

THE UNITED CHURCH OF CANADA
MEETING OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL
MINUTES
July 29, 2003
(Teleconference Call)

The Sub-Executive of the General Council of The United Church of Canada met from 11:00 a.m. EDT until 2:05 p.m. on Tuesday, July 29, 2003, by teleconference call. The Moderator, The Right Reverend Marion Pardy, presided.

ATTENDANCE

Voting Members

Hazel Bigby, Claire Borel-Christen, Sheila Duffin, Jon Jessiman, Joanna MacQuarrie, Marion Pardy (Chair), Karen Ptolemy-Stam, Jim Sinclair (Acting General Secretary), Sheila Snelling, and Jack Spencer.

Corresponding Members

Omega Bula, David Estey, Ian Fraser, Alan Hall, Pat Thompson.

Regrets: Carol Hancock, Ron Holotuk, Bob Johnstone, Bill Phipps.

CONSTITUTING THE MEETING

The Moderator constituted the meeting with the following words:

"In the Name of Jesus Christ the head of the Church, and by the authority vested in me by the 37th General Council, I hereby declare this meeting of the Sub-Executive of the General Council to be in session for the work that may properly be brought before it to the glory of God."

Following a short check in of names, concerns and joys to hold up in prayer, the Moderator began the meeting with a prayer from the daily prayer guide from Maritime Conference.

PROCEDURAL MOTIONS

Corresponding Members

Motion: Jim Sinclair/Jack Spencer

2003-07-29-641.PRO

That Omega Bula, David Estey, Ian Fraser, Alan Hall, and Pat Thompson be made corresponding members for this meeting and that Joan MacGillivray be the recording secretary for this meeting of the Sub-Executive.

Carried

Declarations of Interest

Sheila Duffin declared an interest in Northdale Manor.

Jim Sinclair declared an interest in Northdale Manor.

NOMINATIONS PROCESS

Alan Hall and Pat Thompson reported on the Nominations process from the Human Resources Committee. Alan reviewed and gave an overview of the Appointments Review document and reminded the Sub-Executive of the process to ensure diversity and balance of membership.

The Executive of the General Council

Motion: Jack Spencer/Karen Ptolemy-Stam

2003-07-29-642

That the Executive of the General Council be as follows -

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 - 2009
<i>Ex-officio</i>		Moderator General Secretary	
<i>Immediate Past Moderator</i>		Marion Pardy (O/N&L)	
<i>Conference Representatives</i>	Jim Balfour (O/SK) Bonnie Burnet (O/MTU) Norma Soble (L/BQ) Jim Jackson (L/MNWO) Stephen Mabee (O/TOR) Barbara Rafuse (L/MAR) Janet Severight (O/ANC) Michelle Slater (O/BC) Walter Sowa (L/HAM) Kathy Suteau (L/ANW) Martha ter Kuile (O/M&O) David Woodall (O/LON) Representative (O/N&L)		Lynn Boothroyd (L/M&O) Marion Carr (L/BC) Dwayne Dornan (L/SK) David Giuliano (L/MNWO) Dorothy Hemingway (L/MTU) Donald Koots (O/ANW) Heather Leffler (O/HAM) Mary Beth Moriarity (O/MAR) Tony Newell (O/N&L) Lorna Powis (L/ANC) Paul Reed (L/BQ) Paul Stott (L/TOR) Jordan Thompson (L/LON)
<i>Chairpersons of the Permanent Committees of the General Council Executive</i>		Referred to the Sub-Executive	
<i>Chairperson, Agenda and Planning Committee</i>			Deferred
<i>Members-at-Large</i>	Jamie Scott (O/M&O) Dong Chun Seo (O/ANW)		Maggie McLeod (O/LON) Susan Tough (O/MNWO)
<i>Central Committee of the World Council of Churches Representative</i>	Marion Best (L/BC)		
<i>Ethnic Ministries Representative</i>			George Takashima (L/ANW)
<i>Francophone Constituency Representatives</i>			Anne-Marie Carmoy (L/M&O) Stephane Vermette (L/M&O)

Carried

Interim Sub-Executive of the General Council

There was discussion and several concerns were raised. One concern was the number of new people on the Sub-Executive. Because of the high learning curve, the past practice has been to recruit people with prior experience on the Executive of the General Council. It was noted that the nomination process has been working to ensure a balance of new and returning members, including regional and gender diversity. These new members, which are not the majority of members, could bring a new perspective to the group. It was also noted that all the Executive of the General Council representatives from the French constituency and Ethnic Ministries are new and, by default, these two positions are therefore new members.

When the permanent Sub-Executive is proposed to the Executive of the General Council, these concerns need to be part of their discernment.

Motion: Jon Jessiman/Claire Borel-Christen

2003-07-29-643

That the Interim Sub-Executive be as follows -

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 - 2009
<i>Ex Officio</i>		Moderator General Secretary	
<i>Immediate Past Moderator</i>		Marion Pardy (O/N&L)	
<i>Business Committee Representative</i>		Deferred	
<i>French Constituency Representative</i>		Anne-Marie Carmoy (L/M&O)	
<i>Ethnic Ministries Representative</i>		George Takashima (L/ANW)	
<i>Conference Representatives</i>		Jim Balfour (O/SK) Lynn Boothroyd (L/M&O) Jim Jackson (L/MNWO) Donald Koots (O/ANW) Stephen Mabee (O/TOR) Barbara Rafuse (L/MAR) Michelle Slater (O/BC)	

Carried

Permanent Committee on Finance

Motion: Karen Ptolemy-Stam/Sheila Duffin

2003-07-29-644

That the members for the Permanent Committee on Finance be as follows –

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 - 2009
<i>Members</i>		Glen Elliott (L/HAM) Shawn Keown (L/M&O) Hugh MacLean (O/MAR) Hubert Norman (L/N&L)	Karen Brophey (L/MTU) Bob Burrows (O/BC) Don Hunter (L/TOR) Anne Kline (L/M&O) Janet MacDonald (O/HAM)

Carried

Permanent Committee on Governance, Planning and Budgeting Processes

Motion: Jack Spencer/Hazel Bigby

2003-07-29-645

That the members for the Permanent Committee on Governance, Planning and Budgeting Processes be as follows –

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 - 2009
<i>Members</i>		Mark Ferrier (O/BQ) Terence McKague (L/SK) Harry Oussoren (O/BC) Jean Wilson (O/BQ)	Roslyn Campbell (O/ANW) Marilyn Noble (L/MAR) Vicki Obedkoff (O/TOR)

Carried

Permanent Committee on Ministry and Employment Policies and Services

There were comments and questions raised about the proposal for this Committee. It was noted that the Diaconal Committee has requested that to ensure visibility, the participation of diaconal ministers be noted. For the purposes of this exercise only, the diaconal person is identified as "D" rather than "O" for "ordered". Another discussion included racial diversity and the challenge of tracking in order to protect the privacy of members. It was acknowledged that the whole issue of diversity needs to be looked at and this is only the starting point on a long journey.

Motion: Jon Jessiman/Sheila Duffin

2003-07-29-646

That the members for the Permanent Committee on Ministry and Employment Policies and Services be as follows –

Role	37th – 39th General Council 2000 - 2006	38th – 39th General Council 2003 - 2006	38th – 40th General Council 2003 - 2009
<i>Members</i>		Norm Graham (L/HAM) Robert James (L/MNWO) Earl Reaburn (O/MNWO) Linda Thompson (L/TOR) Alison West (O/SK)	Elizabeth Brown (O/ANW) Ruth Cairns (D/BC) Brian Copeland (O/M&O) Alan Hall (O/TOR) Catherine Somerville (O/MTU)

And that the remaining vacancy be filled by a person of colour.

Carried

Permanent Committee on Programmes for Mission and Ministry

Concerns raised about the membership of this Committee resulted in the following discussions –

- Concern was raised about the lack of diversity on this Permanent Committee. There are 4 members from Maritime Conference and there are no Francophone members.
- Setting up the interim Committees was not done with the same process now in place and, as noted, the intention was that these committees be interim. However, after extensive interviews with staff and the Chairs of Committees, it was concluded that the stability of these Committees could be jeopardized by completely reworking membership. The Human Resources Committee feels that the decision not to rework the membership is in the best interest of the Committees and is important to keep them moving forward.
- Concern was expressed over changing the number of members on a Committee. It was noted that this is a correction to bring the Committee back into alignment. The question was asked whether or not the Sub-Executive has the authority to overrule a decision of the Executive of the General Council. The interpretation of the Acting General Secretary is that yes, under certain circumstances, the Sub-Executive may do so.

Considering the number of concerns expressed, Pat Thompson and Alan Hall will bring another proposal to the Sub-Executive in time that this Permanent Committee can be finalized before General Council.

General Secretary's Supervision Committee

The Acting General Secretary left the room.

There was a concern that the terms of reference state three members for this Committee.

Motion: Karen Ptolemy-Stam/Joanna MacQuarrie

2003-07-29-647

That the membership of the General Secretary's Supervision Committee be 3 – 4 members and that the membership of the committee be as follows –

Role	37th – 39th General Council 2000 - 2006	38th – 39th General Council 2003 – 2006	38th – 40th General Council 2003 – 2009
<i>Chairperson</i>		Walter Sowa representing GCE	
<i>Members</i>		Maggie McLeod representing GCE Glen Bailey (L/M&O)	

Carried

The Acting General Secretary returned.

Chairs of Permanent Committees

This issue is referred by the Human Resources Committee to the Sub-Executive for discussion since the chairs will be members of the Executive of the General Council. Issues of gender balance, racial diversity and the ongoing need for stability and competent leadership were considered.

Motion: Jack Spencer/Sheila Duffin

2003-07-29-648

That the Chair for the Permanent Committee on Finance be Doug Einarson.

That the Chair for the Permanent Committee on Governance, Planning and Budgeting Processes be Jennifer Llewellyn.

That the Chair for the Permanent Committee on Ministry and Employment Policies and Services be Jim Blanchard.

That the Chair for the Permanent Committee on Programs for Mission and Ministry be Diane Dwarka.

Carried

Agenda and Planning

The recommendation from the Human Resources Committee is to defer the appointment of the chairperson until the roles and responsibilities have been considered as well as the relationships between other Committees and the new General Council Minister, Planning Processes are known.

Motion: Jon Jessiman/Karen Ptolemy-Stam

2003-07-29-649

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 – 2009
<i>Chairperson</i>			Deferred
<i>Members</i>	Hiraku Iwai (O/ANW) Martha Martin (O/MAR) Jennifer Powers (O/MAR)		

Carried

Archives and History

Motion: Karen Ptolemy-Stam/Sheila Duffin

2003-07-29-650

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 – 2009
<i>Chairperson</i>	Jim Lewis (L/TOR)		
<i>Members</i>		Judith Colwell (L/MAR) Diane Haglund (L/MNWO&ANC) Elizabeth Lundy (L/TOR) Michael Owen (L/HAM) Alison Piercey (L/N&L) Holly Schick (L/SK) Bob Stevenson (L/BQ) Bob Stewart (L/BC) Beverley Anderson-Levine (L/MTU) Eva Archibald (L/LON) Jane Bowe-McCarthy (L/ANW)	

Carried

Audit Committee**Motion: Jon Jessiman/Sheila Duffin****2003-07-29-651**

Role	37 th – 39 th General Council 2000 – 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 – 2009
<i>Chairperson</i>			Ian MacPherson (L/TOR)
<i>Members</i>		Barbara Caldwell (L/BQ) Debora Harrold (L/TOR)	Sandro Colasacco (L/BC) Edward Hooey (L/TOR) John Wallace (L/MTU)

Carried**Judicial Committee****Motion: Jon Jessiman/Claire Borel-Christen****2003-07-29-652**

Role	35 th – 39 th General Council 1994 - 2006	36 th – 40 th General Council 1997 - 2009	37 th – 41 st General Council 2000 - 2012	38 th – 42 nd General Council 2003 - 2015
<i>Chairperson</i>		Frank Van Veen (O/LON)		
<i>Executive Members</i>		Alan Austin (L/TOR) Bernice Saulteaux (O/ANC) Sharon Copeman (O/BC)	Norman Carruthers (L/MAR) Mary Dunbar (L/BQ) Gary Gaudin (O/BC) Derek Green (L/N&L)	

Carried**Manual Committee****Motion: Jon Jessiman/Karen Ptolemy-Stam****2003-07-29-653**

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 – 2009
<i>Chairperson</i>			John Young (O/BQ)
<i>Members</i>		Alan McLean (L/MAR) Gail Christie (L/M&O) John Hamilton (L/TOR) Michael Hare (O/BC) Roland Harper (O/SK) Nancy Steeves (O/ANW)	

Carried**Theology and Faith Committee****Motion: Jack Spencer/Hazel Bigby****2003-07-29-654**

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 - 2009
<i>Chairperson</i>	Michael Bourgeois (L/TOR)		
<i>Members</i>	Susanne Abbuhl (O/BQ) Jennifer Balls (O/MAR) Alvin Dixon (L/BC) Scott Douglas (L/SK) Gordon MacDermid (O/MNWO) David Zub (O/TOR)		Janet Gear (L/BC) Catherine MacLean (O/ANW) John Moses (O/BQ) Debra Schweyer (O/MNWO)

Carried

Moderator's Advisory Committee

This Committee is mainly composed of individuals identified by the Moderator-Elect. Still to be named is a former Moderator.

Motion: Jon Jessiman/Joanna MacQuarrie**2003-07-29-655**

That Susan Tough serve on the Moderator's Advisory Committee as the member from the Executive of the General Council.

Carried**United Church of Canada Foundation**

Sheila Snelling declared an interest in this item.

It was noted that additional Directors will be added to the Board and diversity of representation is a priority.

Motion: Karen Ptolemy-Stam/Sheila Duffin**2003-07-29-656**

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 – 2009
<i>Chairperson</i>		Richard Bailey (L/TOR)	
<i>Directors</i>		Lloyd Axworthy (L/BC) Kay de la Ronde (L/ANW) Roger Snelling (L/M&O) Moderator General Secretary	

Carried**Racial Justice Advisory Committee****Motion: Claire Borel-Christen/Joanna MacQuarrie****2003-07-29-657**

Role	37 th – 39 th General Council 2000 - 2006	38 th – 39 th General Council 2003 - 2006	38 th – 40 th General Council 2003 – 2009
<i>Chairperson</i>		Anthony Bailey (O/M&O)	
<i>Members</i>		Stan McKay (O/ANC) Arsinnoiee Quammie (L/M&O) Wenh-In Ng	

Carried

Appreciation was expressed to Pat Thompson for her work with the nominations process and the trust building that has been a part of enhancing our connections with the regions.

ALTERNATE DISPUTE RESOLUTION

WHEREAS the Acting General Secretary received a Complaint made to the General Council under the United Church's Dispute Resolution Policy ("Complaint 2003-01").

AND WHEREAS the General Council Sub-Executive appointed James Scott as Conflict Resolution Facilitator to conduct a preliminary diagnosis of Complaint 2003-01, as required under the United Church's Dispute Resolution Policy.

AND WHEREAS James Scott has reported to the General Council Sub-Executive that, in his opinion, there should be an effort made to resolve Complaint 2003-001 through an alternative dispute resolution process.

AND WHEREAS the Dispute Resolution Policy provides that the report of the Conflict Resolution Facilitator shall be the Decision of the Court appointing the Conflict Resolution Facilitator and is not subject to debate or appeal.

AND WHEREAS James Scott has agreed to serve as the Conflict Resolution Facilitator in the alternative dispute resolution process.

THEREFORE BE IT RESOLVED that:

Motion: Jim Sinclair/Jack Spencer

2003-07-29-658

- (i) James Scott be appointed as Conflict Resolution Facilitator in Complaint 2003-001 for the second phase of the process under the Dispute Resolution Policy: facilitation of an alternative dispute resolution process;
- (ii) That he be entitled to an honorarium not to exceed \$300, as per the fee schedule adopted by the General Council Executive, plus reasonable expenses; and
- (iii) That he report to the Sub-Executive as per the Dispute Resolution Policy, by September 30, 2003.

Carried

APPOINTMENT

GENERAL COUNCIL OFFICER, RESIDENTIAL SCHOOLS

It was noted that this is an appointment to a previously established position.

Motion: Jim Sinclair/Joanna MacQuarrie

2003-07-29-659

That the Sub-Executive of the General Council appoint Jamie Scott as the General Council Officer: Residential Schools Committee on a Full Time Interim Contract basis at the Category N, Step 2 level on the Order of Ministry scale from September 1, 2003 to December 31, 2003 (part time) and then full time to December 31, 2005. Prior to completion of this contract, an assessment will be made as to whether or not an extension is appropriate. This appointment would be and may be terminated with three weeks' notice in writing by either party.

Carried

NORTHDALE MANOR

Sheila Duffin and Jim Sinclair declared interest in this motion.

WHEREAS Northdale Manor is a corporation under Appendix IV of The United Church Manual which operates a residential care facility for seniors in New Liskeard, Ontario;

AND WHEREAS the property on which the residential care facility is located is owned by The United Church of Canada;

AND WHEREAS Northdale Manor intends to modernize and expand the existing facility in order to provide additional residential space and services, and in order to comply with provincial Ministry of Health requirements;

AND WHEREAS Northdale Manor has already raised a significant portion of the funding for the redevelopment of the facility;

AND WHEREAS Northdale Manor has made arrangements with an outside lender for the balance of the funding but cannot complete the loan transaction without providing security in the form of a mortgage on the property;

AND WHEREAS Northdale Manor wishes to have title to the property transferred from The United Church of Canada to Northdale Manor, which will allow Northdale Manor to provide mortgage security to its lender,

AND WHEREAS Northdale Manor, Temiskaming Presbytery and Manitou Conference all agree that it is appropriate for The United Church of Canada to cease to have direct involvement with the operation and ownership of Northdale Manor and its property,

AND WHEREAS Manitou Conference petitioned the General Council Executive to take the action contemplated by this Resolution,

AND WHEREAS the General Council Sub-Executive, in April 2003, referred this matter to the General Council Minister, Resources for Mission and Ministry, and Legal/Judicial Counsel to report to the Sub-Executive on the financial and legal implications;

AND WHEREAS the General Council Minister, Resources for Mission and Ministry, and Legal/Judicial Counsel have reported that there are potential adverse financial and legal implications for both The United Church of Canada and Northdale Manor if ownership of the property continues in the name of The United Church of Canada, including mortgage liability issues for the church;

BE IT RESOLVED

Motion: Jack Spencer/Hazel Bigby

2003-07-29-660

That this Sub-Executive of the General Council:

- (i) Declare that, in accordance with the request of Northdale Manor, and the approval of Temiskaming Presbytery and Manitou Conference, The United Church of Canada shall cease to have direct involvement with the operation and ownership of Northdale Manor;
- (ii) Consent to the amendment of the corporation's letters patent and by-laws so as to delete those provisions requiring action and involvement by The United Church of Canada in the affairs of the corporation; and
- (iii) Approve the transfer of the property located at 130 Lakeshore Road in New Liskeard, Ontario from The United Church of Canada to Northdale Manor.

There was discussion on this motion and it was noted that this motion is not to be interpreted as a precedent.

Carried

BANKING RESOLUTIONS

Whereas the current signing officers are David Iverson, General Council Minister, Programs for Mission and Ministry (subsequently General Council Officer: Residential Schools); Carol L. Hancock, General Council Minister, Regional Relations; Dorianne Boeckler, Manager, Payroll and Expenditure; and Ben Lam, Manager, Budgeting and Reporting.

Whereas the current signing officer for The United Church of Canada for banking documents, "David Iverson, General Council Minister, Programs for Mission and Ministry" will be leaving this position effective August 31, 2003,

NOW THEREFORE BE IT RESOLVED by

Motion: Jon Jessiman/Sheila Duffin

2003-07-29-661

This Sub-Executive of the General Council of The United Church of Canada that:

1. Any two of the four persons named below as signing officers for The United Church of Canada – All Accounts:

General Council Minister	Resources for Mission and Ministry
Executive Minister	Ministry and Employment Policies and Services
Executive Officer	Financial Services
Manager, Payroll and Expenditure	Financial Services

2. The facsimile signatures of any two of the following three officers who have been duly authorized to sign cheques for and on behalf of The United Church of Canada:

General Council Minister	Resources for Mission and Ministry
Executive Minister	Ministry and Employment Policies and Services
Executive Officer	Financial Services

Carried

ESTABLISHING UNIT-WIDE COMMITTEES, TASK AND ADVISORY GROUPS

Jim Sinclair reviewed the work of the Permanent Committee on Governance, Planning and Budgeting Processes. The Permanent Committee will be bringing a proposal for action at the November Executive of the General Council.

Motion: Jon Jessiman/Jack Spencer

2003-07-29-662

That the Sub-Executive accept in principle the direction of the Permanent Committee on Governance, Planning and Budgeting Processes as indicated in the attached material "Creation of Unit-Wide Committees and Task/Sub Groups" dated July 29/03.

Carried

Creation of Unit-Wide Committees and Task/Sub Groups is attached as Appendix B.

Karen Ptolemy-Stam thanked Jim Sinclair for hearing her concerns from the previous Sub-Executive and working with them.

Minutes of the Sub-Executive of the General Council – June 23, 2003

Motion: Hazel Bigby/Jack Spencer

2003-07-29-663

That the minutes of the Sub-Executive of the General Council for June 23, 2003 be adopted as circulated.

Carried

Poll of the Sub-Executive of the General Council – July 7, 2003 (Appendix A)

Motion: Karen Ptolemy-Stam/Sheila Duffin

2003-07-29-664

That the action of the poll of July 7, 2003 be ratified regarding the appointment of Debra Bowman, Anne Miller, and Moses Kanhai as additional members to the Search Committee for the General Council Minister, Planning Processes position be recorded in the minutes of this meeting.

Carried

Next Meeting

A meeting is tentatively set for Friday, August 1 at 11:00 a.m. EDST. Confirmation will be sent out Thursday afternoon.

APPRECIATION TO SUB-EXECUTIVE

The Moderator expressed her appreciation to the Sub-Executive members, noting that it has been a challenging three years of numerous meetings. She referred to the book, "No Two Alike" (by Betty Jane Wylie, 1980), stories of faith-filled United Church persons, one being a story of Jon Jessiman. She commented that there are "no two alike" on the Sub-Executive and that is good news. They have come with different gifts, skills and personalities. What they have in common is their commitment of time with

the offering of gifts of knowledge, wisdom, and grace – a loyalty to the Church – because of faith in the God who calls, prods, comforts and challenges and who has provided strength, grace and courage.

The Moderator gave her genuine and deep appreciation to every one of the Sub-Executive, to the corresponding members, with special mention of Jim Sinclair, Acting General Secretary and Joan MacGillivray.

Members of the Sub-Executive expressed their appreciation to the Moderator for the gifts of patience and grace she offered to the Executive and Sub-Executive and for the way she exercised the role of Moderator during the past three years.

ADJOURNMENT

The Moderator gave her thanks and peace to all and declared the meeting of the Sub-Executive adjourned at 2:05 p.m.

Moderator, Marion Pardy

Acting General Secretary, Jim Sinclair

APPENDIX A

THE UNITED CHURCH OF CANADA**POLL OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL****July 7, 2003**

The Sub-Executive of the General Council of The United Church of Canada was sent a motion via e-mail on Monday, July 7, 2003 from 3250 Bloor Street West, Etobicoke, Ontario. The Moderator, The Right Reverend Marion Pardy, gave authorization.

E-MAIL RECIPIENTS

Hazel Bigby, Claire Borel-Christen, Sheila Duffin, Ron Holotuk, Jon Jessiman, Joanna MacQuarrie, Marion Pardy (Chair), Bill Phipps, Karen Ptolemy-Stam, Jim Sinclair, Sheila Snelling, and Jack Spencer.

Members voting in the affirmative

Hazel Bigby, Claire Borel-Christen, Sheila Duffin, Jon Jessiman, Joanna MacQuarrie, Bill Phipps, Karen Ptolemy-Stam, Jim Sinclair, Sheila Snelling, and Jack Spencer.

The Preamble

We are not yet ready for the conference call of the Sub Executive that we had earlier anticipated; however, the General Council Minister, Planning Processes Search is underway and we would like to authorize three additional members to the Search Committee for this position by a poll of the Sub Executive. The current members of the Search Committee are Alan Hall, Jamie Scott, Jim Sinclair, and Jack Spencer.

The following three additional people have been recommended –

1. Debra Bowman, BC Conference, corresponding member of the Executive of General Council, former Executive Secretary of the BC Conference, and experienced in introducing and implementing strategic planning models at the Conference level;
2. Anne Miller, All Native Circle Conference, corresponding member of the Executive of General Council, acting Speaker of the ANCC, demonstrated capacities in discernment;
3. Moses Kanhai, Saskatchewan Conference, past chair of Conference Long Range Planning Committee, member of Sunset United, Regina, principal in a strategic planning and communications firm in Regina, lecturer in management communication at the University of Regina, born and raised in the Presbyterian Church in Trinidad and a member of The UCC since 1968, participating in congregations in Ontario and Saskatchewan. Graduate of Laurentian University, Carlton University, and University of Regina.

Motion: Jim Sinclair/Jack Spencer

That the Sub Executive of the General Council authorize the appointment of Debra Bowman, Anne Miller, and Moses Kanhai as additional members to the Search Committee for the General Council Minister, Planning Processes position.

Carried.

**Sub Executive of the General Council
July 29, 2003****Appendix B****Creation of Unit -Wide Committees and Task / Sub Groups**

At the last meeting of the Sub-Executive (Conference Call, 30 May 2003) concern was expressed about taking any action regarding the creation of committees without more detail on the Permanent Committee on Governance, Planning and Budgeting Processes' consideration of this subject. You'll recall its proposed actions were before you, but not the background information that gave rise to them. I am grateful to Karen Ptolemy-Stam for her assistance in developing this backgrounder.

The request of the Sub-Executive at this present meeting is that this body would accept in principle the direction of the Permanent Committee as indicated in the attached material. A practice has evolved over the last year for maintaining and establishing unit committees and task groups (as well as reducing their numbers). To wait for formal policy action until November would seriously affect the mission of many of the units that need functioning committees in place immediately after General Council 38. Many of these same committees were authorized in 2002 on a temporary basis, but only until 30 June this year. They are carrying significant workloads that have been - and remain - ongoing.

Chair Jennifer Llewellyn of the PermComm, currently on vacation, has consented for this matter to be placed before the Sub-Executive at this time. She would like members to be aware that the material before it (extracts from the PermComm's minutes of 13-14 June) is the action the Permanent Committee will formally propose to the Executive, and that a small group is still wordsmithing this particular item before final presentation to that body in the Fall.

Much of what has been done at the request of the Executive has to do with accountability processes.

Respectfully submitted

Jim Sinclair
Acting General Secretary

For your reference:

**Excerpts from the Permanent Committee on Governance, Planning and Budgeting Processes
Meeting, June 13 - 14, 2003****Relationship between Unit Committees and Permanent Committees**

The Committee, as a whole, had a general discussion to clarify and articulate the nature of the relationship between Unit Committees and Permanent Committees recognizing that work flows through the Permanent Committees on the way to the Executive. The Permanent Committees were not intended by the redesign to oversee or manage the work of the Unit Committees.

Questions, comments, and concerns raised include -

Should unit-wide committees exist?

They exist because they are playing a role, without them there would be nothing to bring together the work of the unit and how it all fits, this is especially true in Units that are large and with diverse work.

Committees now in place were established by the Planning and Operating Group, a staff group of Executive Ministers/Officers and the Senior Leadership Team.

A rationale and criterion for establishing unit-wide committees including an approval process and accountability are needed. A concern was raised that we are not re-creating the old process but this is something different and these differences must be defined. Questions to be answered include: Why do we have them, what do they do, and to whom do they report?

The Committee, as a whole, looked at 4 questions and brainstormed through and discussed each:

1. Why would a unit-wide committee be created?

It was noted that the Permanent Committees are accountable to the Executive of the General Council. Permanent Committees have no supervisory role at the unit level. All supervision is done through staff positions.

Discussion on why some Units have unit-wide committees included the following -

In JGER, the nature of its work plus the amount of budget means that it could not do its work without the participation of elected and appointed members. The unit-wide committees bring the work together in a holistic way with the participation of elected and appointed members. One of our principles as a church is to affirm and to acknowledge with gratitude that the Spirit works through elected and appointed members. It is this connection to the whole body that brings these people into the decision-making process.

When it comes to coordination and integration concerns, there is also a management role; for instance, the decision in the Sub Executive around compensation models to care for overseas personnel came from two unit-wide committees with differing views. Those presentations had to be coordinated before the Sub Executive made its decision.

The clarification emerging from discussion includes that unit-wide committees are advisory and coordinating. They give advice on management decisions but do not make management decisions. In the partnership model staff bring information and implications. Elected members also bring input from the wider church. It is important to recognize the uniqueness of the units and that some will need committees while others will not.

The group discussed and brainstormed rationales for unit-wide committees. These are included as part of Appendix C.

It was agreed that the groups' thinking is similar and that one group can work with this task tomorrow.

2. How are Unit-wide committees created?

There was discussion on this question including that it was agreed that there is enough common agreement among the group as a whole for a sub group to work on this task tomorrow.

3. How are task or sub groups created? (criteria/process)

Discussion and brainstorming this took place. The group will continue to work on this tomorrow.

4. What is the relationship between the Permanent Committees and the Unit-Wide Committees?

This will be discussed tomorrow.

Small Groups

The group broke into the following small groups.

1. Roles and relationships

This group will pull together the discussion and decisions of the whole committee based on the discussions today and yesterday including answering the following agreed upon questions:

1. Why would a unit-wide committee be created? (rationales)
2. How are unit-wide committees created? (criteria/process)
3. How are task or subgroups created (criteria/process)

4. Relation to Permanent Committees of Unit-wide and task/subgroups
 - What about the MEPS review process?
5. How are unit group convenors connected to the governance structure?

Roles and Relationships

This is a continuation from the questions discussed yesterday. The group reported back on its work as follows:

1. Why would a unit-wide committee be created? (rationale)

"We affirm that some units may need and make use of unit-wide elected advisory or co-ordinating groups:

To enhance staff operational-decision making by:

- a) Broadening context – including many voices;
- b) Gathering expertise & wider wisdom; and
- c) Connecting with diverse parts of the body.

We affirm the above with the understanding that these groups do not have a governance role that could lead to the formation of autonomous bodies setting their own policy."

2. How are unit-wide committees created? (criteria/process)

The process for creating a unit-wide advisory or coordinating group is:

"A request for a unit-wide group would go to the General Secretary.

The Executive Minister or Officer would present a proposal to the appropriate General Council Minister for consideration and a recommendation to the General Secretary.

Any unit-wide advisory or coordinating groups would be subject to the General Council Nominating procedures".

3. How are specific advisory and task groups created?

"A General Council Minister, in consultation with the Executive Minister or Officer, may create specific task or advisory groups within units to undertake work of limited scope or duration.

At the discretion of the General Council Minister, such advisory or task groups may be subject to the GC Nomination process".

The Committee commented that the nominating principles will be used to inform the selection of the advisory or task groups even when the nominations process is not followed and this will be included in the final version.

4. Relation to Permanent Committees of unit-wide and task/sub groups

It was noted that clarification of the description of the Permanent Committee is needed. Much of this information is already in place in such documents as the Directions Report. Pages GC54-55 from the Directions Report and other points from the group are also attached as Appendix F.
5. In practice, how will communications and relationships between the unit-wide groups and the permanent committees be achieved?

"Where there is a unit wide group, a member of the Permanent Committee will be assigned to that group as a corresponding member"

Appendix C shares the thinking of the small PermComm work groups that developed the proposal we would like the Sub-Executive to accept in principle.

Appendix C

1. Why would a unit-wide committee be created?

Some rationales of unit-wide committees might include -

As appropriate, broaden the involvement of people across the church. This was one loss expressed in the redesign; people felt disenfranchised. Clarification between advise and decide is needed.

Elected members, as a part of unit-wide committees, are needed for operating decisions. They are not governing bodies. They can recommend new policies. A description is needed so that there is no confusion in the interpretation.

There tends not to be unit-wide committees when the task is clear or there is a task-oriented type of work.

Unit-wide committees are needed when the scope of work is such that there are a number of things in a "basket". To facilitate the work of the unit there needs to be a way to bring the scope of work into a cohesive whole.

People feel disconnected from the work of the church. When people have a feeling of belonging and ownership they also feel connected and are more willing to support *what they feel connected to*. There is a value to having elected members to build this kind of connection.

Conferences have input in the new model through their two members on the Executive of General Council.

The system is to be flexible with guidance to navigate when a decision is a management one and when it needs broader input. In the new design the mandate is to rejoice in the whole, which includes a wider need for consultation. This new system also includes a new nominations process that has risen out of a sound theological framework.

Dangers were identified including the potential for unit-wide committees to recreate the old system unless their mandates are very specific. There is a need for a consultative partnership and advisory role that is not governance. This concern will be flagged for the Executive.

In a brainstorming exercise members were asked to write one sentence to reflect the discussion and concerns. Some ideas were -

- Units will have unit-wide advisory or coordinating committees as required. These committees will not have a governance role.
- Unit-wide committees give advice and their consultation in all areas of the work of the unit aid staff in their various roles to make informed decisions.
- This body acknowledges that unit-wide committees have the potential to recreate the old system, but it also recognizes the need for some units to have unit-wide committees as provided for in the model "how we work together". In order to prevent recreation of the old structure the following is recommended -
- Who constitutes unit committees, etc?
- Units will have unit-wide committees as required for the operation of the units with the understanding that the units will not have a governance role that could lead to the formation of autonomous bodies that make their own policies.
The term non-autonomous was flagged.
- Leave out the word committee when working at the unit level – advisory or coordinating groups. Committee is used only for Permanent Committees.
- Advisory groups, where needed, will provide consultation to unit leaders so as to make the best policy recommendation to General Council Executive.

2. How are unit-wide committees created?

Some suggestions included -

- Advisory groups are created at the unit level with a perceived need. Approval through the Senior Leadership Team. Not every Unit needs an advisory group but if needed, give the issue or concerns with a finite time frame.
- Present rationale and get validation at some level.
- Give justification with origins from within the unit or from beyond the unit.
- Advisory groups act as part of the operations of organization and should go to the General Secretary, The General Secretary will know if there are 2 units with a concern or need that overlap.
- Who's doing the asking? From within or outside the unit, the Executive Minister would have a role in asking including setting parameters. To the General Secretary in consultation with the Senior Leadership Team to allow for coordination but also budget and program
- Articulate role of General Council Ministers as being different from that of the Senior Leadership Team. A request from the unit leader to the General Council Minister, who would then bring the request to the Senior Leadership Team and the General Council Minister, could also initiate the process.
- Affirm that this is in mandate of the Senior Leadership Team and that unit issues would come through the General Council Ministers.
- There is accountability at different levels depending upon the question but ultimately requests will go back to the General Council Executive. Requests to the Senior Leadership Team would come back through the accountability report to the General Council Executive.
- Role of the Permanent Committee, initial approval through Senior Leadership Team, but the Permanent Committee reviews the work of the group to ensure they are working as an advisory group and also look at sunset clause.
- Criteria – members of committees elected or co-opted – should encourage that membership be elected through the nominations process.

3. How are task or sub groups created? (Criteria/process)

- For time limited groups, such as ad hoc or project groups, the Executive Minister should be able to work on his/her own.
- Need to document what already exists, this is in process now.
- Executive Minister needs to talk to the General Council Minister and Conference Executive Secretary to find availability across the country to assist with the task. Must have a time frame. Advisory groups could be more long term and need to go through the Nominations Process.
- Approval by Senior Leadership Team through the General Council Minister. This applies to new groups and ones presently in existence would need to come back through the process to get vetted and mandated. Some groups would be the result of decisions at the Executive.
- Expeditious and judicious – include cost implications, accountability, etc.
- Executive Minister could make decision in consultation with General Council Minister. Do we want the nominations process to work for this or not? Also more conversation about time limit beyond a certain amount of time.
- Authorized by General Council Minister for a small task group with a short time line.
- Membership – small, one time task on recommendation of General Council Minister to the Senior Leadership Team for both membership and staffing. Accountability would be same route.
- Nominations process – how recruit, selection, support, recognition. Looking for expertise and representation.
- Recognize that the governance role rests in the General Council and its Executive.

4. Relation to Permanent Committees of unit-wide and task/sub groups?

Comments included -

- Permanent Committee's job is to ensure that the Executive receives the information they need in a timely fashion with a usable format. Clarify the information.
- Permanent Committees order and prioritize the work. Items can also go directly to the Executive through correspondence (i.e. Latimer)
- Permanent Committees can also say the work is not ready, is not articulated and needs to ask additional questions.

- The Permanent Committee only sorts for content and readiness and does not reject ideas as being good or bad.
- Unit-wide committees don't have a relationship with any elected body and don't know their authority.
- Relationship between unit leader and chair of the unit-wide committee.
- How are decisions made? How does the unit initiate work?
- Principle of readiness – ensure documents and proposals speak for themselves and that the human element is explanation rather than advocacy of options and/or opinions.
- Units are not asking for permission to do the work but whether the work is ready to go to the Executive.
- Permanent Committees do not structure to stop work but to make things possible.
- The Executive sets the direction re programs and it is not always necessary to bring these back.