

**General Services Coordinating Committee
January 27, 2018**

At Coordinating Committee Weekend, Powell House, Old Chatham, NY

Present: John Cooley, Bridget Bower, Steve Mohlke, Spee Braun, Laura Cisar, Mary Hannon Williams, Caroline Lane, Lisa Gasstrom, Robin Gowin, Dare Thompson, Melanie-Claire Mallison, Linda Houser, Marissa Badgley

Regrets: Mark Hewitt, Barbara Menzel, Hans-Jürgen Lehmann, Jerry Leaphart, Matthew Scanlon, Beatrice Beguin

Personnel Committee. Steve reported that Personnel has approved that there be a Cost of Living increase of 2% for the staff, effective January 1, 2018. We received the report.

Personnel Committee is actively revising the Staff Handbook and it is undergoing review. The expectation is that the revised handbook will come to GSCC for review prior to adoption.

GSCC requests that an updated draft of the Personnel Handbook be circulated to the members of the Committee prior to Spring Sessions 2018. In addition, GSCC would like a timeline for completion of the Personnel Handbook at Spring Sessions 2018.

Field Secretary update. Melinda is in her last week. The positions are under review. The General Secretary and Personnel Committee are considering the possibility of combining the two positions, perhaps with a structure similar to the ARCH program. Melinda will be doing further work for the Schumacher Fund grant as a contractor.

Supervisory Committee for the General Secretary. Barbara Menzel submitted a report which was received and is appended. We expressed a need for a clarification of the name of the committee. There was some unease about the use of guidance and we are asking that the committee consider revising that term.

Development Committee

Jerry Leaphart submitted a written report for the committee. The Treasurer clarified the numbers: \$53,675 donations during the 2017 calendar year. Approximately \$9,000 of those funds were actually received in 2016, but included in the 2017 income.

Treasurers Report

Regarding the year-end financial report, there is a \$57k surplus. Covenant donations came in from each meeting.

Funds that could be closed include:

Meeting Visitation – this should be considered an operating expense.

Mosher Fund – has 2 different purposes, the goal is to distribute, but they get income which goes to the fund, plus selling other people's things. Concerns have been raised about some of the conflicts inherent in the current practices. The trustees and Mosher Fund committee will meet to figure out more. Spee will gather a group of trustees, rep from Sessions (Linda Houser), and Mosher Fund.

Regarding the Conflict Transformation Film Project, Laura points out it was set up for specific thing, which is over; as a designated fund, the remainder should be returned to the donor in order to close the fund. Witness Activities was both an early and late donor to the project. The Treasurer feels that the funds cannot be spent on another project; if the Committee on Conflict Transformation wants the funds, they need to request funds from the Yearly Meeting body. The Treasurer will reach out to Transformation Conflict committee about this.

“Financial guidelines” The purpose of this document is to have anybody pick up this document and understand our financial systems. Some problems and points of unclarity have emerged. It is a draft document that various Coordinating Committees will need to work on specifically. The Treasurer will circulate the current draft to GSCC with suggestions for our review.

The “Embracing Friends” project is still in its early phases and is in too much flux to have financial needs.

Liaison Committee

Regarding Committees from Nurture, We are participating in the process of the restructuring of Nurture CC. Concerns were raised on maintaining our core focus of supporting the administrative needs of the YM. Aging Concerns, in particular, is a matter for concern. There is a member of Aging Concerns on Personnel Committee. Some concern was raised that we not become responsible for caring for aging Friends. Aging Concerns is a committee in transition; consideration will be ongoing.

Sessions Committee. MCM reported that there is a software upgrade for YM office so that the technical aspects will be adequate for Pay as Led. Sessions will be meeting in March.

Audit Committee is meeting by phone on Feb. 11, will have more info. Tim sent notes from the meeting and a report, which is attached. Conversations about Audit should happen with Trustees and General Services, so that silos don't happen.

GSCC Officers Lisa Gasstrom and Linda Houser report that they have met as The Naming Committee for GSCC Nominating Committee and are working on it.

Accountability queries. All committees are asked to consider the accountabilities. Also GSCC needs to consider them. The clerk read them through.

Quakers Outside the Lines Emily Provance provided a final report for this grant-funded project (from Duke University). The financial matters have been satisfactorily settled. Friends received the report.

Minutes taken by Bridget Bower; edited by John Cooley

List of Attachments:

- A SCGS
- B Trustees of NYYM
- C Audit Committee
- D Development Committee
- E "Quakers Outside the Lines"

Attachment A

Supervisory and Support Committee for the General Secretary Report to General Services: January 27, 2018

**Supervisory Committee: Barbara Menzel (clerk)
Ileana Clarke, Pamela Wood (liaison to Personnel), Andrew Tomlinson**

The committee has met with Steven Molke (General Secretary) three times since he began full time employment with New York Yearly Meeting in October 2017.

We have met in early November 2017, early December 2017, and in mid-January 2018.

Our focus has been on helping Steven to discern priorities for his work and supporting his transition to serving as our General Secretary. The demands on his time and energy are numerous and it can be difficult to discern what is most critical.

Steven's work has evolved into three main focuses: staff, yearly meeting committees and monthly meeting needs.

1: Staff: Steven is maintaining a regular schedule of travel to the NYYM office for staff meetings, supervision and planning. He has been in the office twice a month for two days of work each time. Identifying and supporting an examination of the structure of Yearly Meeting and staff roles remains a long-term focus.

2: Yearly Meeting Committees: Steven is participating in various NYYM committee meetings as the need arises. He recognizes that personnel, finances and development committees may need his guidance.

3: Monthly Meeting: Steven has been visiting some of the smaller, remote Monthly Meetings. He is also trying to call Clerks of Monthly Meetings in order to hear directly about their needs.

The Supervisory and Support Committee for the General Secretary is pleased with our initial work together and looks forward to meeting with the General Secretary every four to six weeks in person and by phone as the need arises.

Attachment B

Trustees Report (excerpts) 1/21/18

Excerpt from the Trustees minutes relating to Meeting visitation fund and Mosher fund:

Meeting Visitation

The fund is for the expenses of Friends traveling in the ministry, for those accompanying elders in this ministry, and for those accompanying the general secretary on visits to meetings.

This is an operational expense and should be a line item in the budget instead of a fund – we need to close and move the balance to operating reserve. The original source of the money was a line item in the operating budget so the income is unrestricted.

Mosher Fund

This fund receives the income from the Mosher trust fund. It is used to support the Book Table at summer sessions. The fund includes the profit from the sale of books at the Book Table. It is under the care of the Committee on the Expenditure of the H. H. Mosher Fund.

The fund is also used to donate books and other publications to meetings in fulfillment of the terms of the trust fund: publication and distribution of books.

Questions raised:

We need to separate function of publishing and distribution from the book table so the grants supporting the purpose of the Mosher trust fund can be identified.

The book table should be part of the operating budget as another part of sessions.

We need to look at how we price books and the profit from the books; we may need to collect sales tax on the books we sell.

There are significant concerns with the items we sell for others - if these were sold by the person supplying the items, would the seller need to collect sales tax?

Attachment C

Audit Committee report

From Tim Johnson: I am attaching 3 documents for your possible consideration - perhaps as time permits during the weekend.

1) An informal list of Audit Committee priorities for 2018 [attached below]

[Items 2 and 3 are not attached but are available from the Audit Committee or the clerk of GSCC.]

2) An updated list of perceived progress on our list of 11 priorities to be satisfied prior to our next audit; this will show that a great deal of progress has been made! The "perceptions" are based on my discussions with various individuals, mainly at Fall Sessions.

3) My notes on Fall Sessions meeting of the Audit Committee, which contains a summary of discussion of the Trustees' proposal to assume reporting responsibility for the Audit Committee. [The first two items are excerpted from the "Attachments" to these notes]

Audit Committee will hold its next teleconference on February 11, and will focus on the work to be accomplished this year, and the naming of a new Clerk.

Audit Committee Objectives – 2018-2019

Coordinating Committee Weekend, 2018

The following needs and objectives have been discussed by members of Audit Committee as goals to accomplish during the interval between audits from 2016-2018. They arise from the present situation of the committee and from the experience gained during the past audit. Areas recently added are shown in italics on this list.

- We need to designate a Clerk. We need to formalize the role of our proposed Trustee and Assistant Treasurer members (or liaison members) by proposing an Audit Committee handbook page modification to GSCC.
- *We need to work with the Treasurer(s) to respond to and correct the items noted by the auditor in the review of the 2013-2014 Combined Financial Statements.*
- About 6 of the 11 items identified for process improvement at the time of the last audit have been substantially completed, and several more are in process! Continued attention is required for the remaining items.
- We (Audit Committee) should update, document, and correct our own (i.e., audit committee) procedures. In particular, we need some way to verify accuracy of draft CFS's before we forward them to auditors; expert financial advice, or consultation with other non-profit organizations may be of assistance in this area. These processes should be applied to the 2017 CFS in preparation for a review-style audit in 2018 or 2019.
- In late 2018, we should get an auditor on board for the review of the 2018-2019 fiscal years (to occur at the end of 2018). ODPKF j- our most recent auditor - should be considered to perform the next audit or review.
- We should collect and archive our recent minutes and other documents, *and post significant recent documents on the NYYM Website.*

Attachment D

Development Committee Report

NYYM Development Committee

Report January 2018

Development Committee here reports with respect to the Annual Appeal the following results:

2017: \$41,491.46

2018: \$24,636.30 [This includes money given in December 2017 that appeared to be in response to the mailing. There was an individual contribution for \$10K in December.]

The Committee is seeking to come to unity on either a retreat or all day meeting this winter to consider improving our fundraising processes and procedures and to get better acquainted with one another, it being understood we have members who have been recently added and a new General Secretary who was active with us in the second half of 2017 and who is encouraging us to come together as a more cohesive committee.

It remains possible that a member of our committee may be present for the GS meeting, but I, unfortunately, will not be present. We will endeavor to identify which member might be present for the GS meeting as soon as we can.

In Service and Friendship

Development Committee

Jerry Leaphart
Clerk

Attachment E

Quaker Outside the Lines Report to NYYM Ministry Coordinating Committee and General Services Coordinating Committee Coordinating Committee Weekend 2018 (Final Report)

PREMISE

The Quaker Outside the Lines project offered reimbursement of up to \$200 for New York Yearly Meeting Friends who did projects that were meaningful in their neighborhood communities. The project was launched in January 2017, with the last projects being approved in October 2017. The program was funded by a grant from Duke Divinity School, through the Foundations of Christian Leadership Program.

APPROVAL AND ACCOUNTABILITY

The project was approved by NYYM's general services coordinating committee and by NYYM's ministry coordinating committee. GSCC agreed to take on the work of tracking and issuing checks. MCC affirmed that the spiritual accountability and oversight of the project ultimately rested with my (Emily Provance's) support committee but also agreed to receive occasional reports as an additional form of spiritual oversight.

PUBLICITY

Availability of the Quaker Outside the Lines program was advertised by video on social media, by global email from the NYYM office, and by articles in Spark and InfoShare. Information was also available at nyym.org.

VIDEOS

A total of three videos about the project were produced using iMovie: an introductory video, a halfway-point video, and a concluding video. The videos took an average of two hours to produce. The introductory video was shared 27 times and was watched by 1,087 people. The halfway-point video was shared 8 times and was watched by 345 people. The concluding video was shared 6 times and was watched by 170 people. The videos were effective in building awareness of the project and its underlying concept of service to our neighborhoods not only among Friends in New York Yearly Meeting but among Friends in many other yearly meetings. It may be worth considering the possibility of developing video communications for other purposes in New York Yearly Meeting, especially in the case of communications that are message-specific and would be relevant beyond NYYM.

PROJECTS

Applications came through a Google form, still viewable at www.tinyurl.com/quakeroutsidethelines/. A total of 22 applications were received. Of these, 21 were approved. (The unapproved project was a

result of a misunderstanding on the part of the applicant, who eventually withdrew his request.) 18 of these projects were eventually completed, though only 15 of these projects were ultimately reimbursed. (In two cases, the applicant lost all documentation of expenses and therefore was not able to be reimbursed. In one case, the project was completed but incurred zero cost.)

In the eighteen completed projects, Friends did the following:

1. Developed an online clearinghouse for local advocacy actions;
2. Connected Quakers with secular groups to work together against solitary confinement;
3. Facilitated a multi-faith conversation forum for a town;
4. Produced a “Justice for All” concert;
5. Gathered local churches, mosques, and synagogues for a racial justice weekend;
6. Hosted an interfaith community book study;
7. Conducted body-based nonviolence training;
8. Presented information to the public on eradicating solitary confinement;
9. Provided Internet and television for a newly arrived Syrian refugee family;
10. Raised and released butterflies;
11. Planted bulbs at a local library;
12. Initiated a community-wide day of prayer;
13. Held a white privilege conversation series;
14. Gardened with a mental health organization;
15. Took Quaker worship to a Burning Man gathering;
16. Constructed a mock solitary confinement cell at a county fair;
17. Participated in a street fair;
18. Created a “cost of war” art installation.

FINANCIAL REPORT

Initial grant from Duke Divinity School	\$5000
Reimbursements for approved projects	\$2,698.32
Standard 10% grant administration fee assessed by NYYM	\$269.83
Cost of project	\$2,968.15
Remaining funds (to be returned to Duke, according to original terms of grant)	\$2,031.85

CLOSING QUERY

There is no section in our *Faith and Practice* that refers to directly serving others as a spiritual practice. The words “service,” “neighbor,” and “neighborhood” do not appear in the index of our *Faith and Practice*. No advice or query refers to serving, or even to befriending, our literal neighbors. The closest reference might come in advice #10, in which we quote, “Do unto others as you would have them do unto you.”

I could only find two relevant passages, in fact, in all of *Faith and Practice*. One comes under the heading “Poverty and Stewardship” and tells us that “our concern for equality and justice encourages our support of government policies that might alleviate poverty *and our involvement in private efforts to extend direct, personal help to friends and neighbors.*” The other is a quotation from London Yearly Meeting in 1944 under the heading “Social Justice,” which says, “We should like to see a greater unity between the religious service of our meetings and the social service of Friends, each being complementary to the other, since they are rooted in the same life and spirit; *and to see this expressed in meeting houses which act as centres for varied activities of the surrounding neighbourhood.*”

This is two references in a *Faith and Practice* that spans 155 pages. And in my own eight years’ experience with New York Yearly Meeting, I cannot remember a time when a yearly meeting session, a meeting for discernment, or an issue of *Spark* was devoted to the theme of serving our neighbors or of meetings’ serving/befriending their neighborhood communities.

Does this accurately reflect our understanding of Spirit, or have we overlooked something?