

Quaker Earthcare Witness Continuing Counsel Committee
Minutes of the Meeting at the Holy Name Passionist Retreat Center, Houston, Texas
2010 October 28-31

(Approved on 2010 November 15)

Present on Thursday: Jack Bradin, Mary Jo Klingel, Susan Swanstrom, Roy Taylor, Roy Treadway, Rod Zwirner, Barbara Williamson, and Ruah Swennerfelt (*ex officio*). Dick Grossman joined us on Friday. David Millar, Anne Mitchell, and Shelley Tanenbaum joined us on Sunday. David Ciscel could not meet with us.

Session 1: Thursday, 2010 October 28, 6:30 p.m.

Since Dick missed his plane and Ruah and Roy Treadway were late on Amtrak, we met over supper. Ruah clerked the meeting. **We approved an agenda, modified from the one Dick e-mailed earlier, to focus on the Worship for Business of the Steering Committee Thursday evening.**

Clerks for the Thursday Worship for Business

Roy Treadway agreed to be the Clerk for the Thursday evening session and John Payton agreed to be Recording Clerk.

Approval of the 2010 August Continuing Counsel Committee (CCC) Minutes

CCC Minute 2010.10a.01 Continuing Counsel Committee approved the Minutes of our 2010 October 5 Continuing Counsel Committee Electronic Meeting.

Planning for Thursday's Worship for Business

For the Thursday meeting, we do not need to have a Naming Committee appointed since CCC felt that Nominating Committee of three persons was satisfactory. **While David Millar would no longer be on the Nominating Committee, Rod Zwirner (continuing as Clerk), Ruth Hamilton, and Maia Wolfe would continue on the committee.** The orientation by the Holy Name Passionist Retreat Center would be given at breakfast Friday morning. The introductions by each person would be short: name, yearly meeting, and monthly meeting. **Jack Bradin would outline the process by which the *Ad Hoc* Committee on Staff Transition searched for the new general secretary, introduce members of the committee, and invite questions to members of the committee.** Ruah would also briefly introduce the current budget, slightly revised over the budget sent in the advance documents.

General Secretary Transition Planning

Ruah outlined the process for the transition to the new general secretary.

Committee and Working Group Clerks

We still need clerks for the Finance and Publication Committees, Sustainability: Faith and Action Working Group, and Finca La Bella Project. We expressed concern over the lack of willingness by people to undertake necessary leadership in QEW.

Closing

We closed with a moment of silence.

Session 2: Friday, 2010 October 29, 8:30 a.m.

Preview of Friday's Steering Committee Meeting

We reviewed the Steering Committee Worship for Business agenda on Friday afternoon. The Spiritual Nurturance Committee had an item to add to the agenda, and we went over the process by which we would introduce Anne Mitchell, the candidate for the general secretary.

Committee Reports

The *Ad Hoc* Committee on Meetings, clerked by Jack Bradin, will meet over lunch. The Outreach Committee has met by remote participation. The Nominating Committee has some additions to the proposed slate. The Personnel Committee has been involved primarily in the transition of general secretaries.

Publications Coordinator on the Continuing Counsel Committee

We considered whether the publications coordinator should be on the Continuing Counsel Committee, particularly since the publications coordinator will be geographically separate from the general secretary in the future.

CCC Minute 2010.10a.02 Continuing Counsel Committee approved the publications coordinator as a member of the Continuing Counsel Committee.

Revision of the Bylaws

While the SC could not approve a revision of the Bylaws in Houston, we discussed the value of completing revising the Bylaws to include only those needed for legal organizational and tax purposes and developing simple guidelines for how we operate, including a description of the committees and officers. The articles of incorporation in Michigan might serve as a guideline; the Trustees Meeting, including the officers, could be done electronically.

CCC Minute 2010.10a.03 Continuing Counsel Committee approved Roy Treadway, Dick Grossman, Roy Taylor, and Jack Bradin to review the QEW bylaws to consider if it is possible:

- 1. to create a new set of by-laws (for approval) that meet the minimum requirements for the State of Michigan where we are incorporated that essentially states that we conduct our business in the manner of Friends and**
- 2. to create as a new document a guide to procedures (how we conduct our business) that is a collection of minutes that would include the bulk of our current bylaws which includes the definitions of committees, working groups, and project, the time and place of our meetings, our clerks, our nomination procedure, and so forth.**

Session 3: Sunday, 2010 October 31, 8:30 a.m.

We welcomed Anne Mitchell, new General Secretary, Shelley Tanenbaum, Incoming Alternate Clerk, and David Millar, Outreach Committee Clerk.

Review of Agenda for Sunday's Worship for Business

We reviewed the agenda for Sunday's Worship for Business. The Outreach and Publications Committees and Sustainability: Faith and Action Working Group will have action items. The UN Support Working Group will bring a process of sign-ons relevant to the UN for approval; it will include a process for review by the working group and for archiving the approved sign-on by the general secretary.

General Process for all Sign-ons by QEW

The CCC was felt that the process for all sign-ons should be consistent and the "clearness committee" review process in our current procedure for sign-ons be clarified.

CCC Minute 2010.10a.04 Continuing Counsel Committee approved Roy Treadway adapting the UN Working Groups proposed sign-on process to apply to all sign-ons by QEW and bring this proposal to the Worship for Business later on Sunday.

CCC Electronic Meeting in December

Ruah will arrange the December electronic meeting of the CCC by Doodle.

Thanks to Susan Swanstrom

CCC Minute 2010.10a.05 Continuing Counsel Committee approved thanking Susan Swanstrom for her steadfast leadership as clerk of the Outreach Committee for the past three years.

We closed with a moment of silence.

Roy C. Treadway

Recording Clerk