

1/14/2003 Notes Leadership Group Meeting

Represented:

the Rev. Canon James Thomas
the Rev. Ernest Cockrell
the Rev. Wendy Smith
Mr. Frank Snow

Notes:

1. Convention preparations
 - a. Who to move DC report resolution?
 - b. Who/Under what authority to preside?
 - c. Planning for admission of Nuestra Señora de Guadalupe to union
2. Diocesan telephone system down for 3 weeks
 - a. obtained bids, selected Jacobson Electronics, fund from office budget.
3. Diocesan attorney arranged for in accordance with diocesan procedure for presentments against a priest.

1/21/2003 Notes Leadership Group Meeting

Represented:

the Rev. Canon James Thomas
Dr. Gordon Gritter
the Rev. Wendy Smith
Mr. Frank Snow
the Rev. Ernest Cockrell

Notes:

1. Review convention process; plan for detailed follow-up meeting asap.
2. List of Thank you notes for convention.
3. Recommendation for Bishop's appointment to chair DC.
4. Discuss need for on-going at least quarterly coordination meetings of Standing Committee, Diocesan Council, Diocesan Corporation, Commission on Ministry with 2 lay and 2 clergy representatives from each.
5. Plan next two Strategic Plan meetings of year 1 of the plan.
 - a. Standing Committee, Diocesan Council, Diocesan Corporation, Commission on Ministry with facilitator. Try for Bamsey (used at meeting with the Bishop and clergy) at San Juan Bautista
 - b. Follow with broader meeting to include Deaneries and other commissions.
6. Need documented diocesan organization per C&C for use in ensuring nominations, appointments, etc. are complete. – Secretary project.
7. Ethnic ministers to apply to Standing Committee in accordance with existing diocesan procedures.

1/28/2003 Notes Leadership Group Meeting

Represented:

the Rev. Canon James Thomas
Dr. Gordon Gritter
the Rev. Wendy Smith

Frank Snow

Mr. Frank Snow
the Rev. Ernest Cockrell

Notes:

1. The workload of the Canon to the Ordinary was discussed. Thomas has been working 7 days/week since 6/02. Mileage is very high.
2. The coming Commission on Ministry meeting was discussed. The history of the ordination process was reviewed.
3. UTO grants to Santa Maria Urban Ministries and the education program of the Rev. Fred Vergara have been decided by Thomas.
4. Placement at Ben Lomond and Trinity were discussed.
5. Strategic Plan Meetings
 - a. Bamsey has been scheduled for the next of the Year 1 meetings. The meeting will be organized by the Strategic Plan Commission and members of Standing Committee, Diocesan Council, Diocesan Corporation, Commission on Ministry and the Strategic Plan Commission will be invited. The meeting will be held at San Juan Bautista 3/14,15/03. Funding from the Strategic Plan portion of the budget.
 - b. Tentative date for the following meeting is 10/24/03.
6. Suggestions to check the Diocese of California Structure and Renewal report of the 70s for relevant ideas regarding structure. Bishop Hunt's closing remark to not stop dreaming was recalled. The need for a really functional diocesan center was recognized.
7. Secretary to develop a distribution list and a brief record of topics and action items covered by this group for subsequent broad publication.

2/3/2003 Leadership Group Meeting

Represented:

the Rev. Canon James Thomas
Dr. Gordon Gritter
the Rev. Wendy Smith
Mr. Frank Snow
the Rev. Ernest Cockrell

Notes:

1. Discussed ethnic ministry discernment, process, training, etc.
2. Discussed staffing at missions.
3. Discussed Santa Maria Urban Ministry staffing.
4. New telephone installation in progress.
5. Discussed diocesan office staffing and performance considerations.
 - a. Retirement and Illness policies need updating.
 - b. Hired replacement for Karnas.
 - c. A Management Audit team is needed for an in depth review of current policies and practices as a basis for future improvements.
6. Discussed a potential exit package for the Bishop. Financial details are required – Thomas to obtain. Assistance from Bishop Matthews is needed - Gritter to contact.
7. Discussed how to determine Bishop's readiness for next steps.
8. Discussed the need beyond the short term for this committee. Consensus was that the need will continue beyond 6 weeks.

2/11/2003 Leadership Group Meeting

Represented:

the Rev. Canon James Thomas
Dr. Gordon Gritter
Mr. Frank Snow
the Rev. Ernest Cockrell

Notes:

1. Discussed end of Bishop's medical leave. The diocese at large seems to understand the Bishop's diagnosis of depression and the resulting medical leave. There does not appear to be a similar broad understanding of the nature of the long term problems with the Bishop identified in the Kay Sprinkle Grace and the Speed Leas reports.
2. Standing Committee agrees with the need for broader communication. Thomas to check for Standing Committee minutes on the website.
3. Discussed financial aspects of possible exit package.
4. The complaint (presentment) has been delivered to the diocesan attorney for investigation and reporting in accordance with diocesan policy. Scope of investigation discussed. There will be no contact with the attorney by Thomas regarding content until the attorney reports to the Standing Committee..
5. Thomas as a matter of policy confirms with this committee before acting.
6. Thomas is meeting with the Santa Maria Urban Ministry board regarding the personnel issue tonight. The Standing Committee has received the report regarding same.
7. The chair of Diocesan Corporation has been briefed by Thomas in preparation for the coming Annual and First Quarter meetings.
8. The Finance Committee is meeting at 1330, 2/18 in Seaside.

2/18/2003 Leadership Group Meeting

Represented:

the Rev. Canon James Thomas
Dr. Gordon Gritter
the Rev. Wendy Smith
Mr. Frank Snow
the Rev. Ernest Cockrell

Notes:

1. Discussed email from Donna Ross re communications. Reviewed XCC Notes to date and agreed to publish via website (Action: Snow). Reviewed Gritter letter and planned broad distribution via snail mail with p.s. about website copy to mailing list of delegates at 2003 convention and via website (Action: Thomas). Check state of Diocesan Council and Diocesan Corporation minutes on website (Action: Snow)
2. Reviewed Bishop's medical benefits and costs in excess of existing coverage.
3. Reaffirmed to staff that, in accordance with original agreement with the Bishop, Thomas is in charge of the day to day operation of the diocese including directing them in the execution of

the normal duties. Until the Bishop's situation has been resolved the staff is not to take direction from him.

4. Reviewed XCC concerns re Bishop's progress during the medical leave.
5. Chancellor to communicate with Standing Committee and Diocesan Corporation regarding authority to alienate or hypothecate various types of assets.
6. Bishop asked to postpone the naming of a Chair for Diocesan Council. (1/21/2003 XCC meeting had recommended an appointment.)
7. Discussed financial problem regarding lack of tax deposits at a parish.
8. Discussed personnel problem at Santa Maria Urban Ministries.
9. Reviewed status of search process for Hispanic missionary for San Pablo, Salinas.
10. Reviewed DIEM status
 - a. Joint Ventures in Campbell and Milpitas experiencing difficulties in joint efforts.
 - b. Missioner to Silicon Valley transferring to Colorado.
 - c. Site maintenance, noise and control issues at two other missions.
11. XCC meeting schedule interfering with ability to attend other meetings (Commission on Ministry, Finance Committee). Agree to teleconference once per month (Action: Cockrell - provide the number). Review NetMeeting for possible use (Action: Snow)
12. Reviewed state of presentment process.
13. Reviewed mission staffing change requests.
14. Agree to post diocesan policy manuals on website. (Action: Snow – arrange with Altig for copies to post).
15. Convention arrangements committee to inspect Embassy Suites, San Luis Obispo on Friday 2/21/03. Discussed possible locations for opening Eucharist.
16. Agreed to skip 2/25/03 meeting due to conflict with Clergy Conference. Next meeting 3/4/03 at 1230.

2/25/2003 Leadership Group Meeting – No Meeting Clergy Conference

3/4/2003 Notes Leadership Group Meeting

Present:

The Rev. Canon James Thomas
Dr. Gordon Gritter

Frank Snow

3/28/2003

The Rev. Wendy Smith
Mr. Frank Snow
The Rev. Ernest Cockrell

Notes:

1. Reviewed feedback from Commission on Ministry Discernment conference. Very positive feedback from participants and members.
2. Reviewed feedback from Clergy conference and Deacons meeting.
3. Discussed website and related immediate communications issues. Director of Communication to meet with Standing Committee Saturday 3/8. A communications advisory board and associated policy guidance is needed to avoid future disruption of communications and to provide a clear, formally adopted position regarding editorial content, guidelines for the posting, who authorizes what content for posting, etc. It is poor management practice to ask employee to take direction from multiple people. This is a suitable topic for action by the Strategic Planning Restructure group. In the interim, a temporary policy should be established by the Canon to the Ordinary.
4. San Pablo, Salinas has called the Rev. Juan Erazo.
5. The Rev. Mario Houttecoeur has been hired as an intern at All Saints' Watsonville for six months under supervision of a Mentoring Committee. The processing and mentoring arrangement for this Roman Catholic priest is a jointly developed arrangement by the Commission on Ministry and DIEM as part of the process to be received into the Episcopal church..
6. Reviewed status of the presentment process.
7. Trinity Cathedral has called a dean, the Rev. David Bird, who accepted.
8. Investigation of the personnel issue at a diocesan organization continues.
9. The accounting error has been resolved at a local parish.

3/11/2003 Notes Leadership Group Meeting

Present:

The Rev. Canon James Thomas
Dr. Gordon Gritter
The Rev. Wendy Smith
Mr. Frank Snow
The Rev. Ernest Cockrell

Notes:

1. Reviewed Standing Committee meeting with Director of Communications last Saturday. Discussed need for a Communications Advisory board and formal policy guidelines for individuals working in this area.
2. Reviewed Corporation meeting of 3/10 which included a telephone consultation with the Chancellor regarding what diocesan bodies are required to create a contract involving diocesan

assets and allowable dispositions of various assets under the control of the Corporation. The Chancellor is developing a memo opinion documenting the considerations involved. A Special meeting of the Board of Directors of the Corporation has been called by the President (Bishop) for 10:00 a.m. at Mission House on April 7th, 2003. The agenda is not known but has been requested.

3. Discussed letters of appointment and timing issued by the Bishop last week.
4. Discussed accounting practices regarding diocesan expenses. Detailed review is underway.
5. Discussed need for research into possible search processes and any "best of breed" recommendations.
6. Discussed status of presentment process.
7. Discussed Bamsey planning meeting scheduled for 3/14,15.
8. Discussed reported non-receipt of Standing Committee President letter by delegates, alternates and some clergy as reported at San Luis Obispo deanery meeting.
9. Discussed threat of civil litigation.

3/18/2003 Notes Leadership Group Meeting

Present:

The Rev. Canon James Thomas
Dr. Gordon Gritter
Mr. Frank Snow
The Rev. Ernest Cockrell
Mr. Edgar Markham
Mr. Richard Mueller

Notes:

1. Discussed state of reserves and diocesan assets, liquidity, fungibles.
2. Discussed personnel practices.
3. Clergy meeting at Cathedral in preparation for the war in Iraq was well attended.

3/25/2003 Notes Leadership Group Meeting

Present:

The Rev. Canon James Thomas
Dr. Gordon Gritter
Mr. Frank Snow
The Rev. Ernest Cockrell

Notes:

1. Discussed status of presentment process.
2. Discussed bishop's return.

3. Discussed need for continuing communication of diocesan activities to major bodies and any members of the diocese interested. Standing Committee to provide initial communication.
4. Decided to end meetings of this group.