

# Process Team Steering Committee

## Meeting Notes

24 February 2019

Present: Paul Kelway, LaDawn Haglund, Jim Fladmark, Deborah Marshall, Charlene Leung, Fred Meyer, David Marshall, Lisa Piemont, Susan Skjei, Dian Marie Hosking, Martin Ramstedt

Not present: José Tomás Ruano

1. Check-Ins
2. Announcements/Housekeeping
  - a. Dian Marie still working on notes from last call
  - b. Decide next week whether to permanently adopt a proposed template for meeting notes
  - c. Note taker for this meeting: LaDawn

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SUBSTANTIVE ISSUES/WORKING GROUPS

3. Operational procedures for SC
  - a. Meeting cadence:
    - i. let's be realistic; we already have a lot of meetings – small groups, working groups, local communities; We don't want to burn out
    - ii. # of meetings is contingent on what's on the table; some things need to be dialogued by the steering committee, others do not
    - iii. we could make decision-making more agile by being pithy in our communications with each other; long documents and too much information bogs us down
    - iv. If we can iteratively build a foundation then get things out to the working groups, we will have less need for SC meetings; things don't need to be perfect in order to get them out to the PT
    - v. Trying to reach consensus by email doesn't work; most needs are going to be met by subdividing into subgroups
  - b. Confirm longer meeting date and rhythm
    - i. We can commit to one 4-hour meeting a month, and will do our best to schedule it when everyone can be there
    - ii. Since we cannot decide on a fixed day/time, we have set the next two meetings:
      - Saturday 2 March 12-2 EST
      - Sunday 10 March 11-1 PM EST (possibly a longer meeting - 11-3 EST?)
4. SC roles and responsibilities
  - a. What needs to happen now, and what does the SC need to do?
    - i. There's also the "how" of the SC and PT work together; some things can be done quickly and efficiently in a subgroup; some require us finding common ground on what it is we actually want to do, and how. Balance between monologic and dialogic;
    - ii. We have made progress by assigning the three initial working groups and this continues with the next set of groups

- iii. We have to **empower the PT to get to work**; they are starting to lose faith; the only cure for that is to give them structure to get working in a real way;
- iv. Can we “work out loud”? More transparent and iterative - put out something, a little bit at a time,
- v. Connecting with people is the most important; we have to create a relationship not just with the PT, but with everyone in Shambhala. We need to take advantage of this opportunity – what isn’t working, what is? To hear from them.
- vi. The **Code of Conduct** gives a foundation and principles that guide our work
- vii. **Can we get communications out without needing full SC consent? Empower our small groups to communicate? [Yes]**
- viii. What needs to be done BEFORE we do anything else? Not much. The rest should happen in the small groups. The working group model can hopefully address this.
- ix. **PT and SC charters** don’t necessarily have to happen for other things to get done, but they are a paper trail, and documents that can be returned to. We should **keep working on those and get them done soon**. We should keep those as a place to document the structures we want to have in place
- b. PT working groups and structure
  - i. Initial Scope of Work letter discussed and changes suggested
  - ii. Confirm SC reps/roles for each working group – one contact per group, but two SC members so they can support and give feedback to each other
  - iii. David will maintain the document and schedule a call to finalize it
  - iv. Call scheduled for Monday, 25 February at 9 AM EST

## 5. Communications and Technology

- a. First communication to Shambhala Community:
  - i. Paul will contact Ashley regarding how this can happen
  - ii. Paul will send first draft to PT Comm group
  - iii. Get this out by the end of Feb.
- b. Mandala Linkage Network
  - i. There are natural synergies between the “committees” of the MLN and our working groups; it might make sense for them to engage by committee with our groups rather than having huge meetings with everyone
  - ii. They admonished the SC to get people working
  - iii. Can the expertise of the PT be shared with the wider mandala? If so, let’s be sensitive to not overuse the “free labor” of the community and PT
  - iv. We have identified people with whom to link from Community Building, Potrang, Government, Families & Children, Interim Board, Dorje Kasung, Youth, Equity & Inclusion, and the Acharyas
- c. PT Communications group
  - i. We need to schedule a full Zoom call this week
  - ii. Flash mob to make this happen: LaDawn, David, Jim, Lisa, Dian Marie
  - iii. Use the Initial Scope of Work letter to message it
- d. Technology – Fred and LaDawn will hold the discussion with the subgroup

**Next meeting: Saturday 2 March 12-2 EST**