

Policy and Procedure Subc'tee Report

Jan 6, 2018

Submitted by Mylène DiPenta

Recording Clerk

We propose that P&C minute an ongoing role for a recording clerk. Proposed duties are shown in the [draft Procedure Manual](#).

Procedure Manual

A [draft is available](#) in our shared drive, filed with this meetings documents. Please review and advise of comments/suggestions. We will incorporate these and bring a second draft for the next meeting.

Contractor Liaison

We gratefully accept Robert's offer to liaise with the contractors who provide web hosting and Wordpress maintenance. He will work within the Policy subcommittee to do this.

His role will include making sure that contractors have clear guidance, following up on the completion of that work, and advising both the contractor and the Policy Subcommittee on broader issues as they arise.

We propose that contractor invoices be approved by the subcommittee that supervises the contract. The proposed process for approving an invoice would be:

1. Contractor sends invoice to designated liaison
2. The liaison reviews the invoice.
 - a. If the work is routine and clearly corresponds to requests from the subcommittee, the liaison sends the invoice to the CYM Accountant for payment, copying P&C's Clerk and Budget Officer for information.
 - b. If the work is not routine, the liaison brings the invoice to the next subcommittee meeting for discernment.

Security and Surveillance

We are looking for ways to request feedback from the CYM community about what role P&C can play in the issues of electronic security and surveillance. We have created an online form to accept comments. If possible, we will submit a request for feedback in this coming issue of TCF. If we are not able to make the publication deadline, we will distribute the request for feedback in other ways.

New Clerk of CQLS

John Sampson joins us as clerk of CQLS. We have added him as an ex-officio member of P&C, along with Mary and Ruth. They will continue to serve jointly during the transition.

SIG for CYM-In-Session 2018

Do we want to offer any SIGs in 2018, perhaps a “lab” where people can experiment with communications technology for their worshipping group, get assistance with setting up a website, etc?

Transition to Google for Non-Profits

Maggie is following up with the Internet Resources Manager to help expedite this process.