

Southeastern Yearly Meeting

Minutes of the Executive Committee Meeting, 10/01/04

The meeting was held in the St. Petersburg meetinghouse.

Executive Committee members present: EC and Representative meeting clerk Gary Arthur, Yearly Meeting clerk Dan Vaughen; Recording clerk Ed Lesnick; Treasurer Neil Andersen; Finance clerk Caroline Lanker; Faith & Practice clerk Phoebe Andersen; Worship & Ministry clerk Jan Dahm; Nominating clerk Annie McPherson; and Administrative Secretary Lyn-Cope Robinson.

Also attending: Ruth Paine, St Petersburg MM.

Gary spoke of his concern about the meaning and intent of Quakers and the Quaker faith. Upon reflection, the meeting settled into silent worship.

Gary thanked St. Petersburg MM for their hospitality and requested any proposed changes to the agenda.

Lyn responded to questions about the Secretary's Report (Attachment 1). Neil asked for clarity on the Trustees section, first paragraph, and implications to the budget in the long term. Friends agreed the paragraph was clear about implications on funding the Outreach Travel Endowment Fund.

Given the tragic losses suffered by the most vulnerable and needy such as migrant farm workers, Lyn raised a concern as to how Friends could address this problem. After discussion, a request will be made to the Peace and Social Concerns committee to raise the matter at RM.

Lyn reported the SEYM's website now contains an interactive calendar.

The Youth Committee was discussed. The choice of representatives to the FWWC in 2005 is still to be announced.

Yearly Meeting Gathering committee plans and concerns were reviewed. It was announced due to the destruction of his Jensen Beach condo and his involvement with the Kerry for President campaign, Jack Bradin, YM Gathering clerk, will step aside for 2005. The currently is no assistant clerk. [Note: At RM it was noted that Jack would co-clerk the Gathering committee with Barbara Wolfe.]

Annie noted the need for the committee to have direction. EC wished to know of Jack's availability at RM. Annie phoned Jack, who responded that he would be in attendance for the committee session and business meeting.

Ellie Caldwell will handle the Simple Meals project at YM Gathering. It was noted how simple meals provide attendees with an inexpensive, meal alternative.

Annie gave the Nominating Committee report. Because of FGC term limitations, Shawna Duran is completing her service as a SEYM representative to FGC Central Committee. Don Smith (Gainesville MM) will replace Betty Odom as a representative to the Friends Committee on National Legislation. The Nominating Committee

Caroline presented the Finance Committee Report. (See RM Attachment)

Phoebe offered the Faith and Practice Committee Report. A recommendation to change the name of Representative Meeting to "Interim Meeting" was laid aside until January.

The status of the Junior YM clerks was discussed. Currently, JYM clerks appear in the SEYM Directory as EC members. The F&P text and the Handbook need to be consistent with current practice. Discrepancies that exist will be addressed.

Following discussion, the following was minuted:

04EC13 Faith and Practice will consider the role and purpose of the Executive Committee in the Yearly Meeting along with the composition of the committee, including discernment of the status of clerks of the Junior YM on the EC.

Monthly meetings should consider the proposed revisions to the Faith and Practice sections. This is a forty-two-page document. The proposed revisions appear on the SEYM web site, www.seym.org. Printed copies will be made available at the RM, if needed. Phoebe has emailed MM clerks and has requested MM to thresh the items and provide recommendations to the Faith & Practice committee by January 10, 2005.

Gary thanked Phoebe for her efforts.

Regarding Deland Worship Group's progress for gaining MM status in SEYM, Ed referred to the August EC minutes and read letter from Vickie Carlie to Deland. (Attachment 2) Dan will report on changes in the Deland WG during RM roll call.

Caroline distributed the 3rd draft of the Representative Travel Guidelines. (Attachment 3)

Finance committee will present the guidelines for RM approval in January.

Although there were some unsure provisions, Gary stated EC had general agreement. Friends are requested to read and consider the guidelines for a decision at January representative meeting.

Dan updated EC on the status of the discussed YM liability insurance. The Finance committee recommends in favor of a policy.

A discussion ensued on the need for the liability policy, the place of lawsuits in the Quaker community and Friends' past practice, culpability, and the hard realities concerning negligence litigation in religious organizations. Lyn offered the policy is "what is appropriate for the times." Acquiring insurance is not contrary to our beliefs. If we consider neglecting to do so, Caroline offered, "Thou shall not tempt the Lord thy God." [Luke 4:12]

EC discussed how to finance the policy. Caroline suggested an off budget expense, but to explore those accounts with a surplus and to defray, The premium would be about \$1100 now to the FY ending June 30, 2005. In future years, funding will be considered by the Finance Committee who seek guidance from the event clerks (YM Gathering, Fall and Winter RMs, Michener Lecture, and HYM).

The Finance Committee will present a minute(s) for approval at the meeting, tomorrow. Gary stated there should be two minutes: one on the policy and a second for funding.

Regarding health insurance for SEYM employee(s), Lyn reported there is an effort underway to provide Quaker workers with some health insurance.

The Friendly Folk Dancers have contacted SEYM for a possible visit to Florida. This is a widely traveled group who combine dance with a ministry of drawing people together. EC concluded this would be an activity monthly meetings could pursue. Housing 16-20 dancers on site during the YM Gathering is cost prohibitive. Gary will make known the Friendly Folk Dancers for monthly meetings' consideration.

The meeting closed with silent worship.

Attachment 1: Secretary's Report to EC 10/01/2004 - St. Petersburg Meetinghouse

This is being one horrific hurricane season. While several Friends have uninhabitable homes, hope, trust and good cheer generally permeate our SEYM community. Prayers have been free flowing and answered.

Daily tasks took a sharp turn, in addition to all the routine matters, care and concern with and for Friends occupied a great deal of time. The Canmore Press phone business line (321.729.0078) was up almost immediately and became the community phone for our neighborhood. Our grill served several meals; our solar water heater provided warm showers of comfort to several, our home sheltered one Quaker family (see seym.org website for image of their house.) The seym.org website changed course immediately upon Vicki Carlies' suggestion that this was the ONLY way Friends knew how each other were doing. Thereafter, I updated it daily or more. Friends near and far (FGC, FUM) seem to greatly appreciate the currency of information found there.

In addition, I have now put up an interactive web calendar viewable by all visitors to the site. I set it up so that all SEYM Clerks *and whomever they designate* may add events. Please feel free to add events or to request that I add events. You will note that in my style of color-coding files, events have been assigned gentle colors, but again, you are free to select your own! To add events, login with username: **clerk** and password: **PEACE**. The three of us with administrative permission (delete events, modify settings) are: Mike Flanery, website clerk; Caroline Lanker, IT; and myself.

The HYM flier is available for clerks to take to their meetings. Bundles will be mailed to those meetings whose clerks were unable to attend RM. The interactive HYM web registration form should be up and available sometime next week.

Both the Moir and Lakey pamphlets are printed and available for sale at this RM. Mary Lord is still editing hers.

In the spirit of providing Friends an alternative to the commercialization of Holiday giving, I will again **upon request** provide a meetinghouse card with a hand-painted wreath for donor (gift-givers) to give your holiday recipient(s). This card states that a 'gift' has been given in the recipients's name to SEYM. This **provides an avenue for us to support our own Yearly Meeting**. You may request that your donation go toward the General Fund or to the Trustee's Endowment Fund of your choice.

In addition, do encourage Friends to consider giving either an adult or youth apron, a t-shirt, or bag to yourself or a family member or friend—all timely and welcome gifts, available now in a full range of colors and sizes.

Trustees

I continue to work very closely with the Trustees. It is my understanding that they have decided to transfer the earned dividends from the Outreach Travel Endowment Fund to the general fund commencing with the first earned dividend since the Augusta Meeting money was invested 6/30/2004. Just as the Secretary's Salary Endowment Fund dividends help defray the cost of the secretary's salary, these dividends will help defray the incurred budgeted travel expenses.

Tampa Meeting has secured a loan from the Meetinghouse Fund and will be paying off the loan extended to them by the SEYM Trustees. This money will now be available to extend to Miami Meeting in their efforts for Bartrum House. Miami Meeting does not qualify for a Meetinghouse loan since Bartrum House is not a meetinghouse.

The Trustees are hopefully seeking gift annuities; the return for seniors is quite high (early 60's over 5%; 80's-11%). Either Herb or I will get current information, should you know of someone who is interested.

New Concerns: none

Respectfully submitted by Lyn Cope-Robinson

Attachment 2 – Deland WG

The following appeared in the EC minutes, 8/21/04:

Ed reported on the progress of Deland WG (under the care of Orlando MM) moving towards monthly meeting status. A visitation is scheduled for September 5. The visiting committee has been in regular contact with Deland. The committee is hopeful that it can recommend preparative meeting status to the RM in October.

To update, Vicki Carlie, clerk of the visiting committee, wrote on 9/29/04:

Dear Friends,

Since, unfortunately, the Visiting Committee to Deland Worship Group has not been able to visit do to hurricanes, as far as I know we don't have anything of substance to report. . . .

Attachment 3: Representative Travel Guidelines

(DRAFT 3)

These are the guidelines for representative travel money disbursement, which are intended for use by the assistant clerk as well as the YM representatives to other organizations. These guidelines should be brought up before the YM and approved in a minute. Then they should be put in the Handbook so that they can be published and available in the future.

The Faith and Practice already says that the Assistant Clerk oversees the disbursement of travel funds. We might consider recommending to the F&P committee that this be broadened to say the Assistant Clerk nurtures the representatives, or something to that effect.

Summary of Guidelines for Representatives

- The assistant clerk oversees the disbursement of travel funds.
- Any official representative may request travel money from SEYM. However, not all travel can be fully covered by the Yearly Meeting. When more travel money is requested than is available, the assistant clerk will prioritize and pro-rate the disbursements, considering guidelines set by the Yearly Meeting.
- The responsibilities of the representatives with respect to obtaining travel money are:
 - Make requests for travel money to the assistant clerk
 - Submit receipts to the SEYM administrative secretary
 - Report to the Yearly Meeting

Complete Guidelines for Assistant Clerk and Representatives

1. The assistant clerk oversees the disbursement of travel funds for Yearly Meeting representatives to other organizations. He or she should also maintain contact with all of the representatives and provide nurture and counsel to them.
2. The Yearly Meeting General Fund allocates two budget lines for representative travel monies, designated for annual travel and triennial travel.
3. The triennial travel money is specifically designated for travel by representatives to triennial functions, especially the FWCC and FUM triennial meetings. If there is unused budgeted triennial travel money left at the end of the fiscal year, it is carried over to the next fiscal year.
4. The annual travel money is designated for travel by any designated and approved representative of SEYM to another organization. This includes travel by the FWCC and FUM representatives to meetings other than the triennial meetings. Annual travel money is budgeted for one year only. If unused, it does not carry over.
5. The assistant clerk should contact each SEYM representative at least once per fiscal year to do the following.
 - Determine whether the representative expects to travel to any meetings during the year
 - Find out whether the representative will request travel money
 - Discuss the travel money disbursement policies with the representative
 - Find out whether the representative has any concerns about the organization he/she is representative to or his/her ability to represent the YM. Attempt to resolve problems or bring them to the attention of the Yearly Meeting.
 - Provide other assistance to the representative as needed
 - Remind the representative that she/he should make a report to the YM

6. Any official representative of the YM may request travel money for travel to official meetings of the organization he/she is a representative to. The request is submitted to the assistant clerk, who may approve the request depending on the availability of travel money and the needs of all the representatives.
7. Representatives should also request assistance from their home meetings. The ideal sharing of the cost is 1/3 from the YM, 1/3 from the home meeting and 1/3 from the individual, but this standard formula need not be followed in all cases. There will be circumstances, such as very expensive trips, local meetings that have several representatives, etc. when the YM will need to cover a larger share of the expense. Representatives are encouraged to ask for what they need.
8. A representative who wants to request travel funding should contact the assistant clerk with the request, including an approximate amount, before the trip. He/she should contact the assistant clerk with the final amount after the trip. The assistant clerk approves disbursement by notifying the representative and the YM secretary. The representative sends the secretary receipts for expenses. The secretary sends the representative a check and notifies the assistant clerk that the representative has been paid. The representative may also request some or all of the travel money disbursement before the trip is made, if needed. The representative should request disbursement of travel money during the fiscal year in which the trip is made. (The SEYM fiscal year runs from June 1 through May 31).
9. The assistant clerk may, at his/her discretion, approve travel money for any official representative, within the constraints of the available travel money. If there are more requests than there is money available, then the assistant clerk should prioritize and pro-rate the disbursements, using the following guidelines as well as his/her own best judgement and knowledge of individual circumstances.
 - a. Travel to meetings of organizations' governing boards, on which the representatives sit, have the highest priority
 - b. Travel by each representative to one official meeting per year of the organization he/she is a representative to is prioritized above additional trips by any representative in the same fiscal year.
 - c. Travel to regular business meetings of the organizations has priority over travel to other meetings such as consultations, symposiums, etc.
 - d. If one trip combines both a business meeting and personal enrichment or leisure, then the expenses should be pro-rated so that the Yearly Meeting contributes an appropriate amount for the business portion of the trip.
10. The Yearly Meeting also receives requests for travel assistance for purposes such as sending someone to a youth gathering, for which there is no approved YM representative. If someone is approved at Gathering or a RM as a representative to a particular one-time meeting during the year, then that person is considered as an official representative of the YM and may request travel money. Such a request will be considered by the assistant clerk along with all other requests from official representatives. If a situation arises when there is no opportunity for action by the YM before the event, the request should be referred to the Executive Committee, with a recommendation from the Assistant Clerk. The EC may decide whether to grant travel assistance and determine what budget category to take it out of.
11. Each official representative of SEYM (whether or not he/she requests travel money) and anyone else who receives travel assistance from the Yearly Meeting should report to the YM regarding their trips or other forms of representation. There are several ways of reporting. The following are preferred, because they reach the most people:
 - an article in the SEYM newsletter
 - a special interest session at the Gathering
 - a written report in the Documents in Advance for the Gathering
 - a (succinct) verbal report in a plenary session at Gathering

Other ways of reporting are a written report in the DIA for a RM or a verbal report at RM, an article on the SEYM website or the SEYM Peace web site.