**LT Chronicles 2016-2018**

**Team Roles and Responsibilities:**

# **Sr. Claire Sokol**

Designated Coordinator

Handles official communications with Generalate, Friars,

US Associations of nuns and CICLSAL

LT liaison with Sr. Monika for CCA Newer Members

LT liaison for CCA Archivist

# **Sr. Michaelene Devine**

LT liaison for: CCA Treasurer, Grant-writing, CCA Newsletter,

Administrator: Record Retention Calendar Development,

Leadership liaison for: Prioresses Gathering

*Team liaison for Beacon, Concord, Cleveland, Eldridge*

# **Sr. Monika Bies**

Secretary of International correspondence with the nuns, LT translator

LT liaison for: CCA Technology including CCA website

LT liaison with Sr. Claire for CCA Newer Members

*Team liaison for Barrington, Boston, Latrobe, Oldenburg*

# **Sr. Hilary Case**

Secretary for Leadership Team meetings,

Leadership Team Chronicles, Legal Forms for Corporation

Proof-reader of Leadership Team communication

*Team liaison for Reno, San Rafael, Danville, Baltimore*

***CCA Delegated Responsibilities:***

Treasurer: Sr. Marjorie Robinson (Beacon)

Newsletter: Sr. Cecelia Kang (Reno)

Website: Sr. Jeanne-Marie Graham (Boston)

Newer Members Meeting: Sr. Cecelia (Reno), Sr. Maria Fideles (San Rafael),

Sr. Celia (Baltimore),

Prioresses’ Meeting: Sr. Susan Weber (Reno), Sr. Judy Long (Baltimore)

Archivist: Sr. Colette Ackerman (Baltimore)

**Zoom Meetings**

May 16, 2016 Agenda: Hilary Facilitated: Claire

May 18, 2016 Agenda: Hilary Facilitated: Claire

June 14, 2016 Agenda: Claire Facilitated: Claire

June 20 (on Goal 4) Agenda: Claire Facilitated: ??

(this includes 6 sisters delegated for visits: Ann, Margie, Marita, Colette, Susan, Marjorie, Carolyn

June 23 Agenda: Monika Facilitated: Stephanie

July 19 fell through the cracks

August 1 Agenda: Claire Facilitated: Monika

August 22: Agenda: Hilary Facilitated: Hilary

August 26 Agenda: Claire Facilitated: Claire

Sept. 8 Agenda: Michaelene Facilitated: Michaelene

Oct. 6 Agenda: Monika Facilitated: Monika

Nov. 8 Agenda: Hilary Facilitated: Hilary

Nov. 22 Agenda: Claire Facilitated: Claire

Dec. 12 Agenda and Facilitator: Michaelene

Feb. 18, 2017 Agenda and Facilitator: Hilary

March 24 Agenda and Facilitator-Monika

June 20 Agenda and Facilitator-Claire

August 8 Agenda and Facilitator - Monika (or no facilitator)

January 4, ‘18 Agenda and Facilitator: Claire

**In- Person Meetings**

Boston Carmel July 5-9, 2016 Agenda: Hilary Rotated Facilitation

Baltimore (LT + delegates) Sept. 15-18 work with Sr. Mary Hughes on sisterly visits

Baltimore July 22-26, 2017 Agenda: ? Rotated Facilitation

**Meetings of other Federations/Associations**

Northern French Federation, May 30-June 4 in Lisieux, France--Claire and Hilary

Meeting of the 4 U.S. Associations: April 25-29, 2017 in St. Louis

Meeting of the 4 Councils with the Generalate: April 30

Meeting of the German Federation, May Monika and Michaelene

**MLC Zooms (Gotomeeting)**

July 1, 2016 Agenda: Claire Facilitated: MLC Staff

July 19, 2016 Agenda: Facilitated: Stephanie

July 25 Agenda: Meet Sr. Judy Carey

July 26 Agenda: CCA & MLC Facilitated: Claire?

Sept. 9 Agenda: Kate Racine Facilitated: Kate Racine

Sept. 19 (in Baltimore) in person meeting with Sr. Judy Carey; agenda and facilitation: Judy Carey

November 10 Agenda and Faciltiatation: Judy Carey

December 5 Agenda and Facilitator: Judy C.

January 19, 2017 Agenda and Facilitator: Judy C.

May 23, 2017 Agenda and Facilitator: Judy C.

June 6 A & F: Elizabeth McCabe

June 9 A&F: Elizabeth McCabe

August 14 VC, Elizabeth, and JUDY C. --Claire

**MLC VC In-Person Meetings:**

Feb. 1-4, 2017 Madison, CT Facilitated by Elizabeth McCabe and Stephanie

March 12-16 Baltimore Carmel Facilitated by Sr. Judy Carey and Stephanie

**Letters to Communities: Drafted By**

June 29, 2016 Michaelene

July 11, 2016 Hilary

September Monika

December/January Claire

February 25

March 25

April 7

April 21

May 13

September Michaelene

October Claire

January 10, 2018 Hilary

February Monika

March Michaelene

Last letter Claire

**Cover Letters for CCA Newsletter**

June, 2016 Monika

September 30 Michaelene

January 31, 2017 Claire?

May/June Hilary

October: Monika

February, 2018 Michaelene