

## TCVC Managing Instructions

*Contacts are on final page*

updated Mar 30, 2024

This document contains important information for TCVC volunteers taking on the responsibility of managing a retreat. As manager, you're 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. It would be great if you read the TCVC [operational policies](#).

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're 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. TCVC has a no exception policy on late arrivals and early departures. The registrar will keep you in the loop regarding anything extraordinary (Communication 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're free to leave the retreat at any time, but cannot return. There is no part-time participation or commuter option. Exceptions are granted for medical needs, for example a kidney dialysis appointment.
- TCVC doesn't accommodate people who aren't 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 *no longer* invited to join the group for the 9 AM sitting with instructions, metta sit and evening Dharma talk. (Policy 1/2023) We'll reevaluate post-Covid.
- No outside visitors are allowed to participate in any way in the retreat, including dharma talks. (Policy 2019)
- For retreat details, you're 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're 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 is Steve and Kamala's favorite—get the one with atrium) 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.

- Flight schedules.
- Retreat schedule and any other handouts they would like to use at the retreat. Electronic copies of almost all handouts are on the [website](#). Joanne Hedrick also has copies of documents.

TCVC requests that there be some buffer time in the schedule between the dharma talk and evening meal so that talks aren't interrupted by the kitchen bell and we aren't late for the meal.

- Food or drink for their room at the retreat.
- What they would like to sit on. Teachers often have a chair to sit on also.

### With Retreat Center

**Our contact at Koronis is Dan Ziegler (director) and Elizabeth (manager) 320-243-4544**

KoronisMinistries@campminnesota.org

- The registrar is TCVC's main contact with the retreat center during the registration process. The retreat manager and registrar are free to work together in whatever way makes sense for them.
- Send the schedule to the retreat venue and verify that the meal schedule works for them.  
Usually the mealtimes are 7:00, noon and 5PM  
Opening night: supper is at 6PM  
Closing day schedule is 7:00 light breakfast and 10:30 closing brunch.
- Send the number of attendees and dietary requests up to a month ahead of time, so Koronis knows the numbers that they can expect.
- Ask a representative from the facility to join the group for the opening session and to give a short welcome. Invite them to stay for your opening talk. They can clarify any questions and it will also be a time where they come to know how many people are taking the 8 precepts so they can let the cook know.

### 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's 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 and Covid testing.
  3. At least two people to clean up after the retreat is over. (People volunteer at the end also.)
  4. Transportation to and from the retreat for the teacher(s). It's best not to drive the teachers to the retreat yourself unless you're able to arrive early enough to set up.
  5. Someone to bring and care for flowers. No fragrant lilies. They bother people with allergies.
  6. Someone to handle the recording and documenting the date/title of the Dharma talks. 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)

- Manager's instructions
- Registration lists: Checkin list with room assignments, teacher list, list for manager with email, phone, etc.
- Small manager's box with pens, pencils, clocks, tape  
Earplugs (put at bulletin board table)  
Small notepad or notes for bulletin board (bring plenty)
- Covid supplies: tests, masks and hand sanitizer.
- Toiletries box:  
1 each unscented shampoo, conditioner, lotion, some tampax/pads, toothbrush/toothpaste kits  
Tylenol, aspirin, antihistamine (Diphenhydramine/Benadryl, Miralax or other product for constipation  
Two bottles 32 oz liquid Bronners unscented soap to fill containers for bathrooms.  
Summer: unscented bug spray and sunscreen, itch cream  
Winter: 4 large bags of cough drops, day-time and night-time cold medicine,
- Big bag of cushions, zafus and zabuton for teachers.
- Two lamps for either side of the teachers. For Chas: candles for the hall
- Bulletin board and white board
- Drinking cups for teachers in the hall. Dish soap and sponge to wash cups.
- Bell for hall. Bells to ring in each of three residence halls and around the facility.
- Lectern. The platform, legs for platform and blanket to cover platform aren't needed at Koronis.
- Microphone, sound system and listening devices. (Phil Harper)
- Flowers for meditation hall. (Ask the person who bring flowers to tend to the flowers during the retreat.)
- Clocks: teacher's platform, bulletin board, interview rooms, teachers rooms (at least 6) 3 boxes of tissues.
- Paper shredder. (Risa Cohen)
- 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 be returned—give to the teachers (shred)
  2. Retreat Etiquette & Covid Safety handouts
  3. Handout on Noble Silence
  4. Morning Precepts and evening chant texts
  5. Any handouts requested by the teachers (metta phrases for Kamala's guided meditation)
  6. Mini schedules for yogis with schedule on one side and Room#, bell ringing time on back.
- Schedule/Signs
  1. Schedule→15-20 copies (Bulletin board, walking, yoga, check-in rooms, teachers and for center)
  2. Bell ringer sign-up schedule (Fill in at registration time) Bell ringer instructions.
  3. Yogi job sign-up if required (none at Koronis)
  4. Meditation Hall, Interview Rooms, Walking Meditation, Yoga, Dining Room, Noble Silence, Private Staff Only, COVID Testing
  5. Bulletin board signs, Reserved sign for teachers dining table, Koronis maps/floor plans for check in
- For end of retreat
  1. For Steve and Kamala: VMF Credit Card authorization form. For other teachers, TCVC donation form.
  2. Dana baskets for teachers and TCVC.  
Small red envelopes are nice to have (available at Anchor Paper if not stocked).
  3. Red cloth to put beneath the Dana baskets, etc.
  4. Envelope for Dana for Koronis Retreat Center
  5. Evaluation questionnaires—enough for all retreatants
  6. Information sheet about Dana.
  7. 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 to set up for the retreat: connect with Koronis staff, set up rooms and the registration desk, and sign-in participants as they arrive.

### Center's Staff

- Check if someone from the center will be greeting the yogis before you give the opening introduction. Invite them again to stay for your opening talk, including how many people will be taking 8 precepts.
- Ask how to change the thermostat, work the lights, and in the summer the A/C and overhead fan.
- First Aid kit, defibrillator and phone for emergency use is in the front hallway. Check this out.
- Check on the opening of windows

### Registration Desk

- Set up a registration table in the Lakeview entry and Covid testing in the 1<sup>st</sup> floor Lakeview conference room. It's nice to provide bio questionnaires for people to fill out while waiting for their test results.
- With a brief check in, all participants will go immediately for a Covid Test. A TCVC volunteer will verify the test result. If the test is positive, the person must leave the retreat. (A second test is unnecessary.)
- Provide only the essential materials at check-in (see copies for yogis at registration)
- For each yogi
  1. Make sure people have tested before checking them in, marking them present on the sheet.
  2. Give people a small schedule with their room number on the back along with other handouts.
  3. Ask people to sign up for bell ringing in the hall and also call people back after walking meditation. Water service and bell-ringing orientation is at 7:10 PM on opening night (assuming a 7:30 start).
  4. Ask yogis to return their Bio Questionnaires before the opening of the retreat to the envelop. (Even better is to have the bio questionnaires collected in the Covid testing room.)

### Manager's Table outside Tabernacle/meditation hall

- Post the following on the wall near the table:
  1. Retreat schedule
  2. Retreat Etiquette and Covid Safety Protocols
  3. Koronis site maps
- The bulletin board and white board at the back of the table.  
The bulletin board should have:
  1. Room# for manager. (It's also a good idea to post this on the door of your room.)
  2. ESSENTIAL MESSAGES / for MANAGERS/TEACHERS / for YOGIS from managers/teachers
- **Write the opening night schedule on the white board**, usually  
6:00 supper  
7:10 water/bell ringer orientation  
7:30 retreat opens—noble silence begins  
After opening talk: newcomer orientation
- The table holds
  1. Clock. (Synchronize all the TCVC clocks to Koronis clocks)
  2. Pens, pencils and note pads
  3. Sun block, bug spray, bug catcher in summer; cough drops and body lotion in winter
  4. Ear plugs, box of tissues
  5. Bell for ringing in residence halls and around the center.
- Table inside Dining Room entrance is for yogi water bottles and tea cups.
- Put the TCVC yogi supply basket and unscented soap bin near the manager's table.  
Put this sign on the basket: "TCVC supplies, help yourself". Put this sign on the bin: "Help yourself to unscented soap, shampoo and conditioner by filling a small bottle. At the end of the retreat, please return the bottle here."

### Tabernacle Meditation Hall above the Dining hall

- “Meditation Hall” sign on the inside and outside of main door
- Arrange the Tabernacle/Meditation Hall with the teachers’ platform below the large windows. Put the teachers’ cushions and chairs, table lamps, flowers and lectern on the platform. Get a couple of low tables to put the lamps, flowers, etc. on.
- Set up the platform and cover it with the cream blanket. Set up a zafu and zabuton on the platform for the teacher(s). Put two standing lamps on either side of platform. Put 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.)
- Two standing lamps on either side of the teacher’s platform.
- Arrange the chairs around the back of the meditation area. There’s plenty of room for people to have both a cushion and a chair. Put the extra TCVC meditation cushions in the back.
- The bags, etc. that are used to carry the platform supplies can be stored beneath the platform during the retreat so they’re easy to find at the end.
- Phil Harper or another volunteer will set up the microphone and speakers.
- Have the chant sheets on a table. Usually the manager passes these out just before we use. Leave out the extra chant sheets for people arriving late.
- Tray for serving teachers water near the back. The cups will be washed in the Dining Room sink downstairs
- Stash storage containers for gear so that it’s out of the way, preferably out of sight.

### Rest of Building

- **Rest of Tabernacle**

2<sup>nd</sup> floor conference room: Walking Meditation and possible Teacher Check in signs

Large Bronners soap in all public bathrooms

Dining Etiquette sign near Dining Room entrance door.

Place a small “Reserved” sign on the teachers’ dining table.

- **Sunrise**

Meditation Retreat Schedule on 1<sup>st</sup> and 2<sup>nd</sup> floors

1<sup>nd</sup> floor conference room: Walking Meditation and/or Teacher Check in signs

2<sup>nd</sup> floor conference room: hopefully this will work for Teacher check in—a nice room

Bronners soap in public bathroom and all of the 19 rooms?

- **Lakeview**

Front Door: TCVC Checkin

Meditation Retreat Schedule at various locations

Walking Meditation signs lower level

1<sup>st</sup> floor and 2<sup>nd</sup> floor conference rooms: Walking meditation and/or possible teacher check in signs

Large Bronners soap in all public bathrooms

- **Pine Lodge**

Front Door: Yoga signs Use both 1<sup>st</sup> and 2<sup>nd</sup> floor meeting area for yoga and mindful movement

Meditation Retreat Schedule upstairs

Bronners soap in 2<sup>nd</sup> floor public bathrooms

### Teacher(s)

- Set up the teacher's room with anything they have requested.
- Provide the teacher with:
  - 1) Registration spreadsheet, including anything special about people attending
  - 2) Completed bio sheets
  - 3) TCVC Policy and COVID Safety Protocols documents
- 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 breakfast, though you can meet more often.

### Opening Meal (6PM on opening day)

If you need more volunteers to ring the bell, see if you can fill these during the meal time, so that people can join the bell ringing orientation at 7:10 PM.

### Water and Bell Ringing Orientation

See Bell Ringing instructions for the suggested routes. It's a good idea to place the bell close to the bell ringer sign up so people know how heavy the Burmese bell is. During the retreat, the bell can be placed somewhere near the Bulletin Board table

If possible, show the people serving water to the teachers before the training starts so that the water is already in the hall at the end of the bell ringing training.

## **During the Retreat**

### Opening Evening:

The retreat generally begins with an evening session led by the teachers. 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 the opening talk, the teachers will be responsible for making announcements to the group. Information necessary for the group can also be posted on the bulletin board.

### 2<sup>nd</sup> round of Covid testing:

The 2<sup>nd</sup> round of Covid testing probably easiest in the Lakeview 1<sup>st</sup> floor conference room, but the dining hall is another option. People can test here and leave the kit with you with a post-it note with their name—it's unnecessary for them to stay for 15 minutes when the test is complete.

Ask Koronis staff for their test results. When you make the announcement of the outcomes, include the outcomes of the Koronis staff testing also (feedback from February).

### 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, answer their questions with notes whenever possible. If a question requires conversation with a retreatant and/or the facility staff, be as discreet as possible.

If you receive a question from a participant that you can't resolve on your own or with facility staff, ask the teachers for advice. The backup manager is also there for questions, but if it's about a yogi, ask the teachers.

### 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.

If someone leaves the retreat let Koronis staff know so that they can adjust their food servings (There's usually no refund 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.
- Put out immediately following the Dana talk—usually 4PM on the day before the retreat ends.  
Using the red cloth on a separate table is nice.
  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. Envelope with “Donations for Koronis Retreat 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.
- Instructions for yogis cleanup  
Put towels and sheets in hampers in hallway (leave mattress pad, pillows and blankets)  
Put trash in larger receptacles  
Close windows; turn down the heat in winter
- When no further chanting, ask yogis to bring their chant sheets to table for reuse if they don’t need them
- Return Koronis furniture to where we found it:
- Remove all TCVC signage and chant sheets, save for future use
- Collect all the soap containers and put in green plastic bin
- Collect clocks from interview rooms and front lounge yoga room
- Collect teachers sheets, quilts and anything we provided during retreat (cups, coffee maker, etc.)
- 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 if they will be giving a welcome talk**

#### **After their talk...**

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

Can everyone hear me? If you have trouble hearing, leave me a message on the bulletin board.

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

You can write me a note on the bulletin board outside the dining hall or quietly take me aside

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

Be sure to read and follow Covid Safety Protocols and Retreat Etiquette handout.

Consider ahead of time what points on these two documents to highlight.

### **In an emergency don't worry about maintaining Noble Silence**

- Call 911 if necessary. Use any phone <check locations>
- There's a defibrillator <check>  
The First Aid Kit <check>

### **Meditation Hall**

TCVC cushions are available in the back of the hall. Help yourself.

The meditation hall is available at all times.

If you are the last one to leave, please turn out the lights.

### **Drinks**

Use the table inside the dining room for water bottles. No food or drink in the meditation halls.

### **Ask for head count of 8 precepts.**

### **Bell Ringings**

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.

**Newcomers** Consider a tour for people who wish after the opening.

Newcomers or those with any further questions can meet with <volunteer—have them raise their hand>. Be clear about where this group will meet. It's a consideration to have newcomers stay in the meditation hall for this meeting as directions to another space may be confusing.

### **Questions**

Have I forgotten anything? Questions?

### **Thank You**

Thank you to all the volunteers who helped with this retreat. A big thank you to 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're 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: Jean Fagerstrom (612-722-4967)

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

Newsletter and secretary: Risa Cohen (952-288-5501)

Experienced registrar: Jennifer Stewart (612-437-7277)

Alexis Smith

### **TCVC Board email list**

Todd.Stitt@hotmail.com,  
joanne.r.hedrick@gmail.com,  
jenaluna123@gmail.com,  
fillharper@gmail.com,  
[cohe0093@umn.edu](mailto:cohe0093@umn.edu),  
[icestewj@gmail.com](mailto:icestewj@gmail.com),  
[sbsmith8@yahoo.com](mailto:sbsmith8@yahoo.com)

Naomi Baer says we can keep her in the loop for meetings  
[baern@msn.com](mailto:baern@msn.com) (651-695-8488 cell, 651-698-1458 home)

### **Koronis Retreat Center**

Dan Ziegler and Elizabeth: 320-243-4544

KoronisMinistries@campminnesota.org

### **Medical Centers nearby**