

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 | Board Member | 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?

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.

January Availability

01/27/2023

January
2023

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Friday, January 27 < >

10:00 AM

1:00 PM

🕒 America/North Dakota/Center (10:19 AM) 🔒

February Availability

02/13/2023

February
2023

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

Monday, February 13 < >

9:00 AM

🕒 America/North Dakota/Center (10:42 AM) 🔒

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.

Comments & Questions

Type here...

Submit

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 20th, 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
 June 29, 9am
 July 13, 9am
 August 17, 9am
 August 31, 9am
 Sept 14, 9am
 September 28, 9am
 October 12, 9am
 October 26, 9am