

**General Services Coordinating Committee MINUTES November 7, 2015
NYYM Fall Sessions, at Doane Stuart School, Rensselaer, NY**

Present: John Cooley, Tim Johnson, Paula McClure, Glenn Josey, Ruth Ralston, Lisa Gasstrom, Carol Summar, Linda Houser, Spee Braun, Melanie Claire Mallison, Jim Schultz, Mark Hewitt, Christopher Sammond, Callie Janoff, Jeffrey Aaron
Regrets: Adam Segal-Isaacson, Matt Scanlon, Karen Way, Barbara Menzel

GSCC-2015-11-01 Introductions and new members

Lisa Gasstrom and Mark Hewitt are new at large members. Karen Way joins us as clerk of Supervisory Committee for the General Secretary. Introductions included meeting, responsibilities and something good about the day.

GSCC-2015-11-02 Appointments

Appointment to Priorities and Leadings Working Group

The clerk brought forward the name of Jim Schultz to serve as the GSCC representative on the Leadings and Priorities Working Group. The committee approved.

Meetings for Discernment steering committee representative. Glenn spoke to the need for having a GSCC representative on the Meetings for Discernment Steering Committee. Jeffrey Aaron noted that he agreed that it would be good to name a representative, but he does serve on the MfD steering committee himself (ex officio as NYYM assistant clerk) and will share his perspectives between GSCC and MfD.

GSCC-2015-11-03 Budget 2016

The 2016 NYYM budget was approved in today's meeting for worship for consideration of business. John Cooley expressed his appreciation for the ease of building the budget from the General Services section.

GSCC-2015-11-04 Consolidation of finances.

This process is ongoing and complicated. The goal is to have trustee and operating funds and accounting together for bookkeeping and audit purposes, and as part of the priority to be transparent in our work.

The trustees are trying to get out of the role of determining where endowed funds are spent and instead having the YM body determine that. The schedule of disbursements of trustee funds is changing so that all funds are disbursed within the calendar year. The by-laws of the Corporation, including the trustees, were approved by the body today.

GSCC-2015-11-06 Grant Applications

Query: How do we (GSCC & NYYM) consider and approve grant applications--new and continuing?

Friends noted that the role of the GSCC review is to make sure that one group is aware of all of the grant applications being submitted. Our role is also to make sure that the technicalities are correct; other coordinating committees are responsible for the program content. Concerns are commitment of funds and personnel as a grant application is written, and legal and liability issues relating to the YM. A Friend recommend a checklist for grant applications for both those writing the applications and those who will be reviewing and accepting grants on behalf of the yearly meeting. Spee Braun agreed to work with Tim Johnson and John Cooley to develop a checklist.

GSCC-2015-11-07 Audit Committee

The handbook page was submitted for its first reading. Spee pointed out that the language about funds transferred to the operating budget by the trustees needed clarification to reflect new practices.

GSCC approves that, as a temporary measure in the interval while changes in the NYYM handbook are pending, the trustees are invited to continue to name a liaison to the Audit Committee (but not to be the Treasurer of the Trustees). GSCC accepts and approves the associated changes and other updates in the Audit Committee's NYYM Handbook entry, as appended, for sending to the YM body as a first reading.

GSCC-2015-11-08 Personnel Committee

Christopher Sammond distributed a proposed job description for the Children and Youth Field Secretary on behalf of personnel committee. A grant application is currently being submitted jointly with NEYM. Our portion is to have the part-time field secretary help Monthly Meetings work on welcoming and supporting youth, children and young families. The application has been submitted and was reviewed by John Cooley prior to its submission. The application was also distributed to active members of the GSCC. We affirmed John Cooley's review.

Steve Davison will retire as Communications Director after Summer Sessions 2016.

GSCC-2015-11-09 ARCH (Aging Resources, Consultation and Help)

John Cooley has carefully reviewed the ARCH grant application to Friends Foundation on Aging for this year. The placement of the administrative fee in the application was one issue in the process. The question was raised whether we should continue to charge an administrative fee of 10% for ARCH, as procedures have become more streamlined. Some office space is used by the ARCH director and some financial and payroll services are done by the YM staff and contracted bookkeepers. We received notice that Nurture CC, at its meeting today, has approved the ARCH grant application to the Friends Foundation of the Aging. We approve the submission of the ARCH grant application for 2016.

GSCC-2015-11-10 Sessions Committee

“Pay as led” consideration for Summer Sessions is the subject of a task group, which will be working on it before Coordinating Committee weekend in January.

A three year contract has been signed with Silver Bay for Summer Sessions 2016-18.

Karen Way, clerk of the Supervisory Committee for the General Secretary has met, and will be seeking input for their task.

The meeting closed with a period of worshipful furniture rearranging. Next meeting is Coordinating Committee weekend at the end of January.

John Cooley, clerk

Bridget Bower, recording clerk for the day