

**Region 11 Transition Commission**  
**September 21, 2018**  
**Meeting – Adobe**

**In Attendance:** Rosemary, Jean, Paul, Steve, Ted, Ryan, Wanda, Shirley, Carol

**Welcoming, Acknowledgement & Devotion**

*“We give hope to the future in all things, that which is complete and that which is becoming.”*

**Review of Minutes**

Accepted as printed

**Additions to the Agenda**

- **5.0 Communications document**

**Business Arising:**

- 1.0 Forwarding Presbytery policies**
  - to be forwarded to TC11 email site

**New Business**

- 2.0 Regional Annual Meeting**
  - Cambridge St United May 31 – June 2, 2019
  - an invitation will be extended to the Moderator
  - how will we proceed – as we have always done, or different
  - Idea to provide forum for clusters and networks
  - how much time will be for business / programming
  - establish a Committee –
  - **Paul / Steve / Rosemary / Ted, and invite others to participate;**
  - **Paul will organize an initial meeting at Cambridge St.**
- 3.0 Communications/Admin position – Position Description**
  - review of present functions of Administration staff to determine what is vital and needs to continue
  - what services may be accomplished by Admin assistant to the EM?

- What may be received from Shared Services Agreement?
- How much Communication work will be required in the new model?
- Admin staff training scheduled for November
- Half time at Category 3 GC Approximately 30K inclusive
- How do we best identify what our need is?
- review and discussion of Jean's draft of position
- how much of this work or other work could be contract
- Committee to review Position description and expectation –
- **Rosemary and Wanda will review and provide follow up**

#### **4.0 Process for Naming Region 11**

- do we request submissions
- What criteria will be important?
- send out offer of submission to Presbyteries and Congregations
- invitation for submissions by end of October
- informing criteria would be important in order to ensure respectful submissions
- **Jean will follow up on this process**

#### **5.0 Meeting Dates**

- October 5 Adobe 9-12
- October 26<sup>th</sup> Conference Office 9-2
- November 15<sup>th</sup> Conference Office 9-2

#### **6.0 Communications Document**

- review of document, general consensus
- **Jean will follow up and report**

**Next Meeting – October 5 Adobe 9-12**

**Devotion for next meeting** - Rosemary