



## Multicultural Audit Steering Committee (MASC) Report

Monday, October 29, 2018

### Nutshell

- **Complete:** Retreat for Multicultural Audit Steering Committee (MASC), September 21-23, 2018, at Pendle Hill in Wallingford, PA.
- \$2,242 was the investment cost of three-day retreat; costs kept at minimum by the Clerk.
- **Complete:** Request for Proposal (RFP) for Diversity and Inclusion and cover letter of RFP.
- **Complete:** Rubric for RFP for Diversity and Inclusion.
- **Complete:** MASC's Clerk (with medical injuries) as well as other members of MASC have visited several Monthly Meetings (MM), quarterly sessions, and public events to bring awareness to and promotion of this assessment.
- **Complete:** Afterwards and outside of formal retreat, small working group, over a period in October, worked on evaluation rubric for RFP and marketing plans of assessment (an important issue raised by Clerk of Committee).
- **Complete:** ZOOM meeting for general discussion held on Wednesday, October 31st.
- *Completed before Continuing Sessions:* Both RFP and Rubric post to MASC-related page on Friday, November 2 or sooner.
- *Completed before Continuing Sessions:* RFP and Rubric distributed to ten (10) potential consultants by Friday, November 2 or sooner. *Consultant names derived from committee members who suggested firms.*
- *By Continuing Sessions:* Laura Pickering Ford, Harrisburg MM, reports minutes for retreat. These minutes will post on PhYM's MASC-related page (find at pym.org).
- **Of Note:** Non-compensated Friends and an attender threshed and vetted the final RFP. The overwhelmingly majority (excepting about three), from the committee's current 18 members, participated in the content of the RFP. Unlike other organizations that have written mission and value statements, along with strategic plans with measurable, quantifiable benchmarks and goals related to specific targets, this committee initially received imprecise ideas and indistinct budget. Yet, RFP needed specifics. In under a year, this committee has created a RFP that aims to hire a consultant who can help PhYM assess and strengthen its beloved community that desires meaningful diversity and inclusion.
- **Projected Cost:** Roughly \$83K (\$65K for consultants, \$10-12K for printing mailing, \$3K for additional administration); again, roughly \$2.5K has been spent in retreat and first meeting.
- For more up-to-date information on on-going activities of MASC, see PhYM's MASC-related page.

This concludes the activities of the MASC in the 90-day period since Annual Sessions held in July 2018. Additionally, for greater understanding of this process, please refer to "Supplemental: Clerk's Reflection," which is an informal reflection and separate from this formal report.

In Friendship, Onward,

tonya thames taylor, Clerk of MASC

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