

Adelphi Minutes
May 15, 2005

DRAFT

Business meeting opened with a reading of the 5th Month Query from Baltimore Yearly Meeting Faith and Practice: Personal Way of Life.

The agenda was reviewed and approved.

Approval of the April minutes will be held over until June business meeting. There were no copes available to review.

Agenda Part I

We received a book from Rodale press asking for our review. The book was passed to the Library Committee. Anyone wanting to write a review please contact the Committee.

Free two 2-day passes to FGC Annual Meeting are available by contacting the clerk. In addition, BYM Religious Education Committee has \$100 scholarships for any religious Ed teachers, Adelphi has conference money set aside for attendance, and there are Work Scholarships available from FGC.

The agenda for YM is available on-line and in the Interchange.

Nominating Committee – Glenn Riley

Presented the first reading for the following committees: Phil Martens, Finance Committee, 05-07

Memorial Garden – Mosi Harrington

Mosi encouraged participation on Spring Workday to cut back foliage. Donations of azaleas and other plants are needed for the garden.

Ad hoc Committee on Youth Safety

The BYM statement has not been reviewed yet. New members of Adelphi's committee are: Lynn Brown (Religious Education) and June Confer (Ministry and Worship). Chase Clement also will serve, for Trustees, and will convene the ad hoc committee.

Clerk's Mail

The Clerk read a request from Bill Samuel to resign his membership at Adelphi. He has been interested in a more Jesus/Christian-centered worship and has found a home with another congregation. This request was passed to Pastoral Care for a recommendation for reply at next business meeting. As part of that response, the committee should ask Bill to keep us informed of his search so that others with similar interests may be well informed.

MINUTE: ADELPHI FRIENDS MEETING MINUTES AN APPRCIATION TO BILL SAMEUL FOR HIS MANY YEARS OF SERVICE, AND HIS CONTRBUTIONS TO THIS MEETING, PARTICULARLY HIS LEADERSHIP AS CLERK AND HIS KNOWLEDGE OF QUAKER PROCESS.

Request for transfer of member for Alan Mayhood to Herdon Monthly Meeting, where he has been attending. APPROVED and passed to Ann Marlow, Corresponding Clerk, that she might send on our approval. She also will copy our Recorder, Carol Beigel, in order to update our records.

A request from Jennifer Chapin Harris for a traveling minute to The International Conference of Young Friends in London where she will represent FCNL. APPROVED. All expenses for FCNL representatives have been paid for by FCNL

The Clerk requested additional volunteers for the Resident Search Committee. Wendy Eck (for House and Grounds) and Chase Clement (for Trustees). This completed the Committee. The Clerk requested that the Meeting hold Susan Richardson in the Light as she continues her search for housing for herself and Marcus.

The Search Committee to identify the Nominating Committee needs 1 additional member.

Names from Nominating Committee for a second reading are: Marialis Zmuda, Hospitality Coordinator, 05-07; Conrad Ege, Hospitality Coordinator, 05-07; Diane Harvey, School Board, 05-08; Harold Confer, Trustees, 05-07 and; Donna Hoffmeister, Supplies Buyer, 05-07.

APPROVED as read.

Finance Committee – Cheryl Morden (see attached proposal at end of minutes)

This is the first reading of the committee's proposal to 1) shift the fiscal year **from** Jan-Dec. **to** Dec.-Nov., 2) ask for Meeting's approval to revise the 2005 budget to coincide with the new dates and, 3) ask for Meeting's approval to revise the terms of the Treasurer and Assistant Treasurer to coincide with the new dates. These requests are the result of the Committee's effort to find a solution to the problem of uneven cash flow throughout the years, particularly to avoid uncertainty of contributions at the end of the year.

The Budget approved for the current year (approved last February) would be adjusted to reflect the new fiscal year. This means that the total budget would be cut by one month by reducing all of the line items by 1/12th. Contributions to Community Outreach, Quaker organizations and the Blackburn Scholarship would continue to be spent in two payments, June and December under the new fiscal year. The proposal would result in the 1st payment in FY 2005 and the 2nd in FY 2006. This matches our cash flow better and would have no real impact on these organizations.

The proposal 1) would give the Committee 3 months to prepare a budget for presentation in September. A fiscal year from April–May would coincide with the time we usually dip into reserves because of the slow start-up of contributions in the new year. A July–June year would require planning for the budget right at the same time as energy is devoted to the Strawberry Festival. And an October–September fiscal year would call for planning to take place in the summer when few Friends are available; 2) would be consistent with Takoma Park Preparative Meeting's fiscal year; 3) would require starting conversations with BYM to find a way to give the apportionment during their FY; and 4)

might lessen the tension involved for everyone of last minute giving and allow a more considered reflection of our giving and our finances.

The Treasurer of Takoma Park Preparative Meeting reported that they have been on the December to November FY, as proposed for Adelphi, since 2003 and the change has created a better cash flow.

Friends also commented that this proposal would allow us to have a better sense of our income, as would electronic transfers from members/attenders to the Meeting's account. Friends Meeting of Washington also experiences tension about finances when they subscribe to a calendar year FY. Tension is often created by having the FY balancing of the budget around Christmas time, even though it is the time of year that many people are straightening out their finances anyway. This proposal would separate the tensions regarding taxes from tension regarding the Meeting budget.

APPROVED. MEETING APPROVED LAYING OVER THE FINANCE COMMITTEE'S PROPOSAL TO CHANGE THE MEETING'S FY FROM JANUARY-TO-DECEMBER TO DECEMBER-TO-NOVEMBER TO JUNE'S BUSINESS MEETING TO ALLOW MORE PEOPLE TO BECOME INFORMED ABOUT THE REQUEST.

This is considered the first reading, with next month considered the 2nd reading. This will give the Meeting time to reply to the Committee before fall.

Peace and Social Concerns – Martha Wegner

After considering the article in the newsletter regarding the Strawberry Festival, the Committee drafted a minute from the Committee to the Meeting.

The peace and social concerns committee requests that the outreach funds allocated be paid as soon as possible after the Strawberry Festival.

The committee has discussed and shares the meeting's concern for improved participation in the strawberry festival. We believe that clarifying to the meeting that the funds the festival raises are the monies Adelphi donates to outreach beneficiaries for peace and social justice work might help folks see a stronger need to participate. One way this connection is clear is for the meeting to pay out the festival funds to the approved groups as soon as possible after the Strawberry Festival.

Friends discussed the purpose of the Strawberry Festival funds and how they are handled as a part of our overall budget. As Friends, we can fulfill our mission of giving to others in a firm and clear manner by having Strawberry Festival funds support our Outreach goal. That goal will be met even if Strawberry Funds are less than that goal. The change to add Strawberry Funds to the budget in general was made in Business Meeting after careful consideration in 1998. It is important to tell "customers" at Strawberry Festival how this money is spent. Friends also emphasized that it is important that the organizations receive our contribution as quickly as possible, often being organizations

that are not flush with funds to begin with. The content of the discussion will be taken under consideration by the Finance Committee.

Pastoral Care – Chase Clement

Judy Brown's request for marriage under the care of the Meeting has been withdrawn because it was not feasible, given time constraints and other considerations. The couple plans a marriage in the manner of Friends. Following the wedding, After the wedding, the couple plans to request that their marriage be placed under the care of the Meeting.

Trustees – Chase Clement

The committee has review the report concerning BYM's insurance company's request to comply with their requirements in order to avoid incidents of sexual misconduct. The committee is not clear about the impact on our own Meeting and will include other committees in further reviews. Trustees will meet with representatives from each committee involved – Religious Education, Ministry and Worship and Pastoral Care. It was noted that the requirements were written in a way as to cause alarm.

Additional Announcements/Information

- Williamsburg Meeting's response to the BYM minute concerning sexual orientation is available on-line and will be forwarded to the newsletter.
- Martha Gay has worked on a BYM committee to revise BYM Faith and Practice. A revision of the 1st Query on Meeting for Worship will be published in the Interchange in order to collect responses from Friends. Please give your comments.
- Takoma Park Preparative Meeting will have a booth at the Takoma Park Jazz Festival on June 16. See Arthur David Olson to volunteer to help out at the booth.
- Conference "Seeking Peace" is planned for this summer. See Jolee Robinson for more information.
- If you pledged to support YF on the Crop Walk and have not yet followed through, Karen Cunnynggham is collecting "debts".
- Debra James is looking for transportation to the women's silent retreat June 10-12.
- A mailbox for _____ will be set up. ????

Meeting for Worship for the Conduct of Business adjourned after silent worship at 12:35 pm. Twenty-six persons were in attendance at that time.

See next page for Finance Committee proposal to change fiscal year.

FINANCE COMMITTEE PROPOSAL to change fiscal year.

1. Shift Adelphi's fiscal year by one month from January to December to December to November.
2. Approve a revised 2005 budget that will allow for a revenue neutral transition to the new fiscal year.
3. Recommend that the terms of the treasurer and assistant treasurer should be adjusted to coincide with the fiscal year.

BACKGROUND

Need to address the end-of-year uncertainty created by uneven cash flow in contributions, in which a large percentage of the annual budget flows in during the last two to three weeks of the year. (Prompted by the prospect of budget shortfall, giving habits, and tax considerations.)

LOGISTICS

Budget planning starts in September, with first reading in October and second reading in November (ideally).

Synchronizing with Baltimore Yearly Meeting – apportionment is assessed on a calendar year (mixed messages about this, we're checking on whether it can be calculated on our fiscal year or on a calendar year). There is a variety of fiscal years among Monthly Meetings in Baltimore Yearly Meeting. Quarterly contribution schedule. We can devise a schedule that is consistent with a December – November fiscal year and with BYM's calendar fiscal year.

Synchronizing with Takoma Park Preparative Meeting: Takoma Park made this same shift in 2003.

Impact on contributions to community and Quaker organizations. No impact. Pay the first half of next year's contribution in December. For their purposes, they will have received the full amount that we pledged.

RATIONALE

Income bulge early in the year.

Considered May - April, July – June and October – September. First would be more complicated and potential transition costs. Other two have problems related to the seasonal life of the Meeting. July – June would make budget preparation coincide with Strawberry Festival preparations. October – September means the preparation season would fall over the summer, when many people are away.

Cons:

Don't know the extent to which the giving lump in December is in response to end-of-the-year pleas and therefore whether the bulge will decrease if December is instead the first month of the fiscal year.