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**NCDVD Executive Board Meeting Agenda**

**Friday, May 29, 2020—Zoom Meeting**

4:00 pm EST **BUSINESS MEETING**

**Members Present:**

Rose Sullivan—Executive Director

Cathryn Sullivan

Fr. Edwin Leonard—Vice President

Fr. Neal Hock—Treasurer

Fr. Sam Ward—Secretary

Fr. Brian Buettner—At-Large Member

 Fr. Chuck Dornquast—At-Large Member

**Members Excused:**

Fr. Jeff Eirvin—President

* Fr. Edwin opened the meeting and led prayer.

4:35 pm EST

1. **Institute Update**
	1. Contact yesterday with Jasques Daniels, webmaster, to create Registration Pages with the same formats as past years.
	2. All Presenters are confirmed and the timing works.
	3. St. Luke’s Institute and Fr. Sonjay agreed to divide his two talks on Psychology into two parts.
	4. Bishop Cassiano’s Office (Debbie Charles) confirmed his schedule is open to be present.
	5. Plan to have Registration Page on the NCDVD Website by June 1 or 2.
	6. Fr. Jeff and Fr. Edwin will confer to coordinate their Workshops.
	7. Sam Alzheimer is confirmed to present on Vianney Vocations.
	8. Fr. Aidan Logan is confirmed for his Military Co-Sponsorship Presentation.
	9. IPF will also make their Presentations at the Institute and Convention.
2. **Convention Update**
	1. Rose shared ideas for virtual Sponsor Exhibits **[Please see draft copy of Flyer below.]**
		1. Sponsor or Virtual Vendor.
		2. Can Sponsor both Institute & Convention for $5,000.00
			1. Includes 2-3 minutes pre-recorded message
			2. 4 free passes to attend events.
			3. 2 individual Constant Contact messages sent to Members to promote their organization
			4. Logo put on website for at least 6 months.
			5. Promotion item to be included in SWAG box for attendees.
		3. $3,500.00 to promote one of the events.
		4. Virtual Exhibitor for $400.00 or $700.00 for both events.
			1. Promotion on NCDVD website leading up to the events and immediately after.
		5. Reaching out to past Sponsors
			1. St. Luke’s Institute, The Rome Experience, St. Patrick’s Seminary in Menlo Park have expressed interest in being Sponsors.
			2. Fr. Brian will reach out to Mr. Gregory Jewel about being a sponsor on behalf of the NAC.
			3. U.S. Air Force usually sponsors one of the Keynotes.
	2. Rose spoke to Sister Debbie Borman, NRVC representative.
		1. November Conference
		2. NRVC is also moving to a digital platform.
		3. They are having one presenter per day.
		4. NCDVD will not be able to attend NRVC this year.
	3. Convention Workshops Schedule Discussion
		1. Waiting for Archbishop Patron Wong to confirm which day he will speak; hopefully on Day 1.
		2. Need to confirm Fr. Jacques Philippe for Spiritual Health Workshop #2. He will give the Keynote that morning as well on Day 2. Fr. Tim will follow up.
		3. Fr. Victor was the contact for Fr. Dennis McManus’ email. Cathryn will contact Fr. Victor.
		4. Need to confirm Sr. Miriam James Heidland for Keynote on Day 3.
		5. Workshops #3, 4 & 5 on Day 2 TBD. Discussion continued here below.
		6. Suggested Workshops submitted by Regions:
			1. “A Rector’s Perspective: Integrating the Vocation Director into the Seminary Formation Team” proposed by Fr. Eric Augenstein’s Region 7.
				1. Fr. Jim Mason from Kenrick Glennon Seminary
				2. Fr. John Kartje from Mundelein Seminary
				3. Fr. James Wehner from New Orleans Seminary
				4. Bishop Tom Daly—preferred presenter.
			2. “Best Practices for Distance Formation/Learning”, focusing on Human Formation
				1. Fr. Brian and Fr. Edwin will discuss description of their workshop and possible presenters.
			3. “Forming Men for the Priesthood in the Age of Entitlement and Difficulties with Authority.”
				1. Fr. David Toops from St. Vincent De Paul Seminary, Boiton Beach Seminary
			4. Workshop for Administrative Assistants—“What they need to know”. Suggested as a Webinar in the Fall.
		7. Follow up Q&A for members within two weeks of the Convention. Fr. Michael McCandless will facilitate these discussions with the aid of Executive Board Members.
		8. Rose and Cathryn will follow up with Workshop Presenters to confirm Workshop titles and descriptions.
	4. Group Attendees for Convention
		1. The issue of how to charge for those who attend the Convention as a group.

Fr. Neal led the Closing Prayer

5:18 pm EST Meeting Adjourned

**NCDVD Institute NCDVD 57th Annual Convention**

**July 27 – 29, 2020 August 31 – September 2, 2020**

**11:00 am – 5:00 pm EST 11:00 am – 5:00 pm EST**

**NCDVD…Changing the World, One Vocation at a Time!**

**Please consider becoming an NCDVD sponsor. Your partnership will help support the mission of NCDVD in raising up new priests for the Body of Christ.**

**SPONSORSHIP OPPORTUNITIES**

**$5,000 SPONSORSHIP**

**SPONSORSHIP COVERS BOTH INSTITUTE AND 57th ANNUAL CONVENTION**

1. Sponsor can provide a 2 – 3 minute pre-recorded Video message for the Institute and for the Convention, (you may choose to have a different video message for each event) to be shown during the conferences.
2. Receive 4 (four) passes to access the conference, which can be applied to the event(s)

of your choosing (i.e. Institute and/or Convention).

1. Total of 2 (two) individual Constant Contact promotional e-mails will be sent to showcase your organization. One will be sent in July prior to the Institute and the second will be sent in August prior to the start of the Convention.
2. Organization’s logo or image of your choosing, with active link to your website, will be placed on NCDVD website for a period of at least 6 months.
3. Organization can supply brochure, or light weight promotional item to be included in Swag Box which will be mailed to each paid participant prior to the conference.

Note: A Swag Box will be sent for the Institute and a separate one for the Convention. Sponsors must contact the National Office for size limitations for promotional item.

**$3,500 SPONSORSHIP**

**SPONSORSHIP COVERS EITHER INSTITUTE OR CONVENTION**

1. Sponsor can provide a 2 – 3 minute pre-recorded Video message for the event to be shown during the conference you are sponsoring, (i.e. Institute or Convention).
2. Receive 2 (two) passes to access the conference, which can be applied to the event(s)

of your choosing (i.e. Institute and/or Convention).

1. Total of 1 (one) individual Constant Contact promotional e-mail will be sent to showcase your organization. If you are sponsoring the Institute, it will be sent in July prior to the conference. If you are sponsoring the Convention, it will be sent in August prior to the start of the conference.
2. Organization’s logo or image of your choosing, with active link to your website, will be placed on NCDVD website for a period of at least 6 months.
3. Organization can supply brochure, or light weight promotional item to be included in Swag Box which will be mailed to each paid participant prior to the conference.

Note: If you are sponsoring the Institute, a Swag Box will be sent to the participants in July prior to the conference. If you are sponsoring the Convention, a Swag Box will be sent to the participants in August prior to the conference. Sponsors must contact the National Office for size limitations for promotional item.

**$400 Exhibitors (both events for $700)**

1. 50 % discount for up to 1 pass, up to 2 passes. For those exhibiting at both events. Note: Discount can be applied to either event.
2. Total of 1 (one) Constant Contact promotional e-mail will be sent to showcase ALL Exhibitors. If you are participating in the Institute, it will be sent in July prior to the conference. If you are participating in the Convention, it will be sent in August prior to the start of the conference.
3. Organization’s logo or image of your choosing, with active link to your website, will be placed on NCDVD website for the time period during the event you are exhibiting at.
4. Organization can supply brochure, or light weight promotional item to be included in Swag Box which will be mailed to each paid participant prior to the conference.

Note: If you are sponsoring the Institute, a Swag Box will be sent to the participants in July prior to the conference. If you are sponsoring the Convention, a Swag Box will be sent to the participants in August prior to the conference. Sponsors must contact the National Office for size limitations for promotional item.