

**General Services Coordinating Committee
Summer Sessions 2014**

Tuesday, July 22; 3:30-5:15 p.m.

PRESENT: Peter Baily (Development & SCGS, Poughkeepsie), Bridget Bower (AC, Perry City), John Cooley (Clerk, Central Finger Lakes), Linda Houser (Trustees, Purchase), Melanie-Claire Mallison (RC, Sessions, Ithaca), Barbara Menzel (Personnel, New Brunswick), Héloïse Rathbone (Personnel, Brooklyn), Matthew Scanlon (Financial Services, Scarsdale), Carol Summar (Assistant Treasurer & Cttee Aging Concerns, Fifteenth Street) , Callie Janoff (ARCH, Brooklyn), Chris DeRoller (Powell House Youth Director, Old Chatham)

REGRETS: Adam Segal-Isaacson, Tim Johnson

201407-1. After settling, Friends introduced themselves around the circle and spoke about the last time they attended Meeting for Worship at their Monthly Meeting.

201407-2. John reviewed the agenda.

201407-3. GSCC Internal Nominations: Heloise and Melanie-Claire agreed to serve as the internal Nominating Committee and are asked to come to our Friday meeting with recommendations for Clerk, Assistant Clerk, and Recording Clerk.

201407-4. Bridget reported for Records Committee regarding Ancestry.com. Many yearly meetings are currently represented on the site. While Ancestry.com has said they will scan and enter records stopping at 75 years ago, she has found records as recent as 35-40 years ago. She will continue to work with them on this process.

201407-5. Linda read a report for the NYYM Trustees. The trustees are still discussing a statement regarding the disbursement and accountability of funds. Friends discussed the issue also, but came to no conclusions to pass along to the trustees. Linda further reported the Cornwall and New Brunswick Meetings have transferred their funds to their own Friends Fiduciary accounts, and FSRM is working on the same.

201407-6. Peter reported for the Development Committee, of which he is clerk. The committee is having some trouble meeting altogether, all at once.

There is now an online contributions option at NYYM.org. The committee is continuing this work by contacting Monthly Meetings to see if they would also like to have an online giving option. (The committee is offering an ice cream social fundraising awareness event today.)

201407-7. Barbara reported on the work Personnel Committee and the Supervisory Committee for the General Secretary have set out to accomplish regarding the clarification of their charges. Peter summarized the work of the supervisory committee. Barbara noted that Personnel receives all the staff evaluations, including the evaluations of the general secretary.

We generally discussed staff salaries, health insurance benefits, retirement plans, and 401Ks.

201407-8. John talked briefly about the Financial Systems Guidelines. Work has been done to update the guidelines. John brought his current copy and explained the restrictions on circulating or copying the document.

201407-9. John updated us on efforts to clarify the cost-sharing formula (in lieu of rent) for the NYYM office's third floor space at 15 Rutherford Place. Payment to New York Quarterly Meeting is based on a formula that includes capital costs and other expenses. John perseveres in better understanding the formula and strengthening relationships of NYYM, AFSC and YSOP with NYQM.

201407-10. John reviewed the upcoming agenda items for Friday.

201407-11. The committee settled into open worship before adjourning.

Melanie-Claire Mallison, Recording Clerk
John Cooley, Clerk

-- Continued next page --

**General Services Coordinating Committee
Summer Sessions 2014**

Friday July 25 --- 11:15 a.m.–12:30 p.m.

PRESENT: Bridget Bower (AC, Perry City), Susan Bingham (Treasurer, Montclair), John Cooley (Clerk, Central Finger Lakes), James Darragh (Mosher Fund, Westbury), Callie Jenna (ARCH, Brooklyn), Linda Houser (Trustees, Purchase), Melanie-Claire Mallison (RC, Ithaca), Roseann Press (Sessions, Housatonic), Héloïse Rathbone (Personnel, Brooklyn), Matthew Scanlon (Financial Services, Scarsdale), Carol Summar (Assistant Treasurer, Fifteenth Street)

201407-12. John reviewed the morning's agenda, and we began our work after a few moments of centering worship.

201407-13. Jim reported on the Mosher Fund and the book table: "We unpacked, we sold many books, we packed up!" The suggestion was made to add a note in the Sunday "Minute" regarding the books available to various categories of attendees.

201407-14. Linda read a final statement on transparency and accountability for the NYYM Trustees:

*"The Trustees continue to chart a course of transparency and accountability. As for transparency, we are making an effort to communicate to every YM member the financial activities of the trust accounts, including [what organizations] received funds and how much was disbursed, on a quarterly basis. These accounts are posted on the YM web site. As for accountability, we consider that the Trustees are accountable to the **YM body** and to those who established trusts under the YM's care, and that those who receive such funds are accountable to the Trustees for how they use those disbursements. We are taking steps to convert this intention into action. We have **begun requesting** that recipients of trust funds advise the Trustees of the uses of the funds they have received, and their intended use of future funds disbursed, so that we can ensure that funds under our care are used according to the wishes of their grantors. Only one recipient of this request has responded to date. Each recipient is accountable to show the Trustees that the monies received have been properly applied, before future funds are disbursed."*

the statement was received, with one small change suggested (in brackets),.

201407-14. John summarized a report from Tim Johnson regarding the work of the Audit Committee (see attached report).

201407-15. Roseann (Ro) reported for the Sessions Committee, noting that our 2014 Summer Sessions prices remained level with 2013 prices because Saturday lunch was not included this year in our conference costs. The Equalization Fund was used to assist 60 people in attending. Over 500 registrations were received, including 125 youth. The Fun(d) Fair raised over \$639, Café Night raised over \$5457, and the Tagless Tag Sale raised over \$1200 – for a total of

approximately \$7300 to be split between Powell House and the Sharing Fund. Ro noted that GSCC needs to name a representative to Sessions Committee. The coordinating committee will work on this requirement.

201407-16. Susan reported that at this point in the year, we are commonly "in the red" by a certain percent, and this year's percent is about at par with last year's. She will give a full report at this afternoon's Meeting for Worship with a Concern for Business.

201407-17. Matt reported for Financial Services, which met twice this week. They worked on their letter to the Monthly Meetings regarding their Covenant Donations. They looked at this week's registrations and determined what Monthly Meetings were not represented at Summer Sessions. They are considering ways to contact those meetings, encouraging them to attend and asking what can be done to help them attend? The committee also considered the recommendations of the Priorities Working Group. One thought is the Covenant Donations letter might include an offer to visit any meeting that had questions or concerns about the NYYM budget process.

201407-18. John updated the report of the Development Committee noting that the ice cream fundraising awareness event was successful.

201407-19. Continuing the fundraising theme, John noted that we have been very sensitive to fundraising at Summer Sessions. There are strict rules regarding fundraising during the week, so that Friends do not feel they are being asked for money at every turn. We discussed fundraising in general, fundraising with regard to Covenant Donations, and fundraising during Summer Sessions.

201407-20. The internal nominating committee brings forward the following recommendations:

Clerk: John Cooley
Assistant Clerk: Bridget Bower
Recording Clerk: Rotating

We approved these nominations.

201407-21. The minutes were read and approved.

Melanie-Claire Mallison, Recording Clerk
John Cooley, Clerk

NYYM Audit Committee
Summary Report to General Services Coordinating Committee
Summer Sessions – July 21-25, 2014

The Audit Committee has continued to meet regularly via teleconference, approximately every two weeks, since Spring Sessions. One additional meeting was held at the NYYM Offices. Our membership continues to be small, with Tim Johnson serving as Clerk, Laura Cisar as a regular member, and Mary Hannon Williams as liaison to the Trustees (in accordance with GSCC's previous recommendations concerning the title of this position).

Two responses were received in response to our 10 Requests for Information during the Spring. Both were evaluated as successful. We are still evaluating why additional responses were not received, and are holding open the possibility of a second solicitation if satisfactory responses are not received in response to our Request for Proposal for Auditing Services.

Our primary accomplishment during the second quarter has been the generation, review, and issuance of a Request for Proposal (RFP) for Auditing Services. This involved drafting the document (based on an RFP of AFSC, following a review of requests by other organizations), review by NYYM financially-related officers, review by an attorney, further corrections in response to comments from these individuals, and issuance on July 5, with a due date of August 1, 2014.

In addition, the committee generated several drafts of a brief section for the revised Financial Practices and Procedures document for NYYM, with modifications suggested by the authors of that document to best fit its purposes. The update of this document was recommended by the Audit Committee last year, and the committee is glad to see this being accomplished, as most auditors strongly recommend the availability of such a document, and the one for NYYM had not been updated in some time.

Our present Auditor has collected document for audit of the 2013 Treasurer-Managed Accounts, and has completed a draft of the 2012 audit of Trustee-Managed Accounts. It is our expectation that he will also continue to complete the audit of 2013 Trustee-Managed Accounts following approval by the trustees of the 2012 draft Audit. These audits have been somewhat delayed by health issues of the auditor.

During the next quarter, the Audit Committee will continue to meet regularly. First, we expect to evaluate responses to the RFP (which will now include the audit of both Treasurer and Trustee-managed accounts). We will proceed to draft a brief annual (renewable) auditing contract for purposes of initiating negotiations based on the RFP responses. Following legal review of this draft, we will initiate negotiations with the leading bidder. (In the event that an insufficient number of bids is received, we will undertake a second round of bids). Our goal is to have a new auditing contract in place by the end of this year.