

General Services Coordinating Committee

Minutes — Summer Sessions 2012

General Services Coordinating Committee

Wednesday, July 25, 2012

Present: Jeffrey Aaron (C), Sandra Beer, Bridget Bower (AC), John Cooley, Jim Darragh, Lisa Gasstrom, Jeffrey Hitchcock, John Loza, Melanie-Claire Mallison (RC), Jill McLellan, Paula McClure, Ron Peterson, Heloise Rathbone, Ingrid Schwarzkopf

201207-1. We introduced ourselves around the circle, and then around again, answering the question – how we are doing balancing the care of our daily lives and our work for this committee and Yearly Meeting?

201207-2. Jeffrey stepped aside and Bridget took on the clerkship for this session. She read through the agenda for our two meetings together.

201207-3. Jeffrey reported on the newly formed Development Committee. He reviewed the creation of the committee and its charge, taking on the work, for instance, that there is no one “assigned” with the task of following up with Monthly Meetings on their intended covenant donations and the receiving of same. The committee’s intention is to assist with this vital communication from Monthly Meetings and Regions to the Yearly Meeting and from the Yearly Meeting to the Regions and Monthly Meetings. Another area of concern is the submission and payment of vouchers in a timely fashion that is complimentary to the budget process. The committee is working on a system of deadlines, to ensure that vouchers from any given year are submitted within that year and paid from that year’s budget – in order to give a clear picture of the expenditures for that fiscal year. Friends received this report. *[Note from GSCC Clerk: after this committee meeting, Financial Services Committee in session decided that they would take on the role of regularly contacting MMs relative to covenant donations.]*

201207-4. Jeffrey reported on the draft GSCC budget for 2013, noting that the Communications Committee budget has been reduced, since much of the publications work will be taken over by the redefined Communications Director position. He also explained changes to the *Staff Employee Salaries* and *Salary and Wage Related Expenses* lines, reflecting changes in staffing and in the payroll process. (See attached draft budget and comments.) The committee approved the draft budget.

201207-5. John Cooley reported on the Handbook Task Group, which is working to have the entire NYYM Handbook updated and online, in a page-by-page or section-by-section format, so that, for instance, individual committee pages can be revised easily – meaning that the online documents are always the most up-to-date versions. John also reported that work is being done to consistently place committee minutes online, as appropriate, available at least to

committee members, but also available to the YM – again, as appropriate. Most especially useful to committee clerks would be a complete list of appointments as soon as possible after Summer Sessions ends, so that new members can be contacted and welcomed.

201207-6. John Cooley reported for Sessions Committee, noting that the committee membership and leadership is changing, but the logistics of this Summer Sessions have been well-tended. There are over 560 participants this year, 151 of which are JYM youth. The Equalization Fund is also working well, dispersing over \$17,000 to help 90 individuals attend this session, up from 60 individuals assisted last year. The \$17,000 includes ten complimentary accommodations offered by Silver Bay Association.

201207-7. Ron Peterson reported on Tuesday's Meeting for Discernment. He noted that a concern for meetinghouses continues to come up, and this is something General Services may be able to help with. Ron is working with Farmington-Scipio Regional Meeting on creating a web site for Meetings to access for assistance and information on meetinghouse renovation, zoning, legal matters, etc. Ron also noted that he is rotating off of General Services, so this web site concern needs to be kept in mind, and a new representative to the Meetings for Discernment needs to be named. Jeffrey noted that as Clerk of GSCC, he will continue to track this concern. The discussion on meetinghouses reminded Friends that John Brush created a NYYM Meetinghouse Directory back in the 1990s, and updating that document would be very useful, both on paper and online.

201207-8. Friends gathered in worship before adjourning.

General Services Coordinating Committee Thursday, July 26, 2012

Present: Jeffrey Aaron (C), Sandra Beer, Susan Bingham, Bridget Bower (AC), John Cooley, Jim Darragh, Norma Ellis, Lisa Gasstrom, Melanie-Claire Mallison (RC), Jill McLellan, Paula McClure, Barbara Menzel (Personnel), Ron Peterson, Heloise Rathbone, Carol Summar

201207-9. Friends introduced themselves. Wednesday's minutes were read and approved.

201207-10. Jeffrey spelled out the specific deadlines for submitting vouchers to NYYM Office; All vouchers for expenditure reimbursements through summer sessions need to be submitted by October 1. All vouchers from between summer sessions and October 30 need to be submitted by November 30. All vouchers for the balance of the year (November and December) need to be submitted by January 5. Wording to this effect will be printed on all voucher forms. In the event that a reimbursement request needs to be delayed past one of these deadlines, the requestor will be expected to advise the person responsible to co-sign the voucher as well as the Associate Secretary, of the reason for the delay, the expected approximate date of submission, and an approximate amount of the anticipated reimbursement request, in order to facilitate cash flow analysis and budgeting.

201207-11. Barbara read a Minute of Recognition for Paul Busby, who recently retired from the NYYM Office. "New York Yearly Meeting recognizes and appreciates the years of service to the Yearly Meeting provided by Paul Busby. For twelve years, Paul served the Yearly Meeting as its Administrative Associate and Communications Director. He was a dedicated worker who brought excellent editing skills to the publications of the Yearly Meeting. Paul took his responsibilities seriously and could be counted on to speak directly with those he worked with throughout his years of service. We thank him for his years of service and wish him well in his future endeavors." The committee approved presenting this minute to NYYM.

201207-12. Norma reported for the Committee on Aging Concerns regarding the ARCH Program, most especially noting the upcoming hiring of an additional coordinator, bringing the number of ARCH Coordinators to three. The Committee on Aging Concerns is hoping the new coordinator will add a level of electronic communications skills to the work. Jeffrey spoke to the inherent functional problem that ARCH is under the care of two committees (Committee on Aging Concerns and Personnel Committee) which are under the care of two different coordinating committees (Nurture and General Services, respectively). This makes for a confusing situation between the committees and coordinating committees. General Services asks that the Committee on Aging Concerns keep Personnel Committee informed of their new hire. And the committees need to work together to find a resolution to this structural quandary.

201207-13. Susan reported that the NYYM budget is presently "in the black" by \$20,775. This is in large part because of a donation for 2011 from a Monthly Meeting received after 2011 was closed and therefore attributed to 2012.

201207-14. Nominating reported that the current officers are willing to continue until July 2013 (Jeffrey Aaron, clerk; Bridget Bower, assistant clerk; Melanie-Claire Mallison, recording clerk; Jeffrey Aaron, representative to Sessions Committee). The committee approved these nominations. We still need to name a representative to Meetings for Discernment.

201207-15. Friends gathered in worship before adjourning.

Respectfully submitted,
Melanie-Claire Mallison, Recording Clerk
Jeffrey Aaron, Clerk