



Operations / Maintenance / Cleaning

- Built a St. Joseph Shrine
- Built shelving for one of the closets to better organize belongings
- Caulked kitchen counter
- Checked the hose bibs at all the cabins
- CHWC volunteers cleaned all the interior windows and screens, deep cleaned the kitchen and sacristy, cleaned all the ceiling fans and high lights in the guest room wing and replaced all the burnt-out bulbs
- Cleaned and reorganized CY3
- Cleaned the Mary Shrine
- Cleared branches and cleaned up from storm
- Cleared brush and sprayed around Evening Star
- Cleared brush around and power washed BS, WB, EG to prepare to exterior paint – Q3
- Cleared brush at access trail
- Cleared brush, sprayed and power washed BS, WB, EG to prepare for exterior paint
- Cleared seven truckloads of brush from the Guadalupe Shrine to better manage the bagworms
- Cleared trails to cabins
- Continuous maintenance of ponds
- Continuous maintenance/weeding of courtyards
- Cut down two dead evergreen trees at entrance
- Decorated for Seasons
- Deep Cleaned the cabins
- Defrosted the kitchen freezer
- Disconnected the existing Meridian key telephone system and converted the existing lines to the kitchen, front office, garage to standard residential lines and purchased cordless phones for those areas
- Elevated heat and monitored cabins for freezing pipes during 2-week subzero weather
- Had two dining room tables made to match the existing tables
- Installed a new faucet at CY3
- Installed a new vanity and flooring at CY2 bathroom due to a water leak at the toilet
- Installed a temporary iconostasis and tetrapod in the chapel for the byzantine retreat
- Installed a thru wall air conditioner at the corner parlor
- Installed Cat6 cable to conf. rm. and great room and installed two routers to extend the wifi signal
- Installed new fountain pump at the Courtyard Pond
- Installed new spot light fixture in the chapel for the altar and display
- Installed new toilet at CY2
- Installed PTAC Unit at CY3
- Installed spring hinges at front door
- Misc. Repairs: GFI Outlet at EG, Fan at BS, Pond Pump, Main Kitchen Sink Sprayer, office closet door, crank on office window, toilets at TH, EG + SC, Heater at ML
- Mulched around main building and at St. Francis and St. Isidore Shrines
- Painted exterior of Woodbine and Evergreen and replaced the porch screens
- Painted exterior window trim at Willow and Sunset
- Painted interior of great room windows
- Painted the exterior of Bittersweet cabin
- Painted the headboard for Willow
- Painted the stairs to MS and Meadwolark
- Painted where repairs were made: SS & Kitchen Window Trim, Corner Parlor A/C, Fence, CY3 A/C
- Painted wood chair black for CY3



- Placed rock around the perimeter of Bittersweet cabin
- Planted perennials, bushes, garden and zinnia beds
- Planted wild flower seeds at St. Joseph Shrine
- Power washed and painted CY3 deck
- Power washed and painted the platform between the garages
- Power washed and restained back deck
- Power washed the front entry and the Guadalupe Shrine
- Power washed the porches of TH, ML, ES and MS
- Purchased and installed a solar light at the Guadalupe Shrine
- Raked leaves: Courtyards, St. Francis, Trails
- Received quote for air-conditioning at parlors and CY3
- Refinished desk tops at CY1 & CY2
- Refinished existing dining room tables
- Removed old carpet at CY3 and installed plank flooring
- Removed two dead trees at the east parking lot
- Removed two fallen trees from the pond behind Bittersweet
- Repaired broken doorbell
- Repaired kitchen floor where linoleum was detaching
- Repaired the gate going into the east courtyard
- Replaced broken light in chapel
- Replaced kitchen window and window at Sunset due to rot
- Replaced red bulbs in the Great Room and outside the garage with LED bulbs
- Shampooed carpet at Sunset
- Shampooed carpet for small office
- Sprayed bag worms
- Stained and applied nonslip aggregate the stairs at ML, WB, EG, ML
- Started painting corner parlor windows
- Tilled the garden
- Brush hogged Meagher Road and cut down low hanging branches at front yard
- Washed main building windows
- Weeded the garden

Additions

- Purchased 12 new bathmats
- Purchased 15 gallons of paint and primer for the cabin exteriors
- Purchased a bed skirt for CY1
- Purchased a Key Box and organized the keys
- Purchased an extension ladder
- Purchased and installed new wifi extender
- Purchased buckwheat and river rock for the St. Joseph Shrine
- Purchased cordless phones for front and back offices, garage and kitchen
- Purchased eight chairs for dining room tables to match the existing
- Purchased four new pillows
- Purchased Leaf Blower
- Purchased new bed for Bittersweet (donation)
- Purchased new desk for CY3
- Purchased new full mattresses for Meadowlark and CY1

- Purchased new lamps for Great Room Sitting Area
- Purchased new Lenovo laptop for Vince with Microsoft Office 365 Suite and Antivirus Software
- Purchased new refrigerator for Meadowlark
- Purchased new throw rugs for Woodbine
- Purchased new twin sleeper for corner parlor
- Purchased nightlights for guest's bathrooms
- Purchased projector and screen
- Purchased pruners and loppers
- Purchased PTAC unit for CY3
- Purchased six new kitchen towels for the cabins
- Purchased solar light for the stations of the cross (donation)
- Purchased squeegee to wash high windows
- Purchased two aerobeds
- Purchased two air conditioners (Willow and Conference Room)
- Purchased two new chairs for the chapel
- Purchased two small dressers for the parlors
- Purchased Unbound Videos and Workbook for library
- Purchased vacuum for Evergreen (donation)
- Purchased wood rosaries for the bookstore
- Received 100 Adoration Booklets
- Received a donation for a new bed at Bittersweet
- Received a donation of a chair for CY3
- Received a donation of a headboard for Willow
- Received a donation of irises and lilies for the property
- Received additional books for the library
- Received donation of a Gator!!!
- Received donation of flower seeds for St. Joseph Shrine
- Received donation of St. Joseph Statue
- Received donation of two area rugs (Conference Room and Sm. Office) and bookshelf

Office

- Changed prayer schedule – Morning Prayer at 7:45am
- Changed voicemail on answering machine directing guests to register on the website
- Changed website wording and applicable documents notifying guests that Mondays and Thursday are staff desert days - No common meals or prayers.
- Fixed mesh WIFI extender
- Included deposit policy wording on website
- Installed a new modem and reconfigured wireless devices and reset passwords for the printer and extender
- Made signs to hang in main building with the internet password
- Purchased and installed waste toner box for printer
- Took printer in to repair the Waste Toner Box Issue
- Updated system to track comments on the Evaluation Forms
- Worked on website corrections

Programming

- Changed welcoming procedures in light of CDC's Lifting Mask Restrictions for Fully Vaccinated
- Hosted priests for retreat
- Hosted a Consecration to St. Joseph Retreat
- Hosted a Divine Mercy Retreat
- Hosted a Living in the Present Moment Retreat
- Hosted A Retreat on the Holy Spirit
- Hosted a St. Isidore Mass and blessing of Seeds and Soil
- Hosted a Teams of Our Lady Retreat
- Hosted a Theology of the Body Retreat with Fr. Thomas Loya
- Hosted a Welcoming Prayer Group
- Hosted Advent Silent Retreat
- Hosted Consecration to Mary Retreat
- Hosted Discovering the Wisdom of JP II Retreat
- Hosted Divine Mercy – the Father's Love Retreat
- Hosted Jesuit Volunteers for a three-day retreat
- Hosted Lenten Silent Retreat on "Hell and the Mercy of God"
- Hosted Spiritual Reflection and Planning Retreat
- Hosted the "Listen to His Voice" prayer group on Thursday Mornings from 10-11:30am
- Hosted the Palm Sunday Shroud of Turin Retreat
- Hosted Unlocking Difficult Scripture Retreat
- Provided Mass and Confession to retreatants for all preached retreats thanks to Fr. Francis and Fr. Bala
- Welcomed a 60th Birthday Weekend Celebration Group
- Welcomed African priests for lunch and a tour
- Welcomed Gratitude Retreat
- Welcomed Prayer and Life Workshop from Prince of Peace
- Welcomed Rockhurst college students
- Welcomed Leaven Reporters for an interview, photo shoot and videography
- Welcomed two Sabbatical Guests
- Welcomed the Chin Community Men's group for a day retreat
- Welcomed the Secular Carmelites
- Welcomed the St. Luke Byzantine Community and celebrated the Divine Liturgy in the Chapel

Fundraising

- Entered 2021 Maintenance Goals on Website
- Initiated Legacy Society Campaign by publishing a notice in the February Lent Flocknote
- Made 106 Icons for the bookstore
- Made pencil cases to sell in the bookstore
- Made scapulars for the Marian Retreat and to sell in the bookstore
- Purchased wood rosaries to sell in the bookstore
- Ran the Giving Tuesday Campaign
- Sent Fall Appeal and Giving Tuesday Campaign
- Received a donation for the tel/data work
- Sent Spring Appeal letter with Legacy Society Flyer

Advertising

- Advertised for retreats in the Leaven
- Created new Wordpress Website and launched it via the February Flocknote
- Ordered more postcard flyers for guests to send
- Printed the 2022 Retreat Schedule Cards and Flyers
- Published 2022 Monthly Preached Retreat Schedule
- Published page on Website with Vince's 10-year retrospective article
- Published the 2021 Retreat Schedule in the Leaven
- Sent "It's waiting for them" Flocknote with Guadalupe Shrine Improvements, Leaven Article and Video, Fall Retreats and Pictures of Painted Bittersweet Cabin
- Sent "Spring Appeal – Fill the Gap" Enewsletter via Flocknote
- Sent "Spring Wonders" Enewsletter via Flocknote introducing the St. Joseph Shrine
- Sent "Summer Retreats" Enewsletter via Flocknote
- Sent 2021 Fall Appeal and News Flocknote
- Sent a package to all the Archdiocesan Parishes with the 2021 Retreat Schedule
- Sent Christmas Newsletter Flocknote
- Sent Lent Enewsletter – A Time of Renewal via Flocknote
- Updated Google Business Profile with latest retreat information
- Wrote up Preached Retreat descriptions and posted on the new website

Volunteers

- Hosted a Spring Work Day
- Hosted Work Exchange Volunteer
- Welcomed a Benedictine College students
- Welcomed St. Agnes Students to collect the Zinnia seeds
- Welcomed CHWC Volunteers: 6 high school students and two youth ministers to paint Bittersweet
- Welcomed Fireside 180 Volunteers to help finish painting Bittersweet
- Welcomed several individuals for single work days