

The Joint Standing Committee on  
**Planning & Arrangements**  
Minneapolis, MN  
*January 10-11, 2001*

**Minutes**

PRESENT: John Cannon, J.P. Causey, Richard Chang, Bernice Coleman, Charles Crump, Vincent Currie, Steve Duggan, Janet Farmer, Carl Gerdau, Gary Gleason, Frank Griswold, Lori Ionnitiu, Kenneth Price, Pamela Stewart, Rosemari Sullivan, George Werner, Arthur Williams.  
EXCUSED: James L. Jelinek. STAFF: Barbara Braver, Cheryl Dawkins, Dan England, Carl Gerdau, Lucy Lacovara, Nancy Caparulo

The meeting was convened over lunch at 12:00 PM after prayers offered by Bishop Williams and followed by self-introductions. Following lunch the meeting was recessed and Committee toured the Minneapolis Convention Center.

The Presiding Bishop reconvened the Committee at 2 PM to review and reflect upon the 73<sup>rd</sup> General Convention in Denver. The following observations were made:

**Orientation**

- Basic orientation probably needs to take place in the dioceses.
- The GCO (General Convention Office) might consider sending materials for Committee Chairs to all the deputation chairs as well.
- At Convention, gather the two Houses jointly and then divide them to give specific directions regarding the process in each House.
- A video could be produced that would include role-playing to illustrate ‘the way things work’ on the floor of Convention.
- Organize and design orientation pieces that can be accessed on the web.
- The Volunteers orientation went well in both Secretariats.
- A better, more organized way should be devised to both speak to and make amendments to resolutions.
- The Committee Chairs meeting needs to start well before the start of convention. The Parliamentarian could provide a process paper about procedures, which could also be put on the web. Role-playing might be included there as well.

**Worship**

- Lighting in the worship space was poor. All agreed that pageantry should be important in the design of the service but that it is important that everyone present know what is happening and who is participating in the service. In Denver there was no procession, ceremonial piece or grandeur. The voices for the UTO presentation were not in sync with the presenters. Logistics and lighting were considered major factors in that area.
- Practice time for the UTO presentation conflicted with convention workshops. A request was made that this shouldn’t recur.
- The Presentation of a cross from the Presiding Bishop to the women needs to be streamlined.

- The PB's homilies were very well liked. He was asked if he would do them again.
- Feedback on the Eucharists was good. There problems of length of service and logistical confusion were solved early on and can be avoided by more careful planning in the future.
- The Jubilee Morning was a good experience but it imposed some limitations on legislation. Plans are to do a Retreat Morning early in the 74th GC with an additional celebration on a specific day later in the week. It was pointed out that the convention work generally demands at least 45 hours of active work in the schedule.
- The Daily Eucharists were the best ever but it was agreed that more diversity is needed in the music and language.

### **Facilities**

- The House of Bishops area was fine and the route of departure for the Presiding Bishop was especially appreciated.
- The House of Deputies lighting was good and there were no complaints about the video screens. There were fewer complaints about the sound system this time.
- It was suggested that an accurate resolution trail be provided on screen.
- The facilities for the ECW were wonderful and the round table set-up worked well.
- The Treasurer's facilities were good.
- Computer operations network was great. The Legislative Aides need to have typewriters (increasingly difficult in the computer era). In-house staff was terrific and meant considerable cost-savings. There was a short discussion and concerns expressed about Internet Cafe.
- Lori Ionitiu distributed the statistics on the Print Shop operation. (Appendix A), which was responsive, convenient and efficient.
- Church Center Office provided space for the program staff and that worked well.

### **Secretariats**

- The only complaint from the Episcopal Church Women regarded logistics. Their meeting room was too a long distance away from everything.
- The House of Deputies, General Convention and the House of Bishops all were wonderful and their operations went smoothly.

### **Legislative Process**

- The Secretariat interaction went well between the two Houses. The telephones were a problem and will be cut back for the next GC.
- Regarding the computer function, there is still a need for improvement in the messages area.
- Committee meetings and hearings were too geographically spread out, although this was secondary to the move from the Adam's Mark Hotel. It was suggested that some committees meet in the convention center, unlikely since there is no cost use hotel facilities and the convention center charges \$3500 for meeting space. It may be necessary to have several larger meeting rooms to accommodate committees whose continues through GC. It may be possible to use on-line communication to get the work done earlier. Apparently, some committee members believe they cannot meet before General Convention has organized. This impression should be corrected.

- There should be an opportunity provided for people to add comments on legislation when committees are reporting.
- Opening Hearings all went well. They should take place in the hotels for convenience and cost effectiveness.
- Tracking process generally went well and any problems were worked out as needed.
- With regard to the scheduling of Provincial meetings, it was suggested that Province Presidents be contacted by letter early in the triennium in an effort to ensure that back-to-back meetings are not scheduled.
- The Presiding Bishop and the Executive Officer should visit the synod meetings to discuss the nature of the provincial caucus and when to hold them.
- Legislative Aides are an excellent idea and should be continued. Some discussion focused on appropriate, informal commendation for these aides.

### **Communications**

- All the electronic press releases worked well. It was pointed out that there is a need to put out the actual text in real time and concern expressed about which office holds the authority for the "real version." A reliable system needs to be in place. Link the communications staff with the process.
- The Standing Commission on Structure said the Committee, Commission Agencies and Boards discuss vital issues and their reports should be accessible. (All minutes are to be posted on the web). It was suggested that Episcopal Life devise a logo for CCABs and daily communicate hot issues and where meetings are held.
- ECW did not get complete distributions of mail in Denver. Mail had not been requested, but will be provided next time.
- The Daily Briefings were well organized and worked effectively.

### **Exhibits**

- Complaints abound that there was not enough time to visit the exhibits. Booths were not open late enough. There was activity (noise and motion) in the Exhibit Hall area when the Eucharist was going on.
- The Exhibit Hall should be open after the Sunday Eucharist to give people coming from the host diocese an opportunity view the exhibits and buy things.
- The Church Center Exhibit was in a good central location, where it needed to be.

### **Related Events**

- Colorado Night was considered alright. Opinion in the group was less than enthusiastic.
- The Episcopal Relief and Development event was an anniversary that will not be repeated.
- Pam Chinnis' ministry celebration was a success.
- The Conversations were a tremendous success and should be repeated.

### **Discussion of the 74<sup>th</sup> General Convention and Beyond**

- The Presiding Bishop suggested looking at the 75<sup>th</sup> General Convention. Lori Ionntiu said the sites for 2006 had been narrowed to Baltimore, Maryland, Charlotte, North Carolina, Columbus, Ohio, and San Antonio, Texas. A report about these will go out early in 2001. Two sites must be identified for recommendation in the Committee's Blue Book report. The

final meeting of Planning and Arrangements in the triennium will determine preliminary sites for convention in 2009.

2006 is the election of a new Presiding Bishop. It was suggested that dates should be set early in July for that convention. In the longer term, some had discussed the possibility of convention meeting over two-weekends.

- 2003 Facilities Budget was a favorable one. The biggest cost for the upcoming convention will be the Multi-Management costs. The worship expense budget might be increased. Printing costs in Denver were decreased by half.
- The registration fees will increase to \$225 and ECW to \$175, in each case an additional \$25. Visitors passes for multiple days will be \$35 and one day passes \$10.
- The exhibit booths have had a maximum space allowance of 20x30 feet. There was discussion about retaining that cap or increasing it. Each 10x10 booth space will cost \$1350.

It was **moved** and **seconded** that the cap on the exhibit booth area be increased to 10x 40 feet.

**Motion carried**

**Space Distribution**

The General Convention worship space in Minneapolis, sufficient for 9,000, can hold a UTO Ingathering. Any other service would need be located elsewhere. The average attendance is generally 6,000-7500. A question was raised about having a major opening service at the beginning of the GC to set the tone, as the Jubilee Day did last time.

**Schedule**

- An initial draft calendar was distributed (Appendix B).
- It was suggested that the Houses organize themselves and have committee officers' orientation in the afternoon.
- The orientation for Hispanic deputies needs to be reviewed and made better.
- Speakers should be more deliberate during orientation, a good time for senior deputies to review the Rules of Order.
- Open Hearings will be on an as needed basis.

**Related Non-Convention Functions**

- Gary Gleason is working on the various diocesan GC events.
- Minnesota Night has no real plans as yet.
- The special dinners could be scheduled on one particular evening and other events could be planned around them.
- Bishops' Dinner is already planned for Sunday.
- Joint Platform luncheons were suggested again since they worked so well.
- The ECW calendar was distributed (Appendix C).
- Rosemari and George Werner will address the Provincial Leadership Conference about the election and the nominations process.

**FUTURE MEETINGS:**

P&A - February 21, 2002

Executive Committee will travel to future sites in May 2002

The meeting was adjourned at 4:45 PM.