

General Services Coordinating Committee, NYYM, 2016-07-27 at Silver Bay, NY

Present: John Cooley, Bridget Bower, Paula McClure, Carol Summar, Jim Schultz, Karen Way, Barbara Menzel, Matt Scanlon, Lynn von Salis, Charlene Ray, Linda Houser, Lisa Gasstrom, Mary Williams, Jennifer Swang, Lucinda Antrim, Spee Braun

Regrets: Adam Segal-Isaacson, Laura Cisar, Mark Hewitt, Ruth Randolph

1. **Treasurers report.** Paula McClure reported that income as a percentage of the total budget is quite a bit higher than last year. Some of the additional funds are due to the laying down of the YFIR program and the movement of those funds to the operating account. Other funds are from last year's surplus. Some of the increase is from the monthly meetings sending their contributions in earlier than in previous years. GSCC received the report.

2. **Financial Services Committee.** Matt reported on this year's budget process. They are working with CC clerks on their budgets and will continue to work on building a balanced budget throughout this week. The Financial Services Committee NYYM handbook page is on the consent agenda with no changes from the first reading.

3. Mary Williams reported for the **Trustees** on their trust fund review process. They discovered that income from some funds was not being allocated correctly and have reallocated those in line with donor designations. They are proposing moving the income from the unrestricted funds to the operating budget, while preserving the principle. Income of funds that had been going to committees or groups will be moved to the operating budget in 2017, the biggest impact will be on Oakwood Friends School and Powell House. The 2017 draft budget will include a plan to keep Oakwood and Powell House funded at a comparable level. The goal is to have the yearly meeting body make decisions about the allocation of the funds rather than the trustees. Later this week the Trustees will be proposing to the YM body an action to simplify and consolidate the allocation of the income of certain undesigned yearly meeting trust funds. GSCC agrees.

4. **ARCH financial issues.** This issue is being considered in the Nurture Coordinating Committee now. The ARCH program is expecting a shortfall this year of \$10,000 - \$20,000. Additional proposals are going out, to FFA and to the income of trustee managed fund. They had hoped for grants that didn't come in. The relationship of ARCH to the Yearly Meeting is complicated. Much concern was expressed about the long term plans for ARCH and its relation to the yearly meeting. There is lack of clarity about the process for keeping the program afloat for this year. Between now and Friday, a group is to bring a proposal to address the issues for this year and consider the longer term issues of the relationship between ARCH and the yearly meeting. Charlene, Lisa, Mary, and Barbara and somebody from Nurture will compose the group.

6. **Personnel Committee.** Barbara Menzel reported that they have had a very busy year, including hiring the child/youth person, searching for Communications Director, return of Young Adult Field Secretary. They have a liaison from ARCH and from the Supervisory Committee for the General Secretary. They feel stretched. They consider the resignation of the General Secretary an opportunity to review our staffing plan, and recommend an ad-hoc committee to review all of the staffing in the yearly meeting including ARCH. This group would be broad based in the yearly meeting.

John Cooley, clerk; Bridget Bower, recording clerk for the day

General Services Coordinating Committee Meeting held at Silver Bay, NY, 29 July 2016

Present: John Cooley (clerking), Paula McClure, Lisa Gasstrom, Karen Way, Barbara Menzel, Linda Houser, Spee Braun, Charlene Ray, Dare Thompson, Melanie Claire Mallison, Dennis Haag, Chris DeRoller, Janine Laverty, Matt Scanlon, and Christopher Sammond

1. **Audit:** John Cooley shared a recently received report from the Audit Committee, which described steps taken since Spring Sessions and included several lessons learned for the future. The report is attached to these minutes.
2. **Communications:** John Cooley reported that a Friend alerted him that the Directory section of the latest NYYM Yearbook, containing individuals' contact information, is shown on the website version contrary to established privacy policy. In response the Communications Director has removed the directory section from the website.
3. **Financial Services (on fundraising):** Matt Scanlon brought forward from Financial Services a proposal (see attached) to address in a more long-term way the funding gap that the Yearly Meeting has been facing since covenant donations fell in 2009. One solution is to increase our fundraising capacity, relying less on development initiatives carried out by volunteers, and instead tapping professional support. The Committee proposes working with other Quaker Organizations to raise funds. This means hiring a staff person to develop and implement a fund raising/planned giving program. It could be added to the new staffing model for which an ad hoc committee is being formed. Friends agreed with Financial Services' recommendation that the new Ad Hoc Committee on NYYM's Staffing Structure consider the Yearly Meeting hiring a development professional whose time and cost would be shared with other NY Quaker organizations such as Powell House and AVP.
4. **ARCH Program Funding and Administrative Relationship to Yearly Meeting Operations:**
Last July, the ARCH program embarked on a year-long effort to tap new sources of funding and expand the program with regional coordinators. The level of new funding sought has not yet been realized, while program expansion has begun, and \$20,000 is needed to continue in the current direction. The Committee on Aging Concerns expressed the importance of maintaining the ARCH Director's level of effort at fulltime through the end of the calendar year, as the alternative would have a serious detrimental effect on the program. The trial period could benefit from an extension to complete the evaluation of what level of long-term funding the program might count on.

Several concerns arose in view of this situation. One was about accountability and regional coordinators being hired before grant funds were assured. Another was about the need to integrate ARCH fully into the NYYM administrative and personnel structure, as a Yearly Meeting program, for ARCH to be subject to the YM's standard accountability and oversight mechanisms. Friends were reminded that the Yearly Meeting's grant proposals to the Friends Foundation for the Aging (FFA) are reviewed and signed off on by both Nurture CC and GSCC prior to submission to FFA. It was suggested that Personnel Committee be included in GSCC's review of those grant proposals.

(4, Continued) Ways to fill the \$20,000 gap have been identified and include:

--Requesting from FFA a boost of \$10,000 in the current grant year, plus an additional \$10,000 to do a business plan in the coming months, which the FFA board will consider this at their September meeting
--Redirecting GSCC budget savings in 2016 from not conducting a 2016 audit toward the ARCH program.
-- Spee Braun affirmed that the NYYM Trustees plan to redirect income from the Margaret B. Dietrich fund from FFA to the NYYM operating budget for the ARCH program, subject to the FFA Board's affirmation at its September meeting, that such change will not adversely affect FFA funding of the ARCH program by the same amount.

Regarding integration of the ARCH program fully into the Yearly Meeting, an ad hoc group met as directed at the July 27 GSCC meeting, and Lisa Gasstrom brought forward a proposal on their behalf. Several points of clarification were made:

If ARCH funding is to be integrated, Financial Services will need income and expense figures to put into the draft 2017 Operating Budget in August. If ARCH personnel are integrated, NYYM's Personnel Committee would carry the responsibility for Yearly Meeting policies and procedures related to ARCH staff, including hiring and terminating staff, establishing salaries and benefits, and reviewing staff evaluations conducted by the Committee on Aging Concerns. Some discussions would need to take place to align these.

General Services Coordinating Committee recognizes that the ARCH program has become accepted within the Yearly Meeting, in spite of administrative and financial questions about it since its inception. GSCC understands that Friends Foundation for the Aging is the primary source of funds for the ARCH program and is necessary for its continuation. We expect to send annual reports to FFA showing clearly how the work was supported, and look forward to FFA's continuing its support long range.

General Services Coordinating Committee recommends that:

1. The ARCH program should now be viewed as a program of the YM with its funding and staffing being part of the regular YM processes. This includes the Personnel Committee providing the oversight of personnel policies and procedures for ARCH staff.
2. GSCC supports using up to \$10,000 of YM funds to sustain the ARCH program with a full-time Director through the end of 2016 because there is agreement to
 - a. continue supervision by the Aging Concerns committee (part of Nurture CC) on an interim basis
 - b. have the ARCH staff become employees or hourly workers on the YM staff
 - c. The Ad hoc Committee on Staff Restructuring is to consider the ARCH staff as part of its discernment.
 - d. Beginning with the 2017 budget, include the ARCH expenses and income as part of the YM operating budget.

Minutes with cooperation of Spee Braun, Linda Houser and Lisa Gasstrom, edited by John Cooley

[APPENDED REPORTS to include Audit and Financial Services Committee]