

Over the past few years, several changes to the TCCSA have been discussed at Executive Committee and General Business meetings. Some of these changes to the organization require revisions to the TCCSA Handbook. Further, the Handbook is supposed to be revised every five years... *this is the year!*

At the Executive Committee meeting at Annual Conference this spring, Tracie Jae was appointed to chair a Handbook Revision Committee. This committee met on Saturday, September 3, 2011. Those in attendance were: Janet Kennedy, Paula Ryburn, Ianthe Shelton, Sallie Wester (by electronic contribution) and Tracie Jae.

The Handbook Revision Committee recommends the following revisions to the TCCSA Handbook. The revisions will be voted on for approval at the General Business meeting at Retreat, to be held October 14-15, 2011, at Lakeview Methodist Conference Center. *Please contact a committee member if you have any questions.*

MEMBERSHIP – To be more inclusive, add:

- Include spouses of student pastors.

OFFICERS – To improve continuity and communication in the TCCSA, change officer requirements as follows:

- Agreeing to serve as an officer of TCCSA includes making the commitment to attend our two annual events, Luncheon and Retreat. This stipulation should be made clear by the Nominating Committee when speaking with prospective nominees. (Note: We recognize emergencies and other life changes do occur.)
- The President may serve no less than two years. (Note: It's already okay for someone to serve two years in any office.)
- The Nominations Committee will publish the slate of nominated officers by April 30th of each year. (Note: Ideally, this information could be included in the spring newsletter; however, it can at least be published electronically by the 30th.)
- The new slate of officers will be installed at Luncheon, with a three-month transition period. (Note: The earlier installation also helps us deal with Retreat possibly being later than October.)
- All incoming officers are encouraged to attend the Executive Committee meeting that takes place during Annual Conference, though technically it takes place prior to their election and installation. (Note: The incoming President is already considered a part of the Executive Committee.)
- The Secretary will make minutes from Executive Committee and General Business meetings available to all in attendance. (Note: Currently, physical mailing is required, and the only recipient stipulated is the President.)
- The Secretary will maintain a "permanent record" of the minutes (i.e., not necessarily paper).
- The Treasurer will maintain a list of district contacts, ideally including two people from each district. (Note: One of these people should be the one responsible for paying dues or knows who is responsible in that district.)

NEWSLETTER – To improve communication and inclusivity, formalize the publishing of our semi-annual newsletter, distributed Conference-wide, which is already supported in our annual budget. Additions as follow:

- The Publicity Officer will be responsible for publishing our semi-annual newsletter, working with the President, and ensuring the mailing goes to spouses' home addresses.
- The spring mailing focuses on Conference events, including ticket information, and should be mailed out before ticket sales begin.
- The fall mailing focuses on Retreat, including registration forms, and should be mailed out at least two months prior to Retreat.

CONFERENCE EVENTS – Because the Conference Office changes dates, times and locations for Annual Conference, and we have already made changes to compensate, change the wording to be more flexible.

- The Vice President will be responsible for contacting the district responsible for the informal gathering to be held at Conference (per the schedule). (Note: Previously, it was the President's responsibility; however, the Vice President is responsible for the Luncheon program and works closely with the Luncheon chairperson, so it makes more sense to have all of the people working on Conference events working together.)
- Allow the Vice President, Luncheon Chairperson and other leadership to determine the best schedule of Conference events for us each year. (Note: We stopped having the formal Gathering a few years ago, and have had the informal Hospitality Room the past two years.)

- The date of Luncheon will be determined by the Luncheon Chairperson and the Arrangements Chairperson.
- The Arrangements Committee will decide if Luncheon tickets will be available at Conference, depending on feasibility.
- The Reservations Committee will be allowed to implement an approach other than paper tickets, if it's feasible. (Note: We would like stream-lining without excluding anyone's access.)

RETREAT – To allow for the possibility of moving the date of Retreat from October, change the wording to be more flexible here, too, without losing the aspects of Retreat we feel are minimum requirements.

- The incoming/new President will appoint the Retreat Chairperson for the following year by August 31st of the current year. (Note: That's at the end of the three-month transition period.)
- The Retreat Chairperson will be responsible for setting the date for Retreat and putting that date on the Conference calendar. (Note: Currently, this responsibility is under the President.)
- The time and place of Retreat is at the discretion of the voting body at the General Business meeting at Retreat. That is, a recommendation is made by the Retreat Chairperson and must be approved.
- Retreat will remain on Friday and Saturday.
- The location of Retreat will remain centrally-located to the Conference.
- The Retreat schedule will always include the General Business meeting and the Memorial Service.

DISTRICT ORGANIZATIONS – In an effort to help out districts where the clergy spouses groups are suffering, add a new Article to encourage districts to organize and support each other and the TCCSA. Additions as follow:

- The amount of district dues, the timing, and the process for submitting them remain the same. Ideas on how to raise the dues will be included.
- Each district is to have a representative attend the Executive Committee meetings—it does not have to be the District President.
- Each district should give to the TCCSA Treasurer and their district administrative assistant the names and contact information for two clergy spouses as their "contacts" for TCCSA-business. (Note: This is not just about dues, but also Luncheon ticket sales, Retreat registration forms, etc. We just would like to know who to call or email, and administrative assistants are often asked to field inquiries from clergy spouses.)
- Explanation of district's role when it's their "turn" to host the informal gathering at Annual Conference or the Friday night social at Retreat.

PROJECTS/OTHER – The main change here is to include a new "Welcoming Committee," as discussed at the Executive Committee meeting at Annual Conference 2011—but there's a little clean-up, too.

- Add a new project, "Welcoming Committee". Since it's just starting out, the wording will be an outline, with the details to be developed as we work through getting this effort going. Additions as follow:
 - Welcoming Committee Chairperson will be appointed by the President and announced at Retreat.
 - Each district will have a Welcoming Committee volunteer representative.
 - Chairperson and volunteers will work with liaison in Conference Office, as well as District Administrative Assistants, to ensure new clergy spouses are welcomed; e.g., given TCCSA information, invited to Luncheon, given "buddies" in-district, etc.
- Correct Crisis Fund paragraph under the President's responsibilities—no governing committee.
- Move the whole Participation Encouragement Fund section over to be under "PROJECTS" instead of "EXPENDITURES".
- Update the Bishops' Spouses Scholarship Fund paragraph to (1) reflect the gift recipient is no longer Gbarnga School and (2) describe the new process.
- Update the Host District Schedules for the "informal gathering" at Conference and for the Friday night social at Retreat.