

**Journey Toward Wholeness Transformation Committee**  
**Conference Call Meeting Notes**  
**August 16, 2010**

**Present Members:** Helen Boxwill; Connie Brown; Michael Sallwasser, *Co-chair*; Arthur Tackman; Wendy von Zirpolo, *Co-chair*; José Ballester, *Board Liaison*; Scott McNeill; Jonipher Kwong; Natalie Fenimore

**Not Present:** Tracy Ahlquist, *Staff Support*; Taquiena Boston, *President's Representative*

**Start Time:** 7:00 PM Eastern Time

**End Time:** 8:00 PM Eastern Time

Topic	Discussion	Decisions/Actions
Opening Words – <b>Scott</b>	<b>Scott</b> offered an opening reading from Jan Teedum.	
Reading from Our Covenant – <b>José</b> and <b>Jonipher</b>	<ul style="list-style-type: none"> <li>recognize that the work we do together is sometimes difficult, and that our overall goal is to stay 'at the table' together – <b>José</b></li> <li>recognize we are each and collectively “works in progress,” and that there is no one “right answer” – <b>Jonipher</b></li> </ul>	
Check-in – <b>Michael</b>	Committee members checked in.	
Approve Minutes /Agenda Review – <b>Michael</b>	Minutes and agenda were approved.	
Current Assessment: Recruiting and Selection – <b>Michael, Arthur, &amp; Jonipher</b> Awareness & Training, Internal Processes – <b>José, Scott &amp; Natalie</b> Orientation, Support & Retention – <b>Wendy, Connie &amp; Helen</b>	<p><b>Arthur</b> reported that Nancy Bartlett sent a draft copy of the recruitment manual the CoC is working on, and posed a few questions about the statistics that <b>Arthur</b> had sent her. <b>Jonipher</b> is still working on the assessment of the CoC portion as well. He and <b>Arthur</b> briefly touched base while <b>Michael</b> was out of town. <b>Michael</b> said that the CoC held a meal for committee chairs during GA, and they're very keen on hearing what insights and advice the JTWTC can offer regarding their processes.</p> <p><b>Scott</b> said they're still trying to get it together. <b>Natalie</b> states that they'll have a meeting of the minds before the JTWTC's meeting in Boston; she also asked <b>Arthur</b> if there's anything in the recruitment manual that would be relevant to the rest of the committee.</p>	<b>Arthur</b> will send the CoC recruitment manual to the rest of the committee.

	<p><b>Helen</b> reported that the subcommittee will meet weekly by phone; they hope to have a rough draft by the time the full committee meets in Boston. There are lots of questions regarding support &amp; retention that weren't answered in the interviews—they'll be drafting questions for <b>Wendy</b> to ask of the two committee chairs. Two of them are working on the findings section, and one is working on the recommendations section. When they're together in Boston, they'll put it all together.</p>	
New Member Guide – <b>Scott</b>	<p><b>Scott</b> has a draft of the new member guide. <b>Tracy</b> and <b>Taquiena</b> sent past rosters from the JTWTC, which were helpful. He has assembled almost everything that was on the contents list that the committee put together during the spring meeting. Definitions have been one of the hardest things to assemble—<b>Scott</b> hopes that committee members will read it before getting to Boston or while they're in Boston so they can point out any gaps. He asked whether it would be useful for him to send the guide before Boston, and <b>Arthur</b> said that would be helpful.</p>	<p><b>Scott</b> will send the new member guide to committee members by the end of the week. Committee members will provide minor feedback before Boston; any major suggestions should wait until a (hopefully 1-2 hour) conversation in Boston.</p>
Planning: Boston meeting – <b>Michael</b>	<p><b>Michael</b> asked what specific items folks would like to have on the agenda, bearing in mind that the major work of the meeting is writing the report. The three subcommittees will be working on findings, and the full group will be drafting the executive summary. <b>Wendy</b> asked if at some point the committee would be asking “what next?” It's also important to make sure the report gets the audience that it's due, and that it gets shared the right way. With policy governance, what is the role of this committee moving forward (which will be important to know when the committee chooses its next topic)? <b>José</b> said the BoT will be addressing that question soon—the JTWTC is an extension of the work of the Board. <b>Arthur</b> suggested that the “old way” of writing a report each year may not be the only way to do things. Given the big changes that are taking place (for example, the end of the Office of Accessibility Concerns), some people with disabilities are looking to the JTWTC as a place to discuss their concerns. <b>Michael</b> and <b>Arthur</b> agreed that this is part of “what's next” for the committee. <b>Helen</b> asked if the report is supposed to be completed at the end of the meeting. <b>Michael</b> said there might be proofreading, formatting, etc.—but the content should be finished. He sees three stages to the</p>	<p>The Board packet is typically due one month before the BoT meeting; subcommittees will do as much work as possible in advance of the meeting so that the report will be finished by the end of the meeting in Boston.</p> <p>If committee members' food needs/preferences have changed, they will inform <b>Tracy</b> at least a week before the meeting.</p> <p>Committee members will bring laptops with them, if possible.</p> <p><b>Wendy</b> will bring her LCD projector with her so that committee members can digest changes together.</p> <p>If committee members have draft materials, they should send them to <b>Arthur</b> in advance of the meeting (ideally, a week in advance).</p> <p>The committee will <i>not</i> be holding its conference call on August 30<sup>th</sup>.</p>

	<p>process: 1) subcommittees finalize what they want to do 2) full committee makes any suggestions, subcommittees make edits, full committee signs off on content created by all three subcommittees 3) full committee creates full report, including executive summary, overall conclusions, glossary, charts, ToC, etc. <b>José</b> asked what the timeline was for bringing the report to the BoT? Is the JTWTC shooting for the October meeting (in Boston) or the January meeting (in Phoenix)? The committee is shooting to deliver it for the October meeting, so that the BoT has more time to read and digest it. At past meetings, the committee has done continuing learning through hearing odysseys, etc. This meeting will be full enough that committee members agree to continue that work at the next meeting. <b>Arthur</b> will have a new reader, Marcello Codianni, for this meeting.</p>	
Covenant Observation – <b>José</b> and <b>Jonipher</b>	<b>José</b> and <b>Jonipher</b> offered covenant observations.	
Closing Words – <b>Helen</b>	<b>Helen</b> shared a poem by Patricia Monaghan from a book called <i>Prayers to Protest</i> , edited by Jennifer Bosveld.	

Respectfully submitted,  
Tracy Ahlquist  
August 30, 2010