

## RM 37: Clerks' Committee Report

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### Report of the Clerks' Committee to Representative Meeting

June 16, 2017

- **Clerks' Committee:** since Canadian Yearly Meeting August 2016 the Clerks' Committee, composed of the Clerks of CYM, the Treasurer of CYM and the Clerk of the Board of Trustees, has met eleven times. We usually meet for about 2 hours, either by conference call or skype.

I want to express my warm thanks to and for Nancy McInnes for her service as CYM's Presiding Clerk! Nancy stepped down as Clerk on May 1 after almost three years of service. Her care of the YM and her quiet sensitivity are much appreciated. I also express my deep appreciation of Barbara Horvath, Clerk of Trustees, and Anne-Marie Zilliacus, Treasurer of CYM, for their faithful service and support on Clerks' Committee. Their hard work and support enables the work of CYM to continue.

- **Follow-up to CYM 2016 and preparation for November and June Representative Meetings (RM):** Clerks were involved in the usual follow-up, including preparation of minutes, taking work forward and preparing for the gatherings of RM.
- **Working with the Office Administrator:** Clerks worked to improve coordination with Kerry MacAdam and supported her becoming active with Contributions Committee and Publications and Communications Committee during the fallow year when her work with Programme Committee was minimal. The Clerks meet monthly with Kerry to keep up-to-date with her work and to problem-solve as needed. Kerry's role in these committees has assisted the Clerks in keeping up with what is happening in those parts of CYM.

Clerks sit on the Office Management Committee (OMC), composed of the Clerks, Treasurer and Caroline Balderston Parry appointed by Ottawa MM, and attend those and the Office Staff Meetings that take place every 6-8 weeks. The Staff Meetings include the OMC, the Office Administrator, and CYM Bookkeeper, and will be expanded to include the CYM Secretary when he starts work. I want to express deep appreciation to Kerry, retiring Bookkeeper Elaine Edwards and new Bookkeeper, Lorraine Burke, for the important work that they do for CYM!

- **Friends in Quebec:** the work of the Clerks' on this matter are separately reported in RM 25.
- **Hiring of the CYM Secretary:** RM in November approved moving ahead with appointing a CYM Secretary but left the details to Clerks' Committee. Clerks' Committee appointed a Hiring Committee consisting of Barbara Horvath, Nathalie Brunet, Marc Forget and clerked by Elaine Bishop. The goal was to have representation from eastern and western Friends, of some of the bodies with which the Secretary will work and to have some diversity of gender. Decision was made to use the website of Charity Village to receive applications and to enable the committee to access them together while conference calling. Forty-four applications were received. These were seasoned down to offer first level phone interviews to six applicants and then face to face interviews in Ottawa to three applicants. One applicant withdrew from that after taking another position. After the face-to-face interviews the Committee reported its choice to the Clerks' Committee which affirmed offering the position to Cameron Fraser of Victoria Island Monthly Meeting, with agreement that

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Cameron will work from Victoria. Warm thanks were offered to the Hiring Committee which was laid down on June 16.

A Letter of Offer was sent to Cameron using the template of the CYM Personnel Policy with some adaptations based on the British Columbia employment standards. This has been accepted. Start date for the position is August 1. Elaine Bishop is working on orientation plans which will include time in Winnipeg, for Cam and Elaine to work together, and in Ottawa. Included in the orientation will be working with the key bodies to be served by the Secretary (Clerks' Committee, Canadian Young Friends Yearly Meeting and Education and Outreach Committee) to establish goals for the first year in the position and to initiate collegial relationships between Cam and the Ottawa office staff. Clerks' Committee is aware of the additional challenge that this appointment will offer to Education and Outreach Committee as Cam was their Incoming Clerk. Clerks and Cam will work with E&O to ensure it has the support it needs as it seeks a new Clerk.

- **Support and work with Personnel Policy Committee:** Clerks' Committee had been working in support of Virginia Dawson as former clerk of PPC. It has continued its support and collaboration with PPC as Monica Walters-Field has become PPC clerk.
  - Regretfully plans to appoint a consultant on human resource management fell through when the consultant who had accepted the role was forced to withdraw for family reasons. We express thanks to Linda Trimble, though, for the pro bono work she did for the Clerks' Committee in the early stages of the hiring process for the CYM Secretary. We note that the response of the CYM Secretary Hiring Committee to the use of Charity Village for receipt and management of applications may change the anticipated role of the consultant because PPC had assigned that role to the HR consultant. The adjustment of the role for the HR consultant and seeking a right person to fill it has been returned by the Clerks' Committee to the PPC.
  - Clerks' Committee worked with the PPC to discern a right way for the annual cost of living adjustment (COLA) for CYM staff to be calculated and approved. The calculations now will be done by the CYM Bookkeeper who will share it with the CYM Secretary for approval by the CYM Clerks and report to the Clerks' Committee. Clerks' Committee approved the 2017 COLA at 1.4%.
  - Clerks' Committee is working with the CYM Office Administrator to negotiate coverage for staff under the Ontario Worker Safety Insurance Bureau.
  - Clerks' Committee is working on adjustments that will be needed to the CYM Personnel Policy and Operations Manual as the role of Treasurer is laid down. Discipline Review Committee has been alerted to the need to make parallel changes in *Organization and Procedure*.
- **CYM Fallow Year during which there will be no CYM-in-Session:**
  - Instead of planning for CYM in session Clerks have been planning for the additional meeting of Representative Meeting. This has involved identifying those tasks usually done at CYM-in-Session that it is feasible to undertake given the reduced time available and working with the appropriate bodies to address that. So, for example, the annual State of Society of CYM, based on Monthly Meeting State of Society reports will come to the November 2017 session of Representative Meeting.

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- **Evaluation of the Fallow Year:** Clerks' Committee has wrestled with this trying to ensure that the information that can assist CYM becomes available in formats and technologies that will encourage members, Meetings, Committees and others to respond.
- **Canadian Young Friends Yearly Meeting gathering at Camp NeeKauNis:** we have been in occasional contact with Jessica Klassen-Wright seeking information and offering support.
- **Response to the concern of Saanich Peninsula MM:** the issue of dividing CYM has come to CYM a number of times over the past forty years. Discussion has focussed on similar concerns to those raised by SPMM. Out of concern to have a deeper discussion of the issues as had been committed to SPMM when it agreed to defer the item to June RM, Clerks' Committee developed and circulated a simulation exercise that explored in more detail what a division might look like. Some Monthly Meetings declined to use the exercise. Many have sent forward their responses. One Monthly Meeting has sent forward a minute with its discernment that Clerks' Committee had not been empowered by RM to ask Monthly Meetings to undertake such an exercise.
- **Canadian Multifaith Federation:** Clerks Committee appointed Kate Johnson to represent CYM on this federation on October 13, 2016. Kate's report (RM 35) has raised issues that are before RM.
- **Friends United Meeting:** In the absence of CYM currently having a representative appointed to FUM, Clerks' Committee approved appointing Jeffry Dudiak of Edmonton Monthly Meeting to attend FUM's triennial in July. Jeff has been CYM's represented representative in the past so has background and relationships with FUM. Elaine Bishop also has had communication recently with the Colin Saxton, General Secretary of FUM which also is responding to the French speaking Friends in Quebec to explore ways in which we can collaborate in this work.
- **Letters approved by Clerks Committee:**
  - Letter on BDS and the Israel-Palestine situation coming from the Special Interest Group on this at CYM in session 2016.
  - Joint letter from CYM and Canadian Friends Service Committee addressing concerns about the war-created famines in South Sudan, Somalia, Nigeria and Yemen. We initiated this correspondence when we decided not to join a Canadian Council of Churches call on this issue that did not address, in its correspondence, the contributions of Canadian arms sales to the conflict in Yemen.
- **Canadian Council of Churches:** In light of CYM not having an appointment to the General Board of the Canadian Council of Churches Clerks' Committee has tried to keep up with issues it raises.
  - We received information of the resignation of the CCC's General Secretary and sent forward our thanks for Karen Hamilton's service.
  - We addressed the letter described above.
- **Occasional other agenda items:** Clerks' Committee addresses, as needed, issues that other bodies of CYM bring to us for discernment. In the past year this has included some

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issues brought by Trustees including renewing insurance and some banking questions raised to it and support of the Treasurer after the resignation of the bookkeeper and hiring of a new bookkeeper.

- **Still 'to do' list:** the work load of Clerks' Committee has been heavy this year. As a consequence some tasks perceived to be lower priority have been put on a 'to do' list for when time becomes available. These include:
  - Visit with Shahina Siddiqui, Islamic Social Services Committee in Winnipeg.
  - Negotiations with the Canadian Council of Churches about the method of sharing costs of General Board meetings. These currently are divided by the number of CCC members resulting in CYM paying the same 'equal' amount as churches with hundreds of thousands of members. While this may be 'equal' we are concerned that it is not 'equitable'.
  
- As Mentoring Clerk I want to recognize and express my appreciation for the service of my Committee of Care. Appointed by Winnipeg MM, Charlotte Burch and Elizabeth McAdam help me to maintain my senses of centredness, balance and sense of humour as I serve CYM.

Elaine Bishop, Mentoring Clerk