

## TCVC Managing Instructions

*Contacts are on final page*

updated October, 2021

This document contains important information for TCVC volunteers taking on the responsibility of managing a retreat. As manager, you are free to ask for as much help as you need and decide how you would like to manage the work, but you need to abide by TCVC policies as documented here. If policy questions arise, ask for guidance from TCVC board members.

Because TCVC has asked Steve Armstrong and Kamala Masters to lead annual ten-day retreats since 1994, much of our policy is guided by their input. In reviewing these instructions, they have asked us to take into consideration the needs and direction of all of our teachers, and want to emphasize that they do not intend to dominate the development of TCVC policy in any way, or to give the impression that their input is more important than that of our other teachers.

Thanks so much for your service to TCVC—and to the Dhamma—in managing this retreat.

### General Information

- As manager, you are entitled to receive ½ off the single room registration fee. If you need financial assistance to pay the remaining ½ of the registration fee, you may also request a scholarship.
- Throughout the registration process, the registrar will be contacting the teachers if there are questions. They are instructed to cc you on this correspondence so you are aware especially of late arrivals, early departures and any suitability questions. Teacher permission is now required for people to come late or leave early from the retreat. (Policy 3/2013).
- In the interests of maintaining the retreat container, yogis are required to reside at the retreat center for the duration of the retreat. They are free to leave the retreat at any time, but cannot return. There is no part-time participation or commuter option. An exception is if the person has gotten permission from the teachers ahead of time.
- TCVC does not accommodate people who are not participating in the retreat, such as young children. People who need medical assistance may bring along an attendant. (Policy 7/2008)
- Minors under 18 years of age must be approved by the teacher and accompanied by a parent or legal guardian. (Policy 7/2008)
- Residents and staff at the retreat center are invited to join the group for the 9 AM sitting with instructions, metta sit and evening Dharma talk. (Policy 7/2009)
- No outside visitors are allowed to participate in any way in the retreat, including dharma talks. (Policy 2019)
- For retreat details, you are the primary point of communication between TCVC and the teacher. You can ask for assistance in this communication. Most managers welcome assistance with the handouts. You can have assistance with any of the pre-retreat managerial duties and this is your call as to what if any assistance you would like.
- Due to the complexities of the room assignments, a TCVC board member will handle the room assignments for the retreat. (Policy 2017)
- The TCVC board appreciates your service and supports you in setting boundaries for yourself regarding special requests, especially requests that come in the last week of the retreat that require a policy decision by the board, special fees for the participant, extra work for the retreat center and/or approval by the teacher(s). TCVC doesn't expect you to accommodate every request you receive. You should consider both your own energy and that of other people involved.
- We encourage you to ask for input and get support for any issue that you are unsure of by emailing the TCVC board and/or the teachers. (See board contacts on last page.)
- We welcome your feedback on making the retreats run more smoothly or updates to the instructions to help future managers.

## Arrange Ahead of Time

### With Teacher(s)

- Make contact with the teacher(s) up to 2 months before the retreat, as they may be unavailable due to their teaching or retreat schedule.
- Ask the teacher(s) if they need any assistance with transportation arrangements, and if they would like to stay at a hotel before or after the retreat.  
Embassy Suites Airport Hotel in Bloomington (Steve and Kamala's favorite—get the one with atrium)  
Metrodome Holiday Inn, Seven Corners 612-333-4646, [www.metrodome.com](http://www.metrodome.com), 1500 Washington Ave S  
Hilton Minneapolis/St. Paul Airport, 3800 American Blvd East, Bloomington, 952-854-2100.  
Teachers usually stay in Minneapolis either the night before the opening or the closing night of the retreat and often speak at Common Ground Meditation Center.
- Ask for a retreat schedule and any other handouts they would like to use at the retreat. Electronic copies of Steve and Kamala's schedule, bio sheets, metta and precepts chants are on [www.tcvc.info/retreats](http://www.tcvc.info/retreats). Joanne Hedrick also has updated copies of handouts.
- Ask if they would like any food or drink for their room at the retreat.
- Ask what they would like to sit on. TCVC has two zabutons for the teachers. Sometimes teachers ask for a chair also.

### With Retreat Center **contact at St. Anthony Spirituality Center (SASC) is <TBD>**

- The registrar is TCVC's main contact with the retreat center during the registration process. It may be helpful to read the registration instructions to be clear about the responsibilities and communications of the registrar. The retreat manager and registrar are free to work together in whatever way makes sense for them. You will want to make contact with the retreat center about a month before the retreat starts, sooner if the center is new or there are special logistics for the retreat.
- Send the schedule to the retreat venue and verify that the meal schedule works for them. Sometimes we pay extra to have an early breakfast. Usually the mealtimes are 7:30, noon and 5PM (no extra cost). Remind SASC staff that on opening day the evening meal is at 6PM—not 5PM per regular schedule. The closing day schedule is 7:30 breakfast and 10:30 closing brunch.
- Verify with the registrar that the dietary requests have been sent. (Easy for registrar to forget this one.)
- Send the list of yogi jobs and ask if there's anything they'd like to add or change. <TBD if this is required>
- Ask to have about 30 chairs available in the hall.

### With Participants

- Line up Volunteers. Ask the registrar for the registration list, which will include those people who have offered to volunteer. It is your responsibility to contact people to confirm their commitment. There are a handful of people (mostly from the board) who often bring down gear and help on opening day.
  1. It is helpful to have a main volunteer/mentor to help you set up at the center and also someone who is willing to take your place managing should an unforeseen emergency arises in which you need to leave the retreat. Your backup should have experience managing a TCVC retreat previously.
  2. A couple of people to set up and run the registration table.
  3. At least two people to clean up after the retreat is over. (People volunteer at end also.)
  4. Transportation to and from the retreat for the teacher(s). It is best not to drive the teachers to the retreat yourself unless you are able to arrive early enough to set up.
  5. Someone to bring and care for flowers. No fragrant lilies. They are notorious for bothering people with allergies.
  6. Someone to handle the recording and documenting the date/title of the Dharma talks. Once this is set up, there is not much to do for the retreat, but this person will be responsible for loading to the web. (Phil Harper and Todd Stitt have more information on this.)
  7. Someone to give newcomer orientation and answer questions after the opening of the retreat.
- Consider calling first-time yogis and anyone with special needs a week or so before the retreat.

## Retreat Supplies

Unless otherwise noted, supplies are stored at Joanne Hedrick's house. (See contact list below)

- Registration list (from registrar)
- Manager's box (Optional—you can just bring the Instructions along with all the paper and signs.)
- Small manager's box with pens, pencils, clocks, tape
  - Earplugs and headphones for table
  - Small notepad or notes for bulletin board (bring plenty)
- Toiletries box:
  - 1 each unscented shampoo, conditioner, lotion, some tampons/pads, toothbrush/toothpaste kits
  - Tylenol, aspirin, day-time and night-time decongestant, Miralax (for constipation)
  - Two bottles 32 oz liquid Bronners unscented soap to fill containers for bathrooms.
  - Summer: unscented bug spray and sunscreen
  - Winter: 4 large bags of cough drops, cold medicine, face masks for people with colds
- Big bag of cushions, zafus and zabuton for teachers. "Jack-back" for Rebecca.
- For Chas: candles for the hall
- Bulletin board and white board.
- Coffee, tea, milk honey, etc. for TCVC tea service in Joan's Lounge. Needs more information.
- Drinking cups/mugs for hall. For three teachers, you'll need a tray to bring the cups to and from the hall.
- Bell for hall. Wake up bell to walk with in residence halls and around the facility.
- Lectern, platform, legs for platform, blanket to cover platform
- Microphone equipment.
- Flowers for meditation hall. (Assign the person who brings flowers the yogi job of cleaning the meditation hall and watering the flowers.)
- Clocks for teacher's platform, interview rooms and teachers' rooms.
- Copies for yogis at registration time—enough copies for all retreatants. (On the web or ask Joanne):
  1. Biography questionnaires and large envelope for them to return
  2. Morning Precepts and evening chant texts
  3. Any handouts requested by the teachers (metta phrases for Kamala's guided meditation)
  4. Mini schedules for yogis with schedule on one side and Room#, yogi job, bell ringing time on back.
  5. Retreat Etiquette—enough copies for at least half the retreatants
  6. Noble Silence handout—enough for about half the retreatants
- Schedule/Signs
  7. Schedule→about 15 copies (Bulletin board, walking, yoga, check-in rooms, teachers and for center)
  8. Bell ringer sign-up schedule (Fill in at registration time)
  9. Yogi job sign-up <TBD if this is required>
  10. Noble Silence, Interview, Walking Meditation, Yoga Room signs (in manager's box)
  11. New: Meditation Hall, Private SASC Staff Only
- For end of retreat
  12. For Steve and Kamala: Credit Card authorization form. For Chas and Rebecca, TCVC donation form.
  13. Dana baskets for teachers and TCVC.
    - Small red envelopes are nice to have (available at Anchor Paper if not stocked).
  14. Red cloth to put beneath the Dana baskets, etc.
  15. Envelope for Dana for St. Anthony Spirituality Center.
  16. Evaluation questionnaires—enough for all retreatants
  17. Information sheet about Dana.
  18. Extra TCVC newsletters. (Only fliers for TCVC and any fliers/information brought by the teacher(s) are put out at retreats. This is TCVC policy.)
- Any food, drink or extra supplies requested by the teacher. Bring extra legal pad and umbrella in summer.

## Opening Day

Arrive at the retreat center by early afternoon. You'll be in charge of setting up the facility for the TCVC retreat. This involves connecting with the facility staff, preparing the areas where the retreat will take place, and creating a registration desk to greet and sign-in the retreatants as they arrive. When you arrive, introduce yourself to the facility staff as you will be the point person throughout the retreat.

For the other opening day activities, please ask volunteers to help ahead of time! You can bring your lunch to the retreat center and have lunch there to connect with the facility staff in a more relaxed way.

### Center's Staff

- Ask if someone from the center would like to greet the yogis before you give the opening introduction.
- Ask how to change the thermostat, work the lights, and in the summer the A/C and overhead fan.
- First Aid kit/phone for emergency use, especially at night when staff is not available.
- Ask the kitchen staff for permission to rinse out the teacher's water mugs in the kitchen sink once per day.
- Let the center know of any last-minute late arrivals or early departures.
- Connect on any questions/refinements of the yogi jobs and training <TBD if this is required>

### Registration Desk

- Set up a registration table in the entry. Someone should always be here to greet and answer questions.
- Provide only the essential materials at check-in (see copies for yogis at registration)
- For each yogi
  1. Check in on the registration sheet that they have arrived
  2. Everyone should sign up for a yogi job or a bell. If there aren't enough yogi jobs, those without a job should sign up for a bell. <There will most likely be minimal yogi jobs at SASC, though TCVC volunteers will need to handle things like tea service, etc.)
  3. Bell ringers may be asked to also provide water for the teacher(s). Water service and bell-ringing orientation is at 7:15 PM on opening night (assuming a 7:30 start).
  4. Ask yogis to return their bio sheets before the opening of the retreat.

### Manager's Table/Joan's Lounge

- The bulletin board is usually placed on the higher table to the right of the door as you're entering this room from the hallway. The bulletin board should have:
  1. Retreat schedule
  2. Retreat Etiquette (if not on the bulletin board, post elsewhere near the table)
  3. Optional: Note Writing discouragement sign (1/2 page)
  4. Room# for manager. (It's also a good idea to post this on the door of your room.)
  5. ESSENTIAL MESSAGES / for MANAGERS/TEACHERS / for YOGIS from managers/teachers
  6. **Write the opening night schedule on the white board**, usually  
6:00 supper  
7:15 water/bell ringer orientation  
7:30 retreat opens  
After opening talk: newcomer orientation
- The table holds
  1. Pens, pencils and note pads
  2. Sun block and bug spray in summer
  3. Ear plugs
  4. Clock
  5. Bell for ringing in residence halls and around the center.
  6. Head phones for ringing big bell. (This most likely not required.)
- Tea and coffee service <TBD More to come on this>
- Table for yogi water bottles and tea cups. (It's possible to put this elsewhere, but this seems logical.)
- Put the TCVC yogi supplies in an out-of-the way, yet clearly visible place.
- Store the manager's box, handouts, supplies, etc. in a hidden place.

## Meditation Hall

- Arrange Hesse Hall with chairs along the partition that divides this room. Extra chairs can be put on the other side of the partition.
- Put a comfortable chair next to the platform for the teacher.
- Set up the platform and cover it with the cream blanket. Set up a zafu and zabuton on the platform for the teacher(s). Place the bell and a clock on the platform. The lectern is usually placed to the side of the platform. Before the evening Dhamma talk, the manager or person that provides the water service often put the lectern in front of the teacher's cushion.
- The bags, etc. that are used to carry the platform supplies may be stored beneath the platform during the retreat so they are easy to find at the end of the retreat.
- Put extra TCVC meditation cushions at the back of the hall.
- There's an excellent handout on how to set up the speakers and microphone equipment stored with the TCVC microphone. Todd Stitt and Phil Harper are experts and have detailed instructions.
- Set up some guide cushions so that people have a sense of where to set up their cushion. With 60 people there isn't enough room for people to have both a permanent meditation cushion and a permanent chair. If it's a large retreat it's nice to have someone in the hall that can explain this to people.
- Have the chant sheets in the meditation hall. Usually these are passed out on just before the teacher leads the chant. Extras can be made available for people arriving late.
- If there are people coming to the retreat that you know are quite chemically sensitive, consider designating a "chemically sensitive" area in the hall, instructing yogis to be sure they do not have any kind of scent if they sit in that area.
- It's an idea to put a "Meditation Hall" sign on the doors leading in Hesse Hall. It's not obvious.

## Rest of Building (avoid using tape for signs on painted walls)

- **Main building**  
Noble Silence sign in lobby/near the main entrance—check with SASC before you post.  
Meditation Retreat Schedule at various locations—but maybe not in the front entrance area.  
Large Bronners soap in all bathrooms
- **Crosby Conference Room(next to Joan's Lounge)**  
Walking Meditation sign plus Schedule.  
Move the furniture to periphery for walking.
- **Zelinski Library and Assisi Check-In Rooms**  
Arrange the furniture so that there is seating for nine people, with a larger chair designated for the teacher  
Box of tissues on center coffee table or side table  
"Interview with <teacher's name>" sign on outside and inside the door of each room  
Post the schedule just outside of these rooms
- **Dining room**  
Determine where the teachers will sit. They may choose to not eat in the main dining room area. (It may be possible to use a table behind the Hesse Lounge.) If the teachers and manager sit in the dining room you will probably want to put a small "Reserved" sign on a table of your choosing.  
Meditation Retreat Schedule on the doors.
- **Front Lounge**  
Yoga/Mindful Movement sign plus Schedule.  
Move the furniture to periphery.
- **Art Room, Book Store and Pillow Room on the Main Level; Solanus Center on Lower Level**  
TCVC has not reserved or paid for the use of these rooms.  
At a minimum this needs to be communicated in the opening talk.  
Consider putting a sign on these doors to let people know that these rooms aren't available for our use.

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### Residence Halls

- Residence halls will be assigned so that wings with shared bathrooms will be assigned to all men or all women. If there are all men on one wing, change the WOMEN sign to MEN on the bathroom as needed.
- Large Bronners soap in all shared bathrooms.  
Post the schedule in various places.

### Teacher(s)

- Set up the teacher's room with anything they have requested.
- Provide the teacher with:
  - 1) Registration spreadsheet
  - 2) Completed bio sheets
  - 3) Anything special about the people attending
- Before the retreat your main source of support are the TCVC folks; during the retreat, rely on the teacher for any difficulties or questions that you may encounter. You can also ask the backup Retreat Manager. Plan to check in with the teacher on a daily basis—usually at mealtimes.

### Water and Bell Ringing Orientation

- Show the water carriers how to get water from the dining room water, and for the one early person where to clean the cups.
- Instruct the people who are ringing the Wake-Up Bell and first bell after lunch how to ring the bell in the Residence halls.

## During the Retreat

### Opening Evening:

The retreat generally begins with an evening session led by the teacher. Please ask a representative from the facility to join the group for this session. They will give a short welcome from the facility. After this introduction, give the opening talk. (The points to cover in the manager's talk follows.)

After this opening talk, the teacher will be responsible for making announcements to the group. Information necessary for the group can also be posted on the bulletin board. Unless the teacher has requested that you give a Dana talk, it should not be necessary to speak to the group again until the end of the closing circle. The teachers usually make the announcements during the retreat.

### The First Several Days:

The manager will likely receive many notes from yogis as they settle in to the retreat format. This will include questions related to the facility, such as heat issues, supply issues, etc. To maintain noble silence, please answer their questions with notes whenever possible. If a question requires conversation with a retreatant and/or the facility staff, please be as discreet as possible.

If you receive a question from a retreatant that you cannot solve on your own or with facility staff, or if you do not feel comfortable making a decision independently, please know that the teacher is available to help resolve the issue. Your backup retreat manager is also there for questions.

Remain available to the teacher(s) to make sure that he/she/they have everything they need as well.

### Heart of the Retreat:

Once the retreat gets underway and the retreatants are settled in, you can expect fewer notes and questions from the yogis. Continue to be available to the teacher(s) to ensure their needs are met.

If someone leaves the retreat be sure to keep a good record of who has left and also let the kitchen know that they can adjust their number of servings. With rare exceptions, there are no refunds for people who leave early.

### Coming to a Close:

Yogis will likely have more questions again as the retreat transitions towards closing.

### **End of the Retreat**

- Ask the teacher whether they would like for you to give a talk about Dana (sample attached). Before/after the Dana talk is a good time for the manager to give any announcements about the end of the retreat.
- Check with SASC around what yogis should do with towels and sheets; anything else in their rooms.
- Put out immediately following the Dana talk—usually 4PM on the day before the retreat ends.
  1. Dana basket and envelopes for teachers
  2. Dana basket for TCVC (If the Dana is all through TCVC then one basket will suffice.)
  3. Handout about Dana
  4. Handouts for donations for the teachers (either TCVC or Vipassana Metta Foundation)
  5. Red envelope with “Donations for St. Anthony Spirituality Center” written on the outside
  6. Items under Supplies for end of retreat
- It's your responsibility to take care of the Dana envelopes. Don't leave donations out overnight. Make sure that the Dana envelopes for TCVC and the teacher aren't mixed up. Ideally, give the Dana to the teachers during the closing circle or you can respectfully give the Dana to the teachers at another time.
- Return all TCVC belongings to Minneapolis/St. Paul at the end of the retreat.
- Let the teacher know that TCVC expects to pay for all of their food and travel expenses door-to-door from their home, and in between if there are layovers between retreats. The teachers often layover between retreats to save both venues travel expenses. The teachers can give their receipts to you, or simply email the treasurer with a list of their expenses. (See contact list below for phone and emails of TCVC treasurer.)

## **Opening Talk**

### **Introduce Center Staff**

It's nice to have someone from SASC can welcome the meditators. It's great if they stay for your opening talk.

### **Welcome**

My name is <>. I am the manager for this retreat.

If there's anything you need, please let me know

You can write me a note on the message board outside the dining hall

Or feel free to quietly talk to me

Please check the bulletin board at least once daily to see if there are any messages for you.

Ask people to read the Retreat Etiquette handout. Highlight these points at a minimum...

Metta sneeze, use hand sanitizer before eating

No beeping watches, food or water in the hall

Movement practice in Front Lounge

### **Emergency**

Use the phone in the lobby or in Retreat House to call 911 if you need to.

### **Meditation Hall**

TCVC cushions are available in the back.

If you are one of the last people to come into the hall for a sitting, close the door behind you.

You are welcome to come early and sit later into the night.

Last one to leave the hall at night please turn off the lights and close the windows.

### **Drinks**

Use the table in the dining room for water bottles. You are welcome to the food and drinks in the dining hall at any time.

### **End of retreat**

After brunch on <closing day>

### **Bell Ringing & yogi jobs**

If all the slots aren't filled ask for volunteers. Check to see if anyone still needs bell ringing training--offer the bell ringing training after the talk if necessary.

### **Parking**

We ask that you leave your car parked in the main lot, and not by your cabin, for the duration of the retreat.

### **Newcomers**

Newcomers or those with any further questions can meet with <volunteer—have them raise their hand> in the dining hall tonight after the opening talk.

### **Questions**

Have I forgotten anything? Questions?

### **Thank You**

Thank you to all the volunteers who helped with this retreat.

A big thank you to <name:> for being the registrar

### **Introduce the teachers.**

### **Evening Chant (when the teacher is ready)**

The teachers often chant the precepts on opening night. You can leave the chant sheets at people's spots ahead of time, and/or be ready to pass them out just before the chant.

## Manager's Dana Talk Example

*This was a talk given by Joanne Hedrick at the June, 2008 retreat with Steve Armstrong and Kamala Masters. It is included here as an example of what you might say regarding Dana, should you and the teacher decide that you will speak to the yogis at the end of the retreat. You are free to use all or any part of this talk, and of course convey your own thoughts in your own way.*

First of all, I'd like to give you some **practical information** about offering your Dana, if **you choose to**. There are usually a lot of questions about this, so I'd just like to address this so everyone hears this information. And it also helps our organization be more **transparent**.

It's important that you know that the registration fee that you paid to come to this retreat **covers the room and board** that Villa Maria charges, with a small amount that is used to pay for retreat expenses, such as the newsletter, travel expenses for <teacher(s)>, and **½ of my room and board** as manager of the retreat.

Steve and Kamala **do not receive any of that** for the teachings they offer. Your Dana is the only thing they receive from all of us for their teaching.

Steve and Kamala **do not charge** for the teachings that they offer. There is no way that there can be a charge for these teachings, because **the teachings are priceless**.

In terms of transparency, **there's no umbrella organization** that provides for their support outside of what they receive at retreats like this one. The Dana that is offered to Steve and Kamala **comes out of gratitude, it's not a part of your registration fee**.

**If you wish to show your gratitude for the teachings and offer them a donation**, there is a Dana basket and red envelopes just outside the dining room on a table. There's also an information sheet about Dana and a sheet for you to use in making a donation.

You can write **checks payable to Vipassana Metta Foundation or VMF**. Donations are **tax-deductible**.

You may also make your donation with your **credit card**, as either a **one-time donation or a monthly credit card payment**.

**All this information is on the table**. If you wish, you can also make a **donation to TCVC**, which is also **tax-deductible**.

I'd like to talk about **this practice of Dana** and encourage you **to take time to do this practice just like we do the vipassana practice**. If other people knew what we put ourselves through—like knee pain, they think we're crazy, but we have the faith to know **that it's a worthwhile practice in developing the mind**. And it's like that with the practice of Dana—we **can't just agree that it's a good thing and hurry up and get it over with**. I encourage you to take some time to do this as a practice too.

We, as a community have had the good fortune to **receive these teachings from Steve and Kamala freely, without charge**, in the same way that the teachings have been **handed down since the time of the Buddha**.

In the Buddhist teachings, **the gift of Dharma is considered the greatest gift possible and a priceless gift**. It also means that **we receive their teaching in a very pure way, that they hold nothing back**. Sometimes they tell us what we need for our practice, even when they know that **we might not like what they have to say at the time**.

So it's in the **tradition of these teachings, that the students in turn offer their support to the teachers**. And it's just a practical aspect that without **this support, Steve and Kamala could not continue to teach**.

**and to further their own practice.**

A question that often comes up is **“How much should I give?”** Only you can answer that for yourself. And when you think about that answer you might **reflect on the value that you place on these teachings.**

There are **so many things that we use our resources for... movies**, going out to eat, buying clothes, cars—you name it. We take a **weekend seminar** and think nothing of spending **a couple hundred dollars**. So I just want to encourage you to **look into your heart and consider the value of what we have received here from <teacher(s)>.**

And **of all the many ways that you can spend** your money wisely, I’d just like to say that **Steve and Kamala are worthy of our gifts**. They **support their own needs modestly** and most of what they receive **they give back to the Dharma community**  
**in scholarships to students**  
**helping support their teachers**  
**and giving to other Dharma centers**

They also **give financial assistance to students** who otherwise couldn’t afford to practice here for **TCVC**.

If you’ve been around **Steve and Kamala long enough**, you can see **the full circle of gratitude, generosity, compassionate giving, and see the growth of the Dharma strengthen in our community**. **When we know that the receiver of our gift is expanding the field of giving, it helps make us confident in our practice.**

So this is a compassionate and mindful practice—an opportunity, but not a requirement. The immediate cause for generosity to arise is gratitude—if it comes from this place then the right thing will happen. So I just wanted to say all of this if it’s of some help for your practice, so that you have confidence that your donation will be used wisely, that it’s planted in “fertile ground” so to speak.

Does anyone have any questions or like to add anything?

## **TCVC Board Contact List**

Treasurer and online registration: Todd Stitt (651-500-1469)

Retreat supplies and website: Joanne Hedrick (612-724-1951)

Retreat Coordinator: Naomi Baer (612-695-8488 cell, 651-698-1458 home)

Audio Expert: Phil Harper (612-396-5632)

Newsletter: Risa Cohen (952-288-5501)

Secretary: Sinden Maredans 612-379-0055)

## **TCVC Board email list**

Todd.Stitt@hotmail.com,  
joanne.r.hedrick@gmail.com,  
baern@msn.com,  
fillharper@gmail.com,  
cohe0093@umn.edu,  
riverrun25@yahoo.com,

## **St. Anthony Spirituality Center (SASC)**

<TBD>

## **Medical Centers nearby**

<TBD>