka questioned whether Province Directors have produced receipts when requesting reimbursement in the past.
      - Previously, verbal reports were given but receipts or a written accounting was never required.
      - The province director does not serve as an ex-officio member of KDCCW's board.
    - President Karen Vacaliuc asked for a motion
      - Nikki Kapolka recommended discussing the matter with our Province Director before making a motion
      - Jane Carter moved to change the budgeted stipend in the proposed budget from \$3,000 to \$1,500.
        - Nashville's fund raising campaign/pledge letters have resulted in their availability of discretionary funds for this purpose.
        - From a good accounting standpoint, we shouldn't write any checks without receipts.
    - The motion was passed to adjust the budgeted stipend to our Province Director downward from \$3,000 to \$1,500, payable with supporting documentation.

#### **Convention Report:**

**Arlene Webb, Convention Chair, referred everyone to her comprehensive written report. In addition, she thanked and praised the strong team behind the team for the exemplary job that everyone did to ensure a successful, enjoyable, and spiritually compelling convention this year. In touching on some information not specifically mentioned in her report, Arlene Webb added that in addition to the Mary's Meals convention project, all left-over food would be distributed to the Chattanooga Community Kitchen. While Bishop Stika won't stay for the banquet, 255 people are involved in the convention thus far; 218 are registered (with one attending from Missouri) with 8 priests participating/attending plus an additional 5 priests who'll just be here to administer the sacrament of reconciliation with some participants attending just for the pilgrimage. When Marlene became ill, Fran Salaun stepped in as pilgrimage director. It was a surprise to Arlene that reconciliation hasn't been offered at previous conventions, especially in light of Pope Francis' plenary indulgence. Arlene focused on many of the individuals without whose efforts the success of the convention would not have been as smooth: Chef & facilities manager Steve Reker & KofC team were marvelous, publicist Gisela Chaparro, sacristans & servers for all liturgies, the 18 members of the Lourdes Virtual Pilgrimage team, Registrar Emily Knoch (who will tell you who need to know), Karen Vacaliuc for her amazing job, Linda Lambert (silent auction & organizing hospitality suite on 4<sup>th</sup> floor of Holiday Inn to be announced), Karen Underwood who provided all the Veritas training, Janice Mickel who printed all the programs herself (saving ~6,000 in printing costs), the youth of St. Mary's Oak Ridge who assembled the programs in return for free Chick-Fil-A and Panera, ... and especially to the Pastor, staff, and all the dedicated women of St. Stevens. In essence, Arlene mentioned every person instrumental in working toward the success of the convention – even the Seventh Day Adventist Church via whom snacks & coffee/tea will be available all day long. She also reminded everyone that a free will offering will be collected at Kitty Cleveland's concert & that personal thanks should be extended to all the ad sponsors & patrons. Town Place Suites was added to lodging facilities to total four utilized hotels, depending on level of lodging required by speakers. Arlene will serve as emergency contact for the entire event.**

#### **NCCW Province Director Report:**

**Diann Nance will attend our convention but couldn't be available for this meeting. Her report appears in the convention program.**

#### **KDCCW President's Report:**

**President Karen Vacaliuc lauded the praises of every person involved in the success of the 29<sup>th</sup> Annual Diocesan Convention, especially Arlene Webb whose exemplary efforts and organization made it all possible – in addition to being a joy to work with. Karen's report appears in the convention program. One of the goals of her presidency is to encourage new membership in NCCW – initially one new member per affiliate, two new affiliate members, and new individual members.**

#### **Deanery President's Reports:**

- **Chattanooga Deanery**
  - **Julie Bomar sends her regards from Madrid. Her report appears in the convention program. Linda Lambert reported that they've been so busy working on the convention that they didn't have a spring general meeting.**
- **Cumberland Mountain Deanery**
  - **Nikki Kapolka reported that they've been working hard to earn money to support St. Mary's Legacy Clinic. CMDCCW will host next year's diocesan convention. Nikki is looking forward to visiting each of the nine active affiliates in the deanery to learn**

more about what they are doing so that she can better share their experiences across the deanery.

- **5 Rivers Deanery**
  - Aimee Place reported for deanery president Michelle Ronsse. They met on Feb. 24<sup>th</sup> and have been busily promoting the KDCCW convention. Their spring general meeting provided a great time for everyone & was the best attended meeting ever. They are encouraging every parish to promote NCCW's "Healing the Wounds" program & are distributing flyers to be placed in bathrooms across the deanery.
- **Smoky Mountain Deanery**
  - Ilene Rainwater reported for Mary Wilson, Deanery President, who couldn't attend. She expressed that Fr. Joe Brando has been invaluable in offering support as their spiritual advisor. Fr. John Orr was the speaker at their fall general meeting and spoke about rest and refreshment in the Lord for the weary and burdened. They participated in the Crossroads Ministries' "Box of Joy" during the pre-Advent season, providing gifts of love to children who've never received a Christmas gift in their lives. They continue to reach out to those parishes in their deanery that are not affiliated with CCW in an effort to strengthen bonds and encourage relations.

#### **Special Report:**

- Pat Ryan provided suggested & distributed timelines for future KDCCW conventions for consideration.
  - **One-day option: 8:30 a.m. – 5 p.m. Mass**
    - 3 sessions & speaker
    - Lunch
    - Business meeting
    - Get to know your neighbor
    - Mass for deceased women of the diocese
  - **Two-day option:**
    - **Day one:**
      - 5:30 – 6:30 p.m. Mass for deceased women of the diocese
      - 7:00 – 8:30 p.m. Banquet & speaker:
    - **Day two:**
      - Same as one day option, except Mass would be closing Mass.
  - **Three-day option:**
    - Follow the format we currently use
- Next convention will be hosted by the CMDCCW who are being asked to consider these options in planning the convention.
- Karen Vacaliuc provided the projected dates for the next KDCCW convention:
  - April 4<sup>th</sup> – 6<sup>th</sup>, 2019 at St. Thomas the Apostle Church in Lenoir City
  - Alternative location: All Saints in Knoxville

#### **Commission Reports:**

- **Leadership**
  - Cathy Hundley reported that the NCCW focus for 2017-2019 is new evangelization. Her goal, now made possible by her anticipated retirement, is to visit parishes across the diocese and to become more involved in their activities – especially those parishes without a CCW presence.

- **Legislative**
  - Shirley Moore reported that the opponents of Amendment 1/proponents of the abortions industry are pouring money and power into undermining pro-life efforts. She advised that we vote and carefully consider the positions of the candidates. The most recent legislative success in TN was the bill signed into law on April 9<sup>th</sup> that effectively directs TennCare (TN's Medicaid program) money to health care facilities instead of Planned Parenthood. While Planned Parenthood remains on the distribution list, it's at the bottom – effectively denying them funding since the funds will be spent on higher priority needs. Areas of concern also include bills that address the opioid crisis, on-line sex trafficking, and closing the loop for interest rates.
- **Service**
  - Jan Byers is grateful for the opportunity to present Mary's Meals as the service project for the convention and has enjoyed learning about the organization which was founded by a Catholic and continues to serve Catholic values in its work with providing meals for hungry children. She looks forward to attending deanery meetings and learning about the service projects adopted in individual parishes. She's also eager to get the word out about NCCW's human trafficking and domestic abuse service projects.
- **Spirituality**
  - Sister John Catherine Kennedy, OP used her \$100 convention stipend to purchase devotional materials that are available at the Spirituality Commission table. It's her ardent wish to promote deep devotion to Christ in all our parishes. While she's still getting a sense of what's needed, she has ordered copies of the May "Magnificat," which were delayed but will be shipped directly to the convention. It's her hope that it will be an encouragement for us to subscribe to this beautiful and broadening publication. In addition to prayer cards, etc., please also pick up a copy of Sister's favorite novena to Our Lady, Undoer of Knots. Sister's reflections have drawn on the apparitions of our Blessed Mother at Fatima. The focus on Our Lady of Lourdes at this convention has further served to prompt us to seek her powerful intercession on our behalves. In praying through Mary, we learn to imitate her maternal care for all souls. We're especially encouraged to pray for our priests, and to draw the name of a priest at the Spirituality table for whom we can pray in a special way.

#### **Committee Reports:**

- **Corresponding Secretary** -Karen Vacaliuc reported that Lacey Metz could not attend the convention because of family health issues, but that she has done an exemplary job of sending out cards, etc., as needed.
- **Directory Updates** – Mary Cooper will provide a new update in May. Please provide her with correct information for revisions. She'll be more accessible after May 18<sup>th</sup>.
- **E-secretary** – Aimee Place continues to send out email mailings on Monday, Wednesday and Friday of each week and as emergencies arise. She has over 300 contacts on her mailing list and is limited to 1,000 messages/day. She asks that we include our names, the name of the parish and deanery with our messages so that she can readily identify from whom the messages have come.
- **Historian** (Karen Vacaliuc reported that Rosamaria had to drop out as co-historian for health reasons & that she'll be seeking a replacement for her) - Kathy Morin will obtain photos of this event from the photographer & continues to acquire historical artifacts and memorabilia.

(As a side-note, Kathy announced her intention to accept NCCW'S invitation for her to run as Treasurer of NCCW.)

- **Membership** – Lynn Christ reported that, thanks to the efforts of Province Director Diann Nance, we have an updated NCCW membership list as of early March 2018. Some discrepancies on the list have been found and have been or will be resolved. She's made efforts to contact affiliates whose NCCW memberships had lapsed to ensure that all affiliates would have full voting privileges at this convention. She is seeking, at a minimum, to satisfy President Karen Vacaliuc's membership goals and to promote and expand membership in NCCW.
- **Parliamentarian** – Anne Wharton already reported that each individual can only vote in one capacity.
- **Public Relations** – Gisela Chaparro reported that it's been a year during which she's incorporated public relations via "throw-in plugs" across our diocese. She's been in contact with presidents to promote the distribution of flyers in the fall, created the ad that appeared in the East Tennessee Catholic Magazine, and also created the KDCCW ad that appeared in the special issue commemorating our diocese's beautiful new Cathedral. Karen Vacaliuc expressed her grateful appreciation to Gisela for her requests to all parishes, for the ads for the convention, and for inclusions in the electronic Dio-Notes mailings across the entire diocese.
- **Training** – Debbie Donohoo & Susan Tribble (Susan wasn't able to make this meeting because of a conflict, but will be at convention) – The advice offered was to rely on your individual skills and gifts in providing training. Chapter 5 in the new manual will be a valuable tool in following the recommended steps for training:
  - Provide picture(s) of the event
    - Publish & provide reasons for the event
  - Utilize social media
    - Post on Facebook & parish website
  - Reply to all emails, correspondence, and inquiries
  - Create a flowing agenda for the event to maintain fluidity throughout event
  - Catalog disbursements
  - Pass on - Board News & to others
  - Always pray and accept prayer requests
- **Web Mistress** – Judy Collins continues to update & enhance [www.kdccw.org](http://www.kdccw.org), the KDCCW website. Links are available to all officers across the diocese. Alert her with any changes so that she can maintain the website as current and fresh. The use of a new hosting service, MyCatholicHost.com, affords a cost savings of \$45.55 annually. In addition, they provide 24/7 tech support whereas CompuServe provided no tech support, a win-win situation. Anyone who wishes to have announcements or reports posted on the website should flag it so that it won't be overlooked (e.g., website announcement)
  - Karen Vacaliuc extended a special thank you to Judy Collins for all her efforts in resolving the problems when the website was down prior to convention. (Judy advised that when a situation like that arises, it's necessary to refresh string to have access & to hit reload.) Karen also reminded everyone that she will make hard copies for anyone without internet access.

**Old Business:**

- None

## New Business:

- **KDCCW will place an ad in the NCCW convention program**
  - Budgeted \$300 for full page
- **KDCCW Supports “The Handmaids of the Precious Blood”**
  - Jane Carter recommends including our access to the “Handmaids of the Precious Blood: We Pray for Priests” in our diocese in the ad in the National Convention Program, making others across the nation aware of the gift of the Handmaids praying for our priests.
    - Encourages our individual support of the Handmaids
      - Time &/or money
      - Smile.Amazon.com
        - List Handmaids as charity
        - Allocate money toward needed purchases on their wish lists (peanut butter, toilet tissue, etc.)
    - Recommendation that Handmaids ad be a separate ad
      - ½ page ad is \$175 to be funded by CCW individuals
        - Jane Carter – 1<sup>st</sup> \$25
          - If sufficient money isn’t raised, donors will be refunded
            - See Jane Carter after meeting to make donation.
        - Include link to Handmaids website <https://nunsforpriests.org>
        - Include info on listing Handmaids as charity on Amazon
        - Gisela will develop ad with information provided to her.
- **Other**
  - St. Patrick’s Hispanic Emergency Fund (on the memo line of contributions)
    - A donation basket will be in the hospitality room
      - Monetary contributions needed most at this time
      - Contributions of tangible items can no longer be warehoused
    - Hispanic families in need of support
      - Parents deported without children while children were in school
      - Children are being placed with families & relatives
      - Attorneys are working to obtain powers of attorney for custodial families & for families whose members haven’t been deported yet but fear deportation.
        - Will allow parents to continue to parent children without fear of disclosure of whereabouts.
          - 100 children were kept home from school after deportation incident because parents were afraid of losing their children.
    - Catholic Charities: Link on website <https://ccetn.org>
      - Displaced Family Assistance Fund
  - NCCW
    - Sally Jackson urged everyone to look on the NCCW website [nccw.org](http://nccw.org)
      - Missions of Associates of NCCW
        - Fund programs from NCCW membership
      - Friends of NCCW

- WUCO – World Union Catholic Organization
  - [wucwo.org](http://wucwo.org)
  - Supports US delegates to world conventions

**Special Announcements:**

- Kathy Morin on NCCW ballot, running for position as Treasurer
- NCCW National Convention 8/29 – 9/1/18, Pittsburgh, PA
  - Learn about &/or register on-line at <https://www.nccw.org/nccw-convention/>
    - Off-site Province Director's dinner time & location will be announced
- KDCCW Bishop's Mass at the Cathedral
  - April 26, 2018 at 6 p.m.
  - All women of the diocese are considered to be members of CCW. Encourage everyone to attend & demonstrate CCW's presence in our diocese.
  - Groups are encouraged to dine at local restaurants before or after the Mass
  - All Saints Choir will provide music
  - Don't sit in wings. Center seating allows better visibility.
  - Wear blue NCCW scarfs – available for sale at this convention
- CRS (Catholic Relief Services)
  - View link at <https://www.crs.org> to see all programs in partnership

**Spiritual Advisor's Comments:**

Fr. Dan Whitman encouraged everyone's attendance at the NCCW National Convention, reflecting upon the camaraderie, the fun, the excitement and enjoyment of meeting with other Catholic women of like mind, the knowledge gained, and the infusion of spirituality that grows out of coming together with other Catholic women at Masses and in prayer. He expressed his appreciation for all the efforts that went into this convention and asked God's blessing on everyone.

The meeting was closed in prayer at 3:15 p.m.

Respectfully submitted,

Lynn Christ  
Acting Secretary for Gigi Chasey