

General Services Coordinating Committee

Meetings at Summer Sessions 2017

MINUTES 2017-07-26 (Wednesday)

Present: John Cooley, Mark Hewitt, Jeffrey Aaron, Mary Williams, Laura Cisar, Hans-Juergen Lehman, Callie Janoff, Lisa Gasstrom, Spee Braun, Karen Way, Matt Scanlon, Jill McLellan, Bridget Bower, Melanie-Claire Mallison, Barbara Menzel, Doug Way, Dare Thompson

Our clerk asked us to consider our work in the categories of Information, Discussion, Action.

The meeting opened with a period of worship.

Mary Williams, Treasurer, reported that tomorrow she will present a one page report of all of the yearly meeting's assets in one place.

Personnel Committee. There are some employment practices that we really need to examine. The committee is now reviewing the Personnel Handbook and matching it to employer requirements in the State of New York.

Minute from Personnel commending Christopher and recommending Steve Mohlke as the next General Secretary is appended (Appendix A).

Barbara Menzel reported on the Search Committee process. The report is attached (Appendix B). They recommended to Personnel Committee that Steven Mohlke be employed as our next General Secretary. Personnel Committee concurred and recommends that General Services Coordinating Committee support this recommendation. GSCC receives the report and approves recommending Steve's appointment of as our next General Secretary.

A question was raised about the process of conducting searches and how we would review the process. The issue of timing was a concern. Regarding the actual hire, a concern was voiced over issues of exempt/non-exempt, part-time/full-time status, definitions of compensatory time, etc. Trustees, Treasurer, and Personnel Committee will be working together on these concerns.

Barbara reported that the Friends appointed to the search committee worked very hard and took it seriously. They were not necessarily the most diverse group and under some time pressure and perhaps would have benefited from more diversity as well as more time.

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We don't currently have candidates for the Young Adult Field Secretary position. The hiring process was considered as part of the review of procedures. Generally, in conjunction with Field Secretary and Personnel Committee

Financial Services Committee

Matt Scanlon reported that the committee did a 3 year outlook on the budget at their meeting on Monday. Covenant donations are holding at around \$440,000. Giving seems to be stable but plateaued. There is concern over potential shortfalls in the range of thirty-five to sixty thousand dollars by 2020, particularly in view of grant income ending or decreasing. There are unrestricted earnings that are currently directed elsewhere that could be directed to the budget. Another possibility is spending capital. Another would be increasing donations. If the expenses can't be brought in line, cuts would likely start in General Services. Budget Saturday is October 21.

Sessions Committee

Melanie-Claire Mallison distributed a revised Pay-as-Led proposal which Sessions Committee approved bringing to General Services. They considered the requirement for "Quakerness." This is a concept document, not working details. **GSCC recommends** that Sessions Committee proceed with the Pay-as-Led proposal. This will be brought to the body for consideration and possible approval tomorrow.

Sessions recommends purchasing a real online registration program. The Committee is requesting an additional \$5,000 to acquire a registration program. They will work with Matt to find funding as necessary. Chad Gilmartin spoke to other solutions that are in process that might cost less.

Fall Sessions will be held at All-Friends Region. The host committee would like to use the YM database to find All Friends contact information to work on hosting issues. **This was approved.**

Duties of the Assistant Clerk of NYYM

Jeffrey Aaron explained the need to clarify the duties of the Assistant Clerk. The handbook should mention in the expectation that assistant clerk will likely become clerk. Another role the Assistant Clerk is assuming will be to convey expectations for clerks of coordinating committees, including care of the committees in the section. Jeffrey's proposal has been shared with Liaison Committee and will be put on the consent agenda for a first reading. (Appendix C)

GSCC MINUTES 7/26/2017 continued**Revision of Personnel Committee Handbook page**

It is proposed that the function of the Supervisory Committee for the General Secretary be folded into Personnel Committee. Personnel will establish a small supervisory committee for the General Secretary. Concerns were raised about some issues in the proposed text, and there was inadequate time to draft a new version, so **the proposal will be removed from the Consent Agenda.**

GSCC approved recommending laying down the separate committee named "Supervisory Committee for the General Secretary." The functions of this committee have been consolidated within the Personnel Committee. The NYYM Handbook page is being revised to include this change and will be presented for first reading at Fall Sessions. [See related minute of GSCC 7/28/2017.]

The Audit Committee report from Tim Johnson was noted and received. It is attached as Appendix D.

The Committee on Aging Concerns. Callie reported on the strategic planning retreat. Callie distributed a summary strategic framework for 2017-19.

GSCC MINUTES 7/28/2017 (Friday)

Present: Steve Mohlke, Matt Scanlon, Dare Thompson, Marissa Badgley, Laura Cisar, Callie Janoff, Lisa Gasstrom, Barbara Menzel, Karen Way, Jill McLellan, Ruth Ralston, Doug Way, Melanie-Claire Mallison, Lucinda Antrim, John Cooley, Bridget Bower

Agenda was reviewed.

Mosher Fund. Ruth Ralston reported that they are no longer allowed to carry funds from year to year. There is around \$8,000 to be expended by the end of 2018. They are considering publication or printing. They are also working on updating their handbook page. The report was received.

Pay As Led Laura Cisar reported on behalf of the Treasurer relating to the Pay As Led initiative. Mary Hannon Williams has done some modeling, there may be no shortfall, but there could be a \$25-50,000 shortfall. It can be covered from operating fund balance. The potential impact of the shortfall would be in the 2019

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and 2020 operating fund balance. There is no risk of insolvency, with minimal risk of spending principal. Considerable discussion about the issues was shared.

Supervision of the General Secretary. The GSCC recommendation to lay down the Supervisory Committee for the General Secretary was first accepted by the NYYM in session 7/26, then rescinded by the body when minutes were being read for approval . Our clerk is working with others to appoint members for the Committee, likely co-opting and recommending to the Nominating Committee for action at Fall Sessions. We noted that our purpose in this change is to simplify our structure. General Services is concerned that the supervisory committee, wherever it is placed, be diverse.

A concern was also raised that somebody be included with non-profit board experience.

Naming committee. We have not had an active nominating committee for some years. John noted that he has one more year on his term on General Services, and a nominating committee needs to be named.

Records Committee. Bridget reported on her initiative to update the records guidelines. She is willing to generally answer questions about records from meetings, or to visit to look at records.

Friends closed with a period of worship.

John Cooley, clerk

Bridget Bower, Acting recording clerk

Personnel Committee recommendation of appointment

New York Yearly Meeting

Silver Bay 2017

Friends give gratitude to Friend, Christopher Sammond, who seasoned the path as General Secretary to NYYM with nurture and devotion. As the way opens may Christopher continue to grow his spiritual gifts and be empowered by new opportunities.

It is the sense of the Personnel Committee of New York Yearly Meeting, that Friend, Steven Mohlke, be recommended and considered to serve as General Secretary for New York Yearly Meeting, to succeed Christopher Sammond at the end of Summer Sessions -- and to expand his initial part-time schedule to full-time on ninth month twenty-fifth day 2017.

Steven Mohlke is a member of the Ithaca Monthly Meeting. In listening to this call, Steven Mohlke has committed to a letter of agreement that includes priorities for his first stage of employment and beyond.

Personnel Committee

Hans-Jürgen Lehmann, Committee Clerk

Search for a General Secretary New York Yearly Meeting

The search began with the Ad Hoc Committee on Staff Structure which spent many months gathering information and suggestions from Meetings, Committees and persons with specific responsibilities within the Yearly Meetings. After a period of discernment, the Ad Hoc Committee issued a report with specific recommendations which was presented to the Body of Yearly Meeting. Based on that committee's work, a new job description for the General Secretary was created and a search committee appointed by General Services.

The search committee consisted of Barbara Menzel, Clerk, Hans Jurgen-Lehmann, Clerk of Personnel, Michael Clark, Powell House youth, Lisa Gasstrom, a management consultant and member of a local Meeting, and John Cooley, Clerk of General Services. The Committee met initially to review the recommendations of the AdHoc committee and created a set of questions which would be used in interviewing the final candidates.

We received a total of nine applications and interviewed four candidates, all members of local Meetings within New York Yearly Meeting. Each interview lasted between one hour and one and a half hours and began with the set of interview questions we had identified. Follow-up questions focused on the candidates' administrative experience, their knowledge of financial budgets, staff development, and their own spiritual grounding.

The committee spent considerable time in worship and discernment, looking at each of the four final candidates in terms of the job description. We did, after some time and additional committee meetings, come to unity on a candidate. At that point, we checked that person's references to be sure that the candidate had represented himself accurately.

Steven Mohlke was the strongest candidate and we have recommended that he be employed as our next General Secretary. He has held several Clerking positions, including Clerk of Ithaca Meeting and Clerk of NYYM Financial Services. He has served as Co-Clerk of Friends General Conference 2017 Gathering Committee. He has supervised a large program of Teaching Assistants at Cornell University. Steven also brings to the Yearly Meeting his spiritual grounding and strong Quaker faith. He participated in the School of the Spirit, a two year program of prayer and study.

Assistant clerk duties in NYYM Handbook

Jeffrey Aaron's suggested additions to the Handbook description for the assistant clerk are in bold, below:

The *assistant clerk* may conduct business sessions at Yearly Meeting and performs such other duties as the clerk may assign. The assistant clerk is a member ex officio of the Sessions Committee and the General Services Coordinating Committee. **The assistant clerk will work with any new coordinating committee clerks to be certain that all responsibilities for that position are clear and clearly understood. The assistant clerk position is generally considered to be a position in training for a possible nomination to serve as clerk of the Yearly Meeting.**

If an assistant clerk is unavailable during business sessions, the clerk of the day (whether presiding or assistant) may name an acting assistant clerk for the session.

NYYM Spring Sessions 2017**7/23/2017****Audit Committee Report to General Services Coordinating Committee**

The Audit Committee has held one teleconference since Spring Sessions, to review the draft Advance Report. Several members were unable to attend this meeting, due to the short notice that was provided (due to the Convener's conflicting personal commitments). The previous report to GSCC at Spring Sessions included the list of 11 audit-related processes that need to be improved prior to the next audit. The GSCC has recommended which committees the Audit Committee should work with to correct some of these items but to date only initial actions have been taken with respect to the items for Trustees and Financial Services Committee; as we move forward these items should generate agenda items for these respective committees, and Audit Committee members should work with these committees to assure that responsive actions are taken and that those items respond to audit requirements. Any recommendations by GSCC concerning the un-designated committees should be consulted in the remaining points (marked "TBD" in the Spring Session list) would be welcomed by the Audit Committee.

During the 2017 spring quarter, information was provided to one new member, and one prospective member concerning Audit Committee work. In addition, a longer-range budget estimate (to 2020) was provided to the Financial Services Committee by the Convener, with the goal of supporting an improved accrual process in future audits. This estimate contemplates a review audit of a 2018 Consolidated Financial Statements, which will occur in spring 2019.

In response to an announcement by our recent auditor, PKFOD, NYYM's Assistant Treasurer attended an on-line educational seminar concerning recent extensions to GAAP (Generally Accepted Accounting Principles) designed to improve auditing by non-profit organizations. These changes address several ambiguities in the original GAAP standards as they apply to non-profit organizations (the original standards having been formulated for commercial for-profit enterprises). These changes should be reviewed by the Audit Committee and should be assessed in regard to their impact on the process changes identified in the previous review/audit of the 2014 NYYM financial statements. A preliminary reading suggests that that these GAAP extensions may not have much impact on the primary eleven points identified, but may provide guidance of how the process changes should be implemented.

Unfortunately, no Audit Committee members were able to attend GSCC during this Summer Session.

Respectfully submitted,
Tim Johnson, Convener