

New York Yearly Meeting

Consent Agenda

Spring Sessions, April 1 – 3, 2011

The items below are for Friends’ consideration in preparation for the meeting for worship with attention to the affairs of the Yearly Meeting on **Sunday morning, April 3**, at Oakwood Friends School, when Friends will be asked whether we can act on the items without discussion. Prior to that time, Friends are asked to familiarize themselves with the Consent Agenda, to read the written material pertaining to each item, and to contact the named Friends with questions or concerns. General questions can be brought to the Yearly Meeting Clerk, Heather Cook. Any item brought to the Clerk with unresolved concerns will be removed from the consent agenda and at the Clerk’s discretion will be either sent back to the originating committee or brought to the Yearly Meeting for worshipful consideration.

All contact information is available in the Yearly Meeting Yearbook, which should be available at all Meetings.

Decision Concerning	Info Available	Friends Available for Consultation	Actions Proposed (to be recorded as YM minutes)
1. Nomination for service	Page 2	Jill McLellan and Deb Wood, co-clerks, Nominating Committee	Friends are asked to approve an appointment for Yearly Meeting service as listed for review. <i>See special note on page 2.</i>
2. Request for release from service	Page 2	Jill McLellan and Deb Wood, co-clerks, Nominating	Friends are asked to accept a request for release from Yearly Meeting service as listed for review.
3. Yearly Meeting <i>Handbook</i> modifications proposal	Page 2	Jeffrey Aaron, clerk, General Services Coordinating Cttee (GSCC)	Friends are to approve the care of the Preface section of the NYYM <i>Handbook</i> to GSCC. <i>Approved by GSCC in January 2011.</i>
4. Proposed revisions to “Funding from Outside Sources” in the Yearly Meeting <i>Handbook</i> .	Page 2-3	Jeffrey Aaron, clerk, General Services Coordinating Committee (GSCC)	Friends are asked to approve changes to the <i>Handbook</i> General Services section, Committee Guidelines, Sect. D “Financing,” item #6: “Funding from Outside Sources.” <i>Approved by GSCC in January 2011.</i>
5. Proposed addition regarding co-opting practice in the Yearly Meeting <i>Handbook</i> .	Page 4	Jeffrey Aaron, clerk, General Services Coordinating Committee (GSCC)	Friends are asked to approve an addition to the <i>Handbook</i> General Services section, “Committee Guidelines/Guidelines for Committee Members,” articulating a co-opting practice. <i>Approved by GSCC in January 2011.</i>
6. Proposed name change to <i>Supervisory Committee for the General Secretary</i> from <i>General Secretary Supervisory Committee</i>	Page 4	Jeffrey Aaron, clerk, General Services Coordinating Committee (GSCC)	Friends are asked to approve a name change for the General Secretary Supervisory Committee. <i>Approved by GSCC in March 2011.</i>

1. Nomination

Assistant Clerk, New York Yearly Meeting: Jeffrey Hitchcock (Rahway & Plainfield)

Special note: This nomination will come to the floor as a first order of business on Saturday, April 2nd, unless a concern has been expressed before then to the co-clerk(s) of the Nominating Committee.

2. Request for Release from Service

Ministry Coordinating Committee (at large), 2013: John Perry (Bulls Head-Oswego)

3. NYYM Handbook Modifications Proposal

Background: NYYM's Handbook Part 1 concerns itself primarily with the four sections, the coordinating committees of which are charged with the responsibility to propose any changes of the Handbook to the body of gathered Friends. Part 2 – "Committees, Functions, Etc." – pertains to calendars, guidelines, and miscellaneous. According to the Preface, "General Services is responsible for Part 2, with suggestions of the other committees."

The concern: There is no provision for any given body to propose modifications to the initial portions of the Handbook: the Table of Contents, the Preface, the introductory page entitled "The Corporate Search", and the multi-page explanation entitled "The Structure of the Yearly Meeting" (most recent printed version, pp. 1 – 6; old version online through item #8; new version not yet online).

Proposal: General Services Coordinating Committee (GSCC) proposes that the Preface statement of designation of responsibility be modified to designate GSCC as also responsible for those portions of the Handbook which currently are not designated as under the care of any entity, and which are in need of review and updating at this time.

4. Proposed revision to New York Yearly Meeting Handbook COMMITTEE GUIDELINES Sect. D "Financing", in the General Services section, (page 77). Proposed new wording is in bold, wording to be removed in brackets and italics.

2. Funding from Outside Sources

This is a policy statement originally approved by Representative Meeting in 1980, on Requests by Yearly Meeting Committees for Funding from Sources Outside the Yearly Meeting. **It has subsequently been modified several times. Current version date is at the end of the section.** It is applicable to all Yearly Meeting committees except for those that are separately incorporated, such as Oakwood Friends School, Powell House, and Friends Foundation for the Aging (formerly the McCutchen—Yearly Meeting Friends Home), which are encouraged to develop their own guidelines for seeking outside funding.

Friends are committed to expressing faith in action. We show our commitment by putting our own time, our own energy, and our own money into activities that demonstrate our beliefs. New York Yearly Meeting funds its concerns in part through the Yearly Meeting Operating Budget and trust funds of the Yearly Meeting, and the rest from the Sharing Fund. Money to do this comes from our Operating Budget, trust funds of the Yearly Meeting, the Sharing Fund, and from individual friends. *[When an emergency exists, or a significant opportunity for a contribution to human welfare appears that is beyond our financial resources at the time, outside funding may be considered.]* **Occasionally a committee may consider seeking outside funding to meet a need that seems beyond our financial resources at the time.**

This outside funding should be for the short-term, an immediate solution to a problem rather than a permanent part of our financial structure. If the need is projected to continue beyond a one- to two-year span or persists after that time, then Friends should give thought to meeting that need within our budget structure. Funding that is needed beyond a one- to two-year horizon should be sought only after careful consideration and seasoning to determine how meeting these needs can fit into the spiritual and financial structure of the Yearly Meeting.

Because of the danger that seeking outside funding may become an end in itself and become too large a portion of the Yearly Meeting Operating Budget, and the possibility that projects funded by such grants may become primarily interested in their own survival, it is important that there be clear guidelines for the grant applications. The following considerations should precede requests for outside funding:

1. A clear definition of the project should be developed by the originating group, showing the aims, the amount of money needed (according to budget categories, not just total), the time for the project's completion, and the disposition of the project once the portion to be funded is completed.
2. Friends should be clear on the nature of the organization from which funds are being requested.
3. Grants should be requested in the name of New York Yearly Meeting. They should be administered in such a way as to maintain the project's Quaker origin, character, and identity and to be thought of as New York Yearly Meeting projects.
4. For any staff to be added as a result of project expansion due to outside funding, the Personnel Committee of the General Services Section shall review and must approve the proposed job descriptions, supervisions, salary, etc., for consistency with the Yearly Meeting personnel policies.
5. Certain projects supported by Yearly Meeting funds may be encouraged to seek independent status or other affiliation, in order that they may continue to grow and that the way may be open for Yearly Meeting committees to venture forth into other areas of endeavor. Such modifications should be made by the originating group in consultation with the section coordinating committee and the Financial Services Committee.
6. The proposal developed in accordance with the guidelines above shall be considered by the appropriate section coordinating committee. It shall be considered first on its merits, then for its relationship to other funding interests of committees in the section and for the appropriateness of seeking outside funding. If the coordinating committee approves, the proposal will be presented to the General Services Coordinating Committee and the NYYM Trustees for approval or further seasoning on issues including, but not limited to, insurance, payroll, liability, taxes, employment status, and other possible legal issues.
7. All money from grants will be held by the Yearly Meeting treasurer in a project-specific fund. The treasurer will have the responsibility for proper administration of these funds.
8. Responsibility for oversight of the funded project rests with the committee that originated it, and its general oversight with the section coordinating committee.

Approved by GSCC 1/29/2011

5. Proposed addition regarding co-opting practice to “Committee Guidelines/Guidelines for Committee Members” in the General Services section of the NYYM Handbook.

For insertion in NYYM *Handbook* Part 2, “Committee Guidelines/ Guidelines for Committee Members” , at end:

Co-opting Practice

Co-opting is a process for noting Friends who serve on NYYM committees whose appointment is outside of the usual guidelines for committee service.

- An individual who is appointed to a committee as a full member through the usual nominating process but who is not a member of a monthly meeting. These individuals understand and accept Friends practice for conducting business in worship.
- Appointment of someone who has served on a committee for the maximum time allowed, and agrees to serve for another year to respond to a particular need of the committee.

These names would be listed in the yearbook with the appropriate class and with the designation “co-opted.”

Ideally, all committee openings would be filled and approved at Summer Sessions, and no one would resign before serving his or her full term. This not being the case, a committee may invite individuals to serve with the committee although they have not been through the normal nominating process, and are therefore not designated as “members.” Yearly meeting service is encouraged for all who have the commitment, time and energy to serve.

The committee clerk, in consultation with committee members, may ask individuals to serve who have not come forward by Summer Sessions, but who might have been nominated if the name had been known earlier. The committee may invite an individual with a particular skill that the committee needs for a specific task or to work for a limited period of time.

Anyone serving in this manner may not serve as committee clerk, and should not expect to participate fully in the decisions of the committee.

The committee may request that these Friends be nominated for approval at the next YM Session. Individuals approved at Spring or Fall Sessions would be assigned to a class as if they had been appointed the previous summer.

6. Proposed name change to *Supervisory Committee for the General Secretary* from *General Secretary Supervisory Committee*.

This committee has requested this name change because “It is a clearer description of our responsibility and avoids the easy confusion of the acronyms GSSC and GSCC.”