

QEW - OUR PRACTICE

For over twenty years Quaker Earthcare Witness has evolved and developed a way of doing its business. This manual of practices has been created to document the decisions that have led to this point. This will always serve as a working document and change from time to time to assist us now and in the future.

The Purpose of QEW

1. To search and to help others to search for that life which affirms the unity of all creation.
2. To apply and to help others to apply Friends' practice to live in deep communion with all life spirit.
3. To be guided by and to help others to be guided by the light within us to participate in the healing of the earth.
4. To provide resources, networking, and support to yearly and monthly meetings of the Religious Society of Friends, and to others of whatever persuasion; to help them in their search for effective ways to achieve the above objectives.
5. To provide a reflective and energetic forum that will strengthen and deepen that spiritual unity with nature which values the integrity, diversity, and continuity of life on earth.

Article I. Membership

Anyone who is a recorded member or a recognized participant in a Friends Meeting or other Friends organization who expresses or demonstrates a commitment to Quaker Earthcare Witness's Statement of Purpose, supports Quaker Earthcare Witness activities through participation, communication, and/or financial contribution, and relates Quaker Earthcare Witness's goals and activities to Friends and to other religious and/or environmental organizations can be a member of QEW.

Article II. Steering Committee

Section 1. Composition

a) Size

The Steering Committee shall be two classes of members: representative members and members-at-large. The number of steering committee members who are representatives of a Yearly Meeting shall exceed the number of at-large members to maintain a representative focus for the organization.

b) Representative Members

Each Yearly Meeting or similar regional association of the Religious Society of Friends in North and Central America and the Caribbean is invited to appoint not more than two representatives (or one representative and one alternate) to serve on the Steering Committee.

c) Members-at-Large

The Nominating Committee will nominate members-at-large each year for three-year terms. The number of at-large-members should be staggered each year. At-large members will not exceed representative members.

d) Members of QEW serve on the Steering Committee as members-at-large when nominated by the Nominating Committee and approved by the Steering Committee (or Continuing Counsel Committee acting on behalf of the Steering Committee).

Section 2. Functions

The Steering Committee meets to:

- a) Attend to the activities and affairs of the organization,
- b) Receive reports,
- c) Approve policies and priorities,
- d) Appoint a nominating committee and approve nominations, and
- e) Adopt a budget.

Section 3. Terms of Office

a) Members-at-large serve three-year terms with the possible renewal of two three-year terms (maximum nine years, unless the Steering Committee makes an exception), beginning at the close of the Fall Steering Committee meeting. Nominating Committee will recommend a second or third three-year term for at-large members who prove to be of good service.

b) Representative members serve at the pleasure of the organizations appointing them.

Section 4. Vacancies

Vacancies of at-large members that occur between Steering Committee meetings may be filled by the Nominating Committee with approval of the Continuing Counsel Committee. Yearly Meetings may replace vacancies at their convenience.

Section 5. Conflict of Interest

No member of the Steering committee shall participate in any discussion or decision on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the Steering Committee member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The Clerk (President) of the meeting is expected to inquire if such conflict appears to exist and the board member has not made it known.

Section 6. Auditors

Persons with an interest in QEW and a commitment to Earthcare and our values and practices are welcome to join our meetings as auditors. They are welcome to contribute as time allows and may be invited to comment about agenda items at the end of the meeting. They will not participate in decision making by the Steering Committee.

Article III. Meetings

We will conduct the business of this organization in the manner of the Religious Society of Friends. Decisions are made by a sense of the meeting in the manner of Friends, and are made by those in attendance.

Section 1. Site location and dates

The Steering Committee shall meet twice a year, either in face-to-face meetings or via video-conferencing. These meetings will be held at a time and place selected by the Clerks' Table.

During the balance of the year members of the Steering Committee are expected to meet on a regular basis with their selected committee, working group, and project. These meetings are to be held by email exchange, telephone and/or video conference calls, or other electronic means of communication.

Section 2. Annual Meeting

The Annual Meeting, the meeting held for legal purposes to fulfill corporation law, is not a part of QEW's business meetings or Annual Gathering in particular. It may be held electronically by the Continuing Counsel Committee during one of their electronically conducted meetings. It has been the practice of the CCC to hold this meeting near the end of January.

- a) The Annual Meeting of the organization shall take place with the date and manner to be determined by the Clerks' table.
- b) The Continuing Counsel Committee shall notify the Steering Committee of the agenda of official business to be conducted during the Annual Meeting.
- c) One purpose of this meeting is to comply with national and state regulations requiring organizations to have at least one organizational meeting each year.

Section 3. Annual Gathering

- a) There will be an annual gathering of all interested individuals to meet with the Steering Committee to address items of concern as they relate to the organization's purpose.

b) Notice of this meeting shall be sent to the Steering Committee members at least 60 days in advance, with the agenda made available at least 20 days in advance of the meeting.

c) The agenda shall include those items listed in Article II, Section 2. To choose a Nominating Committee, a Naming Committee shall be designated from the floor early in the Annual Gathering. The Naming Committee shall bring forward nominations for the Nominating Committee before the close of the Annual Gathering. The new Nominating Committee is charged with bringing forward nominations at the next Annual Gathering.

Section 4. Steering Committee Meeting

The Steering Committee shall, in addition to the Fall meeting, conduct a meeting in the spring and/or summer of each year. Each member of the committee shall be notified at least 60 days in advance.

Section 5. Special Meetings

Special meetings of the Steering Committee may be called by the clerk or by petition of at least five members of the Steering Committee. Notice of the agenda of such meetings shall be sent to the Steering Committee at least 20 days in advance of the meeting.

Section 6. Decisions in meetings

Decisions in meetings shall be made by a sense of the meeting of those in attendance in the manner of the Religious Society of Friends. Minutes of all meetings shall be recorded and kept on file. Copies of the minutes shall be distributed to the members of the Steering Committee in a reasonable period of time following the meeting.

Article IV. Officers

Section 1. Selection

a) The officers of the organization shall be the clerk or co-clerks, mentoring clerk or rising clerk, recording clerk or clerks as needed, and treasurer. They shall be members of the Steering Committee. They shall be proposed by the Nominating Committee and approved by the Steering Committee at the Annual Gathering.

b) The year prior to the member's first year as clerk, the member shall serve as incoming clerk. The year following his or her last year as clerk, the member shall serve as mentoring clerk.

Section 2. Term of Office

The member serving as clerk shall serve no more than one term of two successive years, unless it is determined by the Steering Committee that it is in the best interests of the organization to have the member continue in this role. No individual shall serve as recording clerk more than one term of three successive years, unless it is determined by the Steering Committee that it is in the best interests of the organization to have the member continue in

this role. The treasurer shall serve one term of three successive years with no more than two successive terms, unless it is determined by the Steering Committee that it is in the best interests of the organization to have the member continue in this role. New officers shall begin their terms at the close of the Annual Gathering (Fall).

Section 3. Duties

- a) The duties of the officers shall be those generally performed by such officers.
- b) The clerk can review and authorize any unanticipated, unbudgeted expenses up to \$300. The clerk will notify the General Secretary and clerk of the Finance Committee of this authorization.

Section 4. Compensation

Persons shall not receive compensation for serving as officers.

Article V. Committees – Working Groups - Projects

Section 1. Standing Committees

Standing committees include Continuing Counsel, Spiritual Nurturance, Publications, Finance, Nominating, Outreach and Personnel Committees. Standing committees are permanent committees responsible for the administrative operations and the spiritual life of Quaker Earthcare Witness. Every member of the Steering Committee should serve on a Standing Committee.

Section 2. Standing Committee Functions

a) Continuing Counsel Committee

The Continuing Counsel Committee will consist of the clerks of the committees, working groups and projects, the officers (Clerk or Co-Clerks, Rising or Mentoring Clerk, Recording Clerk or Co-Clerks, and Treasurer) and staff (General Secretary and Communications Coordinator). The Continuing Counsel Committee will have meetings throughout the year to tend to the business of the organization between meetings of the Steering Committee. One of these meetings will act as the Annual Meeting of the organization. It is empowered to act on behalf of the Steering Committee when the latter is not in session to take care of occasional time sensitive administrative matters and/or decisions that cannot wait until the next Steering Committee session. The Continuing Counsel Committee shall report its actions to the next meeting of the Steering Committee.

Duties include:

- 1) Monitor the organization's performance and focus.

- 2) Provide guidance and consultation to clerks of standing committees and working groups as needed.
- 3) Consult with the presiding clerk(s) in planning for upcoming meetings.
- 4) Provide consultative support to the staff as requested.
- 5) Provide consultative support to the Personnel Committee and clerks of other affected committees in the case that staff performance problems arise.
- 6) Provide to the Steering Committee CCC meeting agendas and a report on actions taken while the Steering Committee was not in session.
- 7) Develop and/or review and refine proposals before presentation to the Steering Committee.
- 8) Review and approve any requests for unanticipated, unbudgeted expenses over \$300.
- 9) Handle any concerns or items of business that are beyond the areas of responsibility otherwise defined, and that cannot wait until the next session of the Steering Committee.

b) Spiritual Nurturance Committee

The Spiritual Nurturance Committee shall give continuing attention to the need for all Quaker Earthcare Witness activities to be spiritually grounded and consistent with its statement of purpose.

c) Publications Committee

The Publications Committee shall be responsible for implementing a policy of publications; reviewing of content, publication and distribution of electronic and printed materials, including *BeFriending Creation*, our regular newsletter, pamphlets and booklets; and overseeing the web site and social media sites. It shares oversight of the Communications Coordinator with the Personnel Committee, and develops and updates the Communications Coordinator's job description.

d) Finance and Development Committee

The Finance and Development Committee shall consist of the treasurer and at least two other persons from the Steering Committee. It shall recommend fiscal and accounting policy and contract terms for any salaried employee (in consultation with the Personnel Committee) and consult with the treasurer on the preparation of the budget. The Finance and Development Committee is responsible for making sure that QEW investments and financial affiliations are consistent with Quaker beliefs. The treasurer may not serve as clerk of the committee.

- 1) The treasurer or the General Secretary shall be the person with the responsibility of being the primary signers for all QEW bank accounts.
- 2) In order to have access to QEW bank accounts and the information concerning these accounts, the clerk of the Finance and Development Committee and the General Secretary shall be named as alternate signers for all QEW bank accounts.
- 3) The treasurer or the General Secretary shall open and close bank accounts, when necessary, in the name of Quaker Earthcare Witness.

e) Nominating Committee

The Nominating Committee shall consist of three persons each serving one three-year term. Openings on the Nominating Committee shall be filled by the Steering Committee after consideration of names brought forward by the Naming Committee (see Article III, Section 2, e). The committee clerk will be nominated by the Naming Committee. The committee's function is to bring forward nominations for officers, clerks of standing committees, members-at-large of the Steering Committee, and any other positions referred to it. An annual slate of nominations is to be presented for approval at the Annual Gathering. Interim nominations may be presented for approval of the Steering Committee or Continuing Counsel Committee as needed. Members of the Nominating Committee will assist the clerks of the standing committees in filling their committee membership.

f) Outreach Committee

The Outreach Committee encourages individuals and groups to support Quaker Earthcare Witness through participation, communication, and/or financial contributions and assist Quaker Earthcare Witness committees and staff to stay in two-way communication with one another. The Outreach committee works to “reach out” for QEW. The committee connects with Yearly Meeting Representatives, recognizing them as crucial links between QEW and the wider Quaker world. We offer support and guidance, and information about resources that QEW offers. We stay aware of and pass on information from Publications and other QEW committees. As way opens, we reach out to non-affiliated Friends and to all Yearly Meetings.

g) Personnel Committee

The Personnel Committee has oversight of the General Secretary and other office personnel and coordinates with the Publications Committee on the oversight of the Communications Coordinator. It develops and updates personnel policies, reviews all staff members and recommends salary and benefits to the Finance Committee.

h) Other Committees

Other committees may be established as needed.

Section 2. Clerks of Standing Committees

- a) Committee clerks shall be Steering Committee members nominated by the Nominating Committee and approved by the Steering Committee. Clerks will be appointed for two-year terms, not normally to exceed three successive terms.
- b) Establishment of Committee Memberships—Clerks of the standing committees, except the Continuing Counsel Committee, will appoint the members of their committees with the assistance of the current members of the committees and the Nominating Committee, as needed.
- c) The clerk of the Steering Committee will serve as clerk of the Continuing Counsel Committee.

Section 3. Working Groups and Projects

- a) Working groups and projects are sub-groups of Quaker Earthcare Witness that have concrete, ongoing programs but do not necessarily directly support the administrative operations of Quaker Earthcare Witness. Current working groups and projects include: Population, United Nations, Direct Action, Mini-grants, FCNL (see Article VI) and No Name.
- b) An individual or group of Steering Committee members with a leading or concern may submit a written proposal with a budget request and recommended term to the Steering Committee, or the Continuing Counsel Committee when the Steering Committee is not in session, to establish a new working group and project. The Steering Committee (or CCC) is responsible for approval of the proposal.
- c) Members of the working group and project are self-selected. In consultation with the working group or project, the Nominating Committee shall nominate a clerk, who shall be a member of the Steering Committee and shall be approved by the Steering Committee (or CCC).
- d) A working group or project may request Steering Committee (or CCC) approval to raise its own funds instead of drawing funds from the general operating budget.
- e) At the end of the initial term (and each subsequent term) the working group and project shall ask the Steering Committee for approval of a term extension or to be laid down.

Section 4. Working Groups and Projects Functions (some working groups descriptions need to be added)

Sustainability: Faith & Action (on hold)

To regenerate Earth, we must deepen our connection with it. To transition to a sustainable future, we must take concrete actions now.

Sustainability Faith and Action (SFA) Working Group assists Friends to discern their concerns, lift up and support Leadings, and sustain and nourish witness moving into action. SF&A is a basket, a birthing place for new ideas and plans of what our real world next steps are in restoring ecosystems that sustain all life.

Among other ways, SFA will pursue these goals through sponsoring in person, by phone, and online threshing sessions, and worship sharing questions fostering deep discernment.

Mini-grants

Mini-grants offers matching grants to support projects that benefit the environment and/or promote environmental awareness and education among Friends and the larger spirit-led world.

Minigrants solicits, advertises and raises money for applications for grants. It is able to receive donations directed to Minigrants and it offered as part of the carbon offset. The committee screens and decides which applications fit the grant criteria and when a project is approved, notify the Quaker Earthcare Witness financial officer to send a check for the agreed amount to the recipient's financial officer at the associated Friends organization or meeting. Discernments by the working group on applications are most often done through email. There are phone conferences only as needed and faceto-face meetings at the Quaker Earthcare Witness Steering Committee gatherings, twice a year.

Current Quaker Earthcare Witness Minigrants are for Friends' organizations that want to enhance their physical/spiritual relationship with Earth. Minigrants offers matching grants of up to \$500 each to support projects consistent with Quaker Earthcare Witness goals and values, projects that have a primary purpose of benefiting Earth and/or promoting environmental awareness and education among Friends and the larger spirited world. Friends' organizations in any country--whether a school, meeting or other group---are eligible to apply for these annual awards. Partnerships with non-Quaker groups in the community are encouraged.

Applicants submit an application including: activities, budget, timeline, and benefits. Applicants are expected to match the minigrant with an equal amount from their own funds. However, groups with limited financial means may also apply, adding a description of their limitations, for Minigrants' consideration.

Minigrant applicants generally apply for one-year, one-time projects. However, applications for multiyear projects with renewal applications anticipated will be entertained as long as they are clearly stated up front.

Projects that substantially involve the participants in the planning and execution will be favorably considered. Minigrants, however, do not pay for services and labor by participants or others.

Minigrant recipients agree to document their project, sending a progress report no later than 6 months after receiving the funds, attaching digital photos where possible. In practice, the projects have submitted only final reports, which have been sufficient.

Every fiscal year, Minigrants submits a report to the Steering Committee. The report includes a list and description of the projects funded and completed that year, a budget request and report. The project reports are also added to the website for reference. Current structure of the group has had two co-clerks, which has benefited its function.

No Name Working Group

No Name was approved in 2009. No Name meets virtually once a month, without a clerk or an agenda. We often sit in silence for long periods of time, and listen respectfully as we seek the larger truths that inform our environmental work. We come to this work with a variety of perspectives, and learn from one another. We collectively seek the Light.

Population Working Group

The Population Working Group of Quaker Earthcare Witness seeks to inform and educate how human population and population growth impact our care of the Earth and to encourage action, when appropriate, to address these impacts.

Section 4. *Ad Hoc* Committees

a) *Ad hoc* committees shall be those committees that are established for specific purposes, usually for an initial 3-year period.

b) An *ad hoc* committee shall be created by the Steering Committee or the Continuing Counsel Committee when the Steering Committee is not in session, with budget requirements and term length.

c) Members of the *ad hoc* committee and the clerk will be named and approved by the Steering Committee or the Continuing Counsel Committee if the Steering Committee is not in session. At least one member of the *ad hoc* committee shall be a member of the Steering Committee.

d) At the end of the initial term (and each subsequent term) the *ad hoc* committee shall ask the steering Committee (or CCC) for approval of a term extension or to be laid down.

Article VI. Representatives to Friends Committee on National Legislation

Section 1. Function

a) Four members of the Steering Committee shall serve as representatives to Friends Committee on National Legislation.

Section 2. Selection

a) Each year at the Annual Gathering, the Nominating Committee shall name and the Steering Committee shall approve representatives to the Friends Committee on National Legislation. Each representative shall serve a three year term and shall serve no more than two successive terms, unless it is determined by the Steering Committee that it is in the best interests of the organization to have the representative continue in that role.

Article VII. Fiscal Matters

Section 1. Assets

a) The assets of this organization are irrevocably dedicated to educational and religious purposes. On the termination of this organization, its assets after payment of all debts and liabilities shall be transferred to a non-profit educational or religious organization of similar concern or intent.

Section 2. Expenditures

a) All checks, drafts, demands for money and notes of the organization shall be signed in the name of the organization by the treasurer or General Secretary. Unbudgeted expenditures up to \$300 may be paid by the treasurer with approval of the clerk. All other unbudgeted expenditures must be approved by the Steering Committee or the Continuing Counsel Committee.

Section 3. Fiscal Year

a) The fiscal year shall begin on the first day of November.

Article VIII. Changes to our Practice

Changes to Our Practice happen on a recurring basis. They are brought before the Steering Committee or Continuing Counsel Committee, having been vetted by the appropriate standing committee, working group or project assembled for that purpose, and approved and minuted. These minutes will become a part of this document (in appendix) and revisions to existing wording changed to reflect these minutes.

The following section (Appendix) is listed for information only. The *Our Practice* review committee (Mary Jo, Brad and Shelley) has not fully reviewed the Appendix and will be suggesting changes to *Our Practice* based on these Minutes at a future date (not today). Eventually, we hope to have a document that incorporates Minutes into the body of the text, updates the text as practices are changed by Minutes, and continue to list these Minutes in the Appendix. Some of these Minutes are already incorporated into the text as amended in April 2018, some need to be incorporated into the text, and some of the items are not Minutes and we will recommend removing them from the Appendix at a later date.

Appendix

Minutes Approving Change:

SC.Minute.2012.10.02. Friends approved when hiring new staff, if it is not timely to bring the ad hoc Search Committee's recommendation to the whole Steering Committee, the search committee can bring its recommendation to the CCC for approval. Hiring of a new General Secretary would be timed to come to the SC for approval.

SC.Minute.2012.10.04 Friends approved that staff report to and are accountable to the General Secretary, Personnel Committee and appropriate committees. The GS reports to and is accountable to the SC through the Personnel Committee and the CCC.

SC.Minute.2012.10.05 At the request of CCC, Friends approved a change in the wording of our written Practice to establish 2 recording clerks with one serving during e-meetings. The revised wording calls for “a clerk or clerks, as needed.” The legal change to the Bylaws will be made in Jan 2013.

SC.Minute.2013.06.03. Friends approve (re-approve) the attached statements of purpose and their inclusion in the QEW *In Practice* document.

(added to front of this document)

SC Minute 10.07.14. When a request is made to QEW from a Friend’s Organization to sign or approve a statement or letter, the clerk’s table (clerk, associate clerk & general secretary) will discern and approve as they determine.

For outside group requests, our current procedure will be required with the time of review reduced to 48 hours. [The current process requires a committee, working group, or a clearness committee of at least 3 members of the steering committee will present the request with a background explanation including the purpose of the sign on, who the sign on will go to, and what the expected result of the sign on is to be. The general secretary or the clerk will notify the steering committee of the request that will start the time of review. The general secretary or the clerk will notify the person to receive the sign on of the results of our approval process.]

SC Minute 2015.4.065. We approved changing Mini-Grants from a subcommittee to a project.

SC Minute 2015.4.110. We affirmed that committees, working groups and projects are able to write letters of endorsement, thanks or support signed by their group, and that they will discern the difference between what they themselves can do and what needs to come back to the Steering Committee as a whole. We ask these groups to inform the Continuing Counsel Committee when such action is taken.

SC Minute 2015.10.03. The population sub-working group of Sustainability: Faith & Action requests that its status be changed to become the Population Working Group. This was approved.

2016.02.17.20. Discussion of types of committees and QEW structure (Outgrowth of S: F&A discussion)

- Several years ago a distinction was clarified between what we now call "Committees" and what we call Working Groups (WG) and Projects. WG/SC
- A WG or Project may have a short lifetime, depending on what its purpose is and who is available to be part of it. A Committee has a focus internal to the organization, and carries out functions without which the organization cannot function, such as Personnel, Finance, etc.
- Each member of the SC is strongly encouraged to be a member of one Committee and one WG or Project. This enables scheduling at meetings to operate more smoothly, as the categories meet at different times. This has helped a lot, as none of us has yet figured out how to be in two places at the same time. The CCC is to help us work together, and not become insular.
- Certain committees, for example Outreach and Publications, would benefit from meeting together sometimes.
- Shelley said: "the work of \Committees is critically important; SF&A is really our program committee."
- This discussion" is getting pretty deep into the structure of our organization." There may be some need for change in the structure

SC Minute 2016.04.01. We, the Steering Committee of Quaker Earthcare Witness, resolve, that no member of the Steering committee shall participate in any discussion or decision on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to

Approved October 22, 2011

Amended April 2018, Amended August 2018, Amended October 2019, Amended March 2022

having material economic involvement regarding the matter being discussed. When such a situation presents itself, the Steering Committee member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The Clerk (President) of the meeting is expected to make inquiry if such conflict appears to exist and the board member has not made it known.

SC Minute 2016.10.07. We approved adding the position of a fourth, alternate QEW representative to FCNL and laying down the FCNL working group

SC Minute 2016.10.08. We approved the Development Committee's request to seek funds for a coordinating position for outreach.

SC Minute 2016.10.9. We approved the following statement: In order to allow Friends to offset their carbon emissions generated by traveling to QEW meetings, and to promote family planning, we request that there be a line asking for a voluntary \$10 donation to the Quaker PopOffsets Fund on QEW meeting online registration forms.

SC Minute 2016.10.15. The Steering Committee approved the No Name Working Group's request for approval as an ongoing working group to be continued until the group deems it appropriate that it be laid down.

Sustainability: Faith & Action Mission Statement: To Transition to a Sustainable future, we must take concrete actions now. Sustainability: Faith & Action (SF&A) Working Group is open to helping Friends discern about their concerns, lifting up and supporting Leadings, and sustaining and nourishing Witness moving into action. SF&A is a basket, a birthing place for new ideas and plans of what our real world next steps are in the transition to a carbon free future that sustains life and ecosystems. Among other ways, SF&A can pursue these goals through sponsoring in person, by phone, and online threshing sessions and worship sharing questions fostering deep discernment.

SC Minute 2017.04.1: Resolved, that the Clerk (President), Mentoring Clerk (Vice-President), and the Treasurer of this corporation are hereby fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over and deliver any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness, or other securities (including short sales) now or hereafter standing in the name of or owned by this corporation, to purchase stocks, bonds, debentures, notes, evidences of indebtedness, and other securities (on margin or otherwise), and to make, execute, and deliver under the corporate seal of this corporation, any and all written instruments necessary or proper to effectuate the authority hereby conferred.

SC Minute 2017.04.03 : The Publications Committee takes responsibility for factual accuracy and appropriateness of all QEW publications. New tri-folds, books and other publications may be circulated for review, but the final approval remains with the Publications Committee.

SC Minute 2017.04.04 : We recognize that substantial work has been done on climate change by Friends, and others, but much remains to be done. We now begin another way to bring our message to the wider Quaker world by creating A Speaker's Bureau for QEW. We anticipate that QEW Friends will speak as well as facilitate earthcare work, as invited, primarily regionally. We may also contact monthly or yearly meetings to visit and attend their earthcare committee meetings or meetings for learning. All Steering Committee members are invited to join the Speaker's Bureau.

We request spiritual support from QEW and may request some financial support for travel funds.

CCC 2017.6.01.01 Process concern: How to bring forward a minute

If we understand the route toward a minute, we should not get bogged down. The idea for the minute emerges; it is brought to the proper committee, where it is seasoned; the committee will bring it to the SC when the committee makes its report. The SC decides.

We need to work for a balance between attending to our business and allowing time for seasoning. We share the responsibility for working toward that balance. To help the meeting move along we should "do our homework before class."

On the whole we should trust that the committee bringing the minute has done its work well, in spirit-led discernment, and not rehash the matter.

CCC minute 2017.6.28.01. . Nominating Committee: Rod reminded us that we were deciding on whether to increase the number of *at large* members from 15 to 18. Friends agreed with this, and also affirmed that we can have up to 2 members from each Yearly Meeting (no change). This does set our cap at a higher level. Friends approved.

CCC minute 2017.9.13.01

We reviewed a continuing issue about the number of at-large members and the total number of members of the QEW Steering Committee. It was approved that the at-large members could rise to 24 but must stay below the number of yearly meeting representatives. Changes to the total number were not established. [this is another item for the In-Practice discussion]

SC Minute 2018.10.13.01: "Quaker Earthcare Witness Steering Committee approves the proposal of the *Ad Hoc* Committee on the Future of Quaker Earthcare Witness and encourages Quaker Earthcare Witness to move forward with the Aspirations that they may lead us to the spiritual transformation that we seek among Friends with Earth."

SC Minute 2018.10.14.01: "The Friends Centering on Unity of Nature *ad hoc* committee asks that the Steering Committee approve that the *ad hoc* committee become a Working Group."

SC

SC Minute 2019.10.06: In concern for the urgency of the climate crisis, Quaker Earthcare Witness (QEW) asks Friends Committee on National Legislation (FCNL) to focus on the following legislative concerns:

- Ban on fracking;
- No new fossil fuel infrastructure;
- End to fossil fuel subsidies;
- Increased support for public, mass transport;
- Increased subsidies for clean renewable energy.

Approved October 22, 2011

Amended April 2018, Amended August 2018, Amended October 2019, Amended March 2022