

Process Team Steering Committee
Meeting Notes
December 22nd, 2019

Present: Susan Skjei, LaDawn Haglund, Fred Meyer, Paul Kelway, David Marshall, Jim Fladmark, Dian Marie Hoskings

Absent: Deborah Marshall

1. **Meditation, check in**
2. **Housekeeping**
 - a. The note-take for today's meeting is Paul

THEMATIC ISSUES

3. Responding to the Sakyong's recent letter

- a. There was a dialogue to reflect on the latest draft of a letter from the SC to the Sakyong. The following points were made:
 - i. Discussion regarding the purpose of the letter and whether it feels right to send it.
 - ii. The letter needs to be invitational in tone. The PT trying to create an inclusive process in the community. Can we make him aware of that work and invite him to join us?
- b. Agreements:
 - i. Finalizing the letter: The letter was edited and updated during the meeting and those present approved the latest draft for sending. Next steps were discussed and agreed to reach full consent and to send the letter.
 1. Paul to send Zoom recording and updated draft to Deborah for review
 2. Once text has full consent, Fred to do final formatting on the letter
 3. Paul to send via SMR's secretary
 - ii. Updating the Board: It was agreed that the SC would share a draft of the SC letter with the Board, with the understanding that there would not be an invitation to make further edits.
 - iii. Communications with the community
 1. LaDawn confirmed that the next community letter is going out in early January.
 2. Fred is developing text regarding the SC communication to the Sakyong to include in this letter.

4. Review of Year 1 harvesting and Year 2 Planning

- a. The SC agreed to have a final report and recommendations available for the community by Shambhala Day 2020. In order to achieve this, the following deadlines were agreed:
 - i. Working group objectives submitted to the Charter WG by January 15th
 - ii. Draft of report complete by January 31st to allow for discussions with the Board and planning for Year 2 activities beginning after Shambhala Day.
 - iii. Liaise with the Shambhala Day planning team to consider how an update on the PT could be shared during the broadcast.

5. Date of next meeting

- a. Saturday 28th December
- b. Plan to revisit the future schedule at this time.