

Process Team Steering Committee

Meeting Notes

Sunday 10th March, 2019

Present: Martin Ramstedt (Facilitator), LaDawn Haglund, Lisa Piemont, Susan Skjei, David Marshall, Suzann Duquette, Fred Meyer, Jose Tomas Ruano, Paul Kelway

Not present: Deborah Marshall, Dian Marie Hoskins, Jim Fladmark, Charlene Leung

1. Announcements/Housekeeping

- a. The notetaker for this call is Paul
- b. The minutes from the following SC meetings were approved for uploading to the website
 - i. 24th February 2019
 - ii. 2nd March 2019
- c. The previous meeting notes still to be finalized and approved during the next meeting are:
 - i. 10th February 2019
 - ii. 17th February 2019
- d. There was discussion regarding the IB's practices regarding meeting notes. They just post the topics discussed. Should do the SC do the same?
 - i. **Decision:** Continue with the current format of meeting notes

2. Check-Ins

THEMATIC ISSUES/WORKING GROUPS

3. Technology (update on Tech call)

- a. There was a meeting to discuss solutions for document storage
- b. Some mysterious permissions to the folders in the current shared folder. David has tried to clean this up as much as possible
- c. The folder is currently being hosted by Suzann on her personal drive, so SC will set-up its own Google Drive
 - i. **Action:** Paul/Fred to follow-up on creating shared folder
 - ii. May not need to go to the IB for a budget as storage. However, Paul will track resources costs to ensure all costs (even if donated by an individual) are visible
- d. Other platforms to be explored by the group
 - i. Susan suggested Mighty Networks, which is being used by the Presencing Institute
- e. It was discussed that we should aim to keep our documents to a minimum
 - i. **Decision:** Agreement for video recordings to just be made available via the Zoom cloud storage for 30 days with no need to store as a permanent record.

4. Mandala Linkage Network

- a. There was further discussion regarding the TTF's proposed Mandala Linkage Network.
- b. Reminder from Suzann that:
 - i. The MLN is not a group of people, but 1 or 2 people who represent different constituencies
 - ii. Not the intention that this group would have a say, but to ensure that the links to different groups are predetermined and that there is a mandala wide knowledge of what's happening.
 - iii. Would encourage more ownership as the Process Team moves forward
 - iv. Idea to have 1 or 2 meetings with everyone and then individual meetings as needed.
- c. Discussion and next steps as follows:
 - i. Need to be clear that about the MLN and be clear that there is no power or influence over the SC.
 - ii. Example of IB not having power over the SC. This should be seen the same way.
 - iii. This is a sequencing issue
 1. Need to ensure we get the process going so the community can see that
 2. Need to be careful not prioritize the MLN over the community.
 - iv. Also need to be transparent about how they were selected
 - v. **Decision:** The SC will establish contact with the MLN
 1. **Action:** Suzann will do a first draft of the letter and share with the Comms Group to be finalized and sent.

5. Communications

- a. There is a need to set-up a Shambhala email address to receive emails from the community
 - i. **Action:** PK to contact Ashley to request
- b. The Comms group wants to explore regularity of updates and method
 - i. TTF were sending weekly updates but this may be too much of a burden on the translators
 - ii. There was a suggestion to utilize the PT website. We have already agreed to use the contact form here. PT updates could also be provided as blog posts. This would allow translation via Google translate.
 - iii. Would allow the types of communication that the PT would like to provide
- c. To be discussed further and actioned by the Comms Group

6. PTSC sustainability

- a. There was an individual check-in regarding how SC members are doing in relation to current responsibilities within the PT
- b. Summary of insights
 - i. Recognizing that there is the potential for overburdening SC members, we should not necessarily aim for SC coverage in all the PT working groups

- 1. We should aim to empower conveners within each working group and to make the working groups self-sustainable
- ii. **Action:** Processes Working Group to work on the charter and a pre-task structure and will provide an update on these soon. They ask for patience in the meantime.
 - 1. A request from the SC is that the Processes Working Group check-in regularly with working groups
- iii. Reminder that the job of the PT is to facilitate the work of the community. We are getting too caught up in doing the work.
- iv. Reminder that we need to set deadlines for actions and revisit the list to ensure nothing is dropped.

7. PTSC longer call

- a. Aim is to have this in the next month but we do not have 100% availability in any of the current options
 - i. **Action:** Paul will add more options to the doodle poll

8. Full PT Zoom call

- a. Aim to have this within the next month and to institute a quarterly rhythm going forward
 - i. **Action:** Paul to help suggest a good time that works for all timezones
 - ii. **Action:** Comms group to explore date and send out invitation to the PT

9. Missing PT persons

- a. Serious concerns around the confidentiality of working group meetings
 - i. Governance group has people signed up that we have not heard from.
- b. **Decision:** The working groups will create notes rather than video recordings

10. Working groups

- a. There was agreement to spend more time hearing updates from the working groups and also to discuss regional representation on the next SC call.
- b. Important task is to determine next steps regarding regional representation
 - i. Proposal that the Center support committee takes on the spreadsheet and brings it to the wider PT
 - ii. **Action:** Fred/Susan to explore this with the Center Support Working Group
- c. **Decision:** Going forward we will use 'WG' as a way to distinguish working groups from the SC, wider Process Team etc.

NEXT STEPS

11. Summary of decisions taken

- a. Continue with the current format of meeting notes

- b. Agreement for video recordings to just be made available via the Zoom cloud storage for 30 days with no need to store as a permanent record.
- c. The SC will establish contact with the MLN
- d. The working groups will create notes rather than video recordings
- e. Going forward we will use 'WG' as a way to distinguish working groups from the SC, wider Process Team etc.

12. Summary of actions

- a. **Paul/Fred** to follow-up on creating shared folder
- b. **Suzann** will do a first draft of the letter and share with the Comms Group to be finalized and sent.
- c. **Paul** to contact Ashley to request Shambhala email address
- d. **Processes Working Group** to work on the charter and a pre-task structure and provide an update to the SC
- e. **Paul** will add more options to the doodle poll for the PTSC Extended call
- f. **Paul** to help suggest a good time that works for all timezones for the Full PT Zoom call
- g. **Comms group** to explore date and send out invitation to the PT
- h. **Fred/Susan** to explore this with the Center Support Working Group

13. Next meeting

- a. Saturday 16th March at 12:00 Eastern (US & Canada)