

General Services Coordinating Committee  
Meeting at Fall Sessions 2017

**MINUTES 2017-11-11 (Saturday evening)**

Present: John Cooley, Bridget Bower, Linda Houser, Matt Scanlon, Lisa Gasstrom, Hans-Jürgen Lehmann, Chad Gilmartin, Callie Janoff, Laura Cisar, Carol Summar, Karen Way, Barbara Menzel, Sarah Way, Doug Way, Marissa Badgley, Dare Thompson, Spee Braun

The meeting opened with a period of worship. The clerk read a section from Faith and Practice on meeting for business.

Marissa Badgley, a new at-large member, was introduced. Friends were asked to mention their meeting and their role in General Services in their introductions.

**Naming Committee for internal Nominating Committee.** The Clerk stated that his term as clerk of GSCC is nearly over and that we need a committee to name an internal nominating committee to recommend the next clerk, assistant clerk and recording clerk. The naming committee will report to the GSCC at Coordinating Committee weekend or Spring Sessions. Lisa Gasstrom is willing to serve, another member is needed. The clerk will name another person (Linda Houser accepted).

**ARCH Program grant.** The documentation for the ARCH (Aging Resources Consultation Help) grant from Friends Foundation for the Aging has been previously distributed to the members of GSCC. No substantive issues have been raised. Friends felt that it was a well-written grant with a substantive consideration of the issues. **GSCC approves submitting the ARCH grant to FFA for 2018.**

**The Shoemaker Foundation grant** is in transition due to Melinda Wenner-Bradley's transition to Philadelphia YM. She will continue to fulfill some portion of the grant in a consultant capacity.

Comments were shared about grants, coordination, staff and volunteers. How do our programs integrate and respond with each other?

**Communications committee.** Sarah Way, Communications Director, reported that the committee has met, but lacks a clerk. She hopes that the committee will serve as a sounding board and a Quaker check on the work of the Communications staff.

**Records Committee.** Bridget Bower reported that Chris Densmore is retiring from Friends Historical Library in Swarthmore this year. He has served as director for many years.

**MINUTES 2017-11-11** continued

**Equalization Fund and Pay-as-led.** “Pay as led” was reviewed at the business session this morning. Linda Houser reported on the Equalization fund and how the complementary stays from Silver Bay are used by the Yearly Meeting. **Friends approved the process outlined for 2018 and are aware that it needs to be revisited for future years. The minute from Sessions Committee is attached (Appendix A).**

**Circle of Care and Concern working group.** John reported that two sub groups are developing ideas on the process and principles related to the “CCC” gatherings, especially during Summer Sessions, bringing together various people responsible or in touch with conflicts, behavior and needs for listening. A meeting on the subject is scheduled for the afternoon prior to CC Weekend at Powell House January 27.

**Budget, Development, Finances.** No new reports were brought. The 2018 NYYM budget was approved at the morning session of NYYM and will be available on website.

**Audit Committee.** The Audit Committee met earlier in the day. No action items were brought to GSCC at this time.

**Spee Braun reported for the NYYM Trustees.** The Trustees are considering proposing that the Audit Committee report to the Trustees. They are working on what it might look like. Discussion indicated that Friends feel that this needs to be a broad discussion among a larger group including the existing Audit Committee and General Services as well as staff and YM officers. **(Appendix B** is a statement on this matter from Fred Dettmer, clerk of Trustees.)

**NYYM Treasurers.** As of January 1, 2018 Laura Cisar is to become treasurer and Mary Williams (present treasurer) will become assistant treasurer. The transition will happen when the books are closed in January. Laura described the new process for submitting vouchers. She also reminded us that we don’t sell products, we provide goods and services for a contribution.

**Supervisory Committee for the General Secretary.** Barbara Menzel reported that some members of the committee will be named at tomorrow’s session. The Committee’s report is attached **(Appendix C)**. They anticipate choosing a clerk at their December meeting. The work from last summer to include the Supervisory Committee as part of Personnel Committee is on hold.

**Personnel Committee.** Hans-Jürgen Lehmann reported the committee is updating the personnel handbook. The goal is to have it fully compliant with current regulations and they will have it reviewed by a labor attorney. The Supervisory Committee for the General Secretary will continue to function as it has. A concern was expressed that we make sure that salaries are

**MINUTES 2017-11-11** continued

(Personnel Committee, continued)

equitable; this is an ongoing review process. Health insurance is complicated and an expert in benefits would be very helpful for the committee. **GSCC recommends that Personnel Committee engage a consultant to advise Personnel Committee on the benefits offered to employees.**

**Website.** Chad Gilmartin, Digital Communications Director, reported on his work on the website – making our committee work and information available. He also created digital versions of other communications. Buffalo Meeting was interested in using video conferencing for meetings. He has done some consultations on monthly meeting websites, particularly around responsive web design.

**Info on new initiative: Embracing Friends.** In response to a recent offer of financial support for her Quaker work, Emily Provance has shared with the GSCC clerk and with Ministry Coordinating Committee the possibility of the Yearly Meeting establishing the category of “Embracing Friends,” as developed in Baltimore Yearly Meeting. MCC is considering the idea with Emily during this same committee time, and might establish a task group. A member of GSCC might be asked to be a member or a liaison to the task group. **Laura Cisar has agreed to serve as our liaison to the Embracing Friends Task Group.**

The meeting closed at 8:05 p.m. with a period of worship.

John Cooley, clerk

Bridget Bower, recording clerk for the day

**APPENDIX A****Pay as Led Process Report to 2017 NYYM Fall Sessions**

Dear friends:

At our 2017 NYYM Summer Sessions, the yearly meeting approved the following minute, 2017-07-49. Friends approved working toward becoming one body, in part through the spiritual exercise of Pay as Led.

We will leave to the subcommittee the details of implementation (technical, procedural, additional volunteer or paid assistance, eligibility).

We understand that if we cannot have a detailed plan by Fall Sessions, we are unlikely to be able to implement by 2018 and encourage the subcommittee to continue its work.

We now stand before you to say that we cannot in good conscience push forward a Pay as Led process for our 2018 Summer Sessions. There are two “stops” that require more research and discernment than we have time for between now and what would need to be the start of the 2018 Summer Sessions registration.

First, we discussed the Pay as Led concept with Silver Bay Association, because we have a contract with them for 2018, and they were very clear that this change would require that we become a “master bill” entity. Currently, to state the process simply, we register with NYYM to attend Summer Sessions, and NYYM then transfers our registrations to SBA, which collects our room deposit and subsequent payment for our stay. Individuals are therefore responsible for their own bill. As we know, many receive assistance from JYM, the Equalization Fund, Sessions Committee (plenary speaker, etc.) or another committee, and or their Monthly Meeting. However, with a Pay as Led process, the Yearly Meeting is taking the responsibility of ensuring that bills are paid. Individuals may still receive assistance from the options listed above, may pay 100% of their stay and may pay more than 100% of their stay, but the bottom line is – New York Yearly Meeting will make sure Silver Bay Association is paid in full, not individuals. This basic shift in responsibility changes our status with SBA from individual registrations that they collect to a “master bill” – meaning WE are required to receive, process, and ultimately pay for all the registrations, once the dust settles on the various options of payment levels included in a Pay as Led process.

Given this first complication, we started looking into registration software and found that implementing the software for such a complex upgrade to our registration flow also necessitates a complex upgrade to our entire NYYM electronic system. Sessions Committee did not realize that the two would have to be integrated smoothly – Pay as Led cannot simply be an add-on or side process to our main database functions. Having discovered this interconnectedness, the YM staff and the NYYM Communications Committee are now understandably very interested in our intentions. It is therefore prudent to step back a little, widen the Pay as Led Ad Hoc Subcommittee membership and resource persons, and take the proper amount of time needed to ensure we do this right and don't break anything on the way!

(continued next page)

**(APPENDIX A, continued)**

While implementing Pay as Led is more complex than we expected, we anticipate solutions and resolutions will be found in time to put Pay as Led in place for our 2019 Summer Sessions. We regret this delay very much, but for 2018, we encourage friends to keep the Equalization Fund firmly in mind, since it is already in place helping members of our community attend our sessions. Friends can make donations to the EQ at any time – there is no need to wait until you register to attend a YM session! Just go online and click on “Donate” and note that your donation is for the Equalization Fund. Also, for 2018, Sessions Committee is revising the policies for the Equalization Fund making it more “user friendly” – look for an announcement on those changes in our January Spark. Finally, we thank the folks who offered to be part of the Pay as Led Focus Group – and as soon as we figure out something to focus on, we will contact you!

Doug Way, clerk, Pay as Led Ad Hoc Subcommittee  
Melanie-Claire Mallison, clerk, Sessions Committee  
Steve Mohlke, NYYM General Secretary

**APPENDIX B****NYYM BOARD OF TRUSTEES PROPOSAL TO MAKE THE AUDIT COMMITTEE  
A COMMITTEE OF THE BOARD (from Fred Dettmer)**

After substantial discernment, Trustees have determined that the Yearly Meeting Audit Committee should be made a committee of the Board. Reasons for this proposed action:

1. Trustees were deeply involved in the last audit of the Yearly Meeting's financial records and practices. Coming out of that experience, we labored for over a year with a concern that the audit committee should be under the care of the Board. For our meeting on October 1<sup>st</sup>, we dedicated most of our time and attention to a deep conversation on the question of: what is and what should be the trustees' role, responsibilities and authority? We identified areas of ambiguity and concerns about responsibilities subject to inattention by both the Trustees and the Yearly Meeting in general which we will continue to explore. We found clarity that audits of the Yearly Meeting involve a core responsibility of trustees to safeguard the properties of the Yearly Meeting under the By-Laws.

2. The NYYM By-Laws assign trustees responsibility for managing the real and personal properties of the Yearly Meeting. This charge encompasses the financial assets of the YM. Article II, Section 2 of the By-Laws provides:

*"The Trustees shall be responsible for holding title to and administration of the properties, both real and personal, owned by the Corporation, and for the management of bequests and deeds of*

*trust received by the Corporation in a fiduciary capacity. The Trustees shall also propound a Conflict of Interest Policy and a Policy for Related Party Transactions that comply with the requirements of New York Religious Corporations Law."*

3. In the practice of the Yearly Meeting, trustees have been deeply involved with the audit (or review). Much (if not all) of the expense is borne by trustees. The auditors require substantial input and guidance from trustees. Trustees co-sign the management representation letter to the auditors and thus bear direct responsibility for assuring the accuracy of the representations. Trustees are responsible for financial and management practices and policies that are reviewed in an audit, such as conflict of interest and whistleblower policies. Many of the auditor's recommendations are directed to trustees.

4. Audits also implicate trustees' core legal fiduciary duty; the duty to act with the care of a prudent person. For example, New York law governing not-for-profit corporations, including religious bodies, requires the Board or its audit committee to oversee the adoption, implementation of, and compliance with the organization's conflict of interest and whistleblower policies.

5. Best practices also support having the audit committee be a committee of the Board. Indeed, New York law requires it for not-for-profit corporations, but exempts religious corporations

**APPENDIX C**

## Supervisory and Support Committee for the General Secretary

Date : November 1, 2017

Attendance: Barbara Menzel (convener), Steven Molke (General Secretary), Ileana Clarke, Pamela Wood (liaison to personnel), Andrew Tomlinson (by phone)

The committee met on 11/1/17 in the NYYM office. We reviewed the activities of the General Secretary in the past month since he became full time. We discussed his priorities for his work in the next few months and identified contact with Monthly Meeting Clerks as a priority as well as visiting with committees as the opportunity arises. Steven is holding regular staff meetings and spends two days every other week in New York. We agreed to meet again in early December

Barbara Menzel