

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
January 9, 1994

The meeting began with silence at 12:00 p.m. with 19 Friends present (a number which eventually grew to 24). The clerk read the First Query on Meetings for Worship and from the section on Cultivation of the Life of the Spirit from Faith and Practice of Baltimore Yearly Meeting.

Clerk's Mail:

The clerk read a letter from Margaret Sickles requesting membership in the meeting. In her letter, Margaret spoke of the lack of spiritual focus in her life before coming to Adelphi, which she heard about from her neighbor, Florence Widutis. Her request was referred to the Pastoral Care Committee with great joy.

House and Grounds Committee (Peter Curtis). The committee reported that they are seeking a cleaning firm to do a thorough one-time cleaning of our buildings. They are getting bids and coordinating with the Religious Education Committee. The committee hopes to have the cleaning done in early February.

The committee is also looking into the flooding problem in the white house basement, a space which is used by First Day School. They obtained a rough estimate for a drainage trench and sump pump installation of \$2,500-3,000. This work would cost \$800-900 if we did it ourselves, but no one on the committee is willing to coordinate the project. Contracting it out would reduce the reserve for replacement considerably but is the best alternative in the committee's opinion. The committee would like the meeting's advice on how to proceed.

Friends suggested getting more advice on other methods of dealing with the problem, including evaluating the grading around the building, looking at whether a roof is needed over the stairwell, and sealing cracks with hydraulic cement, before getting actual bids on the project. Friends supported using contractors for the work, rather than attempting it with volunteer labor. A Friend expressed a concern about our stewardship after we complete major projects, citing the ice on our new walkways after a recent storm. Another said support for the House and Grounds Committee is needed, for they have a difficult job given our aging facilities and the decreasing availability of volunteers. The committee will consider the meeting's advice as it seeks bids on this project.

Lenten Series (Lincoln Cory). A series of Lenten services is being planned again for this year by a group of Friends who are requesting the use of the meetinghouse. The series will take place on Sunday evenings from 6:30 p.m. to 8:00 p.m. beginning February 20 and going through March 27, plus a service on Good Friday, April 1, from 7:30 p.m. to 9:30 p.m. The request for the use of the meetinghouse for the Lenten series was approved.

Adult Religious Education Report (Betty Renshaw). The ad hoc group developing religious education activities for adults is planning a Wednesday evening series starting February 16 called "Quakerism 101." The series will cover five areas of Quakerism: history, worship, testimonies, spiritual authority/continuing revelation, and structure. It will also focus on the larger picture with some discussion of the branches of Quakerism and Baltimore Yearly Meeting. The committee is also planning to put out a basket for contributions from participants. This will be done for the Wednesday series and other events, with the money going to the treasurer of the meeting for the general fund. Friends expressed some discomfort with the contributions basket and thought such activities should be supported by our regular budget. The committee explained that these contributions are not for the adult education program specifically, but will go to support the meeting as a whole. This is just another opportunity for people to give voluntarily to the meeting, as they do on Sunday mornings.

Peace and Social Order Committee (Lowell Woodstock). The committee presented the proposed allocations for the designated outreach portion of our 1994 budget (copy is attached) for

second reading. The meeting approved the designated outreach list as submitted by the committee, with gratitude for the committee's efforts.

Nominating Committee (Jane Furniss). The committee presented for first reading the names of Chase Clement and Jim Thresher for the School Committee, and reported that Debra Kolodny is no longer on the William Penn House board.

Report by the ad hoc committee on the request to share our property by a Seventh Day Adventist congregation (Jane Furniss). The Seventh Day Adventist congregation that has asked about sharing our facilities is French-speaking, from Haiti. They have been meeting in schools but this is not a satisfactory environment and is expensive. They have a building fund but are not ready to build, so they are searching for a Protestant church to use on Saturdays. There are 70 adults in the congregation, with approximately 50 adults and 20 children attending each week. They would use our buildings from 8:30 a.m. to 1:00 p.m. -- holding religious education activities from 9:00 to 11:00 with worship afterwards. The benches would be rearranged in more traditional Protestant fashion and then returned to their usual positions. Music is part of their service, so they would use the piano. They have a van to pick up some members, plus 10-15 cars would be parked here. Their Saturday services would be open to visitors.

They would also use the property one Saturday afternoon a month for social activities. The kitchen would be used for afternoon potlucks and the first floor of the white house would be used for activities as well. Overall their presence would approximately double the use of our property and probably multiply the problems faced by the House and Grounds Committee.

The representatives from Adelphi described for them our use of the property on Saturdays -- work days, weddings, memorial services, emergency housing, etc. -- and that we would expect compensation for utilities and maintenance. They would still like to share our property, even if it meant not having it one Saturday a month, as long as they had sufficient notice to make other arrangements.

They are a very conservative group, with all male elders -- no women from their congregation were at this meeting, for example. Friends were impressed by their seriousness and told them we would like to be helpful, and would consider it prayerfully, but could not promise a quick decision.

Friends asked about what help this congregation was receiving from the Seventh Day Adventist Church and where else they had looked for space. Apparently they have looked at other churches but they were all in use by other groups.

A Friend suggested that what appears to be a problem could be an opportunity. Up to now we have not had enough work for a full-time maintenance person, but might if we shared our property with this group. Possibly we could have a caretaker live in the white house and maintain the property. It would be good stewardship to have our buildings used more during the week. We should be open to this and explore it further.

Another Friend supported the thought of it being better stewardship of our property and added that it is an opportunity to reach out to a black congregation. There are racial problems in our county and this is a chance to work with the black community here.

A Friend supported continuing the discussions with them, but has concerns about the old benches being moved around a lot, the use of the property on Saturdays when we have other events scheduled, and the impact on Religious Education Committee activities. We need to be free to express our concerns without being labeled racist, said this Friend. Also, the fee they pay us should be large enough to cover major expenditures that occur only periodically, such as a new roof or major repairs.

We could schedule many of our activities on Saturday afternoons, even work days, one Friend commented. Another asked about cleaning up after they use the buildings -- would they do that or us? They would "leave it as they found it," said the clerk, which immediately raised the question of what shape would they find it in! The white house resident would have to change his cleaning schedule from Saturday to Friday evenings if they were to use the space on Saturdays.

What about work campers using the white house and leaving their belongings there? This was discussed at the meeting and the congregation's representatives said they could use the meetinghouse for their religious education activities on those weekends.

A Friend asked how often have we used the property on Saturdays? The committee said they had researched this and found we used it an average of once a month. Given their planned schedule for use of the buildings, the white house would be available for our use after around 10:45 a.m. on Saturdays, observed one Friend.

Sharing the space removes the possibility of spontaneity, commented another Friend -- we would always have to plan activities in advance. What if we wanted the use of the property two times one month? And what will be the effect on the white house resident? Do we need a contractual agreement on time of use? Friends had many questions, but still supported continuing discussions.

We will have an obligation to respect our arrangements with them, a Friend observed. They will probably come to see our property as their home as well, as the center of their community's life, even as we do now. So we might find it difficult to terminate the arrangement should we wish to at some future date.

They seemed to be surprised by our spirituality, said one meeting participant, but they also may be surprised at our lack of conservatism. How will they feel about the meeting's position on same sex weddings, peace issues, gay pride marches?

Shouldn't we visit their worship service and they visit ours as part of this exploration? We should send them our newsletter and silent announcements. And be sure they understand the importance to us of the simplicity of our worship space.

What about insurance? Fire and liability. Our insurance rates were affected by the school being here, for example. They should understand that there is no smoking in our buildings. There should be a legal, contractual agreement with them.

What about our neighbors? How will they feel about a Seventh Day Adventist church meeting here on Saturdays? How will the neighbors feel about a black congregation using the property? We should talk with them about concerns around the neighbors.

A Friend suggested that Takoma Park Preparative Meeting and this group might want to look into sharing space, which several Friends thought was a good idea.

A Friend shared about the problems a Presbyterian church had in sharing its space with another church. We must have clear, written agreements on sharing our space, for verbal ones do not work. We need to be very careful.

Another Friend said we should view this as another faith community searching for a place to worship. We would be sharing our space out of respect for them and what they are trying to do. We would be opening our home to another family to stay for a while. We need to search our hearts and minds, and if we can't do this, that's OK, too. Someone commented that Adelphi had received help from other churches in our early days.

How long will they use the property? Or how short a time period will they be here? We should be careful about putting a lot of work into a short-term arrangement, as occurred with the school. A Friend said we also need a way to terminate the relationship quickly and relatively painlessly, should we need to do so, citing some problems he had experienced in sharing his home with others.

A Friend asked the white house resident to comment on sharing our space with another group. Pete said he could adjust his cleaning schedule to their being here on Saturdays. He said they should be asked to remove their materials and trash when they leave and clean up after themselves. He has some concerns about security, that the buildings and windows be locked when they leave, and that responsibilities within the meeting for cleaning be clear.

The clerk asked about forming a committee to continue meeting with them to explore all these issues. A Friend suggested that a member of Trustees should clerk the committee, with representatives from other appropriate committees. The clerk asked the assistant clerk to coordinate forming the committee.

The ad hoc committee is to have representatives from Ministry and Worship, Religious Education, House and Grounds, Emergency Housing, Peace and Social Order, Trustees, and White House Resident Support Committees. The assistant clerk said he would like to meet with members of

initial committee that met with the Adventists (Doug Turek, Jane Furniss, John Bassert, Lainie Duncan, Peter Curtis). He also would like to talk with members of the meeting who were involved in purchasing our property. Bob Mitchell agreed to be a source of information on that.

The clerk asked for an interim report from the ad hoc committee at the next meeting for business.

Minutes. The decisions from the minutes of the December meeting for business were read and approved as read.

The meeting closed with silence at 2:15 p.m. with 16 Friends present.

Doug Turek, Clerk

Glenn Riley, Recording Clerk

**Adelphi 'Friends Meeting
Meeting for Worship for the Conduct of Business
February 20, 1994**

The meeting began with silence at 12:00 p.m. with nine (a number which eventually grew to 16) Friends present. The clerk read the Second Query from Faith and Practice of Baltimore Yearly Meeting.

Clerk's Mail:

The clerk noted that Adelphi Friends Meeting has received letters of thanks for donations it has made to Manna, FUM, Friends World Committee for Consultation, Friends Council on Education, Pendle Hill, BYM, FCNL, For the Love of Children, FCS/Blackburn Scholarship, Martha's Table, and FGC.

The clerk read a letter from Rick Picardi requesting membership in the meeting. His request was referred to Pastoral Care Committee with joy.

The clerk read a letter from the Army that was sent to all residents of the area *inviting them* to a meeting on March 9 at which the Army will present information concerning the imminent construction of a laboratory near the National Archives facility. The clerk offered the letter and accompanying parking permit to any Friend who wished to attend the meeting.

The clerk read a letter from Toronto monthly meeting noting that Adelphi meeting had approved the transfer of Kirsten Jones, but had never sent the certificate of transfer to Toronto. The clerk referred the letter to the recording clerk to resolve the matter.

The clerk read a letter, the content of which was unclear, from a person living in Silver Spring. Harold Confer and Chase Clement said that they would visit the sender to learn what she wanted to communicate.

The clerk read a letter from BYM nominating committee asking for volunteers for yearly committees, and requesting a reply by March 15. The clerk forwarded the letter to Nominating Committee.

The clerk read a letter from Governor Schaefer in response to our letter expressing opposition to the death penalty and to the possible execution of John Thanos. The governor stated that the legislature has determined that the death penalty shall be imposed under certain circumstances, and in the case of Mr. Thanos, he believes that capital punishment is appropriate.

The clerk read a letter from Will's Hardware in Beltsville that was sent to a number of churches in the area offering to make contributions on the basis of purchases at the store by their members. As part of the program, the store requests mailing lists be made available for advertising purposes, and that publicity be provided in newsletter. Several Friends noted that our meeting does not permit our mailing list to be used for solicitation purposes, but as alternatives suggested that members might give their names to the store when making purchases, or that some arrangements could be made by saving receipts. Other Friends expressed reservations about the propriety of participating in such program, noting that by doing so an endorsement of the store by the meeting is implied. The clerk forwarded the letter to Finance Committee for further study, with the understanding that under no circumstances will the mailing list be made available and that the meeting is not comfortable with an outright endorsement of any store.

The clerk read a letter from Robert and Mayzee Darby former members of this meeting now living in Iowa, expressing interest in transferring Greenbelt coop stock that they no longer wish to keep to either the meeting or to a member or members. After a brief discussion concerning the nature of this stock, the clerk forwarded the letter to Bob Cahalan, a resident of Greenbelt to learn more about what is involved in making such a transfer.

The clerk read a letter from Washington Quaker Workcamps to all Friends meetings in North America. In presenting an urgent appeal on behalf of Romanian orphanst the letter asked for volunteers from the Washington area to help move donated materials from Bucarest to Nicarest, and said that WQW requires \$34,000 to accomplish its mission. The clerk forwarded the letter to Finance Committee.

In connection with the reading of the WQw letter, a Friend suggested that Adelphi Meeting prepare a letter of introduction for WQWC to use when making its appeals to meetings that are not as familiar with its work as 'Adelphi is. The clerk asked for assistance in drafting such a letter. Chase Clement volunteered to write the first draft; Bill Samuel and Mary Lord agreed to review the finished draft.

The clerk read a draft copy of a letter from BYM committee on Unity with Nature that is to be sent to all world religious leaders concerning population growth, and also read four proposed queries related to this issue. The issues are to be discussed by meeting representatives at the representative meeting in March.

While Friends expressed their support for the intent of the letter and queries, noting that population control relates directly to women's well-being, Friends also expressed concern about the substance of the letter and queries, and of the difficulty of discussing complex issues in a short time. Friends mentioned that issues relating to population growth are overdue for discussion at Adelphi.

The clerk expressed the sense that the meeting needed more time to consider these matters, and that the letter and queries ought to be considered by Yearly Meeting, rather than by a representative meeting. He said that he would speak with clerks of appropriate committees at Adelphi Meeting to arrange for discussion of issues concerning population growth.

Ad Hoc Coml ttee to Consider Sharing Adelphi Keating Facilities with a Seventh Day Adventist Congregation **from Haiti (Bob Cahalan)**. The committee presented an interim report on its February 7 meeting, listin queries under consideration. The committee's next meeting wyll be on February 22- at 7:30 in the Meetinghouse. All interested are invited to attend.

A Friend asked if the Seventh-Day Adventist congregation is comfortable with the speed of our deliberations. in response, a Friend who has been in contact with the minister said that the minister is glad to know that we are working seriously on this issue.

Pastoral Care Committee (Mary Rein). The committee reported that clearness committees from Pastoral Care met separately and simultaneously with Chase and Joan Peterson Clement; that each committee determined that membership would be appropriate; and that Pastoral Care Committee agreed to make recommendations for full membership for Chase and Joan Peterson Clement., and associate membership for their son Tom.

A Friend questioned the appropriateness of separate meetings for family members, saying that we would be better able to judge what Adelphi meeting can do for the new members in a single family if we better understood the internal family dynamic. Another Friend, on the Pastoral Care Committee, said that in this particular instance it had been requested by the prospective members that separate meetings be held. The meeting approved full membership Chase Clement And Joan Peterson Clement, and associate membership for Tom Clement.

Request for Travelling Minute. The clerk reported that Martha Gay and Rick Picardi are planning to visit a meeting in new Jersey to speak on the issue of same gender couples and commitments, and have requested a travelling minute. The clerk asked that the appropriate committee draw up a travelling minute. Friends agreed that this was not a matter to be referred to a committee. The meeting approved the clerk's drafting a letter expressing the meeting's support for Martha Gay and rick Picardi to take with them.

Question by clerk for clarity. The clerk noted that he will be out of town on second First Day next month when Meeting for Worship for Conduct of Business is regularly scheduled. He asked for the sense of the meeting whether meeting for business should be postponed to the third First Day, or whether the assistant clerk should clerk the meeting on its scheduled date.

Friends expressed concern about the effect of changing the meeting date on Friends, schedules, and voiced confidence in the assistant clerk's ability to clerk the meeting. The meeting affirmed keeping meeting for business on second First Day next month.

Spiritual State of the School. The clerk asked that the report on the Spiritual State of the School be held over. The meeting approved holding the report over to next meeting.

Request to schedule a visit by Travelling Meeting (Bill Samuel). A visit by Travelling Meeting on the fourth First Day in May, with discussion with the Conservative Friends at rise of meeting, is planned. The meeting approved the visit by Travelling Meeting on the fourth First Day in May.

Nominating Committee. Jane Furniss). The committee presented three names for first reading: Susan Walker for Emergency Housing, and Priscilla Holberton and Denny May for House and Grounds. The committee presented two names for second reading: Chase Clement and Jim Thresher for School Committee. The nominations were approved by the Meeting.

The committee also reported that Paul Gorrell is leaving Quaker Life, and that Mosi Harrington has been co-opted. Friends asked what was meant by "co-opted." The Nominating Committee will clarify this in its next meeting.

Minutes. The minutes of last month's meeting were read and approved as read.

The Meeting concluded with silence and adjourned at 2:10 p.m. with ten Friends present.

Doug Turek, Clerk

Tom Skallerup, Asst. Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
March 13, 1994

The meeting began with silence at 11:55 a.m. with 22 Friends present (a number that eventually grew to 29). The clerk read the Third Query on The Meeting Community from Faith and Practice of Baltimore Yearly Meeting.

Clerk's Mail:

The clerk read a letter from Bruce Millner requesting membership in the meeting. In the letter Bruce shared something of his experience and understanding of Quakerism. The letter was referred to the Pastoral Care Committee.

The clerk read a letter from Amity Hall and Chris Hough requesting membership in the meeting for them and their children, April and Ian. This letter was also referred to the Pastoral Care Committee.

The clerk read a letter from Rick Picardi and Eileen Neely requesting marriage under the care of the meeting. Their wedding is scheduled for October 15 at Sandy Spring Friends meetinghouse. Their request was referred to the Pastoral Care Committee.

The clerk noted the receipt of a variety of correspondence, newsletters, bulletins, etc., that were referred to appropriate committees or will be posted on the bulletin board.

Request for use of the meetinghouse. The meeting has received a request from Elizabeth Manne of Ellicott City, Maryland, to use the meetinghouse on April 16 for a day-long seminar called "Creating Balance in Your Life." The seminar would be conducted by Penelope Chaffee of the Earth Light Institute. Friends expressed some concerns about the use of the meetinghouse for a profit-making activity and its possible effect on our non-profit tax status. The meeting approved the use of the meetinghouse for this event, and agreed to ask Ms. Manne for a \$50 fee for use of our facilities. The broader issues of the use of our property for profit-making activities and the implications for our tax status were referred to the House and Grounds Committee and the Trustees.

Another request for the use of our property. The meeting has received a request from Lisa Liske-Doorandish, a teacher at Olney Friends School, Ohio, for a group of students and teachers (about 5-7 total) to stay in our facilities April 4-7. The meeting approved their use of the white house for sleeping facilities and the kitchen in the meetinghouse for cooking, with no fees.

The meeting referred to House and Grounds Committee the issue of charging fees for the use of our facilities, and whether the meeting should charge fees or ask donations from some groups while allowing Friends' groups to stay free of charge.

Friends Community School (Jane Manring). Jane presented and read the Spiritual State of the School report for the previous academic year (1992-93). (See attached copy.) The report was prepared by the Quaker Life Committee. The meeting expressed its appreciation for the excellent report and the healthy spiritual life of the school. Some excerpts from the report: "Learning, the search for truth is to be joyful...Meeting involvement through the Quaker Life Committee has helped us to make our worship richer...Consensus decision making is more of a challenge as we grow to a staff of 11 classroom teachers, 5 special teachers, 3 office staff and a student body of 120...To fulfill our commitment to the peace testimony, the school continues to train adults and children in the methods of Creative Conflict Resolution...Our approach to academics honors the special talents and interests of each child as well as the child's natural unfolding...Calls come in weekly telling us how excellent our reputation is and often imploring us to allow yet one more child into the school...We ask that you continue to hold Friends Community School in the Light."

Ministry and Worship Committee (Alaine Duncan). The committee presented a draft of the Spiritual State of the Meeting report for first reading (copy attached). Friends asked that the list of activities at the end of the report be integrated into the body of the document. The committee will make revisions and bring the report back to the next business meeting.

Finance Committee (Margaret Cahalan). The treasurer presented the budget report for the fourth quarter of 1993, which shows the meeting did make its budget with a little to spare (see attached report). However, since the meeting did not spend all the money that was budgeted, there is a balance of \$6,578. A Friend asked for more details in the future on the camping and retreats fund, that information on what the Catoctin weekend brought in and cost, e.g., would be helpful.

A lengthy discussion followed on the financial reserves of the meeting and what should be done with the \$6,578. The Finance Committee is recommending that the money go into the unrestricted reserve until the committee completes its consideration of how much money the meeting should keep in reserve. Friends expressed concerns on the size and purpose of a reserve and a number of related issues: the integrity of the budget (meeting should spend money only on budgeted items), the process for changing the budget during the fiscal year, the request from FGC for funds to support their hymnal project, and support for the Romanian work camp project.

Friends expressed support for maintaining financial reserves and for considering requests to the meeting for financial support in the context of our established budget for that year. In relation to the FGC hymnal request, the issue of earmarking contributions to the meeting was raised. A Friend stated that the meeting had decided several years back not to accept earmarked contributions, since this can present the appearance that the meeting is corporately supporting an activity when actually individuals within the meeting are doing so. This undermines the budget process and can even give the appearance of tax evasion under certain circumstances.

The meeting decided to accept the fourth quarter budget report with the \$6,578 placed in the unrestricted reserve, with the understanding that the Finance Committee will complete its study of the size and purpose of the reserve and report back to the meeting with its recommendations on this issue.

The meeting decided to consider the request for financial support of the FGC hymnal project as part of next year's budget process. Individuals are still free to contribute to this project on their own.

The meeting decided to accept the recommendation of the Finance Committee that the meeting not contribute money to support the Romanian work camp project, but rather encourage individuals in the meeting to contribute to the project.

Peace and Social Order Committee (Carol Bult). The committee presented a letter to Baltimore Yearly Meeting affirming a minute from Annapolis Friends Meeting in support of Maryland House Bill 192 (see attached). The bill would prohibit discrimination based on sexual orientation in public accommodations, housing, and employment. The meeting approved the sending of the letter and the attached minute to BYM with copies to all monthly meetings of BYM.

The committee asked the meeting for a replacement for Lowell Woodstock on the BYM Peace Committee. A Friend stated that the replacement would be named by the BYM Nominating Committee. The committee also asked to work with Pastoral Care Committee on the drafting of a memorial minute for Lowell. The meeting referred the task of writing a memorial minute for Lowell Woodstock to the Pastoral Care Committee working with Peace and Social Order, with the minute to be brought to the April business meeting.

Nominating Committee (Jane Furniss). The committee reported these resignations from committees: Robalee Chapin from Ministry and Worship, George Withers and Barbara Lynch from School Committee. The committee presented for first reading: Parker Brown for Library Committee ('96), L. Barry Costilo for Emergency Housing, Mosi Harrington for Quaker Life ('96), Gayle Hobson for Religious Education ('96), Charlotte Miller and Bruce Millner as shared meal co-coordinators, Reuben Snipper for the William Penn House board, and Pete Schenck as nominee to Potomac Half-Yearly Meeting as representative to the Interfaith Conference of Metropolitan Washington.

The committee raised the possibility of re-establishing the Social Committee. Another member of the committee expressed some serious concerns about the wisdom of establishing another committee when the meeting is having difficulty maintaining adequate membership on existing committees. A Friend shared that persons new to the meeting have asked about serving on a social committee and that others like to serve on it as well, since it deals with "lighter" issues than other committees.

Friends expressed concerns about the absence of an oversight committee that would look at such issues as what committees are needed by the meeting and be responsible for the overall coordination of meeting activities. Instead, such broader concerns are raised in meeting for business,

which often ends up acting like a committee of the whole. Another Friend commented that we need to clarify what the responsibilities are of our existing committees. The meeting made no decisions on these issues and accepted the committee's report as a first reading.

Temporary Nominating Committee (Dave Roberts). The committee presented for first reading two nominees for the Nominating Committee: Joan Clement and Lori Jones, both for terms ending in '96.

Minutes. The decisions from the minutes of the February meeting for business were read. A Friend asked for a correction to the item on the letter from Washington Quaker Workcamps so the notes indicate that the letter was referred to Finance Committee with a request from the meeting for a recommendation on how to respond to the letter. The meeting decided that in future minutes the decisions made by the meeting to refer issues to committees or individuals will also be underlined. The meeting approved the minutes as corrected.

The meeting closed with silence at 3:15 p.m. with 12 Friends present.

Ted Robinson
Assistant Clerk

Glenn Riley
Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
April 10, 1994

The meeting began with silence at 12:00 p.m. with 9 Friends present (a number that eventually grew to 28). The clerk read the Fourth Query on Personal Spiritual Life and from Cultivation of the Life of the Spirit from Faith and Practice of Baltimore Yearly Meeting.

Clerk's Mail:

The clerk read a letter from Barbara Platt asking that her children be added as associate members to her earlier request for the transfer of her membership from Stony Run Meeting. The request was held over until the meeting receives the transfer from Stony Run.

The "original" letter from Rick Picardi and Eileen Neely requesting marriage under the care of the meeting was referred to Pastoral Care Committee, an abbreviated substitute letter having been read at the previous month's meeting for business.

The clerk read a letter of introduction for Harold Confer drafted by Chase Clement. The letter is addressed to all Friends meetings asking that they accept Harold as a Friend as he goes about his work with Washington Quaker Work Camps. The letter was approved and the clerk will send copies to Harold and the meeting's Recorder.

The clerk read a letter from Amanda Bozarth requesting membership in the meeting with her children Alex and Eliza as associate members. She became acquainted with the meeting through Friends Community School, where she met Jane Manning and Maggie Morris, and now feels at home in our community. Her letter was referred to the Pastoral Care Committee.

A letter from Cheryl Morden and Reuben Snipper requesting membership in the meeting for themselves and associate membership for their children -- Jesse, Gabriel, and Damian -- was read by the clerk. Their letter spoke of both the spiritual nurture and challenge they have experienced here; that the meeting is a spiritual meeting ground and a place of grounding for their family life. The letter was referred to the Pastoral Care Committee.

The meeting received a letter from Charles Gale of Milville Monthly Meeting in Pennsylvania with a certificate transferring the memberships of Tim and Sandy Schwartz from that meeting to Adelphi. Their children -- Matthew, Katrina, and Emily -- will be associate members. The letter and certificate were given to the meeting's Recorder.

The clerk read a letter from The Shepherd's Table thanking the meeting for its contribution.

The clerk read a letter from the Friends Peace Team Project and asked Mary Lord to explain more about it to the meeting. The goal of the project is create a mechanism for Friends to be more involved in conflict resolution work in the U.S. and internationally. This letter has gone to yearly meetings around the country asking them to approve the mission statement and implementation plan of the project. Baltimore Yearly Meeting's Representative Meeting provisionally approved it and it will be considered by the full yearly meeting this summer. Monthly meetings are also being asked to consider the project and to be resources for a nationwide conflict resolution effort. Mary will be bringing the matter to the monthly meeting in more detail next month. One friend cited the on-going conflict resolution efforts by Friends groups in the Middle East and another Friend asked that violence to minorities in this country be addressed by the project.

The clerk read a letter from Frank Massey and Katherine Smith that was written after these Friends attended the recent joint meeting between Adelphi Friends Meeting and Takoma Park Preparative Meeting at which the relationship between the two groups was discussed. A number of observations and suggestions about nurturing the relationships, both personal and corporate, that connect the two meetings were in the letter. These included worshipping together more, planning retreats together, and generally improving communications between the meetings. The clerk suggested that a committee comprised of all of Adelphi's committee clerks could include clerks from Takoma as well and so serve to improve communications between the meetings. The letter was referred to Ministry and Worship Committee to follow up on the suggestions in the letter and the committee of clerks suggestion as well.

A letter from the Quaker House Military Counseling Program in Fayetteville, North Carolina, was read by the clerk. The letter, which asked for support for this program, was referred to the Peace and Social Order Committee.

The clerk read a letter from Harold Confer requesting he be released by the meeting for service with Washington Quaker Work Camps projects this summer, including some in Romania. In keeping with the meeting's procedures for handling such requests, the letter was referred to the Pastoral Care Committee for consideration.

Adult Religious Education Working Group (Betty Renshaw). The working group reported that the Wednesday night series on Quakerism has been successful and that Young Friends have asked for a series for them as well. The Clerks Night Out event came off very well, with 30-40 Friends in attendance. A new Wednesday series will begin April 27 called "In and Out the Silence."

Ministry and Worship Committee (Alaine Duncan). The committee presented the Spiritual State of the Meeting Report for second reading. Friends made a number of suggestions for revisions to the report, mostly intended to balance what some Friends felt was an overly "rosey" picture with more of the struggles the meeting experienced during the year covered by the report. Friends suggested including the difficulty we have experienced filled all of our standing committees and our on-going concern for nourishing the worship life of our children. Another Friend questioned whether the meeting was as diverse as the report suggested. And others suggested that our relationship with Takoma Park Preparative Meeting be included in the report. The committee will revise the report to make it clearer that the meeting is "in process" -- we have "turned a corner" but have not "arrived." The report will be brought back to the next meeting for business or to a special called meeting if necessary to meet the BYM deadline for receipt of the report.

School Committee (John Smallwood). The committee reported on the financial status of Friends Community School. The school is doing very well financially while maintaining a relatively low tuition rate compared to other Quaker schools. Next year's school budget will be in excess of \$700,000 to support a program with 135 students and over 20 staff. The school has no debt and a small reserve. The budget breaks down as follows: 53% for salaries, 17% for rent and maintenance of the building, and 30% for all other expenses. Tuition next year will be \$5,100. This is the lowest tuition in this area for the kind of individualized, creative program offered by FCS. Other schools have tuition rates that are 20-50% higher or more. The meeting set a goal of low tuition when founding the school and that goal is being met.

The meeting also wanted a strong scholarship program. Next year about 10% of the school's budget will go to scholarships, over \$70,000. Another goal was to pay teachers well and the school does offer competitive starting salaries for this area, though they would like to raise the salaries, especially for more experienced teachers. The school is growing and will be expanding into another wing of the building this coming year, paid for with its own money.

This \$700,000 budget is the meeting's budget -- the school is not a separate corporation.

The school has a 10-year lease with College Park and is currently finishing up the second year of the lease. However, the school is not planning to be in this building after this lease expires. There is a strong move in that area to commercialize it, given the proximity of the Metrorail stop, so the school is planning to have a new location identified when this lease expires. The school expects to hire a consultant to assist in their planning and in the development of a capital campaign to raise the money needed to establish the school at a new site.

The school is self-supporting, primarily through tuition (97%) but also with fund-raising (3%). This year's auction raised \$12,000, most of which will go for scholarships and the rest to operating expenses.

A "dynamic Quakerism" is working itself out in the life of the school.

Friends emphasized the importance of including the school in the Spiritual State of the Meeting Report. The school was described as a "safe zone for kids -- a miracle." There is a feeling of integrity present and strong Quaker spiritual values. The meeting expressed its profound appreciation to the School Committee, the Director, and the staff for their extraordinary management of the school that made possible such a financial report as the meeting heard today.

Friends asked about the diversity of the student body at the school. There is a Diversity Committee that fosters all kinds of diversity at the school, but the number of minority students is small despite the availability of minority scholarships. The school's experience has been that few minority families are attracted to the school's program and style. A Friend expressed concern that the school is not serving students with special needs, who may learn differently from the majority of students or whose energy level may be unusually high.

Ministry and Oversight Committee of Takoma Park Friends Meeting (Preparative) (Barbara Lynch). The committee reported that Audrey French had requested membership in the meeting, that a clearness committee had met with her and recommended she be accepted into membership. Audrey has served as the camp doctor at Catoclin Quaker Camp, has attended a number of different Friends meetings, and feels at home here. The meeting approved Audrey's request for membership in Adelphi.

Nominating Committee (Jane Furniss). The committee presented for first reading the name of Cristina Doria for Shared Meal Coordinator (94). For second reading: Parker Brown, Library Committee (96); L. Barry Costilo (94) and Susan Walker (96), Emergency Housing Committee; Mosi Harrington, Quaker Life Committee (96); Gayle Hobson, Religious Education Committee (96); Charlotte Miller and Bruce Millner, Shared Meal Coordinators; Priscilla Holberton (96) and Denny May (96), House and Grounds Committee; and Reuben Snipper, William Penn House Board (95). The meeting also needs to approve sending to Potomac Half-Yearly Meeting the nomination of Pete Schenck as representative to the Interfaith Conference of Metropolitan Washington. The meeting approved the report of the Nominating Committee, including the sending of Pete's nomination to PHYM.

Other business or concerns. A Friend expressed concern that many committees of the meeting were not represented at the meeting for business, and suggested that all committees be expected to send a representative each month. The meeting's Recorder, Pam Tyng, asked the help of Friends in locating missing records.

Minutes. The decisions from the minutes of the March meeting for business were read and the minutes were approved.

The meeting closed with silence at 2:40 p.m. with 20 Friends present.

Doug Turek
Clerk

Glenn Riley
Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
May 8, 1994

The meeting began with silence at 12:00 p.m. with 16 Friends present (a number that eventually grew to 21). The clerk read the Fifth Query on Personal Way of Life from Faith and Practice of Baltimore Yearly Meeting.

Religious Education Committee (Marcy Seitel). The committee is preparing for the summer children's program and is planning to have a second hour to give Friends the opportunity to share in the planning. The committee would like the thoughts of the meeting on this and also on what the meeting can do to help people feel more prepared to work with children in the RE program, to help build bridges between adults and kids. Friends liked the second hour idea and suggested the committee might also prepare a flyer describing the summer program. The committee was asked about the hiring of a summer coordinator as was included in the meeting's budget. They are planning to discuss at their next meeting whether to hire a coordinator or plan the summer program themselves. A Friend suggested that people in the meeting let the committee know what skills and interests they have that might contribute to a successful program for the summer and beyond.

Clerk's Mail:

The clerk read a letter from Jennifer Chapin Harris requesting membership in the meeting. Jennifer referred to her experiences in the BYM camping program and in First Day School and said Quakerism is where she feels she belongs spiritually, that she shares the basic values of the meeting. Jennifer's letter was referred to Pastoral Care Committee.

The meeting received a letter from Page Lacey requesting membership in the meeting. She was part of the Wider Quaker Fellowship and attended meeting briefly several years ago. Her children attend Sandy Spring Friends School, where she has been active, including serving on the board of the school. She has returned to meeting seeking spiritual growth and healing. Page's letter was referred to Pastoral Care Committee.

A letter from Guy LeValley requesting membership was also read by the clerk. Guy has long-time ties with this meeting going back 20 years. He has attended the meeting that once met in Columbia, Maryland, and other Friends meetings. He described the reading on Quakerism he has done and said he is seeking more growth in the Spirit. Guy's letter was referred to the Pastoral Care Committee.

The clerk read a letter from Toronto Monthly Meeting concerning an earlier request from Kirsten Romaine Jones for transfer of her membership from Adelphi to Toronto. Kirsten has changed her mind and now wishes to be a sojourner at Toronto while maintaining her membership at Adelphi. The meeting approved the changed request from Kirsten Romaine Jones to continue as a member of Adelphi.

The meeting received a letter from Stoney Run Meeting transferring the membership of Barbara Platt and the associate membership of her daughter Laura to Adelphi. Barbara asked in an earlier letter to the meeting that her other daughter, Sara, be accepted as an associate member at Adelphi. A Friend commented that Barbara would be leaving the area this summer to spend three years in Brazil, but wants to maintain membership at Adelphi as a base of support. She expects to return to Adelphi after her time in Brazil. The meeting approved the membership of Barbara Platt and the associate membership of Laura and Sarah in Adelphi.

The clerk read a letter from Parker Snowe requesting transfer of his membership from Adelphi to Providence Monthly Meeting in Media, PA. Parker said in his letter that he wishes to fully participate in the life of that meeting and is grateful for the support he has received from Adelphi. The meeting approved the request from Parker Snowe to transfer his membership to Providence Monthly Meeting.

The clerk read a letter from Elizabeth Manne thanking the meeting for the use of the meetinghouse for a seminar she organized called "Creating Balance in Your Life."

The meeting has received letters from So Others Might Eat and the World Hunger Education Service thanking us for contributions.

Bill Samuel has requested a letter from the meeting in support of his visit to the annual sessions of Ohio Yearly Meeting (Conservative) this August in Barnesville, OH. He asked that the letter be forwarded for endorsement to Potomac Half Yearly Meeting and then to Baltimore Yearly Meeting. The clerk has already drafted a letter in hopes of expediting the process, which he read. The meeting approved the letter of support for Bill Samuel to go to Ohio Yearly Meeting (Conservative) sessions this August. Pam Tyng volunteered to carry the letter to Potomac Half Yearly Meeting.

A letter from Baltimore Yearly Meeting requesting membership statistics was referred to the Recorder.

The clerk read a letter from Lincoln Cory informing the meeting about his new direction on his spiritual journey. He has been attending a conservative Presbyterian church in Arlington (Christ Church) recently and so has not been attending Adelphi. He hopes the meeting will understand his absence as he searches for a new spiritual home. Friends reported that Lincoln is not unhappy with Adelphi but is simply on a new spiritual path. He expects to stay in touch with us and attend meeting from time to time. Friends suggested that we send Lincoln a letter expressing our support for him, and the clerk agreed to draft such a letter. Others suggested that any Friends who feel so led might reach out to Lincoln personally. The meeting expressed its support and caring for Lincoln on his spiritual journey and approved the sending of a letter of support to him, which will be drafted by the clerk.

The meeting received a letter from Friends Meeting of Washington (David Etheridge) inviting Friends to attend a meeting on May 24 of the FMW Social Concerns Committee. Representatives of the American Friends Service Committee (AFSC) will be present to discuss the possibility of establishing AFSC field programs in this area on economic justice and peace.

A letter from the Chemical Bank in New York concerning some meeting assets, WICOR common stock, was referred to the Treasurer.

The meeting received a letter from the Friends Committee on National Legislation (FCNL) offering to send a free copy of the FCNL newsletter to all new adult members of the meeting who joined in the last year. Some Friends saw this as a request for new names for the FCNL mailing list and reminded the meeting of our standing policy to not release names and addresses of our members and attenders to other groups. The meeting decided to inform new members of this offer, but not to release a list of names and addresses of our recent new members to FCNL. Peace and Social Order Committee will be responsible for informing new members about this offer and also for letting FCNL know that they can have an information table at the Strawberry Festival to inform Friends of their activities. Friends also thought the meeting should inform FCNL that their offer to share information about their activities could also be seen as an indirect way of increasing their mailing list, which some Friends may find offensive. The clerk will send FCNL a letter describing the full response of the meeting to their offer.

A letter from Friends Community School on the meeting's property insurance was referred to Trustees.

Ministry and Oversight Committee, Takoma Park Friends Meeting (Preparative) (Angela Botzer). A clearness committee for marriage (Angela Botzer, Rosalie Dance, Arthur Karpas) has met with Audrey French and Craig Conover and recommends approval for their marriage under the care of Adelphi. The wedding is scheduled to take place June 18 at Gunpowder Friends Meeting. The meeting approved their marriage under its care and asked the Ministry and Oversight Committee of Takoma Park Friends Meeting (Preparative) to establish an oversight committee.

Temporary Nominating Committee. The names of Lori Jones and Joan Clement were presented for second reading as members of the Nominating Committee through 1996 and approved by the meeting.

Nominating Committee (Arthur David Olson). The committee presented for second reading, and the meeting approved, the name of Cristina Doria as Shared Meal Coordinator, 94-. The committee presented the following for first reading: Tom Blackburn, Finance Committee, 94-96; Jolee Robinson, Ministry and Worship Committee, 94-96; Sandy Schwartz, Pastoral Care Committee, 94-96. Jolee is leaving the Peace and Social Order Committee. The committee asked that Friends with concerns or suggestions for committee or other assignments talk with any member of the Nominating

Committee (Joan Clement, Jane Furniss, Arthur David Olson, Lori Jones, Tom Skallerup, Jim Thresher, Jinny Townsend).

Treasurer's report (Margaret Cahalan). The Treasurer presented the first quarter budget report to the meeting (copy attached). She reported that we had received about 17% of our budget in contributions at the end of the first quarter. Friends asked about several categories of the budget, among them a question about when the designated outreach funds are actually spent. Usually half is spent after Strawberry Festival and half at the end of the year. A Friend suggested that in the future a notice be put in the newsletter about the availability of funds for conferences and seminars, though most of these funds have been spent for this year. The Treasurer again asked committees to inform her about their spending through the year so she can track our cash flow.

Finance Committee (Neil Nelson). The committee presented a report of the meeting's reserves and accumulating funds balances at the end of the past four years (1990-1993) (copy attached). The committee reported that the reserves have dropped over these years as the meeting spent bequest funds and paid for projects on the meeting property. A Friend asked if the committee had any recommendations about the size and purpose of the reserves, as a previous meeting for business had requested. The committee was not aware that such a specific request had been made and so did not come prepared with any recommendations. However, the committee has considered the broader issue of the meeting's reserves but does not have clarity on the matter. Friends expressed a number of concerns and questions about the reserves -- where they are kept, how large the reserves should be, and whether the meeting needs a sizable reserve. The meeting asked the Finance Committee to consider all its concerns about reserves and to report back at a future meeting for business with recommendations on the size and purpose of the meeting's financial reserves.

During this discussion, a member of the Peace and Social Order Committee stated that the committee wished to make some changes to the designated outreach list. This committee was asked to bring this request to a future meeting for business.

Other business or concerns. A Friend suggested that the meeting follow the example of Friends Community School and engage in some long range planning, particularly around the meeting's relationship to the school. Should the meeting continue in its current relationship to the school? Does God still call us to do this? Does the memorandum of understanding between the meeting and the school need revision? Does the size of the school budget in relation to the size of the meeting's budget give cause for concern? What will be the responsibility of the school to the meeting and the meeting to the school in the future? The meeting referred this concern to the School Committee with a request that the committee initiate a dialogue with the meeting over these questions.

Takoma Park Friends Meeting (Preparative) Report on the State of the Meeting (Ruth Flower). Takoma Park Friends Meeting (Preparative) presented and read its State of the Meeting Report (copy attached), which will be forwarded to Baltimore Yearly Meeting. The report was structured around four queries on what draws people to the meeting, what new attenders find at the meeting, is the meeting growing (and how?), and is there growth both personally and corporately at the meeting? Some excerpts: "There is a strong sense of gathered spirituality in our meeting...Between forty and fifty adults, and a dozen children, are frequent or regular attenders...We have mixed feelings about growing too rapidly, because we value the closeness that a small meeting offers, and we want to be ready to welcome new people appropriately to the Society of Friends...We speak of our spiritual journeys in 'afterthoughts,' in second hour discussions, and often over tea after meeting. We want to explore more explicit ways to support and nurture each other in our respective ministries." The meeting heard and accepted the report with great appreciation.

Minutes. The decisions from the minutes of the April meeting for business were read and the minutes were approved with corrections.

The meeting closed with silence at 3:05 p.m. with 9 Friends present.

Doug Turek
Clerk

Glenn Riley
Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
June 12, 1994

The meeting began with silence at 11:45 a.m. with 14 Friends present (a number that eventually grew to 22). The clerk read the Sixth Query on Home and Family and from Home Life, Living with Self and Others, from Faith and Practice of Baltimore Yearly Meeting.

Clerk's Mail:

The clerk read a letter of introduction and support for Rick Picardi and Martha Gay in their leading to share with other meetings, when invited, the experience and process used by Adelphi in approving a minute on gay and lesbian relationships. The meeting approved the letter of introduction and support for Rick and Martha.

The clerk read a letter from the Horeb Haitian Church of the Seventh-Day Adventists in which the church stated their desire to use our facilities for two or three Saturdays a month on a short-term basis. The letter from the Haitian church was referred to the committee that has been working with them on the use of our facilities for consideration.

A letter from Prince Georges Community Ministries requesting financial support for their Warm Nights shelter program was referred to the Peace and Social Order Committee for consideration.

The clerk read letters from Baltimore Yearly Meeting (Virginia Schurman) and Friends United Meeting requesting our support for a day of worship, prayer, and spiritual renewal in support of a program of evangelistic outreach planned for the fall of 1995. The letter writers are looking for a coordinator from Adelphi to participate in planning meetings during yearly meeting this summer. The letters were referred to Ministry and Worship Committee with a request for a response at the July business meeting.

The clerk reported on a verbal request from Washington Quaker Work Camps for the use of our facilities by two Mennonite groups coming to this area for work camps. The first is a group of 10-12 people from Lancaster, PA, who would stay one or two nights July 14-15. The second is a group of 20-25 people from Goshen, Indiana, who would stay from July 30 to August 6. The request for the two groups to use our facilities was approved by the meeting.

July Meeting for Worship for the Conduct of Business (Clerk). The clerk asked whether we should postpone the July meeting for business to the third Sunday to avoid conflicting with the FGC annual gathering July 2-9. The meeting approved holding the July meeting for business on July 17, the third Sunday.

Ministry and Worship Committee (Ann Marie Moriarty). The committee is recommending the purchase of an assisted listening system for the meetingroom. The system would improve the ability of persons who have difficulty hearing to hear what is said in the meetingroom. There would be a microphone hanging from the ceiling at each end of the room and earphones available for those who need them. Sound picked up by the microphones is broadcasted to the earphones. The system would cost approximately \$1200-\$1300. The meeting already has \$900 in contributions and pledges to pay for the system. Friends suggested that such a system be carefully tested in the meetingroom, with Friends present who would use it, since these systems don't always work as expected, before it is purchased. A Friend said Langley Hill Meeting has such a system so it would be worthwhile to contact them. Meeting approved the purchase of an assisted listening system for the meetingroom and referred the task of researching, testing, and purchasing it to the House and Grounds Committee. The meeting also authorized the use of up to \$1000 in reserve for replacement funds to be added to pledges and gifts to purchase the system.

Peace and Social Order Committee (Diana Jusino). The committee asked to change its name to the Peace and Social Concerns Committee. They have researched what other meetings call this committee and believe the change would more accurately reflect what the committee does. Friends commented that both terms, "concerns" and "order," have a place in Friends' tradition and would be

appropriate for the name of the committee. The meeting approved changing the name of the committee to the Peace and Social Concerns Committee.

Nominating Committee (Arthur David Olson). The committee presented for second reading the following committee nominations: Tom Blackburn, Finance, 94-96; Jolee Robinson, Ministry and Worship, 94-96 (leaving Peace and Social Concerns) Sandy Schwartz, Pastoral Care, 94-96. The meeting approved these nominations. The committee presented for first reading the following nominations: Janice Fain Dean, Pastoral Care Committee, 94-96; Tom Horne, Retreat and Camping Planning, 94; Page Lacey, Assistant Treasurer; Tim Schwartz, School Committee, 94-96.

Finance Committee/Treasurer's Report (Margaret Cahalan). The treasurer reported that the Strawberry Festival raised \$6,412 thus far (see attached detailed report). The meeting expressed its great appreciation to Mosi Harrington and Sarah Miller, co-coordinators of the Strawberry Festival, and to all those who worked so hard to make it such a successful event.

A Friend expressed a concern about the silent auction, asking whether Friends' bidding against one another is consistent with our principles and the Quaker tradition of a fair price. Friends commented that other events at the festival can also take on a competitive edge, with Friends competing to get to a particular white elephant or book first, for example. One Friend suggested using a blind auction instead of a silent auction. In a blind auction persons submit bids but do not know what other bids are. This concern about the silent auction and competitiveness at the Strawberry Festival was referred to the Ministry and Worship Committee for further consideration.

A Friend asked whether we should increase the amount of money going to designated outreach because of the large amount brought in by the Strawberry Festival. This concern was referred to the Peace and Social Concerns and Finance Committees for consideration as part of next year's budget process. Friends also suggested that our advertising for the festival might mention that the money is given away, and that the organizations receiving the funds be represented at the festival.

Pastoral Care Committee (Jim Klima, Bruce Bush). The committee reported on the clearness committee for membership that met with Amity Hall and Chris Hough. The committee is recommending that Amity and Chris be approved as members and their children April and Ian as associate members. The meeting joyfully approved the membership of Chris Hough and Amity Hall and associate membership for Ian and April Hall-Hough.

The committee also reported on the clearness committee for membership that met with Bruce Millner. The committee is recommending that Bruce's request for membership be approved. The meeting joyously approved Bruce Millner's request for membership in the meeting.

The committee reported on Harold Confer's request for release in the ministry. Ministry and Worship, Pastoral Care, and Finance Committees have all considered Harold's request and are recommending that his release be approved and that \$1000 be made available, if needed, to support his release in the ministry. A discussion followed with Friends raising a number of concerns: there is only \$250 in the budget for the support of released Friends, can it be raised to \$1000; special appeals for additional funds in support of released Friends, as one Friend suggested we do in this case, have not been very successful in the past; is it appropriate for the same Friend to regularly request release and receive financial support from the meeting; if we have only one Friend who is regularly requesting release, maybe his ministry should be supported in our budget, or at least ask him to request support early enough to be included in the budget process. Other Friends added that Harold's requests have developed differently each time and he has not known early enough to request support during the budget process; that the number of Friends requesting release should not be a consideration in deciding whether to release a Friend in the ministry; that there may be more Friends requesting release in the future; and that discussions of release should not be limited to the budget and money, for there are other forms of support and broader issues involved. The meeting asked the Pastoral Care Committee to consider these issues and to assist the meeting in working with these issues around the release of Friends in the ministry. The meeting approved \$1000 to support Harold's release if he needs it, with the amount made up of the \$250 in the budget plus any funds raised by his support committee working with the Finance Committee, with the difference made up from the meeting's reserves.

The Pastoral Care Committee also presented the memorial minute for Lowell Woodstock (copy attached), which was drafted by Harold Confer. Lowell died on February 13, 1994, after a long career as a research scientist and many years of service to the meeting, having served on many committees and as clerk of the meeting. After the reading of the minute a Friend commented she had learned from Lowell that a person does not have to be a saint to be a teacher. Other Friends learned this and gained other important insights as well from knowing Lowell. A Friend suggested that the mention of a Friend by name in the fifth paragraph of the minute be replaced by "a Friend." The meeting approved the memorial minute for Lowell Woodstock as revised and asked that it be forwarded to Potomac Half Yearly Meeting and Baltimore Yearly Meeting. The meeting also expressed its appreciation to Harold Confer for his work on the minute.

Takoma Park Friends Meeting (Preparative). The clerk received a request from Takoma Park Friends Meeting (Preparative) that Ruth Flower, clerk of that meeting, be authorized to sign the marriage license of Audrey French and Craig Conover following their marriage. A Friend commented that the marriage license is to be signed by an "authorized official" and the State of Maryland does not define who that should be -- it's up to the religious organization to decide, and the meeting has never said specifically who that should be. Normally the clerk will sign it if the clerk is present at the marriage. Otherwise any member chosen by the meeting can sign, but usually it is someone in an official position, such as the clerk of Ministry and Worship Committee or the clerk of the oversight committee for the marriage. Although the formal approval of the meeting is not required for Ruth to sign this marriage license, the meeting affirmed that she is among those who are authorized to sign a marriage license on behalf of the meeting.

Religious Education Committee (Mary Hillstrom). The committee reported on their recent activities. The committee held a second hour in response to the meeting's request that the committee look at how to make the adults of the meeting more comfortable working with the meeting's children. The summer program for the children started today and is much better organized than in the recent past. The committee decided to use the \$500 budgeted for a summer coordinator to hire a worker for the 3-4 year olds in the nursery. They are also concerned about it getting too hot in the white house, so will be taking the kids out to the shady areas around the playground at times, so Friends may hear some noise occasionally during meeting for worship. They have been successful so far in lining up teachers for next year's First Day School. The committee is concerned about the children's participation in meeting for worship and are working with the Young Friends to establish a sense of community and to help First Day School be more meaningful for them. A sub-committee is working on these issues and will be organizing social activities and working on developing spiritual friendships between children and adults who are not their parents.

Minutes. The decisions from the minutes of the May meeting for business were read and the minutes were approved with a correction.

The meeting closed with silence at 2:45 p.m. with 16 Friends present.

Doug Turek
Clerk

Glenn Riley
Recording Clerk

**Adelphi Friends Meeting
Called Meeting for Worship for the Conduct of Business
June 26, 1994**

The called Meeting began at 11:40 AM with 24 Friends present. The purpose of the called meeting was to consider a proposed agreement (written by the Ad Hoc Committee to Consider Sharing Meeting Facilities) between Adelphi Friends Meeting and the Horeb Haitian Church for the use of Adelphi Meeting facilities during the summer (copy attached).

Ad Hoc Committee to Consider Sharing Meeting Facilities (Ann Marie Moriarty). Ann Marie had summarized the agreement at the rise of meeting for worship during the period of announcements, and copies of the proposed agreement had been distributed to Friends.

A Friend asked how it came to be determined that \$25.00 was to be the cost per Saturday used; the House and Grounds Committee had recently discussed recommending that non-Quaker groups be charged a minimum of \$50 for several hours usage. In answer, it was explained that the facility that Horeb was currently renting charged \$50, which Horeb found to be steep. Friends believed that the \$25 was reasonable for non-heating months, and in any case wanted to reach out to this congregation.

Several Friends were concerned that the agreement stated "this agreement shall be in effect for three months beginning on July 1, 1994, and will be reviewed at the end of that time." Friends believed this phrase could be interpreted by Horeb Church to mean that the agreement would be renewed automatically at the end of the period provided that Horeb Church fulfilled its part of the agreement. While very sympathetic to the needs of the Horeb Church congregation, Friends were mindful that Adelphi meeting required greater use of its facilities beginning in the fall, and did not wish Horeb Church to believe that Adelphi meeting at this called meeting was contemplating any term of usage beyond the three months period. Friends wanted it clearly expressed in writing that the agreement now under consideration was for the three months period only. Friends suggested amending the proposed agreement by changing the title of the agreement to "... Agreement for Summer Use of Adelphi Meeting Facilities"; by deleting the phrase "and will be reviewed at that time" from the end of the sentence that begins "This agreement shall be in effect for three months beginning on July 1, 1994"; and by adding language stating that the difference between the meeting's deductible and the cost of damages caused by the congregation would be paid by the congregation. The meeting approved the agreement as amended, and also approved attaching a cover letter to the agreement emphasizing that the agreement is for the three months period only, and specifying the dates on which the Washington Quaker Workcamp would use the facilities as dates for which the facilities would be unavailable to Horeb Church. The meeting also expressed its thanks to the committee for its hard work in preparing the agreement.

The meeting closed with silence at 12:20 PM with 19 Friends present.

Doug Turek
Clerk

Tom Skallerup
Asst. Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
July 17, 1994

The meeting began with silence at 12:00 noon with 15 Friends present (a number that eventually grew to 19). The clerk read the Seventh Query on Caring for Others from Faith and Practice of Baltimore Yearly Meeting.

Clerk's Mail:

The clerk read a request from Bryan Camp and Susan Gillette to explore with the meeting the possibility of being married under the care of the meeting. They are very new to Adelphi, but Bryan has attended a number of Friends' meetings over the years. A brief discussion followed around the differences between being married "under the care of the meeting" and "after the manner of Friends." Susan and Bryan's letter was referred to the Pastoral Care Committee, with the meeting expressing its appreciation to them for the sensitivity shown in their letter to the issues surrounding marriage at our meeting.

The meeting also asked the Pastoral Care Committee to consider the broader issues around marriage that were raised during the discussion and to report back to the meeting. These issues included the "under the care of" and "after the manner of" distinction and also what the relationship of the couple to the meeting should be for them to be married under our care (Does one person have to be a member of the meeting or of the Society of Friends?).

The clerk read a letter from Lincoln Cory that was sent to clarify what was said in the minutes of the May meeting for business about Lincoln's spiritual journey. Excerpts from the letter follow: "My active role with Conservative Friends continues as I am a part of a Worship Group in Monkton, Md. and still active in the Traveling Meeting...About once a month I attend Christ Church of Arlington for music and good friends...First, I'm a Conservative Friend; I could not give up Quaker traditions, the silence and the vocal ministry."

The clerk read a letter from Harold Confer thanking the meeting for its recent contribution and continuing support of Washington Quaker Work Camps. Harold shared through his letter some of his own early experiences with work camps, starting when he was a high school student in California doing flood relief work: "All of a sudden I realized that my friends and I were the church as we went about the very real tasks of digging the muck out of people's basements and the scraping the mud and debris off of walls and floors..."

The meeting has received a letter from the BYM Ad Hoc Committee on Lesbian, Gay, and Bisexual Concerns asking for information about minutes approved by the meeting that address lesbian, gay and bisexual issues. A questionnaire came with the letter. The meeting referred the letter to Martha Gay and Rick Picardi for a response, with a recommendation that they might consult with Betty Renshaw, who wrote a history of the meeting's minute on same gender marriage.

The clerk read a letter from Evelyn Bradshaw asking the meeting for a representative for a Potomac Half-Yearly Meeting committee on youth programs. She also asked the meeting to send someone, possibly the same person, to a meeting on youth activities being held during yearly meeting on August 5. The meeting referred the letter to the Religious Education Committee for a response to PHYM and to identify someone to attend the meeting on August 5.

A second letter from Evelyn Bradshaw concerning a roundtable discussion at yearly meeting on newsletters was referred to the Newsletter Committee for a response.

The meeting also received letters of thanks for the meeting's contributions from the G.O.O.D. (Getting Out Of Debt) Committee of BYM for Camp Shiloh, Pendle Hill, Community Ministry of Prince George's County, Martha's Table, and Friends World Committee for Consultation - Section of the Americas.

Pastoral Care Committee (Jim Klima). The committee reported that a clearness committee on membership has met with Rick Picardi. The committee is recommending that Rick's request for membership be approved. The meeting joyfully approved Rick Picardi's request for membership in Adelphi.

House and Grounds Committee (Diane Stiles). The committee has considered the issue of charging fees to non-Quaker groups that use our facilities and is recommending that \$50.00 be charged for part of a day and \$75.00 for a whole day, though meeting may decide to charge less than this in some situations. In response to a question, the committee explained that they had considered more complicated schemes but decided this was the best approach. The meeting approved the recommendation of the committee that non-Quaker groups using our facilities be charged \$50.00 for part of a day and \$75.00 for a full day, with meeting reserving the right to charge lower fees when appropriate.

The committee was happy to announce that the basement of the white house no longer floods following heavy rains. The work done to regrade around the building, clear the drains, and replace the water heater was a success. The committee is now considering plans to renovate the classroom space in the basement.

The committee reported that it is looking into installing ceiling fans in the meetingroom and requested guidance from the meeting on how to proceed. The committee was advised to obtain estimates of the cost and come back to a later meeting with a specific proposal. The meeting would then approve an amount to be spent on the project. Friends suggested that the ceiling fans project and the assisted listening system be done together, with particular concern shown for the quietness of the fans.

The committee reported that it has received a bill of \$5,000 from the maintenance firm used by the meeting in 1993, but our budget includes only \$2,000 for this item. This firm did not respond to repeated requests last year for bills for its services and once this bill was received it took three months to get any details from the firm on the bill. The committee is doing research now to attempt to confirm the validity of the bill. A friend suggested that it might be wise to consult with John Smallwood on the legal issues involved in the situation, since negotiations over the bill might be appropriate given the circumstances.

Nominating Committee (Arthur David Olson). The committee presented for second reading the following nominations: Janice Fain Dean, Pastoral Care Committee, 94-96; Tom Horne, Retreat and Camping Planning, 94; Page Lacey, Assistant Treasurer; Tim Schwartz, School Committee, 94-96. The meeting approved all of these nominations. The committee presented for first reading: Betty Renshaw, Ministry and Worship Committee, 94-96; Annie V. F. Storr, Pastoral Care Committee, 94-96.

Treasurer's Report (Margaret Cahalan). The treasurer presented the budget report for the first six months of 1994 (copy attached) and reminded the meeting that we had decided at the time this budget was approved to review it in July to see how we were doing. After a brief discussion the meeting accepted the report of the treasurer and decided we are doing OK with this budget.

Ministry and Worship Committee. The committee was asked by the last business meeting to respond to two letters from BYM and FUM concerning a day of prayer and renewal in support of an outreach program planned for 1995. The writers of the letters asked for a representative of the meeting to attend a planning session to be held during yearly meeting in August. However, the committee has not met since that meeting for business but will be meeting this coming Tuesday. The meeting asked the committee to either: name a representative to attend the planning session to obtain more information about the effort, so the meeting can decide later whether or not to support it; or, if the committee is clear about recommending a course of action to the meeting now, to ask for a called meeting for business so the meeting can make a decision and name a representative in time to participate fully in the planning session (if the meeting decides to support the effort).

Other business and concerns:

A Friend expressed a concern about the inactivity of the Records and History Committee. The clerk agreed to act as convener and call a meeting of the committee.

A concern was raised about the frequent lack of representation at meeting for business of the meetings' committees. This sometimes makes it difficult to conduct the business of the meeting if a particular committee is involved in an issue but not represented. It also means there is no one there to

whom the clerk can pass on letters or other documents that are related to the committee's responsibilities. The clerk suggested that the meeting might consider requiring that every committee be represented at meeting for business, and possibly that every committee be asked to report at every meeting for business, as is done at some Friends' meetings. Some Friends supported these ideas, believing our meetings for business would be more productive and possibly even shorter as a result. Others thought it would result in even longer meetings, as the business of every committee was brought to the meeting for business and discussed ad infinitum.

The general lack of participation by members and attenders in meeting for business was also discussed. Some Friends believe that it is a responsibility of membership to attend meeting for business. Other Friends thought that we each contribute in our own way and attendance at meeting for business should not be expected of all members. Friends observed that the meetings for business generally take up most of the afternoon on one of the few days that families have to be together. This tends to reduce attendance at meeting for business, particularly since Adelphi has a lot of families with young children. The clerk observed that when he has attempted to limit discussion in order to have shorter meetings, he has received negative responses from participants who resented being cut short.

Another membership issue related to service on committees was also raised. Should persons who are not members serve on certain committees? The clerk of Pastoral Care Committee said that it has been that committee's practice not to ask non-members to serve on clearness committees for membership. Several Friends observed that the meeting had a very lengthy and at times painful discussion around the issue of membership about ten years ago. They urged the meeting not to enter into another discussion of this issue without going back to the records of that time and determining what was decided then. Some Friends thought that a decision might have been made then about limiting membership on what was then Ministry and Oversight Committee to members of the meeting, for example.

The meeting decided to refer the issues raised about the meeting for business itself, not the related membership issues, to Ministry and Worship Committee and to ask the committee for a timely response. Membership issues were referred to the Pastoral Care Committee, also with a request for a timely response, but with a strong concern that the committee research the meeting's records and be very careful how it addresses this issue.

Minutes. The decisions from the minutes of the June meeting for business were read and the minutes were approved with corrections.

The meeting closed with silence at 2:55 p.m. with 14 Friends present.

Doug Turek
Clerk

Glenn Riley
Recording Clerk

Adelphi Friends Meeting
Called Meeting for Worship for the Conduct of Business
July 31, 1994

The Meeting began with silence at 11:35 AM with 19 Friends present. The purpose of the called Meeting was to consider the recommendation of the White House Resident Search Committee for the new white house resident.

White House Resident Search Committee (Sharon Stout). The committee recommended Gordon Bishop as white house resident. Among his many qualifications, Gordon is now enrolled as a student at nearby University of Maryland; he has been an associate member of this Meeting since 1980, intends to continue attending Meeting here, and has indicated that he will attend AFM Meeting for Business when matters concerning the white house resident are scheduled; he worked as childcare provider for AFM for several years in the past.

A Friend asked if Gordon was legally of age to take this position. The committee responded that he was 19, and that adulthood legally begins at age 18; no legal problems would arise from having a resident of Gordon's age.

In response to a Friend's observation that frequently the Meeting is not clear on the obligations expected of the resident when selecting the resident, the committee stated that before recommending Gordon, it had reviewed the resident's responsibilities with the outgoing resident, Pete Schenck. Pete is now writing a handbook on the subject, which, when finished, will be brought to Meeting for consideration. The committee is also looking into changing the resident support committee into a liaison committee between Meeting and the resident. A Friend mentioned that there is also a contract signed by the resident, and the new handbook should be sent to the trustees to verify that the handbook is in accordance with the contract.

Friends noted in general that with each new resident, there is a period of adjustment, and Friends asked that Meeting and the resident be mindful of this as the new resident takes his position.

The Meeting approved with enthusiasm the recommendation of Gordon Bishop to be white house resident.

The Meeting closed with silence at 11:55 AM with 19 Friends present.

Doug Turek
Clerk

Tom Skallerup
Asst. Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
August 14, 1994

The meeting began with silence at 11:50 a.m. with 14 Friends present (a number that eventually grew to 23). The clerk read the Eighth Query on Outreach from Faith and Practice of Baltimore Yearly Meeting, and read a passage concerning fellowship and community from William Charles Braithwaite's Memoirs quoted also in Faith and Practice.

Clerk's Mail:

The clerk received a flyer announcing the publication of First Among Friends: George Fox, by Larry H. Ingle, of which Friends known to this meeting have written favorably. The meeting referred the flyer announcing the publication of First Among Friends to Library Committee to consider purchasing for the meeting's library.

The meeting referred concerns raised by Pete Schenck on the use of our facilities by Horeb Haitian Church to Anne Marie Moriarty, who has been serving as liaison between Adelphi and the church.

The clerk read letters from FGC and AFSC thanking the meeting for its contributions.

The clerk read a letter from Sarah O'Brien of Baltimore Yearly Meeting Young Friends asking AFM for the use of meeting facilities by 20-30 Young Friends for staying the night of Saturday-Sunday, September 10-11 and for meeting the following morning. Friends noted that this schedule conflicted with the time that the Haitian congregation uses our facilities, and that there are other facilities in this area that Young Friends could arrange to use. The meeting approved notifying Sarah O'Brien that our facilities are not available for use by BYM Young Friends for the night of September 10-11 and the following morning, but that the meeting invites them to use our facilities at another time.

The clerk addressed the meeting as to whether the Resident Search Committee ought now be laid down, inasmuch as a White House Resident has been found. A Friend asked that the committee should not be yet laid down as the resident handbook is not yet completed; it is hoped this handbook will be finished in September. Another Friend noted that the contract with the new Resident has yet to be signed. The meeting agreed that the Resident Search Committee would report to the meeting on its status at next business meeting.

Nominating Committee (Arthur David Olson). The committee presented for second reading the following committee nominations: Betty B. Renshaw, Ministry and Worship, 94-96; and Annie V.F. Storr, Pastoral Care, 94-96. The meeting approved the nominations of Betty B. Renshaw, Ministry and Worship, 94-96; and Annie V.F. Storr, Pastoral Care, 94-96. The committee presented for first reading the following nominations: Ben J.F. Dean, Ministry and Worship, 94-96; Robert Duncan, Religious Education, 94-96; and Guy LeValley, House and Grounds, 94-96.

Ministry and Worship Committee (Ann Marie Moriarty). The committee considered the concern raised at June business meeting regarding whether Friends' bidding against one another at Silent Auction at Strawberry Festival is consistent with Quaker principles. The committee concluded that the bidding was done in a friendly spirit of commitment to raising funds for designated outreach, and that alternatives to the auction would not be as effective in raising funds for these causes. Nonetheless, the committee plans to ask next year's auction organizers to deemphasize the competitive aspect of bidding, and to focus on the positive results of the fundraising instead.

The committee had considered letters from Baltimore Yearly Meeting (Virginia Schurman) and Friends United Meeting requesting support for a day of worship, prayer, and spiritual renewal in support of a program of evangelistic outreach planned for fall of 1995, and seeking a coordinator from Adelphi to participate in planning meetings during yearly meeting this summer. The committee asked Bill Samuel to participate in the meetings, and he did so.

The committee is considering the present nature of the queries and the format of meeting for worship for the conduct of business, and is planning to hold second hours at which Friends could offer suggestions for improvements.

Pastoral Care Committee (Jim Klima). The committee reported on the clearness committee for membership that met with Amanda Bozarth. The committee recommended that she be approved as a member and her children Liza and Alex as associate members. The meeting joyfully approved the membership of Amanda Bozarth and associate membership for Liza and Alex Bozarth.

The committee reported on the clearness committee for marriage under the care of the meeting that met with Rick Picardi and Eileen Neely. The committee recommended that they be married under the care of the meeting. The meeting approved with happiness the marriage of Rick Picardi and Eileen Neely under its care, which will take place on October 15 at Sandy Springs Meeting.

The committee is considering meeting's concerns about marriage and release of Friends. The committee has found very little literature regarding release of Friends, and asked Friends for suggestions for locating sources. Friends recommended consulting Bill Taber, QuakerNet, and Swarthmore College for information and materials.

House and Grounds Committee (Chase Clement). The committee reported that the idea of installing a sound system and the question of the maintenance bill, both issues brought up at previous business meetings, are still under discussion by the committee.

It had recently come to the committee's attention that the meeting's sign on Metzert Road in front of the meeting house was dilapidated, tilted, and did not communicate well with the outside world. The committee asked the meeting for its thoughts as to whether the sign should be replaced outright (at an estimated expense of from \$300 to \$500), or be repaired and renovated.

Friends agreed that the sign in its present form is inadequate in several respects. One Friend said that Safe Haven people have had difficulty in the past in locating the meetinghouse in the dark of winter.

Friends suggested a variety of possible improvements. The sign could be relocated higher up the slope for better visibility. The colors of the sign could be in contrasting colors (such as black and white), and the inscription on the sign could be repainted more neatly for better legibility. Lighting of some kind could be provided so that the sign could be seen at night. In addition, several Friends asked that the phrase "all are welcome" be added to the sign.

The committee thanked the meeting for its thoughts on this subject, and said it would make a recommendation, taking into consideration local ordinances regarding the lighting and height of signs. The meeting approved House and Grounds Committee's bringing any new design for a sign that it might devise to the meeting.

Other business and concerns. A Friend suggested that an agenda for topics to be presented at business meeting be distributed in sufficient time before business meeting so that Friends having a particular interest in a topic could prepare themselves to attend, to speak, and to otherwise participate in the meeting. Friends variously suggested that the agenda could appear in Silent Announcements, or a blackboard could be put up on which upcoming topics could be presented.

A Friend expressed his concern that, by following these suggestions, the Meeting would encourage selective attendance on the part of Friends. Another Friend said that we have made business meeting a "bugaboo" in our minds, and that we need to think of new ways to welcome Friends to attend business meeting; the concerns expressed ought to be considered by the Ministry and Worship Committee.

After a discussion, the meeting affirmed that the present practices of holding over weighty issues for decision at the following meeting; distributing the minutes in the newsletter with underlinings of decisions made and decisions carried over; and of making a written agenda available to Friends at rise of meeting preceding business meeting are helpful to Friends for the time being while Ministry and Worship Committee considers improvements in conducting meeting for business.

A Friend noted that the Gorrell and Brown family is soon to be leaving the area, and that Parker Snowe is getting married in September, and that Friends should pass their good wishes on to them.

Minutes. The decisions from the minutes of the July meeting for business, and of the June 26 and July 31 called meetings for business, were read. A Friend asked for a correction to the item in the House and Grounds Committee report in the July minutes so the notes indicate that monthly meeting reserves the right to charge non-Quaker groups using our facilities a lower fee than \$50.00 for part of a day and \$75.00 for a full day, by decision of monthly meeting where it is warranted. The meeting decided that in the future the underlined sentences in the minutes presenting the meeting's decisions should be written so as to be understood independently and without the necessity of referring to the body of the text, and that, when names are used, first and last names should be given in the underlined sentences. The meeting approved the June 26 and the July 31 minutes as read, and the July business meeting minutes as read and corrected.

The meeting closed with silence at 1:15 with 15 Friends present.

Doug Turek
Clerk

Tom Skallerup
Asst. Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
September 11, 1994

The meeting began with silence at 11:50 a.m. with 16 Friends present (a number that eventually grew to 23). The clerk read the Ninth Query on The Social Order from Faith and Practice of Baltimore Yearly Meeting.

Clerk's Mail:

The clerk read a letter from Sarah O'Brien requesting membership in the meeting. In her letter, Sarah expressed a desire to take a more active role in the life of the meeting and described her many involvements in Friends' activities. Sarah O'Brien's letter requesting membership in Adelphi was joyfully referred to the Pastoral Care Committee.

The clerk read a letter from Todd Cooke and Joy Conley-Cooke requesting associate membership for their daughter, Rachel Cooke. The meeting approved the request for associate membership in the meeting for Rachel Cooke. The clerk agreed to contact her parents to explain to them that this action does not make their daughter a birthright Friend, a status that is not recognized by Adelphi.

The clerk read a draft letter of introduction to Friends in Germany that was requested by Lynn Brown and Paul Gorrell, who are preparing to move to Berlin, and the meeting approved it (copy attached).

A letter from Mosi Harrington, of the Housing Initiative Partnership (HIP) and this meeting, telling the meeting about the lack of housing for lower-income families and requesting to address the meeting on this problem was referred to the Second Hour Coordinator for scheduling.

The clerk passed along a letter from the National Alliance to End Homelessness to Mosi Harrington of HIP. The letter concerned the availability of grant money.

An endorsed letter from Ohio Yearly Meeting, Conservative, was read by the clerk. The letter, signed by Susan Smith, clerk of the yearly meeting, expressed their pleasure over Bill Samuel's recent visit to their gathering. The letter also made reference to the Traveling Meeting's visit to Adelphi, prompting a Friend to ask if another visit was scheduled, which it isn't. The meeting approved an open invitation to the Traveling Meeting to again visit Adelphi.

The clerk will respond to a letter from Baltimore Yearly Meeting requesting confirmation of certain information about Adelphi for the BYM yearbook.

The clerk reported receiving a request for a progress report on the sound amplification system for the meetingroom being considered by House and Grounds Committee. A member of the committee reported that they have requested specifications on the system and the committee will continue to pursue the matter. Friends expressed concern for those that need the system and urged that it be installed soon. A Friend suggested that a reminder to speak up so everyone can hear what is being said be given to Friends, either through announcements or in the Silent Announcements. The clerk agreed to contact Pam Tyng about a silent announcement.

Friends Community School (Jane Manring). The school is once again inviting Friends to worship at the school to celebrate the school and its relationship to Adelphi. The date is the first Sunday in November, the 6th, at 10:30. The meeting decided to hold a meeting for worship at Adelphi the morning of the celebration at FCS, November 6, for those who prefer to worship here.

Nominating Committee (Jane Furniss). The committee presented for second reading and the meeting approved the following committee appointments: Ben Dean, Ministry and Worship, '94-96; Robert Duncan, Religious Education, '94-96; and Guy Le Valley, House and Grounds, '94-96. For first reading the committee presented: Emily Morgan, Newsletter Committee, '94-; and Elizabeth Hole, Quaker Life Committee (staff representative), '94-96. The committee recommended and the meeting approved: changing the name of the Shared Meal Coordinators to Hospitality Coordinators and giving them responsibility for the greeters on Sunday mornings; and having staggered three-year terms for the meeting's BYM representatives.

Selection of the Temporary Nominating Committee. Friends suggested the meeting ask former members of the Nominating and Temporary Nominating Committees to serve on the next Temporary Nominating Committee. Agnes Woodstock volunteered to serve and Friends suggested Chris Hough, Pam Tyng, and Shelley Thurber be asked to serve. The clerk agreed to contact those Friends suggested, and others if necessary, until he has three persons to serve on the Temporary Nominating Committee.

House and Grounds Committee (Guy Le Valley). The committee has thoroughly reviewed the bill for 1993 maintenance services presented by Lance Whitney and have agreed it is reasonable for the services rendered and should be paid by the meeting. The bill totals \$4,990. The committee has \$2,000 from its 1993 budget set aside to pay this bill and is requesting the remainder from the meeting's reserves, approximately \$3,000. The committee assured the meeting that Lance Whitney will not be hired again. After a brief discussion, during which Friends suggested the money be taken from various reserves of the meeting, the clerk decided the meeting should hear the report of the Finance Committee on the meeting's reserves before a decision is made on this bill. After hearing the Finance Committee's report on the meeting's reserves (see below for details), the meeting decided to take the money needed to pay the 1993 maintenance bill from Lance Whitney from unspent 1993 funds, now in the meeting's unrestricted reserves. How to show the expenditure in the meeting's accounts was left to the discretion of the Finance Committee, as long as our records accurately reflect how the money was spent.

Finance Committee (Sharon Stout). The committee presented a report on the reserves of the meeting with recommendations on what our future reserve levels should be (copy attached). The meeting made the following decisions on the committee's recommendations:

The meeting approved the committee's recommendation that the meeting use information on the costs of replacement to set the level of the reserve for replacement. The House and Grounds Committee is working on identifying the costs of replacement for the meeting's property and welcomes the aid of Friends in what is a very difficult task.

The meeting approved the committee's recommendation that until we have the replacement costs identified, the meeting use historical patterns and a "rule of thumb" approach as a guide and maintain a level of reserves sufficient to cover four months' expenses.

The last recommendation of the committee was that changes to the meeting's budget only be made as part of the annual budget process and not piecemeal over the year, when the budget as a whole and alternative allocations are not always considered. Friends thought we needed some flexibility during the year to respond to unexpected or unplanned for needs, seeing the budget as a "working document." A Friend thought fewer mid-year adjustments would be necessary if the committees of the meeting were asked to prepare their budget requests more carefully; in return the meeting should trust the committees and not "nickel and dime" their requests during the budget process. Another Friend said the American Friends Service Committee sets aside funds for unexpected expenses, a practice the meeting might consider.

The meeting did not approve the recommendation that changes to the meeting's budget only be made as part of the annual budget process, but asked the Finance Committee to consider all the concerns and suggestions expressed today when planning and conducting next year's budget process, including the possible inclusion of a contingency fund of some sort in the meeting's budget.

House and Grounds Committee (continued) (Guy Le Valley). The committee is continuing to look into installing ceiling fans in the meetingroom. It is also exploring the replacement of the sign on Metzert Road in front of the meetinghouse, but will bring possible designs to the meeting for consideration before doing anything. A basic black letters on white background approach is the leading candidate at the moment. The committee is also planning a fall workday and asked Friends to let them know about repairs that need to be made to our meeting property.

Resident Search Committee (Peter Curtis). The committee reported that Gordon Bishop has signed an agreement to be the white house resident, essentially the same agreement as used in the past. Pete Schenck, the previous resident, has drafted a manual of procedures for the resident and has passed it on to Doug Turek, also a previous resident, to review. The manual is a detailed description of

what the resident does. The committee is recommending a change in the name of the resident's support committee, from Resident Support Committee to Resident Liaison Committee, and that the committee meet regularly. The committee is also recommending that the resident choose some members of the committee and the meeting choose others. After a brief discussion of the role of the resident and the support committee, the meeting decided that a Resident Liaison and Support Committee be named by the Nominating Committee, with suggestions from the resident, with previous residents included on the committee when possible. In the interim, the Resident Search Committee will support the resident. This committee may also add new members suggested by the resident. The meeting recommended to Nominating Committee that the support committee have 3-4 members, with the final number decided upon by Nominating Committee.

Horeb Haitian Church. The meeting has received a request from Horeb Haitian Church to extend its use of our facilities beyond September. The church is currently here on the second and fourth Saturdays from 4:00 p.m. to sundown. They hold choir practice and board meetings, socialize and have a shared meal. Friends expressed concerns about Saturday evening events and the fact that sundown will be coming earlier and earlier as winter approaches, which might result in their desiring to come earlier in the day or stay later in the evening. Apparently the current arrangement is working well. The issue of emergency housing was raised, the status of which is still indefinite but may eventually conflict with the church's use of our property. The church would like to continue the arrangement indefinitely, but Friends were inclined to put a definite limit on any extension. The clerk was concerned about the small number of Friends still present at the meeting for business, given the importance of this decision, and suggested the issue be laid over until the October meeting for business. The meeting approved laying over the question of extending the Horeb Haitian Church's contract for the use of our facilities until October meeting for business, and identified the following issues that need to be addressed before a decision is made: hours of use, contact persons for us and them, payment of rent (on time?), heating charge for cold months, emergency housing status, and length of extension period. In the meantime, the church can continue the current arrangement through October.

Other business or concerns:

Ted Robinson shared with the meeting about the effort to begin a project in this area sponsored by the American Friends Service Committee. Discussions have been held at Friends Meeting of Washington and several possible projects have been identified: prejudice reduction, economic alternatives (local control of the economy), non-violent conflict resolution, self-discovery and empowerment for youth, parents as educators, and youth employment support. There will be another meeting on September 26, 7:30 p.m. at FMW which the AFSC would like representatives of our meeting to attend. Ted and Jolee Robinson plan to attend, but there may be other Friends interested in this project. In response to a Friend's query, Ted explained that local Friends are behind this effort and are asking the AFSC to get involved. The meeting referred follow-up on the discussions concerning an AFSC project in this area to the Peace and Social Concerns Committee and asked that it be publicized in the Silent Announcements.

A Friend voiced a concern about the relationship between Adelphi and Takoma Park Friends Meeting (Preparative), saying there is little evidence of communications or an active relationship between the two meetings. Friends responded that the clerk of Adelphi is receiving copies of the minutes from Takoma Park's meetings for business and that there was a recent joint meeting between Adelphi's Ministry and Worship and Takoma Park's Ministry and Oversight Committees, with another joint meeting planned for the end of October. Takoma Park Friends are coming to the Adelphi Catoctin weekend coming up and Takoma Park uses Adelphi's facilities periodically for various activities. The meeting agreed that Ministry and Worship Committee is responsible for the relationship between Adelphi Friends Meeting and Takoma Park Friends Meeting (Preparative), and encourages and requests the committee to continue to foster communications and other sharing between the two meetings.

Minutes. The decisions from the minutes of the August meeting for business were read and the minutes were approved with corrections.

The meeting closed with silence at 3:15 p.m. with 12 Friends present.

Doug Turek
Clerk

Glenn Riley
Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
October 9, 1994

The meeting began with silence at 12:00 noon with 20 Friends present (a number that eventually grew to 25). The clerk read the Tenth Query on The Peace Testimony and from the section on Peace and Nonviolence in Faith and Practice of Baltimore Yearly Meeting.

Business laid over from last month:

Horeb Haitian Church (Bob Cahalan). Representatives of the meeting talked with the minister of the church, who expressed appreciation for the one-month extension on their use of our facilities, and have addressed the questions raised at last month's meeting for business. The church still plans to use our facilities two Saturdays a month. We are not clear about whether this is the first and third or the second and fourth Saturdays, but this will be clarified. The time of use will be approximately 2:30 to 5:30 p.m. or until sunset. They would occasionally like to hold a social event from 5:30 to 9:30 p.m., but this will be cleared with the resident in advance. They will pay a higher fee to cover heating costs. The meeting's treasurer reports that the church has been paying the fee on time. Should the meeting reinstitute an emergency housing program, the church is willing to work with the alternative space previously discussed with them. This would mean their using the small kitchen in the white house rather than the large one in the meetinghouse. They are also aware of the possibility of the arrangement being terminated should that be necessary. And they are comfortable with a new agreement being short-term, possibly for six months.

The meeting still needs to identify a contact person to be our liaison with the church. The white house resident expressed a need for clarity about the church's schedule so he can schedule other events. He also asked for guidance on who in the meeting to contact should a scheduling conflict arise concerning the church or other meeting activities. The meeting reiterated that all meeting committee clerks and others who want to use our facilities MUST schedule their activities with the white house resident. If you're not on that schedule, you do not have the space reserved for your use. Committee clerks should notify the resident if their committee is meeting on a regular night each month, and also let the resident know if a meeting has been cancelled. Irregularly held meetings must be scheduled individually with the resident. In case of conflicts, the resident is to contact the meeting's clerk for help in resolving the conflict. The clerk will decide when a scheduling request should come before the meeting for business for consideration.

The Emergency Housing Committee reported that they have not come to clarity about using the meeting's facilities for housing the homeless, but will continue to consider the issue and will be reporting back to the meeting. They asked that the agreement with the church be short-term and flexible so the emergency housing program can be resumed should the meeting decide to do so. The meeting assured the committee that these issues have already been discussed with the church and the agreement with them will not stand in the way of an emergency housing program.

A Friend suggested that an attorney review the agreement before it is signed to avoid any problems down the road. The committee working with the church had the previous agreement reviewed by John Smallwood and plan to do the same this time. Friends suggested that the meeting look into doing some activities with the church, including the emergency housing program.

The meeting approved an extension on our contract with Horeb Haitian Church for the use of our facilities two Saturdays a month, beginning November 1, 1994, and ending April 30, 1995. The contract will be drawn so as not to impede the establishment by the meeting of an emergency housing program. The meeting also asked that the white house resident provide the overall schedule for the use of our facilities, including the church's schedule, to the silent announcements coordinator each week and to the newsletter committee for each month's newsletter.

Clerk's Mail:

The clerk read a letter from Debra Kolodny, who has decided to withdraw from membership in the meeting. She finds her spiritual path is taking her in another direction. She is now worshipping with a Jewish community, which she sees as her true family and home. She made this decision after

discussions with the Pastoral Care Committee and a personal support committee. The meeting asked that Pastoral Care Committee send a letter to Debra Kolodny acknowledging her withdrawal from membership, thanking her for her service to the meeting, and supporting her in her spiritual journey.

The clerk read a letter from Bill Samuel informing us that, in response to our open invitation, the Traveling Meeting would be coming to Adelphi on January 22, 1995. The letter about the Traveling Meeting's visit to Adelphi in January 1995 was referred to the Ministry and Worship Committee for planning and liaison with the traveling Friends.

A letter from Baltimore Yearly Meeting (BYM) concerning identifying persons to lead workshops at the next yearly meeting was referred to the Newsletter Committee for publicizing and to the Ministry and Worship Committee.

A letter from the United Society of Friends Women describing their work responding to human need was referred to the Peace and Social Concerns Committee and to the Newsletter Committee for publicizing.

The clerk read a letter from BYM about an upcoming series of clerks' gatherings sponsored by the yearly meeting.

A letter from Friends United Meeting (FUM) concerning the 1995 Chain of Prayer was referred to Ministry and Worship Committee.

Nominating Committee (Jane Furniss). The committee presented for second reading and the meeting approved: Elizabeth Hole, Quaker Life Committee (staff representative), '94-96; Emily Morgan, Newsletter Committee, '94-96. The committee presented for first reading: Denny May, Bruce Millner, and Doug Turek for the Resident Liaison and Support Committee. The meeting approved Pam Tyng, Shelly Thurber, and Agnes Woodstock as the Temporary Nominating Committee.

Pastoral Care Committee (Bruce Bush). The committee reported that a clearness committee has met with Jennifer Harris and is recommending that her request for membership be approved. The meeting approved Jennifer Harris' request for membership in the meeting. The committee also reported that a clearness committee met with Guy Le Valley and Page Lacey and is recommending that their request for membership be approved. The meeting approved the request for membership of Guy Le Valley and Page Lacey.

A discussion followed in which a Friend suggested the meeting consider a more intensive method of preparing our young people for membership, along the lines of confirmation classes held by some churches. Other Friends thought our current religious education program and clearness committee procedures were adequate. Friends noted that few young Friends apply for membership, while many older young Friends remain on our rolls as associate members well past the appropriate age. Another Friend said we should guard against too much formalization, that we are a community of seekers and should trust the Quaker process. The meeting referred the concern about the preparation of our young people for membership to the Religious Education and Pastoral Care Committees.

In response to concerns expressed by the clerk and others about the lack of consistent and written procedures for the meeting, the meeting asked the trustees, working with the committees of the meeting, to consider the issue and come back to the meeting with recommendations on how to proceed to address this concern. One Friend suggested that a manual of procedures might be needed and is the way some meetings deal with this issue.

Potomac Half-Yearly Meeting (Tom Horne). Potomac Half-Yearly Meeting is meeting at Adelphi November 20. The meeting is expected to provide hospitality, including a simple meal for up to 100 people, and child care. Pam Tyng agreed to act as coordinator for the PHYM gathering at Adelphi November 20 and will work with the appropriate committees of the meeting to make the necessary preparations.

Yearly meeting has asked PHYM to hire a youth programs coordinator, which would be a major financial undertaking, doubling the budget of PHYM and adding to Adelphi's budget as well. Explanatory materials promised by yearly meeting have not arrived. The clerk agreed to contact yearly meeting staff to obtain more information about the hiring of a PHYM youth programs coordinator and to explain to them that Adelphi needs more time to consider undertaking this new responsibility.

House and Grounds Concern (Tom Horne). Tom expressed concern about the maintenance of fire prevention equipment on our property. Though he is no longer on the House and Grounds Committee, he is still receiving calls from the fire alarm company. A member of the House and Grounds Committee said the committee is working on this and thought things had been straightened out with the alarm company. The committee will address Tom's concerns.

Treasurer's Report (Margaret Cahalan). The treasurer presented the third quarter budget report (copy attached). The meeting accepted the report with gratitude.

Minutes. The decisions from the minutes of the September meeting for business were read and the minutes were approved.

The meeting closed with silence at 3:35 p.m. with 15 Friends present.

Doug Turek
Clerk

Glenn Riley
Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
November 13, 1994

The meeting began with silence at 11:55 a.m. with 29 Friends present (a number that eventually grew to 33). The clerk read the Eleventh Query on Education and from the section on Science and Religion from Faith and Practice of Baltimore Yearly Meeting.

Clerk's Mail:

Correspondence concerning the proposed Potomac Half-yearly Meeting youth programs coordinator was referred to the Religious Education Committee, with the expectation that the committee will research the issue and recommend a course of action to the meeting.

Emergency Housing Committee (Sharon Stout). The committee is continuing its consideration of various options for housing the homeless, including the continued use of the meetinghouse basement, the possibility of renovating or building an addition to our current buildings, or using a location elsewhere, such as an apartment the meeting might buy or rent. The committee plans to sponsor Safe Haven here again this year. The committee asked the meeting for guidance on how to handle the telephone in the meetinghouse basement that the committee currently pays for out of its budget. Since the basement is not being used as emergency housing, should the phone be removed or would the meeting like to keep it and pay for it? Since the meetinghouse basement may again be used to house the homeless, the meeting elected to keep the emergency housing phone that is installed there, and pay for it from the meeting budget, until a decision is made about the future of our emergency housing program.

Telephone Directory (Martha Gay). A Friend has suggested that the meeting replace its current telephone directory with a photo directory, as Sandy Spring meeting has done. This would involve contracting with a company that would take photographs of all the families in the meeting and then provide a certain number of photo directories to the meeting. The company would do this in hopes of selling additional copies of the photographs to meeting families. A number of Friends expressed misgivings about such an arrangement, but others liked the idea of having such a resource available, given the size of our meeting and the number of newcomers to our community. Friends suggested that alternatives be considered, such as a bulletin board on which photos of meeting families could be displayed or continuing our current format with the photo directory as a periodic supplement. The meeting asked the Ministry and Worship Committee to act as a soundingboard for Martha Gay as she conducts additional research on the possibility of the meeting adopting a photo telephone directory in place of the current directory format.

Catoctin Quaker Camp Land Transfer (Pam Tyng). The land on which Catoctin Quaker Camp sits does not, contrary to popular opinion, belong to Baltimore Yearly Meeting (BYM). The land and the camp buildings are owned by a group of meetings within BYM, including Adelphi, and by BYM Young Friends, and is overseen by a Board of Trustees composed of representatives from these groups. Due in part to financial pressures caused by a drop in contributions (since the opening of

Camp Shiloh) and major expenditures for maintenance and the building of a caretaker's cabin, a proposal has been made to give the land and the camp to BYM. BYM and the Catoctin trustees support this proposal, since it would consolidate the camping programs under the umbrella of the yearly meeting and eliminate any financial competition between Catoctin and Shiloh. But this transfer must have the approval of the meetings that own Catoctin, Adelphi being one of them. The meeting did not make a decision on this issue, but held it over until December meeting for business to give Friends time to read the background materials that are available and to consider this matter more carefully.

Nominating Committee (Jane Furniss). The Nominating Committee presented for second reading and the meeting approved: Denny May, Bruce Millner, and Doug Turek for the Resident Liaison and Support Committee. The committee also presented for first reading the list of nominations for all meeting positions for 1995 (see attached). Friends expressed their appreciation to the committee and acknowledged the difficulty of filling so many positions each year.

Pastoral Care Committee (Jim Klima, Bruce Bush, Ernest Walker). The committee reported that they will be bringing to the December meeting for business their proposals concerning membership in the meeting. A clearness committee for membership has met with Sara O'Brien and is recommending that her request for membership in the meeting be approved. The meeting approved Sara O'Brien's request for membership in the meeting. A clearness committee for membership has also met with Reuben Snipper and Cheryl Morden and recommends that their request for membership be approved. The meeting approved the request of Cheryl Morden and Reuben Snipper for membership in the meeting, and their children Gabriel and Damian Morden-Snipper as associate members.

House and Grounds Committee (Diane Stiles). The committee reported that it has purchased an assisted listening system for the meetingroom and hopes to have it installed in about a month. A contractor has been hired to re-glaze and paint the windows in the white house. The committee has also selected ceiling fans for the meetingroom: three remote-controlled (to avoid the expense of re-wiring) Hunter fans, with lighting fixtures mounted beneath the fan blades, since these fans will replace current lighting fixtures. These fans would cost \$110 each and come with 20-year warranties. The committee informed the meeting that a higher quality fan is available that moves more air and comes with a lifetime warrantee, for an additional \$100 per fan. The meeting directed the House and Grounds Committee to purchase the more expensive ceiling fans for the meetingroom to assure that we achieve the air movement and cooling needed during the heat of the summer. The fan manufacturer guarantees that the fans will be quiet and the committee believes there will be no conflict with the assisted listening system. The committee also reported that PEPCO will be replacing the incandescent lightbulbs in the meetingroom light fixtures with energy-saving compact fluorescent bulbs. The committee continues to work on a design for a new sign in front of the meetinghouse.

Finance Committee (Margaret Cahalan). The committee presented for first reading the 1995 meeting budget (see attached). The committee requested input from all the committees of the meeting in developing the budget. The specific breakdown for the designated outreach section is still to be determined by the Peace and Social Concerns Committee. The budget will be presented for second reading and approval at the December meeting for business.

Ministry and Worship Committee (Glenn Riley). The committee reported that the marriage under the care of Adelphi of Rick Picardi and Eileen Neely took place in good order on October 15 in the meetinghouse of Sandy Spring Friends Meeting.

Other business or concerns:

A Friend asked about the appropriateness of using a basket placed in a prominent location to accept contributions for the meeting, given our need for substantial funds to meet our budget for this year. Friends suggested that the existing donations box in the foyer be placed in a more visible location for the duration of the year.

A Friend asked for the prayers of the meeting in support of the Religious Education Committee as it seeks a clear mission and vision for our young people, particularly the Young Friends program.

Minutes. The decisions from the minutes of the October meeting for business were read and the minutes were approved.

The meeting closed with silence at 1:55 p.m. with 20 Friends present.

Doug Turek
Clerk

Glenn Riley
Recording Clerk

Adelphi Friends Meeting
Meeting for Worship for the Conduct of Business
December 11, 1994

The meeting began with silence at 11:45 a.m. with 12 Friends present (a number that eventually grew to 20). The clerk read the Twelfth Query on The Environment and from the section on Humankind and the Environment in Faith and Practice of Baltimore Yearly Meeting.

Business held over from November:

Catoctin Quaker Camp Trustees (Pam Tyng). As one of the founding meetings of Catoctin Quaker Camp, the meeting has been asked to consider turning over control of Catoctin to Baltimore Yearly Meeting. Written information about the transfer has been made available to the meeting. The meeting approved the transfer of Catoctin Quaker Camp to Baltimore Yearly Meeting and referred to the trustees the task of completing the paperwork on the transfer.

Clerk's mail:

The clerk read a letter from Gordon Bishop requesting the use of our property by the Young Friends of BYM for a conference February 17-19, 1995. This would involve the use of the meetinghouse and white house from Friday night to Sunday morning on a weekend when the Haitian church is not using our facilities. The clerk volunteered to act as liaison with Gordon and the Young Friends. The meeting approved the use of our property for a BYM Young Friends conference the weekend of February 17-19, 1995.

The clerk read a letter from Suzanne Noll informing the meeting of her father's death on October 31, 1994. Since she considers Adelphi to be her spiritual home despite her recent move to Pennsylvania, she is asking the meeting's approval to hold a memorial service for her father in the meetinghouse on March 4, 1995. The meeting referred Suzanne Noll's letter requesting a memorial service for her father to be held March 4, 1995, to the Ministry and Worship Committee.

The meeting received a letter from Baltimore Yearly Meeting concerning the consideration of the roles of quarterly and half-yearly meetings. BYM has established three groups organized geographically (North, South, and Middle) to consider such issues as the functions, usefulness, boundaries, and size of these meetings. Each monthly meeting is being asked to name one or two persons to serve on our regional group, including someone involved in youth activities. BYM's request for one or two persons to serve on a group considering the role of half-yearly and quarterly meetings was referred by the meeting to the Nominating Committee. In the interest of speedy action, the meeting agreed to waive the usual practice of first and second readings of nominations and will approve persons for this task at the January meeting for worship for the conduct of business.

The meeting received a letter from William Penn House requesting the meeting to name a contact person for their activities. Since the meeting already has three contact persons, including board members, no action is necessary on this request.

The meeting received a letter from the American Friends Service Committee concerning the development of an AFSC project in this area. AFSC is asking meetings to name a liaison to participate in the discernment process about this project. Since the meeting already has a representative to AFSC, no action was taken by the meeting.

Nominating Committee (Jane Furniss). The meeting approved the Nominating Committee's recommendation that we lay down the Resident Search Committee, since we now have a white house resident. The meeting also approved the list of nominations for 1995 meeting positions (see attached) that were presented for the second time by the committee. The committee reminded the meeting that a person nominated for the Pastoral Care Committee is not a member of the meeting, with the understanding that the person will not serve on clearness committees for membership in the meeting. The committee presented for first reading an additional list of nominations (see attached list). The committee will notify all present clerks of committees and ask them to convene the first meeting of their committees in the new year so a clerk can be selected. The meeting expressed its deep gratitude to the Nominating Committee for a difficult job well done once again.

Finance Committee (Margaret Cahalan). The committee presented for second reading the proposed meeting budget for 1995 (see attached). The budget is three percent larger than our current budget, about a \$2,000 increase. In response to a question about the cost of the alarm system in the white house, a member of House and Grounds Committee informed the meeting that the committee was looking into the cost and necessity of the alarm system in hopes of decreasing its cost. Another Friend asked the Finance Committee to look into why the meeting has received no bill for the frontage assessment for three years running.

A Friend raised a concern about the BYM apportionment and the contribution of Takoma Park Friends Meeting (Preparative) toward meeting this responsibility. The meeting asked the Finance Committee, working with the Finance Committee of Takoma Park, to consider what Takoma Park's fair share of the apportionment should be.

The meeting approved the proposed 1995 budget with the understanding that the Finance Committee will revise the distribution of the apportionment to accurately reflect the responsibility of the two meetings for this budget item.

Emergency Housing (John Bassert). The committee asked the meeting for approval to hold Safe Haven, a shelter for homeless men, at Adelphi February 5-13, 1995. Adelphi Presbyterian Church will be working with us again this year. These dates do conflict with the use of our property by the Haitian church. The meeting approved having Safe Haven at Adelphi February 5-13, 1995, with the understanding that the meeting's liaison person with the Haitian church (Ann Marie Moriarty) will work things out with them, as allowed for in our agreement, so they either use just the white house on that weekend or move to another weekend. The committee will ask the Haitians and Takoma Park Friends Meeting (Preparative) if they would like to participate with us in doing Safe Haven.

Other business and concerns of the meeting: The meeting approved the immediate payment to Gordon Bishop, the white house resident, of \$260 to reimburse him for his property that was taken during a recent break-in at the white house. The trustees will follow up with our insurance company. After a brief discussion of security concerns, the meeting decided to establish an ad hoc committee to look into issues of security, including who has keys to our buildings and who is responsible for locking up after activities. The break-in apparently occurred because our buildings were not locked after meeting for worship. The meeting asked Bruce Millner to convene an ad hoc committee on the security of our property and related issues. The committee will have one representative from the Resident Support and Liaison Committee, House and Grounds Committee, and the Hospitality Coordinators. The out-going and in-coming clerks of the meeting will also be on the committee.

House and Grounds Committee (Diane Stiles). The committee reported that the assisted listening system is now installed and working very well, according to several Friends who have used it. There are currently three headsets for use by Friends, but the committee will be purchasing additional ones soon. The committee is concerned about the number of keys possessed by members and attenders of the meeting and is considering changing the locks or undertaking to develop a list of key holders. Friends suggested that developing a list of key holders would probably suffice. The committee is also looking into adding insulation over the meetinghouse ceiling.

Minutes. The decisions from the minutes of the November meeting for business were read and the minutes were approved, with thanks to the recording clerk for a job well done over the past two years.

The clerk thanked the meeting for the support given him during his two years in office and asked the meeting to support the new clerk as she begins her term in January. The meeting closed with silence at 1:20 p.m. with 19 Friends present.

Doug Turek
Clerk

Glenn Riley
Recording Clerk