

Process Team Steering Committee
Meeting Notes
Sunday 10th February, 2019

Present: Martin Ramstedt (Facilitator), LaDawn Haglund, Deborah Marshall, Lisa Piemont, Susan Skjei, David Marshall, Dian Marie Hoskins, Suzann Duquette, Fred Meyer, Paul Kelway

Not present: Jose Tomas Ruano, Jim Fladmark

1. Announcements/Housekeeping

- a. There was a discussion regarding the type of meeting notes the SC wants to create and the purpose of these notes (reviewing actions, transparency with the community etc.)
- b. The following points were agreed
 - i. The SC will create a concise meeting summary (not verbatim notes) of each Steering Committee meeting.
 - ii. These summaries can be made available via the Process Team website once reviewed and approved by the Steering Committee provided the content is not sensitive or confidential.
 - iii. Video/audio recordings for internal reference by the Steering Committee (for members not present etc.)

2. Check-in

THEMATIC ISSUES/WORKING GROUPS

3. SC meeting cadence and structure

- a. Susan provided an update on a draft Steering Committee Charter
 - i. The SC has done some work on the PT charter but have not yet looked at a specific charter for the Steering Committee.
 - ii. The Convening team has created a draft document based on general guidelines for sociocracy circles/cross-functional teams
 - iii. **Action:** Convening team to share draft for the SC to consider if this is a template that the SC wants to adopt
- b. Meeting cadence
 - i. There was a discussion about a possible rhythm for different types of meetings of the SC, PT etc.
 1. Steering Committee
 - a. Agreement to meet weekly
 - i. Saturday or Sunday
 - ii. Current preference for keeping some flexibility rather than a static time and date of the week
 - iii. **Action:**
 1. Paul to send out doodle polls to schedule next 4 meetings
 2. SC to review the approach to rhythm and scheduling after these next meetings
 2. Longer Zoom call/retreat

- a. The SC discussed ideas for an in-person gathering, including the invitation to meet at Karme Choling in June. The following points were made:
 - i. June seems premature to some but also there is a sense of 'the sooner the better'
 - ii. The particular dates being suggested by Karme Choling don't work for everyone
 - iii. An alternative suggestion that Atlanta may be more convenient (although we would need to check if they could host)
 - iv. It would be important to include the entire PT
 - 1. Need to think about how we support everyone being able to be there (not financially exclusive)
 - v. Next steps
 - 1. The SC agree that it would be best to explore this further in the context of the subgroups, once formed.

____BREAK____

4. Subgroups

- a. The following subgroup updates were provided
 - i. PT Engagement Group
 - 1. People now liaising via smaller groups
 - 2. Group has not had to do much comms other than getting the groups rolling
 - 3. The group wants to encourage SC to make themselves available to their smaller groups as a point of contact.
 - 4. The PT Small Group 'flash mob' (temporary task group) has now dissolved since it completed the task of getting the first PT meetings scheduled.
 - ii. Charter group
 - 1. A first draft has been created
 - 2. Have tried to highlight the 'co-creating' aspect
 - 3. Not set in stone - it is a working ongoing document
 - 4. Need to think about how to invite the wider PT to provide input to this document
 - 5. The group decided it was good to keep the processional aspect
 - a. E.g. The TTF suggestions, the SC suggestions (historical context)
 - b. This helps to get down on paper some of the things that have come up about how we want to work with one another
 - 6. Want to keep it general at this point - not over prescribe before inviting wider review and input.
- b. There was a subsequent discussion regarding next steps with the Steering Committee and Process Team Charters
 - i. The Steering Committee could serve as a mirror/model for the broader Process Team for how to charter a group.
 - 1. Our approach should keep in mind the roles of steering the process and also of stepping back and allowing space.

2. The SC charter would define the purpose, outcomes, operating principles/structure etc.
 - a. Include only the key aspects that help clarify/organize the group
 3. Would be helpful to have a template that could then be shared more widely for us by other groups/circles.
- ii. The PT Charter document
1. There is a need to be clear about the purpose of this document
 - a. A container where we can all check in on how we want to work together
 - b. A co-created document
 - i. Ultimately with input from the whole sangha as well as the PT
 2. Defining our principles
 - a. Something like this is extremely helpful in terms of people knowing the principles for engaging - listening etc.
 - b. There was a suggestion that this could include Buddhist principles
 - c. Agreeing our norms is good but we do need to be careful not to over prescribe the principles before wider input is sought.
 3. Seeking wider input
 - a. It would be good to convene the process team and have break-out groups contemplate and provide input into the document
 - b. Need to think about the container that we offer it up into
 - i. Need to situate it
 - ii. Could be potentially complex - getting into details that we don't know the answer to.
- c. Next steps
- i. Both draft charters will be opened up so all SC members can review and make suggested edits.
 1. **Actions:**
 - a. SC to review and provide input by Thursday 14th February
 - b. Charter Group to update PT Charter accordingly before next SC call
 - c. Convening Team to update SC Charter accordingly before next SC call
5. Technology
- a. Website
 - i. Fred has created a basic wordpress site for the Process Team
 1. There was discussion about taking over the TTF website. The feeling was that it was not that taxing to create a new home for the PT.
 - a. This way the TTF website could remain in place for the foreseeable future
 - b. Suggestion that the TTF could put a note on their site explaining the status of the TTF and pointing people to the PT website.
 - c. **Action:** Fred to add the relevant FAQ's from the TTF site to the PT site and identify other things that could be brought over (bye-laws, description of Potrang etc.)
 2. Main issue now is content (see Comms update below). Fred can continue to provide technical support
- b. Other tools

- i. There was discussion about needing to define our suite of comms tools from static (website) to asynchronous (Groups, Loomio etc.) to real-time
 - ii. The PT also needs a Google Drive space
 - 1. **Action:** Suzann to provide permissions for the TTF/SC shared folder on Google Drive
 - iii. This should be explored and a proposal created by the Technology and/or Comms groups
 - c. Communications
 - i. PT Engagement/Comms Group to meet this week and generate a view of what is needed for the website
 - ii. **Action:** Lisa to send a doodle poll to convene this group
- 6. Pending items for later discussion or follow-up (probably at next meeting)
 - a. Key topics for next week's meeting
 - i. Determining the subgroups
 - ii. Communication to community, mandala linkage network etc.
 - 1. **Action:**
 - a. Suzann will share a brief text update on the linkage network before the next meeting
 - b. Suzann to share group of docs collected by Richard Reoch.

Next meeting: [Sunday 17th February, 12:30 PM Eastern, Zoom]