

General Services Coordinating Committee MINUTES
NYYM 2015 Summer Sessions at Silver Bay, NY

Tuesday, 7/21/2015

Present: John Cooley, Matt Scanlon, Carol Summar, Linda Houser, Jim Schultz, Peter Phillips, Roseann Press, Bridget Bower, Barbara Menzel, Callie Janoff, Jeff Hitchcock, Jeffrey Aaron

Regrets: Susan Bingham, Paula McClure, Adam Segal-Isaacson

2015-07-01

The meeting began with introductions and sharing something we do at the Monthly Meeting level.

2015-07-02

The clerk reviewed the action minutes from our 4th month meeting.

2015-07-03

By-laws. Peter Phillips reported for the trustees. At the time of the incorporation of the yearly meeting, by-laws were not created. [Incorporation certificate is from 1901.]

Trustees have consulted legal counsel and drafted by-laws for the corporation. The intention is to continue the way we do business. Counsel noted that there is no procedure for the removal of a trustee and the proposed by-laws document still does not have such a procedure.

Additions include: conflict of interest statements and officers may not also be employees – required by state not-for-profit law; membership criteria have been imported directly from Faith and Practice; limitations of liability—individuals not liable for acts or omissions of the corporation; reduce notice of change of meetings to 5 days instead of 10 days. Addition of accountability section is new to our practice. Amendments to the by-laws should require at least 2 sessions.

Consideration of whether committees can obligate funds for the Corporation. Who can bind the organization?

These by-laws are intended to substitute for the Trustee by-laws so there is only one set of by-laws. Trustees would like a recommendation for the process for consideration and approval of the by-laws. Faith and Practice amendments take a year based on the process in place (due to be amended). As part of the Faith and Practice, will this follow that practice?

General Services recommends that the Trustees present first and second readings of the proposed by-laws in this session and in a subsequent session.

2015-07-04

Ro Press reported on Sessions Committee. 41 first timers, total number of attenders exceeds our commitment to Silver Bay. Struggling over fundraising issues at Sessions – this is a slippery slope.

2015-07-05

Financial Services. Matt Scanlon reported. Changes to handbook based on Priorities statement.

Membership changes: At large from 9 to 6

Adds:

Trustees' treasurer

Clerk of finance subcommittee of Witness Coordinating Committee

Liaison from each of the Coordinating Committees

Liaison with Liaison Committee Working Group

Coordination of fundraising and spending as described in the Priorities.

Budget process starts after Coordinating Committee meetings in January.

Financial Services expects to be able to bring a proposed handbook page on Friday.

2015-07-06

Liaison Committee's Working Group has requested a representative from General Services. We need an internal nominating committee to name this position and a recording clerk. [no action yet]

2015-07-07

Callie Janoff is the director of the ARCH program and will have some office space in the YM office. An administrative amount of the grant goes to the yearly meeting for managing the finances and overhead. John is having a conversation with the committee about use of the office. Callie spoke about changes to the ARCH program as the financial life of ARCH is changing along with staffing changes. Fundraising is beginning and is being coordinated with the Development Committee. It is unlikely that ARCH will make a blanket appeal for funds.

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(Minutes continue next page, meeting date 7/24/15)

Saturday 7/24/2015

Present: John Cooley, Linda Houser, Paula McClure, Matt Scanlon, Scott Daly (observing for YAF), Jim Schultz, Bridget Bower, , Lisa Gasstrom, Callie Janoff, Ro Press, Lynn Newsom, Steve Newsom

GSCC 2015-07-08

A request from Lynn and Steve Newsom of Quaker House in Fayetteville NC was referred to Witness Coordinating Committee, and the Newsoms left to attend WCC's meeting.

GSCC 2015-07-09

Financial Services. Matt reported on the revised handbook page for Financial Services Committee. A draft of the new page was distributed and summarized. Key revisions include membership on the committee and alterations to the schedule for creating the budget. It includes a letter to the Monthly Meetings before the budget is built and relates programs to the priorities. **The GSCC approved sending the handbook page forward to the YM body for Fall Sessions.**

GSCC 2015-07-10

Personnel Committee. Barbara Menzel reported. There are some complications with the health care plans for staff who have gone on to Medicare. The Personnel Manual does not cover all of the complicated details and some inequities in health plans are being corrected.

Child and Youth Field Secretary. The position is being develop in cooperation with NEYM and the two yearly meetings will be submitting a proposal to Shoemaker Fund for partial support of a part-time position. The NEYM Youth Field Secretary will mentor ours and our Young Adult Friends Secretary will mentor the NEYM person newly in that position. If the Shoemaker Fund grant is approved, a person might be hired for the position in the Spring, 2016. It was noted that part-time positions can be created by Personnel Committee.

The Young Adult Field Secretary is still on medical leave and anticipates returning sometime in the fall.

GSCC 2015-07-10

Trustees report. Linda Houser reported. The full report is attached. The trustees propose that the following minute go to the gathered body of the YM: **The Trustees of New York Yearly Meeting request approval for the redesignation of the Martin Leach Fund from Advancement and the Florence Stevens Fund from the Trustees. The annual distributions of these funds will now be for the use of the Operating Fund. We approve forwarding this to the body of the yearly meeting today.**

GSCC 2015-07-11

Paula McClure reported highlights of the report that the Treasurer will give to the yearly meeting.

GSCC 2015-07-12

The clerk reported briefly on the work of the Audit, Communications and Nominating committees. Development Committee did not submit a report, but it is working. Supervisory Committee for the General Secretary is revising their handbook page.

GSCC 2015-07-13

Records Committee. Bridget Bower reported that conversations with Ancestry.com are ongoing. This is not a quick process.

GSCC 2015-07-14

ARCH. John and Callie had an initial conversation about the space in the YM office, but no recommendations are ready now.

GSCC 2015-07-15

Ro Press reported for Sessions. Fundraising results, café night \$6125.40; Tagless tag sale \$1044.17; Fund Fair \$1,000

There were 506 registrations: including 137 JYM and 41 first timers.

Sessions has established an ad-hoc committee on fundraising. There will be a liaison to Spring and Fall Sessions host committees rather than a sub-committee. Substantial revisions to their internal handbook are in process. Fall Sessions will be at the Doan Stewart School in Rensselaer and at Powell House.

GSCC 2015-07-16

Internal nominating committee.

Linda Houser will serve as our representative to Sessions Committee.

John Cooley agreed to continue to serve as clerk of General Services. Bridget Bower agreed to continue to serve as assistant clerk.

Bridget Bower, Recording clerk for the day

John Cooley, clerk

Attachments:

Trustees Report

Handbook Page, Financial Services Committee

Attachment to GSCC Minutes

NEW YORK YEARLY MEETING TRUSTEES REPORT
Summer Sessions – July, 2015

Last year at this time we approved the Statement of Leadings and Priorities. Even before they were approved the Trustees were taking them to heart in our work, trying to more transparent and open to the Yearly Meeting members.

The Trustees of New York Yearly are not “them”, but members of the Yearly Meeting entrusted by the body to oversee the Funds given to us over many years by Friends to use for the Yearly Meeting’s benefit.

In the past year the Trustees have met several times and have communicated by e-mail in between.

Last fall we approved a total of \$36,000.00 from the funds under our care to be added to the 2015 Operating Budget, for operating funds, audit, insurance and the Young Adult Field Secretary.

In getting ready for the combined Audit the Trustees had homework to do. We needed to develop financial guidelines, which were approved in April, determine the values of the properties owned by the Yearly Meeting, appoint a liaison to the Audit Committee and amend our Handbook page to allow a Trustee to be appointed to the Audit Committee. This had not been possible in the past. We will continue to work with the new Auditors and the Audit Committee to supply the information they may require.

At our Spring meeting we approved a grant to the Conflict Resolution Committee for the distribution of its film Conflict in the Monthly Meeting : Crisis or Opportunity.

At our June Meeting we approved support for the ARCH Program: \$5,000.00 for 2015 and \$5,000.00 for 2016.

We also approved the Draft By-Laws of New York Yearly Meeting, which have been presented at these sessions and to be brought to another session for approval.

The Trustees received a request for funding the new position of Child and Youth Field Secretary, from the Personnel Committee, for a total of \$20,000.00 over the next five years. We approved seeking the consent of the body at 2015 Summer Sessions for the redesignation of the Martin Leach Fund (estimated annual distribution of \$2,890.00) and the Florence Stevens Fund (estimated annual distribution of \$5,794.00) for the use of the operation budget in the expectation that those new monies in the total estimated amount of \$8,864.00, will be available for this purpose.

We continue to work on Grantee Accountability. Recipient of funds under the Trustees care should complete the Grantee Accountability Report and submit them to the Trustees for review. The Trustees have agreed that recipients will be informed that subsequent distributions may be delayed or withheld until reports are submitted.

The Trustees have a fiduciary responsibility to the Yearly Meeting to ensure that the funds in our care are disbursed pursuant to the wishes of our donors.

We approved at one of our meetings to investigate having the funds under our care “rationalized, modernized and released of restrictions” via a court proceeding pursuant to legal requirements.

Linda S. Houser, Clerk
New York Yearly Meeting Trustees

NYYM HANDBOOK REVISION PROPOSAL for Financial Services Committee, proposed July, 2015
Changes are in red.

Approved by GSCC 7/24/15 to forward to NYYM at Fall Session, 2015

FINANCIAL SERVICES COMMITTEE (2000)

Purposes & Objectives

To serve the Yearly Meeting in matters relating to financial needs and resources.

Functions & Activities

To prepare annually a budget based upon the recommendation of the coordinating committees and to propose methods for collecting the necessary funds to carry out the Leadings and Priorities. o determine the part of the overall budget that covers the administrative costs of the Yearly Meeting and its committees and contributions to other Friends' bodies, together known as the Operating Budget. Financial Services will recommend to the Monthly Meetings the overall level of covenant donations needed to fund the Operating Budget and request each Monthly Meeting to discern the level they can contribute. To aid in programs of education and information that communicate to Friends the requirements and opportunities provided by the Yearly Meeting, its outreach projects, and the larger Friends' bodies with which it is associated. To review regularly the financial position of New York Yearly Meeting with the Yearly Meeting Treasurer and determine any actions required to keep expenses and income in balance. To serve in an advisory capacity to the Yearly Meeting, its committees, and regional and monthly meetings on all matters involving financial needs and resources, other than those assigned to the Trustees. Specifically, to inform clerks and treasurers of meetings and regions of the proposed budget and suggested covenant donations prior to Fall Sessions in November.

Organization & Method of Appointment

The committee comprises six members serving three-year terms, one-third appointed each year, plus all regional treasurers, ex officio. Appointments are made by the Yearly Meeting on the recommendation of the Nominating Committee. The Treasurer of the Yearly Meeting, the Treasurer of the Yearly Meeting Trustees, the assistant treasurers of the Yearly Meeting, the clerk of Witness Coordinating Committee's Finance Sub-committee, the General Secretary and liaisons from the Coordinating Committees and the Leadings and Priorities Working Group are members ex officio.

The committee appoints its own clerk, assistant clerk, and recording clerk, and names a representative to the General Services Coordinating Committee.

Budget Process

All committees, groups or persons undertaking fundraising or spending within the Yearly Meeting, to the extent consistent with the directions and limits of any gifts or trust instruments, will coordinate their fundraising and spending activities with the Financial Services Committee so as to jointly further the implementation of the Leadings and Priorities.

- I. *Early February after Coordinating Weekend: Financial Services requests estimated expenses for following year from Coordinating Committee Clerks and Revenue from NYYM Assist Treas, Trustees Treas and Develop Committee. As described in step II below, Financial Services will describe for Monthly Meetings how these expenditures will further the Leadings and Priorities, the coordinating committees are requested to relate the proposed expenditures to the Leadings and Priorities.*
- II. *Early March: Letter is sent to Monthly Meetings describing the new initiatives identified by the Coordinating Committees and how these expenditures further the Leadings and Priorities and including the most recent Program Budget. The Monthly Meetings will be requested to comment on the proposed initiatives and the ongoing work described in the Program Budget. Meetings will be requested to submit their comments by late June.*
- III. *Mid July: prepare revenue and expense estimate not including Covenant Donations and summarize comments from Monthly Meetings.*
- IV. *Yearly Meeting; Review, comments from Monthly Meetings and revenue and expense estimates, decide on level of Covenant Donation Request. Discuss content of Covenant Donation Letter*
- V. *Early August: Draft of Covenant Donation letter*
- VI. *Late August: Mail Covenant Donation Letter*
- VII. *Sept - October: Follow up on Covenant Donations*
- VIII. *Late October: Budget Saturday finalize proposed Budget*
- IX. *Fall Sessions; Present Budget on Saturday, Make Revisions , Approval of Budget*

Meeting Time & Places

All meetings are held at the call of the clerk, and there are no stated times thereof. The committee has been meeting during Yearly Meeting sessions to prepare reports for presentation, review the financial state of the Yearly Meeting, and discuss those matters that have arisen since Fall and Spring Sessions. At the final meeting the committee will make appointments for the following year for clerk, assistant clerk, and recording clerk.

Finances

Expenses incurred by the committee are provided for by an allocation in the General Services Coordinating Committee operating budget.