

## Meeting Minutes: Sangha Council Meeting, November 10, 2005

Meeting participants:

SEC members:

Geoff Lutz

Jeff Belanger

Nancy Beachum

Birgit Roller

*(Please fill in missing names – Thanks)*

From JHC:

Hartmut Sogalla

Kathy Laritz

Agenda Points:

### 1. Meeting format issues:

We discussed items and suggestions regarding the format for the SEC meetings. Suggestions or requests for points that should put on the agenda should be called-in in a timely fashion. If the agenda is available a few days before the meeting, we can prepare better. Old agenda points should be reviewed briefly to ensure that all aspects of a topic have been covered; check whether any follow up is still needed. We should briefly summarize topics and decisions at the end of the meeting making sure all information has been communicated clearly. We discussed how to better facilitate communication with members who participate in a meeting on the phone. It can be challenging to follow the discussion without visual clues. We should define and follow a meeting “etiquette” that makes it easier to support that aspect of the ongoing communication.

### 2. Suggestion Box

Geoff will buy 3 x 5 cards for handwritten suggestions. The cards are to be placed next to the suggestion box. A pen (or pens) will also be provided. (Sparkling pens might make it more fun to write the notes. ....just joking...then again sparkling pens are fun!)

3. We discussed a suggestion to participate in a communication workshop. The workshop has been tried and judged valuable by JHC members. It was decided to get more detail information on content and cost. Kathy volunteered to get that information and send an email to the SCEC members.

#### 4. Additional Items:

4.1. Jenna Wunder has asked for a clarification of her “job” as hospitality coordinator. It was unclear whether “Hospitality” included the coordination of lodging for JH events.

- ◆ The description of the Hospitality Coordinator does not include the coordination or facilitation of lodging for participants from out-of-town.
- ◆ In the past JHC has coordinated lodging and was supported by a volunteer who has helped with the task. Currently, SCEC covers that need event based, we are looking for a volunteer to help with that task before every larger event.
- ◆ Given the upcoming weekend teachings in 2006 we will look for a volunteer who will coordinate lodging needs for those weekends.
- ◆ It was suggested to develop a “short-list” of Sangha members who have space and would be willing to be on a list that can be provided to Sangha members who are visiting Ann Arbor and need lodging for one or two nights.

4.2. Geoff Lutz is to send out an email to all chairpersons clarifying how to best communicate with the SCEC and inviting them to bring up any topics that might be of concern to their work for JH.