

Minutes of the Meeting of

The Joint Standing Committee on Nominations

at the Marriott O'Hare, Chicago, November 15-18, 2006

Absent for the entire meeting: Theodora Brooks, Matthew Chew, Patricia Kilpatrick, Russell Jacobus, Sara McGinley (excused), and Chester Talton

➔=Action Item

November 15, 7:00-9 p

Present: Edward Godden, Convener, Louie Crew, Nell Gibson, Russell Palmore

We did not have a quorum.

- We introduced ourselves.
- We reviewed the *Handbook* and the *Resources Guide*.
- We discussed the directions of the Committee for the triennium.

November 16, 7:00-9 p.

Present: Edward Godden, convener, Louie Crew, Nell Gibson, Jorge Gutierrez. Russell Palmore had to miss this session because of an emergency conference call.

We elected our officers: Edward Godden, chair; Nell Gibson, vice-chair; Louie Crew, secretary.

We designated .7% of our committee budget for the triennium to promote millennial development goals in Haiti through Episcopal Relief and Development. ➔Our president will notify Tony Jewiss.

We participated in the continuum of the anti-racism training by looking at the issues raised in today's joint training of all committees, commissions, and boards (CCABs), specifically at how our committee can address anti-racism.

1) How representative are we as a committee of the diversity of the Episcopal Church?

We have no Asian members.

We have no members who are indigenous Americans.

We have 7 males and 4 females.

We have no members from Province 1, 4, and 9.

We have one member under 40 and three 70+. All others are between 40-69

2) Are the procedures governing us oppressive or libratory?

We felt the procedures are themselves neutral and that we are morally obligated to nominate persons in ways that assure liberation and equality for all.

3) How might we oppose racism in fulfilling the tasks of the committee?

This seemed to us a crucial issue over which we have control and should exercise it.

We should not allow glass ceilings. We must tap the talent of the full diversity of our church.

We need to educate ourselves about the work of the bodies for which we nominate members. We want to partner with them and explore how they are already addressing racism. → For example, when we invite visitors from the committees and boards, our secretary will remind us to inquire whether the General Ordination Examinations (GOEs) may be taken in Spanish. We will also inquire about the GBEC's efforts to include questions that elicit a wide range of cultural sensitivity.

Since race is often embedded in our systems, our task includes the need for much remedial work. Rather than affirm the status quo, we want to welcome and make way for the challenges of the new era. Our Presiding Bishop has charged all CCABs to go forth and change the world.

To educate ourselves we will attempt to find out the experience required for the members of each of the boards. E.g., to prepare ourselves for collaborating with the GBEC, → we will review the two most recent sets of GOEs.

We reviewed the canonical descriptions of each of the boards for which we nominate members.

What actions and decisions might you take that will be libratory and what might be oppressive?

In the forms by which we call for nominations, we will ask candidates and those recommending persons prayerfully to partner with us in increasing our sensitivity to racial and cultural diversity in the gifts that nominees will bring to the work of the church. (See the "2nd attachment" – our draft revising the most recent nomination form.)

How did our proceedings contribute to liberation and equity in this church and in the world?

By being mindful of the sin of racism and by suggesting ways to assure justice and fairness. We recognize that we are nominators, not electors or micro-managers of the boards.

We reviewed our own experience of anti-racism training apart from the exercises at this meeting, and we reported this information to the training team for this meeting.

November 17, 8:30a –12; 1:30-5:00 p

Present: Edward Godden, Chair; Nell Gibson, Vice-Chair; Louie Crew, Secretary; Jorge Gutierrez; Russell Palmore; and Anne Karoly, Staff Liaison

Ed Godden reviewed the work of previous Committees on Nominations and their progress. Typically we have set goals in the first meeting. In the second meeting representatives of the various bodies for whom we nominate have visited. The meetings have usually been in New York. Diversity is not a new concern only, but has been a concern in the past.

Vince Currie once recommended having at least two nominees. Be aware of early resignations and of term limits. Be sure to notify those whom we do not nominate as well as those whom we nominate. All three of the past triennia have stressed the need to cast a wider net.

Several have talked about the difficulty of recruiting bishops. One incarnation of the committee proposed meeting once concurrently with the House of Bishops. On one occasion the committee met with Tom Chu, youth officer of the Episcopal Church, to explore ways to choose young people for nomination. The canons require members to be at least 16 years old.

Several previous incarnations of the committee have addressed the issue of how to respond to a member of this committee who wants to seek nominations. The consensus has been that one would need to resign from this committee before this committee can consider whether to nominate the person. We agreed.

Advertisements of the Committee's call for suggested nominees have been taken typically in *Episcopal Life*, *The Living Church* and *The Witness*.

The Committee will vet about 160 people.

We raised the question, "What level of support would we want to have for a person to be nominated? Two-thirds? A simple majority?" We reached no conclusion.

Anne Karoly joined us at 10:30a.

Anne Karoly presented us with the draft timeline used by the committee for the 2004-2006 triennium.

The committee in the last triennium met in the fall of 2004, in NY, with representatives of each of the boards for whom we nominate membership. They also looked at information on the people to whom we send packets calling for nominations -- CCABs chairs and vice-chairs, plus others.

We are now depending more heavily on electronic networks. A postcard went out announcing that the packet of information about the positions and the nomination form are on the web.

Anne Karoly suggested that we send out our announcements earlier in this triennium. Last time the notice went out in January 2005 with a deadline the next month.

Expenses for the advertisements come out of a separate fund, to the amount of \$8,000.

We are expected to have all advertisements done by the summer of 2008.

We looked at the most recent call for nominations. (In the evening we drafted a revision to consider for nominations. See the "2nd attachment.)

We are free to change the application form. Anne suggested that we keep it short. Last time we asked people to self-select whether they would identify themselves according to race, sex, age, level of education, and area of concentration. The committee's report summarized this data.

Once the applications have been received, we need to give at least a month to six weeks for the General Convention Office to put together the packets of nominee information and get the draft ready for our next meeting.

If materials arrive after the deadline, we have to decide how to process them. Materials may arrive three or more weeks after the postmark. The General Convention Office needs to know how to process those, and how to treat those that come with late postmarks. If not enough people are suggested, the Committee will need to seek more people to consider. We need to anticipate that some will drop out.

We need a meeting to decide whom to nominate. We will then send out acceptance and decline letters.

The office does not release any information until the office has our full slate, and the latest deadline we can consider for that is January 2008.

Once the letters go out, the GC Office works on getting the 150-word biographies. The General Convention Office asks the nominees to edit down their own biographies if they are too long, rather than have the Office do it.

Usually the Committee reports nominations of the secretary and the treasurer. → Our secretary will ask the Archivist whether anyone has ever contested having just one nominee for each of those two.

Ed Godden asked whether in the past the committee has sent people to meetings of groups like the Episcopal Youth Event (EYE), the convention of Union of Black Episcopalians (UBE), et al. to prompt nominations.

→ Our secretary will send a memo to Anne Karoly for her to use when she sends to the absentees a copy of her draft timeline used in 2004-2006.

Vince Currie visited us at 11:20a representing the President of the House of Deputies.

Vince Currie reported that having had the anti-racism training at the beginning puts us ahead of where the Committee has been in the past. We need to be inclusive and diverse, recognizing talents of people from all sources. Our goal needs to be to nominate the people we consider the most qualified.

It is important to check the references, especially for those whom we don't already know.

Vince's committee had trouble getting bishops to run. Even at General Convention they had to get bishops to volunteer at the last minute. Vince said it is a worthy endeavor to get it across to the bishops how important it is to seek nominations.

The canons require us to have three bishops as members of our committee. Carl Gerdau told the secretary that the Presiding Bishop will nominate a third bishop to our committee soon.

Sometimes very particular skills are required. For example, the Church Pension Board desperately needs a Certified Public Accountant [CPA] in the next group of nominees since their talented CPA currently serving will rotate off at the end of this triennium.

Canons require that a CPA be on the Audit Committee.

Vince Currie counseled us to look at the skills of the seven we will lose in the out-going class and to be sure to replace the vital skills that they take with them when they leave.

Some of the people with the most skills have no high-profile in the church, and thus it is often difficult to get them elected. The huge success of the Church Pension Fund has not been accidental, but derives from the investment skills of many of the board members.

➔Our secretary will ask Cynthia Black and a person in media at the Church Center to do a 2-minute video for youtube.com and will explore whether the committee needs its own site as a subset of episcopalchurch.org.

➔Our secretary will notify diocesan websites of our calls for nominations.].

After lunch break, the committee resumed our meeting at 2:30p.

Louie Crew reported on the conferencing software available to the committee--see the "1st Attachment" at end of these minutes. We decided that for the time being we would continue with group on yahoogroups.org, as less likely to be accessible to would-be snoops in-house at the Church Center. We agreed that the new communication technologies are too helpful to abandon out of fears of the worst cases of security violations.

➔Louie Crew volunteered to audit an online meeting of another group and report on the experience to the full committee.

Ed Godden contacted all of the absentees during the break, some directly and some via their answering machines. He alerted them to set aside time for a conference call during 1-15 December.

Nell Gibson led us in addressing norms for the group:

Proposed Norms for the Committee

- At each meeting we will review our norms, recommit, and revise if necessary.
- We will come on time. We will stay for the whole meeting. We will make ourselves available to the whole committee during that time.
- We will come to the meetings prepared. We will have already read the minutes. We will have completed any assignments.
- ➔The secretary will highlight action items in the minutes, and ➔the chair will give first priority to action items in preparing the agenda for the next meeting.
- We need to speak candidly without attacking, or being taken as attacking.
- We hold each person to the high standards of confidentiality.
- We will not use confidentiality as a screen for gossip.
- Process matters are not confidential; personal matters are.
- We will follow-up on all references of people who survive our early cuts, not just the references we know well.
- We will establish general questions to ask of any potential nominees, and we will individualize questions where we need to determine expertise or other fitness of the assignment for which we are nominating.
- We will insist on at least one lay reference for a clergy candidate and at least one clergy reference for a lay candidate. The draft of our nomination form now calls for references from at least one clergy and from at least one layperson.
- We expect accommodations and meals to help the members work at an optimum.

- We will rotate chaplaincy and preparation of worship materials from meeting to meeting, using persons of all orders of ministry. ➔ The chair will designate the chaplain when sending out the agenda at least three weeks in advance of each meeting.
- ➔ Every member must complete certified anti-racism training, and the secretary will poll those absent at the first meeting to document their experience of training, as we did for those present at this meeting.

We postponed suggesting what vote is required on any decision until we hear from the full committee.

Nell Gibson stressed that we need to bring the absentees on board for all of our norms and to welcome their input in continuing to shape these.

We were asked:

Prioritize the work of the Joint Standing Committee on Nominations for This Triennium (including any referred resolutions). While no resolutions were referred to solely to our committee, we did receive some referred to all. [See tab “Resolutions referred to all CCABs” in the binder which we received.]

We have already addressed D031 by our first action in contributing our .7% to MDGs in Haiti through IRD.

We are free to submit any resolutions of our own with our *Blue Book* report.

➔ *When we prepare our Blue Book report, the secretary will flag this quotation from 2006-D031 “We embrace diversity and seek to promote inclusion and power sharing which underlie and inform all priorities, decisions, and all that we do.”*

We set priorities in the order shown:

1. Be intentional about our recruitment of diverse populations, such as youth, ethnic, racial, sexual orientation, gender, and provincial
2. Send letters to each board/committee asking for a general job description members -- special needs, expertise required and asking for a representative to meet with us.
3. Make ourselves available to meet with other committees/boards to encourage applications.
4. Nominate at least two persons for each position.

Anticipated Meeting Schedule for the Triennium.

We do not expect to finalize these dates until our conference call in December 2006.

- 11/2006 Organizational meeting and anti-racism training (i.e., the present meeting)
- 12/2006 Conference Call meeting to bring on board the absentees from the first meeting and to set the calendar.
- Feb/Mar 2007 Meeting in New York with representatives of boards and committees; get application form in final form; decide on advertising venues; decide on potential recruitment pools.
- 10/2007 Conference call to approve application forms and advertisements.
- 11/2007 Forms and advertisements are sent out and made available. Assign reference checks as applications come in on persons who have not served before.
- 5/1/2008 Applications must be submitted and postmarked by May 1st, 2008.
- 6/2008 Meeting face-to-face to begin to review, evaluate, and rank the applications. [later in the month is preferable.] Assign additional reference checks. Analyze the pool for diversity, size, and other variables, and assign recruiters as needed.
- 9/2008 Final face-to-face meeting to finish nominations. Write the *Blue Book* report.

After dinner, we resumed our meeting at 8p and reviewed the form used for suggesting nominations in the last triennium.

See the attached draft “APPLICATION FOR NOMINATION 76TH GENERAL CONVENTION 2009.” Here is a record of our reasoning in revising the version used for the 75th General Convention 2006:

At the very top of the form, we might change the opening sentence to: “The Committee welcomes nominees broadly representative of the constituency of this church, and has a mandate to increase diversity.”

On the form, we might modify the statement to read “List up to five experiences you have had in the church or the world that helped prepare you for serving in this position.” Remove the box. Drop “What changes will you make...trustees”: it is condescending, and the commitment is covered by the commitment at the end. At the bottom revise the statement to say: “On an attached page, in 150 words or less, describe your competencies and skills that are relevant to serving in this position.”

On the back side in the box “While optional, it would be helpful...” We might better state: “While optional, it would help the committee meet our commitment to diversity if you provide these details:”

In the “Proposed Nominee’s Certification,” change “commitment required” to “and if elected, I commit myself to serve and fulfill the duties and obligations of this position. I am a communicant...” [Remove “if elected...” later, now that is has moved up.]

Earlier today we responded to a form supplied the Secretariat:

Indicate any questions or concerns so that the General Convention Office might respond.

Every two weeks or thereabouts, review the applications received and identify those who have never served. We want to begin our reference check on these as they come in.

Additional action items to which we committed:

➔ The chair will send the call for the next meeting by conference call.

➔ The secretary will file the minutes with the General Convention Office within three weeks, and will circulate them to the committee members at the same time.

➔ The chair will ask for representatives to meet with us in the first quarter of 2007.

➔ See Anne Karoly’s list for “Distribution for Nomination Applications” and assign these task to committee members at appropriate future meetings.

Faithfully submitted,

Louie Crew, Secretary

1st Attachment:

Lunch break

During the break, our secretary represented us at a meeting to demonstrate new conferencing software from the TEC website, Episcopal Communities, at epicom.faithgroups.com, The staff contact is Sandy Webb from the GC Office

The new software is made available to help all live into the budget realities for the CCABs.

Nick Knisely, chair of the Standing Commission on Communications, demonstrated the new software. If the group wants to make use of the software, the group should notify gco@episcopalchurch.org. The Episcopal Church owns not only the software, but also the code for the software. There is no additional charge to use it. A group's participation does require the staff to dedicate some time to setting up the participation.

Purchase of the software was prompted by the experience of the Standing Commission on Communications, which was established in 2003 without a budget for their meeting. The necessity of meeting was the mother of this "invention."

Dean Knisley explained that the most basic computer robot is a mailing list. It allows us to do our work privately when necessary, and also allows us to be public for kibitzers and prompts their often helpful suggestions.

The software allows

- Free email
- Free chat
- Participate in online discussions
- Access from virtually any computer

Like yahoogroups, the software, when used by those who are fully participatory, provides calendar, file-sharing, and many other special services. The software works like yahoogroups, but with an Episcopal face.

The General Convention Office will set up an email list for any CCAB, and most members will never need to know about the website, unless they seek full participation for all of the software's features.

The software, even for just email, works best if someone agrees to be the host.

The software has a java client that can handle live 'chat.'

Email will be operating for all ccabs within a few days. Other software will be operational by January 1st.

Dean Knisely recommended that groups set time-certain deadlines. E.g., “The committee will have a virtual meeting on xxx at yyy.pm

In cyber gatherings synchronously, people who type faster have a louder voice. To assure full and equal participation in the work of the ccab, it is important also to use telephone conference calls.

Email is never fully secure, any more than is a post card. However, the world does not care much about what we want to do. Perhaps we should worry less about who might hear us than about why few people want to.

Supply at least two references

At least one lay person:

Name: _____ Phone: _____
Address: _____

At least one Clergy person:

Name: _____ Phone: _____
Address: _____

<p>While optional, it would help the committee meet our commitment to diversity if you provide these details:</p> <p>Date of Birth: _____ Sex: _____ Race/Ethnic Identification Used: _____</p> <p>Highest Level of Education: _____ Area of Concentration: _____</p>

Proposed Nominee’s Certification:

I have read the description of the office and if elected, I commit myself to serve and fulfill the duties and obligations of this position. I am a communicant in good standing. As required by the 73rd General Convention, I have completed anti-racism training or commit to complete such training within one year of my election. I understand that the listed references and others may be contacted for knowledge about my qualifications and that a background check may be conducted.

Signature _____ Date: _____

Please send completed form and photo to:

The Rev. Edward Godden
Chair, Joint Nominating Committee
General Convention Office
815 Second Avenue, 4th Floor
New York, NY 10017

Applications must be postmarked on or before May 1st, 2008.