### Dear Board Members of WRC,

January 20, 2023

I want to provide the information you need to begin booking reservations for the St Luke's Institute consultation options with either Dr Emily Cash or Sister Jane Becker. Please remember that we have divided the 10 member communities between the two consultants as follows:

Community	<b>Board Member</b>	consultant
Sinsinawa Dominicans	Sister Angelo Collins	Sr Jane Becker
Holy Cross Sisters	Sister Pat Cormack	Sr Jane Becker
Sisters of the Living Word	Sister Sharon Glumb	Sr Jane Becker
Sisters of Divine Savior	Sister Jean Schafer	Sr Jane Becker
Servants of Mary	Sister Theresa Sandok	Sr Jane Becker
Sisters of St Francis of Assisi	Sister .Diana DeBruin	Dr Emily Cash
Franciscan Srs of Perpetual Adoration	Sister Sue Ernster	Dr Emily Cash
Sisters of St Francis of the Holy Cross	Sister Rose Jochmann	Dr Emily Cash
Racine Dominicans	Sister Mary Ann Pevas	Dr Emily Cash
Congregation of St Agnes	Sister Sharon Pollnow	Dr Emily Cash

The reservation system will soon be live and you can get to the link for your consultant by clicking on the correct one here: If you have difficulties in navigating this registration system, please contact Sister Pat or Sister Julie. Thanks.

## Jane Becker Schedule

### **Emily Cash Schedule**

See the following pages for instructions on the use of the jotform.

# Below are directions for using the online reservation system.

When you login to the site (at jotform) you will see the following:

# St Luke Institute –[consultant] Consultation Availability

Here is the schedule of available times for consultation with [consultant]. Each community has the option for 3 hours of consultation per year. Please place your name (as board member) in the form below. To select a one-hour consultation, scroll down to the schedule calendars. The column to the right shows the first date and the times available in a given month. To navigate to other available dates in the month, click the arrows at the top right. To review dates in the next months, scroll down. To book a date that you would like to reserve for your leadership team, click on the time icon on the given date. Each appointment is one hour.

Name	
First Name	Last Name
What is your contact preference?	
what is your contact preference?	
Phone Call	○ Email

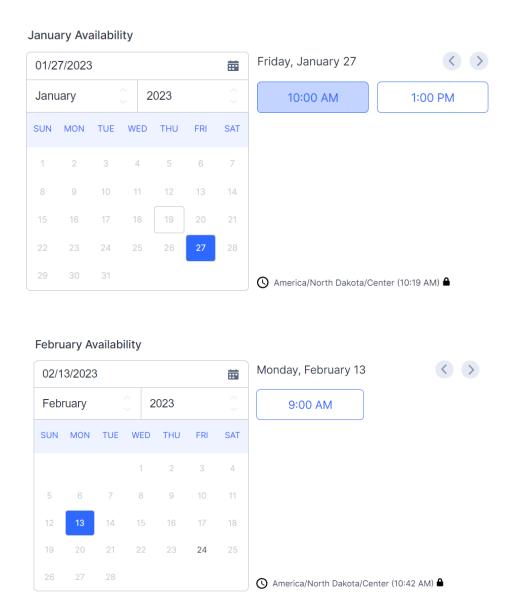
**IMPORTANT INFORMATION:** Once you have signed up for the Consultation with St Luke Institute Practitioners, please complete this form, save it & email it to the consultant with whom you have scheduled an appointment:

DOWNLOAD HERE

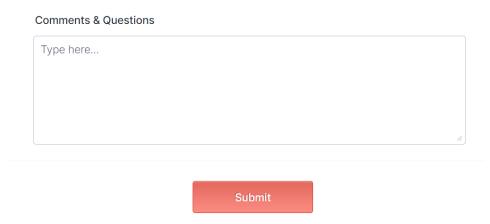
\*To download, click the link. Then, click the download button (downward facing arrow) to save to your local computer. Once completed, you can send it to the consultant via email.\*

## See the sample calendar options here.

To select a one-hour consultation, scroll down to the schedule calendars. The column to the right shows the first date and the times available named month. To navigate to other available dates in the month, click the arrows at the top right. To review dates in the next months, scroll down. To book a date that you would like to reserve for your leadership team, click on the time icon on the given date. Each appointment is one hour.



Clicking on the time should result in a message saying you have reserved that time. However, once you have selected the time you want, **YOU MUST SCROLL DOWN** TO THE VERY BOTTOM OF THE FORM IN ORDER **TO SUBMIT** THE RESERVATION. If you don't click submit it will not save and it will not notify your consultant.



When your consultant gets the message that you have reserved a time, they will contact you via email to set up the online meeting link. You should submit to your consultant the downloaded form that is preparation to facilitate the conversation with you. It should be sent via email as soon after making the reservation as you are able.

Since you may need to consult with your leadership team about dates that could work for you to schedule, I share here the list of potential dates available. Of course, others may already have reserved times that you prefer. This list is current as of January 20<sup>th</sup>, 2023.

### **Potential Dates for Emily Cash**

January 27: 10 am CST, January 27, 1 pm CST February 13: 10 am CST, February 13, 1 pm CST March 6, 10 am CST, March 6, 1 pm CST March 20, 10 am CDT, March 20, 1 pm CDT May 1: 10 am CDT May 1, 1 pm CDT June 16: 9am CDT, June 16, 12 pm CDT July 14: 9am CDT, July 14: 10 am CDT August 18: 10 am CDT August 18: 12 pm CDT September 8: 9am CDT, September 8: 10 am CDT October 16: 10 am CDT October 16: 1 pm CDT

### **Potential Dates for Jane Becker**

February 13, 9am Feb 24, 9am March 9, 9am March 23, 9am March 30, 9am May 4, 9am May 18, 9am June 1, 9am June29, 9am July 13, 9am August 17, 9am August 31, 9am Sept 14, 9am September 28, 9am October 12, 9am October 26, 9am