Quaker Life Council
04 February 2016

Present: Clerk Lane Taylor, Pamela Draper, Charlie Randall, Gray Goodman (Recording Clerk), Jim Herr (via phone), Tom Hughes, Cate Marion, George Rubin, Kri Burkander (via phone), Bryn Hammarstrom, Amy Taylor Brooks, Ron Ploeg (via phone).
Regrets: Kate Bregman, Deborah Saunders, Connie Webster, Shani Taylor
Ex-Officio: Penny Colgan-Davis, Christie Duncan-Tessmer, Zachary Dutton

Members began with a period of worship followed by introductions and sharing.

Friends examined and approved the agenda.

Mapping Sprint Reports: Convener Amy Taylor Brooks: The Quaker Life Council Mapping (Governance) Team filled out the details of the spreadsheet map of PYM structure that members had examined at the December meeting. Members were mindful not to overburden the QLC members with management of the structure. See attached report (2016-01-01 Mapping Sprint). The word document connected to the spreadsheet is embedded into these minutes.

Members minuted deep appreciation to the Mapping Sprint Team.

Members approved having Christie create a graphic to represent the information in the outline text-based report. Clerk Lane Taylor asked for guidance from Christie about which issues in the report are most important.

Members were asked to examine the structure of the committees as to whether they are "rightly formed". Is the balance of QLC members, general PYM members, and PYM staff members on each of the committees appropriate?

The structure addresses the committees not yet activated.

Members approved
a.   **reading the Mapping recommendations**
a.   **giving constructive reactions to Christie**
b.   **recommending as to which committees need to be formed first.**

Zachary reminded Friends that the Council first set up a rubric for analyzing applications for Sprints and Collaboratives. Next, the Council began to examine the applications. Now it is time to set up the QLC Program and QLC Finance committees.

Friends were reminded that the recommendations address the long-range structure of PYM.

Naming Friends to the QLC committees is the responsibility of the QLC Governance Committee. How does the committee achieve a general geographic distribution of the Yearly Meeting represented on the QLC Committees?

One Friend reminded members that Skype and conference calls can be an option for attending meetings.

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Clerk Lane Taylor explained to Friends that the PYM Nominating Committee will be consulting her regarding who should continue serving on the committee. She asked Friends to be thoughtful in their attendance of meetings, active listening during meetings, serving on committees, and respectful sharing of views.

A concern arose about the length of time spent at the beginning of each meeting with introductory sharing.

Query: How best to balance the need for building bonds amongst members of the QLC and the importance of using scheduled time efficiently?

Members approved having Lane send an introductory spiritual exercise in advance of a scheduled meeting to help Friends in their introductory sharing. Members also affirmed shortening Worship to 5 minutes and imposing a 1-sentence guideline for the sharing, noting that if this limits our Spiritual depth, it can be changed again.

Applications

One Friend reminded members that QLC will need to remind Collaboratives that they are accountable to the QLC via the guidelines in the handbook. The QLC needs to enforce the guidelines kindly, calmly, and clearly.
The Communications Committee will need to send out the news of approvals to the Yearly Meeting two days after approval.

Members approved adding to the application a blank where the applicants specifically provide the name of their group.

1. **FCNL Network**: Margaret Mansfield, contact: **Members approved the application as a COLLABORATIVE.** Lane Taylor explained that approval does not guarantee funding.

2. **Climate Change:** Lane has set up a meeting with the Climate Change Collaborative on **Friday, 19 February 2016 from 6pm-8pm at Friends Center. Members are invited to be present at the meeting if they are able to attend.**

3. **Nuts and Bolts: Ron Ploeg contact**: Members reviewed the application of a setting up a website to provide on-line communication throughout the Yearly Meeting. Members wondered why it is not a SPRINT application? It is missing having the names of other people from the Yearly Meeting. It also appears to be solving a problem that will cease once PYM Friends and meetings starting collaborating electronically and using PYM CONNECT. It addresses the first two strategic directions of PYM. **Members approved the application as a SPRINT.**

4. **Spiritual Formation: Wade Wright contact**: The individuals have a desire to work within the new PYM structure, though they might not have done so in the past.

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Members approved having Lane Taylor contact the individuals who filled out the application to arrange a face to face conversation on the importance of their work, to conduct a needs assessment as to how their work could fit into the new structure, and to discuss the importance of them working closely with QLC (including transferring the information on their own website to the PYM website). Lane will notify Friends when a date for the meeting has been chosen. Members are invited to be present at the meeting if they are able to attend.

Next Meeting: Saturday, 20 February, 2016 at Reading Meetinghouse, 11 a.m.-2 p.m.

The meeting ended with a period of worship.

Respectfully submitted,

Gray Goodman,
Co-Recording Clerk

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Quaker Life Council Mapping Sprint Recommendations February 2, 2016
Primary Recommendations
1.   Form and assign members to the following Committees, peopled primarily by QLC members:
a.   Program Committee
b.   Finance Committee
c.   Governance Committee
2.   Form a structure that supports the anti-racism work of PYM with suggestions below (name for this structure is still in process)
3.   Form and assign members to the following Committees, peopled primarily by others:
a.   Several Supported Populations Committees starting with youth and Counseling
b.   Communication and Publication Committee
4.   Form and assign members to the following Sprints
a.   State of the Meeting
b.   Library
c.   QLC Communications
5.   Be prepared to work with Admin Council to include QLC representation on the budget subcommittee.

Additional Suggested Guidelines
1.   **Program Committee**
a.   Up to 8 people including ex-officio
b.   Ex-officio members include: Council Clerk and Associate Secretary for Program & Religious Life
c.   Up to four non-Council members may be invited
d.   Responsible for:
      i. Reviewing and making seasoned recommendations about collaboratives, sprints and other programs in the care of the council
      ii. Caring for and holding accountable collaboratives, sprints and other programs not otherwise assigned
      iii. Developing and maintain structures and standards for doing the above
e.   The Committee may want to form subcommittees. Subcommittees may include non-council members.
f.   The Community Engagement staff will work with the Committee as appropriate

2.   **Finance Committee**
a.   Maximum 5 Council Members, including 2 who are on the Program Committee
b.   The Associate Secretaries for Program & Religious Life and for Business and Finance will participate as appropriate
c.   Responsible for:
      i. Finalize the rubric to guide allocation of funds
      ii. Make seasoned recommendations about distributing funds

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3.   **Governance Committee**
 a. 3-6 people including ex officio
 b. Ex-officio include: Council Clerk, General Secretary
 c. Responsible for tasks in the Responsibility Domains of:
>   i.   Governance
>   ii.   Accountability
>   iii.   Nominating and naming
>   iv.   Strategic Planning
>   v.   Maintaining the corollary handbook
>   vi.   Representatives to other Organizations: role of bringing reps together and of ensuring they report to YM is delegated to Presiding Clerk and Gen Secretary

4.   Structure that supports the anti-racism work of PYM
>   a.   5-8 people
>   b.   Many of the appointed members would be drawn from Undoing Racism Group. Some small number from QLC
>   c.   As a place to start, it is important that half of the members of the structure are people of color
>   d.   The structure has responsibility for:
>>   i. Not *doing* this work for PYM but scaffolding PYM so we are all doing the work
>>   ii. Caring for the collaboratives and other structures that are engaged in anti-racism work
>>   iii. Helping meetings with this work
>>   iv. Helping the ym with this work
>>   v. Integrating the various aspects of the work (mm, ym, collaboratives, events, resources, etc) so they are clearly a whole

5.   **Communication and Publication Committee**
>   a.   4 people plus the Director of Communications
>   b.   Up to 3 non-Council members may be invited
>   c.   Members of the committee are Friends with experience or skill in the responsibility areas
>   d.   Responsible for:
>>   i. Providing board-level, general direction for PYM communications efforts
>>   ii. recommending the approval of book and pamphlet publications
>>   iii. setting general communications policies

6.   Supported Populations Committees
>   a.   3-5 members plus relevant staff
>   b.   Up to four non-council members who are stake holders, and/or people who are experts in the supported population may be invited

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    c.   Responsible for:
        i. Ensuring the population is well-cared for in the manner of Friends and best practices
        ii. Reporting to the Council annually
    d.   The Associate Secretary for Program & Religious Life will provide more specific groundwork for each population's committee

7.   State of the Meeting Reports Sprint
    a.   3-4 people
    b.   Up to 3 non-Council members invited who represent traditional and new-fangled perspectives
    c.   Responsible for:
        i.Develop a plan that doesn't contradict F&P for collecting State of the Meeting Reports
        ii. Develop a communications plan, with Communications staff, to encourage meetings to do reports

8.   Library Sprint
    a.   3-5 members plus relevant staff
    b.   Up to 2 non-council members may be invited
    c.   Responsible for:
        i. Review data on the library resource including usage stats, relevant finances and past history
        ii. Develop several possible plans for the resources of the library
        iii. Make a recommendation to the Council

9.   QLC Communications Sprint
    a.   About 3 people, in relationship with the clerk of the council
    b.   This group primarily needs to define processes and get them rolling but they do not need to continue as the body responsible for the activities.
    c.   Responsible for the following tasks:
        i. Appoint bridge contact
        ii. Appoint someone to manage the internal website
        iii. Make a plan for keeping communications channels wide open and freE-flowing with the body
        iv. Propose strategies for staying in relationship with the PYM paid and volunteer leadership and the other councils
        v. By end of year, produce the corollary handbook for AC

Charge for the Committees and sprints with the following (as relevant):
1.   Research the past practices
2.   Get educated on the requirements of the scope of the work
3.   Define Interim Practices for anything where the Current practice isn't going to hold us until we have a permanent practice
4.   Report back to the council
5.   Follow the interim processes

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6.   Define permanent processes for each task in plenty of time for the Council to be in synch and implement them beginning 10/1 at the latest (exceptions granted for work that is irrelevant in 2017) (see queries below)

Next Steps:
1.   Major focus areas, identified in and Lines 24-30 ; this could include Spiritual Formation type work.
2.   Resource Friends and Threads – there is no time pressure on this