

Secretary's Report **to EC 10/06/2006 to be held at St. Petersburg Meeting House**

This report describes activities that have taken place since the EC Meeting, 03 June 2006.

General Office Activities:

It is always curious to see what challenges present themselves. This summer has been filled with many such opportunities including sleuthing and correcting weird access patterns to computer files. Turns out that Florida's wonderful electrical storms managed to overpower the battery back-up system (APC 1000), and while not destroying equipment per se, several ports were burned out and access to files scrambled. This unfortunately included access to the printer from QuickBooks Pro. After many trips to the computer store for repair, and one trip from a tech to the office, all now seem to function, albeit with work-around solutions to the damaged ports. Note: the office does have lightning rods, but this was over the electrical lines through the surge protector and battery backup—thank goodness for those, or all equipment would have been fried *even though I regularly turn off all equipment during storms and at night*.

Other office activities have remained much the same, but without the usual summer lull which means I still am behind in filing—my bane. And to date we are all truly blessed NOT to be having to dodge hurricanes. Other summer activities are described below.

Finances:

I am most pleased to report that several meetings are contributing regularly, thereby making the job of financial management much less stressful! I thank you.

The Trustees received a donation of \$5000 following the settlement of the estate of SEYM's first acting clerk Edwin Bertsche, and in memory of Ed and Faith Bertsche. This gift is restricted and donated for the "Bertsche" Outreach Travel Endowment Fund. Friends may remember that this fund was opened with an anonymous donation of \$250 at YM 2003 so that the SEYM Trustees could accept monies from the sale of Augusta Meetinghouse (originally purchased by Ed and Faith), if and when the meeting laid itself down. At the beginning of FY2004, the SEYM Trustees received \$33,912 from the sale of the Augusta Meeting House. On 05/31/2006, \$1052, the remainder of Augusta Meeting's bank account, was received. As of September 2006, in addition to the proceeds from the sale of the Augusta Meeting House, the SEYM Trustees have received \$5126.80 in memory of the Bertsches. This fund now has an endowment of \$44,000± with dividends (\$1900±/yr) being transferred to the SEYM general fund for budgeted Representatives' travel expenses, line items #8160 (annual) and #8260 (triennial).

Due to the electrical problems, I installed QBP2006 and wait to receive Intuit's free QBP2007 upgrade. Treasurer Neil Andersen will purchase QBP2007 ASAP. Caroline Lanker, Clerk of Finance, is presently working in QBP2006. While most features of the new QBPMac are faster and less cumbersome, some features are more complex: namely to avoid paying the monthly fee for Intuit's employee salary services (\$17/month—ridiculous), the work-around is much more cumbersome and time consuming. Receipt forms no longer offer custom fields so I am back to having to create Donation receipts in a second application. Intuit promises that QBP2007 reinstates some of the old features.

Due to an IRS mix-up (not crediting 2nd quarter 941 tax monies paid in two payments to bank to accommodate the SEYM's fiscal years), and to the 3rd quarter IRS 941 tax directives claiming bank coupons to be fraught with delays, I looked into direct-pay, but decided the IRS fee for this service is excessive.

Publishing:

I am pleased to announce that SEYM has received its first request for permission to quote a SEYM booklet/pamphlet. You may remember that by applying for and securing ISSN numbers, SEYM pamphlets/booklets may now be used as references for academic publications. Cathy Whitmire of Cape Elizabeth, ME, has requested permission to use three quotes from *A Vision of Peace* by Mary Lord in her forthcoming book, *Practicing Peace*. In replying, I also sent her George Lakey's booklet, *New Theory, Old Practice, Nonviolence and Quakers*—one of my favorites and appropriate to her writings.

Four booklets have gone to press this summer and will be available for purchase at FIBM.

They are:

- 1) *Marriage and Commitment; Separation and Divorce*, excerpt from *Faith and Practice*
- 2) *Seeking Christ* by Frank Massey, Michener Lecture 2006
- 3) *Here I am Lord* by Ernie & Vince Buscemi, Walton Lecture 2006
- 4) *Equality* by Deborah Ann Sanders, Walton Lecture 1998, NEW edition

FGC QuakerBooks was notified in a timely manner to enable inclusion of these titles and possibly their covers in the forthcoming FGC QuakerBook catalog.

In July, I greatly enjoyed hosting the SEYM ad hoc SEYM *Operational Handbook Procedures & Job Descriptions* Committee Nancy Fennell, Caroline Lanker and myself). Bob and Joy Cope Marshall, Quaker cousins from California, joined us during part of this time and provided nice conversational breaks and great food! At this time, we hope to have a draft copy of the Handbook for your review at FIBM.

The newsletter was woefully late in coming out due to an agreement to wait for certain reports. Due to its delay and after consulting with Clerk of IBM, Nancy Fennell, we decided to include the FIBM-DIA in the newsletter.

Extra newsletters, the HYM Registration fliers, and Michener Lecture 2007 brochures will all be available for meeting clerks and representatives to take back to their meetings, and thereby save postage.

Website:

Websites <www.seym.org> and <www.seymmeetings.org> are current with organizational details. More meetings are availing themselves of the privilege of free hosting. I am assisting several to design their own pages or designing the pages for them. The Quaker Peace Center under the care and advisement of Miami Meeting queried me regarding having their web pages hosted without additional cost to them—a nice way for SEYM to support this effort by Miami Meeting at no additional cost to SEYM. Those meetings that wish have been password-protected to enable them to upload their own html pages and files. I believe providing web access for all meetings and worships groups is a real service. Mike Shell continues to do a superb job as webclerk for the Peace and Social Concerns Committee <www.seympeace.org>. His dedication to seeking appropriate content, references, links, and quote for the month make this a must-visit site for all Quakers.

New Concerns:

It came to my attention that EC needs to review and perhaps create a policy regarding Archive materials. Earlier this summer I had opportunity to discuss archival issues with several former Augusta Meeting members, and much to our consternation, learned that the SEYM Archives

Committee declined Augusta's photographs and other artifacts. To prevent these from being thrown away, I agreed to house them in my living room until a decision could be made. However, the former Augusta Meeting members, in fear their archives would be thrown away, have not shipped them. In the mean time, we contacted Friends Historical Collection, Guilford College for their criteria. The Friends Historical Collection would greatly appreciate SEYM's support with their efforts to have as complete a collection as possible from Quakers in the Southeast. Please see the attached email.

An additional problem regarding archives arose this summer, when it was discovered that well intentioned member(s)/attender(s) at Orlando Meeting had cleaned house, and discarded several boxes of what they discerned were "old materials" no longer needed. Apparently this included several year's collections of SEYM materials waiting to be taken to the University of Florida Library. It is my understanding that the UF Library does not microfilm the SEYM archives.

Congruent with this concern is my new awareness that we have no official location for obituaries nor assigned voice to send condolences when a SEYMer dies. My concern is that SEYM has no set policy nor precedent for Meetings as to whom they should contact when a death occurs. This responsibility seemingly falls into several areas:

- 1) SEYM Archives Committee for obituaries?
- 2) The SEYM Membership Data Recorder needs to be informed so that s/he may update the data base. Should s/he keep a hard copy file of all obituaries?
- 3) If informed, the SEYM YM Clerk could send a condolence on behalf of the yearly meeting? (Note: Gay Howard had started a collection when she was clerk. What happened to this file?)
- 4) If informed, the SEYM secretary could forward all information to the above, but at the present time, has no assurance the information has been received and acted on.

Meeting membership recorders seemingly feel no responsibility to inform SEYM of member changes until requested to do so for an upcoming Directory. This means that unless Phoebe Andersen, SEYM membership recorder, or I happen to know of the person's demise, they receive inappropriate mailings, distressing family members. It also means that unless I have happened to hear of the death, I cannot seek and secure this information for the Newsletter's Milestones. This also goes for those attending Quaker schools, marriages and/or commitments with address changes and for those SEYMers who have published, etc.

Therefore, I seek direction from EC on how we wish to approach these matters knowing that it may need a period of discernment, however, hoping that the Handbook ad hoc committee may have some direction from EC to enable the committee to include a process in the Handbook so that it may be more helpful for all.

As the above problems presented themselves, I also realized that the *SEYM Operational Handbook Procedures & Job Descriptions* does not include directives regarding SEYM-to-Meetings and Meetings-to-SEYM expectations and process (whom to contact, what, and when). Therefore, the ad hoc Handbook committee has taken it upon ourselves to describe present practice, and as approved in YM Minutes regarding communications to and from Meeting clerks, treasurers, membership recorders, Peace and Social Concerns, and Worship and Ministry. This section is yet to be written.

Respectfully submitted by Lyn Cope, 09/29/2006

From: <gerickson@guilford.edu>
Date: Tue, 6 Jun 2006 12:16:33 -0400
To: Lyn Cope <admin@seym.org>
Subject: Re: Fw: Policy regarding Quaker YM Collections

Lyn Cope:

Your message to Mary Ellen Chijioke was forwarded to the Friends Historical Collection at Guilford College. I'll try to answer your questions quickly now with a few other comments. Feel free to ask any follow-up questions if you need more details.

The Friends Historical Collection remains open to serving as a depository for meeting records of Southeastern Yearly Meeting since we view ourselves as the archive for southeastern Quaker materials. We currently serve as the official repository for North Carolina YM (FUM), North Carolina (C), and several independent monthly meetings affiliated with FGC (Davidson, Chapel Hill, and Raleigh). We also serve as the joint repository for Southern Appalachian YM (both Swarthmore and Guilford maintain YM level holdings with individual monthly meetings specifying one or the other).

1. Whether or not materials must be pre-catalogued (how does one do this)? No, but prefer to have as organized as possible and some guidance on this can be given.

2. Do you accept carefully chosen images of historical interest? Yes

3. Any cost connected in maintaining artifacts there? Required annual donation? Obviously, it costs Guilford to provide space and oversight of these materials and it is preferred that the originating body contribute financially to allow us to continue this service and insure the resources are available for adequate care. That said, there is not a required amount since the resources of various meetings vary. The extent of services we are able to provide does sometimes depend upon the funding provided by the meetings -- for example, NCYM (FUM) fully funds microfilming of their records from their YM budget and also funds some staffing. NCYM (FUM) is also the largest of our record groups, including YM materials as well as those of quarterly meetings and over 80 monthly meetings with records dating from 1680 to present. NCYM (C), which is much smaller historically and currently, provides \$400 annually. I believe SAYMA provides a similar amount. Both Raleigh and Davidson provide annual donations (usually \$50).

We are glad to work with yearly meetings and monthly meetings. We ask for meetings to have items as organized as possible in advance and offer guidance on what types of records are of greatest interest. We are not able to handle electronic records at this time. We do have limited space so try to encourage deposit of essential permanent records (monthly meeting minutes, ministry and council (a.k.a worship and nurture) minutes, and membership records). Some other types of records, such as correspondence, building documents, etc. may also be included in this category. We do have some miscellaneous images and small artifacts but cannot take oversize items such as posters or meeting displays. Selected identified images documenting the life of a meeting can serve as a valuable record.

One strength of depositing at Guilford is that we are used to working with Quaker meetings and have staff experienced with Quaker terminology, etc. We also have other Quaker publications and supporting materials so researchers have everything in one

place. This is very convenient for those who live outside of the Southeastern YM area as Friends often come to Greensboro for national conferences or just driving through on their way down I-40 or I-85. Obviously, using a local university may offer greater convenience for Friends who live in that specific town or region.

It is important to consider what services a library is offering and the terms of the agreement. For example, do meetings retain ownership of their records? Do the YM and the archives have a continuing relationship regarding the care of the records? Who decides what happens to the records, etc.? Regardless of your decision, these are important matters to address. Provided below are some links that might be useful in learning about how records are handled in the Friends Historical Collection:

Friends Historical Collection Collection Development Policy: <http://www.guilford.edu/library/index.cfm?ID=110000950> NCYM (FUM) Records Policy and Guidelines for MM: <http://www.guilford.edu/library/index.cfm?ID=110000940>

Please do feel free to contact me if you have any further questions. Let me know what folks decide.

Gwen Gosney Erickson
Librarian and College Archivist
Friends Historical Collection
Guilford College
5800 W. Friendly Avenue
Greensboro, NC 27410
(336) 316-2264
www.guilford.edu/library/fhc

Forwarded by Mary Ellen Chijioko/Staff/Guilford on 06/02/2006 09:32 AM
Policy regarding Quaker YM Collections

To whom it may concern,

As you may know, Augusta Monthly Meeting (affiliated with SEYM) laid itself down a year ago. At this time, I am expecting receipt of its archives (unsorted) consisting of minutes, old photos and a very few artifacts. At this time SEYM houses its archives at the University in Gainesville. When I queried the Archive Committee regarding this decision it seemed to simply be due to convenience, perceived cost of shipping/housing/selection of artifacts at Guilford.

Please advise regarding these issues:

Types of materials archived

1. Whether or not materials must be pre-catalogued (how does one do this)?
2. Do you accept carefully chosen images of historical interest?
3. Any cost connected in maintaining artifacts there? Required annual donation?

Thank you.

Verily,

Lyn Cope

admin@seym.org

SEYM, P.O. Box 510795, Melbourne Beach, FL 32951
321.724.1162

----- End of Forwarded Message