

Note Taking/Minute Making

Prior to the Annual Session 2013 I sought guidance and advice from several Friends who had experience in the office of Recording Clerk of the Annual Session. New to this role, I am grateful that all with whom I consulted were both kind and helpful. I drew upon this wealth of experience and advice throughout the plenary sessions, and in between them, as I went about the business of doing the recording.

One of the ideas that I drew on made the work easier to grasp and, I am told by several Friends, made the product easier to understand as it was posted in the plenary space. This was some vocabulary that drew sharp distinctions among the components of what we in NPYM have come to call "the minutes." Using these distinctions, and reclaiming the name "Account of the Proceedings of Annual Session," I created the outline and organization of this document.

The Account of the Proceedings of this Annual Session consists of three types of minutes (minutes being names for events that are recounted in the Proceedings).

A. Minutes of Decision--a documentation of the outcome of the discernment process by which the Plenary seeks to reach unity on matters of business before it. Minutes of Decision include necessary action steps to implement the decision and matters such as reporting back to the Annual Session. These Minutes of decision record unities reached by the plenary or that fact that no unity was reached at a particular time. It may also recite that the product of a committee's work has been accepted by the Plenary. Minutes of decision are to be read out as they are formulated and approved by the Plenary as faithfully carrying the sense and substance of what is so recorded.

B. Minutes of Exercise -- a documentation of questions asked, comments made and concerns expressed during the process of framing for and discernment about matters of business during a plenary. These shall be recorded as they arise during framing and discernment processes and be read out and approved as to their accuracy and completeness, at the close of framing and/or discernment processes.

C. Minutes of Record -- an account of reports given and other events transpiring during a plenary that do not pertain to a specific item of business. These shall be recorded as they transpire and any accompanying documents shall be appended to the Account of the Proceedings.

The Account of the Proceedings of each plenary, including minutes of Decision, Exercise and Record, shall be posted on the NPYM website (<http://npym.org/>) and in hard copy in the plenary room on site prior to the beginning of the subsequent plenary. At this subsequent plenary Friends are invited to provide suggestions to the recording clerk regarding spelling and grammar of the Account, however Minutes of Decision and Exercise, having been approved previously by the plenary, will not be edited. Suggestions as to completeness and accuracy about Minutes of Record shall also be received by the recording clerk at this subsequent plenary.

The use of this outline and framework was an experiment during Annual Session 2013. The outcomes shall be evaluated throughout the coming year by the recording clerk and Friends interested in participating or providing input.

Timothy Travis
Recording Clerk
NPYM Annual Session 2013