

## **MINUTES**

### **General Services Coordinating Committee**

**Saturday, April 5, 2014**

**NYYM Spring Sessions, Rochester, NY**

PRESENT: Bridget Bower (AC), Susan Bingham, John Cooley (C), Deb Dickinson, Linda Houser, Melanie-Claire Mallison (RC), Emily Provance (Visitor), Heloise Rathbone, Carol Summar, Robin Whitely

REGRETS: Peter Baily, Adam Segal-Isaacson, Matthew Scanlon, Timothy Johnson

*@ This symbol at the end of a paragraph indicates to the recording clerk that the minutes were read and approved up to that point.*

201404-1. After settling, Friends introduced themselves around the circle and spoke about something they had noted since arriving here in Rochester.

201404-2. John reviewed the agenda for the evening and asked for any additions.

201404-3. Linda reported for the NYYM Trustees. Friends Fiduciary is reaching the expected benchmark for dividends. The Trustees are working on becoming more transparent by creating documents that explain each trust fund, how it can be used, and how much it is worth. They are also working to move Monthly Meeting and regional funds from under the care of the NYYM Trustees to the care of that Meeting or region. Friends received the report. The full report is attached.

201404-4. John reported as convener of the Trustees of the Lindley Murray Fund. The full report is attached.

201404-5. Susan reported on the closing of the books for 2013. The bottom line is that in 2013, we ended up basically where we started. The nominal overage was placed in the 2014 operating budget, per the norm. Friends received this report.

201404-6. John reported on "a practical revision of the operating budget." The revision returns certain operating expenses to the operating budget while recognizing the additional income from the trustees in its proper place. The effect of this revision is to represent more accurately what it costs to run the yearly meeting and to identify ways that the trust funds of the yearly meeting are appropriately used in doing so, and is consistent with the trustees' effort to be more transparent in their work. His report says, "We have also received updates on covenant donations from several regions, for a net increase of \$1,500.... With these changes, combined with a slight adjustment in the 'other income' total, we are now working with a balanced budget with income and expenses of \$530,488." Friends received the report, which is attached

201404-7. Bridget read a report for the NYYM Development Committee. (Peter Baily could not be with us this weekend.) The report was received and is attached.

201404-8. The minutes were read and approved up to this point.

201404-9. Melanie-Claire reported for Sessions Committee. Sessions has approved a Week-at-a-Glance for our 2014 Summer Sessions. We also created a postcard designed in concert with and to be mailed out by Silver Bay Association to all NYYM members. A Summer Sessions trifold brochure

designed by Sessions Committee members will soon be mailed out to Monthly Meetings and Worship Groups by the NYYM Office. Finally, the 2014 costs of Summer Sessions will remain the same as 2013 because there is no formal lunch on Saturday. Friends can order and pay for a box lunch, but the 2014 Summer Sessions will end after the Saturday morning Community Worship. The 2014 NYYM Fall Sessions will be hosted by New York Quarter, and the 2015 Spring Sessions will be hosted by Nine Partners.

201404-10. Susan reported for the Personnel Committee and the Supervisory Committee for the General Secretary – they have decided not to merge into one committee, but they do have much work to do to define their individual roles and facilitate communications.

201404-11. Deb reported for NYYM Nominating Committee. Elaine Learnard is now serving as co-clerk along with Deb Wood. The committee work suffers from the fact that many regions do not have their full complement of representatives. John noted that Melanie-Claire will not be continuing on GSCC and therefore the YM Nominating Committee needs to nominate at least one at-large member for the class of 2017, and the GSCC internal Nominating Committee needs to find a Recording Clerk to begin at the end of Summer Sessions.

201404-12. Minutes were read and approved to this point.

201404-13. Robin reported for the Communications Committee. The committee and the NYYM Communications Director have been working to update the NYYM website, and moving pieces over from the old website to the new. Robin attended a Quakers and Marketing conference in August of 2013, and she has been keeping that conversation alive in the Communications Committee. Karen Tibbals (Rahway-Plainfield), a presenter at that conference, will be meeting with members of the committee for a discussion and to seek her assistance. The committee is looking for ideas for themes for future Spark issues. Please share your thoughts with any member of the committee. They also continue to work on emergency planning, including creating a phone tree to use in the case of disaster. They created a NYYM annual report for 2013, summarizing the work of the Yearly Meeting, and that was mailed out to all YM members. @

201404-14. John read a report from the Audit Committee on behalf of Tim Johnson who needed to leave this Spring Sessions early. Friends received the report, which is attached. @

201404-15. John summarized the background for his report on helping to promote attendance (at committee meetings and YM Sessions), attached. In short, most avenues of assistance are limited to reimbursement for travel and lodging, but do not address lost wages or child/elder care. Friends discussed this concern. @

201401-16. Friends gathered in worship before adjourning.

Respectfully submitted, Melanie-Claire Mallison, Recording Clerk  
John Cooley, Clerk

Attachments (5):

Trustees Report  
Trustees of the Lindley Murray Fund  
Development Committee  
Audit Committee  
Helping to promote attendance

Trustees Report to Spring Sessions of New York Yearly Meeting  
Fourth Month, 6, 2014

The Trustees of the Yearly Meeting have met 3 times since Summer Sessions when 4 new Trustees were approved.

We have been discussing how to make our work more transparent to the Yearly Meeting. The Trustees financial report is now available quarterly on the website, in the past there was only an annual report at Summer Sessions.

We have changed the format in which the Trusts are listed, grouping them by who the income benefits. This list is available on the Yearly Meeting website.

We continue to investigate the management directives contained in the original trust documents to ensure that the funds are being used for the most appropriate cause.

We continue to discern the future of the properties of the former Monkton Meeting in Vermont and the former Yorktown Meeting in Westchester County.

In November, the Trustees approved allocating funds under our care to cover the expense of the Yearly Meeting General Fund Audit, the Insurance premiums (but not payroll or health insurance), and the Pastor's Conference. We also reaffirmed our approval of allocating \$5,000.00 toward the Young Adult Field Secretary's salary – Items 1 -4 on the table below.

Item 5 – is from the Trusts that are directed to the General Budget of the Yearly Meeting.

Additionally the Trustees expend from the Trustee Administrative Fund the cost of D& O Insurance and the Audit of the Trust Funds, \$4,000.00 and \$3,550.00 respectively.

The total expenditure this year totals \$29,650.00 (\$37,200.00 including the Trustee expenses).

**Trustee Contributions to NYYM Operating Budget**

<b>Purpose</b>	<b>Amount</b>	<b>Fund</b>
1.Young Adult Field Secretary	5,000	Jesse Haines
2. Pastor's Conference	1,250	Caleb Sutton
3. 2013 Audit Operating Funds	3,550	Trustee Administrative
4. Liability Insurance	4,850	Trustee Administrative
5. Unrestricted Operating Exp.	15,000	Cheeseman, Treasurer's, Helene Kenmore, Stamford Greenwich

The Trustees met by Conference Call in February.

We went over our Treasurer's Report. We approved redeeming our Bond with the Friends Meeting House Fund and putting it in the Consolidated Fund with Friends Fiduciary.

We approved a dividend of \$2.81 per share. The dividend is credited quarterly and distributed semi-annually in April and October.

We also discussed the Audits of the Yearly Meeting General Fund and the Trust Funds. Mary Williams, the Treasurer of the Trust Funds has been working with the Audit Committee on doing a Consolidated Audit in the future. The Trustees also approved recommending to the Audit Committee that the restriction on participation on the Audit Committee be revised to permit a Trustee other than the Trustee's Treasurer to serve on the Committee.

We discussed setting a protocol for recipients of Trust Funds to report to the Trustees on how the funds were used.

We will continue to investigate the Friends Fiduciary Green Fund. We discussed inviting a representative of Friends Fiduciary to speak with us and it occurred to me that we might invite this person to attend Yearly Meeting. However, I have learned that there will be no interest groups this year. We will discuss this at our meeting in May.

Linda S. Houser  
Clerk/President  
Trustees of New York Yearly Meeting.

## Trustees of Lindley Murray Fund

SUMMARY REPORT to General Services Coordinating Committee April 5, 2014

At the trustees annual meeting February 4, 2014, applications from eleven organizations were reviewed and approved for distribution of grants totaling \$29,250. The additional guaranteed grant of 7.5% of annual income given to the New York Female Association was \$2,372.

All of the requests were from organizations that had received grants the previous year, but not all previous applicants had reapplied. In at least one case this may have been due to missed communication. In all cases the award was the same or higher than the previous year.

In the case of special increases to Friends General Conference and Oakwood Friends School, we were able to respond to the request from New York Yearly Meeting's Fall Sessions budget process that these two organizations receive enough, at least partially to make up for the reduction in the donations portion of the 2014 operating budget. Our grants to FGC was \$4,000 and to Oakwood \$6,000.

In the grant award letters to FGC and Oakwood we explained that the increase from prior amounts was based on a one year decision relating to the changes in the NYYM donation and that it is not clear if this will recur. Organizations must apply each year, with no automatic extension or guarantee of a repeat award. Deadline for next year applications is December 31. The application letter may be addressed to the NYYM office, for forwarding to the Trustees.

John H. Cooley, convener

For the Trustees of Lindley Murray Fund

April, 2014

**Report to GSCC for Spring Sessions:**

The Development Committee of NYYM has met several times this year, both in person and by conference call. Our goal is to help the members and attenders of NYYM monthly meetings to understand the mission and work of the Yearly Meeting, to recognize the need for financial support, and to raise the funds to address the gap in the fiscal year's budget. To date, we have raised approximately \$17,000 through mailings and personal solicitations, and we hope to raise a total of \$34,000. All members of the Development Committee have made generous financial contributions to this fundraising effort, as have others in the Yearly Meeting.

We intend to engage in two additional appeals: one to members of NYYM, and one to attenders at monthly meetings. We will be asking monthly meeting clerks to forward our message through their email distribution lists. We believe it is essential for us to speak regularly about the needs of the Yearly Meeting, its critical role in supporting the spiritual lives of our monthly meetings and of individual Friends throughout our geographical region, and the case for financial support. We are also exploring the possibility of creating social events and other fund raising vehicles that would raise funds and lift up the profile of the Yearly Meeting among members and attenders.

In addition, we are exploring options for creating a vehicle by which Friends and other may donate online through the NYYM website. Several systems for online donation are available to us, each with a different set of functions and each at a different cost. We are currently evaluating what would seem to be the best choice of system, and we have consulted with other meetings and non-profit organizations to seek advice. Look for an online donation option to appear on the YM website soon.

Our work has been challenging because of the geographical distance between members of the Development Committee and our busy schedules. Phones and computer technology have helped us in our work. We are committed to supporting the Yearly Meeting in this way and welcome everyone's engagement in our fundraising efforts on behalf of an organization that is crucially important to all of us.

Peter Baily, clerk

**NYYM Audit Committee**  
**Summary Report to General Services Coordinating Committee**  
**Spring Sessions – April 5-6, 2014**

As described in the previous report to GSCC in January 2014, the Audit Committee is still urgently seeking an additional regular member with skills relevant to the Trustee Accounts, e.g., investment management, or associated legal issues related to auditing and reporting. Mary Hannon Williams has agreed to join the Audit Committee in 2014 as a Liaison member, in view of our immediate needs for a person familiar with Trustee accounts.

The Audit Committee has met via Teleconference every 2-3 weeks during the three months of 2014, and an initial in-person Meeting on March 31, 2014. The primary focus of these meetings has been the development and distribution of a Request for Information from auditing firms capable of providing a combined audit of the Trustee and Treasurer Managed Accounts of NYYM. This request for information was developed and was distributed to ten firms during the second week of March, with a due date for responses of April 25, 2014. Our plan is to review these responses and from them to identify a list of qualified bidders for a Request for Proposal, which should be distributed before May 31.

We are presently in the process of developing a draft of the Request for Proposal for Auditing Services. This will be distributed to appropriate Financial and Management personnel of NYYM for review and comments, and then to Counsel for legal review, prior to distribution to qualified bidders. The request for proposal will cover annually renewable audits for the next 5-10 years, beginning with the 2014 Calendar Year financial data.

The Audit Committee was also requested to contribute a section to a draft NYYM Financial Practices and Procedures document, and a draft has been generated and is now under review by the Committee.

The Committee anticipates that audit data for the 2013 Calendar Year will be available shortly, at least for the Treasurer Managed Accounts. The Treasurer-Managed Account Audit for the 2012 Calendar Year was completed in August of 2013. The Trustee Account audit for the 2012 Calendar year is anticipated to be completed shortly, and has been slightly delayed by weather and temporary health issues of the parties involved.

Tim Johnson,  
Clerk

# A few words about the 2014 NYYM Budget

## A practical revision of the operating budget

(An informational report to NYYM Spring Sessions April 5-6, 2014)

At Fall Sessions 2013 a working group crafted, and the business meeting discussed and adopted, a budget that identified all possible sources within the trust funds of the yearly meeting to help “make ends meet.” Trust funds were identified to take on some of the donation expenses. Several items in the General Services Section and one item in the Ministry Section were removed from operating expenses to be paid directly by the trustees.

As the new year began and bills for operating expenses were to be paid it became clear to the yearly meeting staff and to the treasurers of trustees and yearly meeting, that it would be better to return the operating expenses to the operating budget while recognizing the additional income from the trustees in its proper place. The yearly meeting audit committee agreed. As GSCC clerk I approved the resulting revision.

The effect of this revision is to represent more accurately what it costs to run the yearly meeting and to identify ways that the trust funds of the yearly meeting are appropriately used in doing so. This is consistent with the trustees’ effort to be more transparent in their work.

In a way, the budget is not changed. Everything that we said would be spent is still to be spent. The trust funds will be helping to the same extent. But the accounting will give a better picture of what it costs to run the yearly meeting, and an easier way to see how the trust funds are used.

The trustees’ report to this spring session of the yearly meeting describes the five purposes in the operating budget to which trust fund contributions are tied. We have also received updates on covenant donations from several regions, for a net increase of \$1,500 in that subtotal. With these changes, combined with a slight adjustment in the “other income” total, we are now working with a balanced budget with income and expenses of \$530,488. Committees of the yearly meeting will find no changes in their budget figures. In fact it is now time for everyone to be looking ahead to our best discernment for the 2015 budget.

John Cooley, clerk,  
General Services Coordinating Committee

April, 2014



## Helping to promote attendance

We want to make it easier for all who will to participate in the affairs of the Yearly Meeting. Finding the time is a critical factor. Another is how much money it costs.

One way of helping people afford to attend committee and session meetings is to cover travel and lodging expenses. There are protocols and standard rates that apply, and reimbursement can be requested with a voucher, requiring approval by the committee or section coordinating committee clerk. Budget lines are provided for each committee, an amount usually based on the experience of previous years.

Other expenses or losses incurred when someone takes the time to be away from home may include childcare or disabled adult care and loss of income, particularly for the hourly worker, who is likely to be the most in need.

Sometimes a friend or friends will get together to give the help needed. Child or adult care is a familiar situation for this. Giving money for lost wages is a less well known way of helping. Sometimes the Fund for Suffering of a monthly meeting or the yearly meeting has been able to help in such an instance, but the process may seem cumbersome, and there may be uncertainty about how the traditional concept of suffering for a cause or conscience fits into the difficulty of attending a meeting. But we are trying to make it easier for young adults and people of all social and economic conditions to participate, so it is time to address such questions anew.

Those who have experience in facing the question of paying for childcare or lost wages may have also realized that this issue intersects with questions of the legitimate use of money donated to non-profit, charitable organizations or congregations. The US internal revenue service has standards and explanations which help to think about the issues. The standards are intended to help non-profit organizations avoid improper use of funds, and are worth consulting, though tedious. The ponderous standards may seem out of proportion to the relatively small amount of money we might be considering. And there are other concerns for small organizations and groups of people.

Who should make the decision about who to help and how much? Will it seem fair to help some but not others? Must a person be the "squeaky wheel" to get help? Will there be an increase in requests that makes the help to some feel like an undue burden to the whole organization? Who should decide? How?

In the short term, is it possible to find ordinary, small-scale solutions to some of the immediate needs? Can a monthly or regional meeting raise a helping fund, just as churches sometimes have dinners or other affairs to which the many small donations are not tax deductible and are not part of the organization's budget? Could the yearly meeting have a "donation box" for the same purpose, perhaps managed by the committee or the sessions host, to be able to make an immediate cash gift to the person who needs help? I can imagine some liking and some disliking this idea. Our Equalization Fund has the usual restrictions of supporting travel and lodging, not childcare or lost wages.

How shall we proceed to consider the various issues and perspectives on this concern? Feel free to contribute your thoughts and questions. I'll start collecting them.

JHC 3/13/14