

Realm Corner

Where can I find the Joint Council Meeting Minutes and Financial Reports?

Before COVID, if you wanted to read the minutes of the Joint Council meeting you would have been able to find them hanging on one of two bulletin boards at Bethel. One was in the Emmaus Room and one was in the hallway outside of Borgwardt Hall.

These documents were hung up on the bulletin boards once they were approved at the next Council meeting. For example, the September minutes would have been hung up after being approved at the October council meeting.

Since members are not able to access the building like they were before COVID, where can you find the minutes and financial reports? I'm glad you asked.

Realm is our church database with all of our member information however, it is much more. If you are a member of Bethel you are in a group in Realm called "Bethel Member Directory". This group gives you access to the contact information of other members, like the old "Directory Book", but it is also where you can find the Council Minutes and Financial Report.

How do you access them?

1. Sign into Realm using your account email and your password.
2. In the left-hand column, under the Bethel logo... Click on "Community".
3. Then click on "Groups".
4. Click on "Bethel Member Directory".
5. In the horizontal bar under Bethel Member Directory.... Click on "Files".
6. Scroll down and you will be able to see all of the 2019 and 2020 Council Meeting Minutes and Financial Reports.
7. Click on the report you would like to look at and it will open a new tab with the document in the bottom left corner of your computer.
8. Click on the tab and the document will open.

The documents are saved as PDF files, so you will need Acrobat Reader to read the documents.

If you would like to SEE how to open the Council Minutes and Financial Report in Realm please watch this video.

If you have any questions, please contact Judy Armelin at judy@bethel-madison.org.