

MINUTES OF BALTIMORE YEARLY MEETING INTERIM MEETING

SIXTH MONTH 16, 2007 DUNNINGS CREEK MONTHLY MEETING

12007-15 *Opening.* Baltimore Yearly Meeting (BYM) Interim Meeting gathered on 16TH Sixth Month at Dunnings Creek Meeting, Fishertown, Pennsylvania.

Fifty-two Friends from twenty-three meetings signed in.

Adelphi: Alexander Barnes, Steph Bean, Sharon Stout, Stephanie Warner;
Alexandria: Deborah Haines; Baltimore, Homewood: Laura Goren;
Baltimore, Stony Run: Mike Boardman, Dellie James, Meg Meyer, Susan Vanderhoff;
Bethesda: Ted & Ria Hawkins, Susan Kaul; Charlottesville: Hank & Frances Schutz;
Dunnings Creek: Nancy Coleman, Bernie Hoffman, Susan Williams; Frederick: Ann Bittenheim, Betsy Tobin; Gettysburg: Margaret Stambaugh, Andy Stone; Herndon: Harry Tunis; Hopewell Centre: Anne Bacon, Laura Nell Obaugh; Langley Hill: Sheila Bach, Walter Brown, Hugh & Georgia Fuller, Bill Mims; Little Britain-Eastland: Linda Coates; Nottingham: Jason Eaby, Linda Uberseder; Patapsco: Ken Stockbridge;
Richmond: Ted Heck; Roanoke: Bob & Susie Fetter; Sandy Spring: Ellen Cronin, Howard & Flossie Fullerton, Roger Starr; Howard & Benjamin Zuses; Seneca Valley Preparative: Annette Breiling; Takoma Park Preparative: Erik Hanson; Valley: Pamela Cook, Rose Flory; Washington, Friends Meeting of: Michael Cronin, Riley Robinson;; West Branch: Walt & Peg Fry, BYM Staff: Ann Whittaker

The Meeting opened with waiting worship at 2.30 P.M.

Nancy Coleman, co-clerk of Dunnings Creek Monthly Meeting, welcomed Friends, introducing Bernard Hoffnar, co-clerk. Dunnings Creek Meeting is 204 yrs old; the meetinghouse is 120 years old. Today's event provided the Meeting with an opportunity to clean the 2nd floor of the building and to admire the 30' single timber joists and the unusual roof trusses. This area of Pennsylvania is the heart of the Underground Railroad. A member has written stories about the lives of those Friends buried in the small cemetery down the road. This small meeting currently has about 50 active members.

12007-16 *Report of the Presiding Clerk.* Howard Fullerton, Sandy Spring, spoke of issues he has been addressing.

Fundraising The current BYM budget calls for \$66,000 in contributions. Supervisory Committee is concerned about a potential short-fall in funds because no active fund-raising seems to be planned. Stewardship and Finance has established a sub-committee; others may be interested in working with fund-raising in some way. Any fundraising must be coordinated with Stewardship and Finance and Trustees Committees. The Camping Property Management Committee has successfully raised funds in the past. Howard requested approval of Interim Meeting for that committee to have a fund-raising display at Annual Session for specific projects.

The request was APPROVED.

Minutes on-line Both Haverford and Swarthmore plan to put Yearly Meeting and Monthly Meeting minutes online.

Youth Issues The clerk, a member of Supervisory Committee, and the General Secretary participate in a regular meeting to support Youth Programs Committee (YPC), in the absence of a youth secretary. YPC has also requested support from Ministry and Pastoral Care Committee. Howard read from Baltimore Yearly Meeting Representatives Meeting Minutes Minute 82-4, recalling an April 3, 1982 session at which Friends addressed concerns about alcohol and drug use in relation to BYM activities.

82-4 Drugs in our Institutions. At this point Jan Greene referred to a story in a recent Washington Post about Peter Skidmore, who had briefly attended Sandy Spring Friends School and who had been a camper and counselor at Camp Catoctin, and whose struggle with drug addiction (principally marijuana) was described in the article. She wished to assure Friends that in our camping program, as in all Friends' gatherings, alcohol and drug usage are not an accepted part of our life together. She hoped that our response to the article would be constructive and creative rather than destructive.

Several Friends expressed their concerns and their hope that we could support the Camping Program Committee in a clear policy affirming our standards of appropriate behavior. The following minute, after much deliberation, was approved:

Representative Meeting recognizes its accountability for the standards of behavior to be observed at all Yearly Meeting-sponsored activities, including our camping programs. We reaffirm our commitment of the principles of personal behavior set forth in the draft discipline of the Yearly Meeting, particularly in regard to the use of alcohol and illegal drugs. Representative Meeting is aware of and supports the ongoing efforts of the camping committee and staff to teach and uphold these standards among all camping program participants. We encourage the Camping Program Committee and staff to renew and reinforce these efforts in support of Friends' testimonies. We also state again our recognition that these standards should prevail in every gathering of Friends of any age, and that individual Friends in every situation of their lives are in fact role models for the young.

Annual Session Howard reflected that our recent Annual Sessions have primarily dealt with action items, which means we don't hear in an on-going way about the work of our committees. He believes that four issues will be important at Annual Session: Youth Programs, Relations with Friends United Meeting, money, and peace. He is considering how best to address these issues and our business sessions overall.

Howard noted that he attends a variety of meetings and reads minutes, newsletters and advance reports.

I2007-17 *Trustees.* Howard Zuses, Sandy Spring, referred to the earlier report of a shortfall in unrestricted net assets. The Trustees requested its audit firm to bring a detailed management letter. Subsequently, a new audit firm has been engaged with a three year commitment. Trustees expect to have a completed financial review by Annual Session. The Trustees have also received a preliminary review of the unrestricted net asset deficiency. Howard gave examples of differences between restricted, unrestricted, and designated funds, and reported that the Committee of Trustees is reviewing all of these. He requested that Friends share information about historically restricted and/or designated funds, recognizing that individuals may have important information which might otherwise not be available. Trustees will maintain clear records for all such funds in the future. Trustees will verify that current designations are correct and valid. In addition, Stewardship and Finance Committee will be requested to budget replacement funds for money spent in years past for capital improvement or other reasons.

Trustees were reminded of their obligation to observe legal restrictions on endowments, and encouraged to budget sufficient funds for professional assistance, if needed. Friends were assured that Trustees are working actively and hope to bring additional information soon. It was noted that Baltimore Yearly Meeting needs a clear gift acceptance policy.

I2007-18 *Friends in Education Committee.* Annette Breiling, Seneca Valley Preparative, and Linda Uberseder, Nottingham, Head of George Fox Friends School, presented the committee's concern. Two Friends schools in our Yearly Meeting are closing at the end of this academic year. Northern Virginia Friends School, under the spiritual care of Langley Hill Friends Meeting, and George Fox Friends School, under the care of Nottingham Quarter, are closing at least partly for financial reasons. Recently a third school had to close part of its work for similar reasons. The Committee notes that other religiously-supported schools typically receive significant financial support from their supporting religious institutions. Friends' schools teach Friends' values, which are sorely needed in today's world. Examples of Friends' schools survival based on the sacrifice of salary or gifts from personal funds were cited. Linda shared several stories of children's expressions of the values they have learned in these schools. Friends recognize the need for Friends schools which are affordable to middle-income families.

I2007-19 *Youth Programs Committee.* Ted Heck, Richmond, and Stephanie Bean, Adelphi, co-clerks reported that a Listening Session co-sponsored with Ministry and Pastoral Care was held on Sixth Month Third at Adelphi Meeting. About 70 individuals were present; a summary will be posted on the web-site soon. The committee appreciates the deep concern and many expressions received by mail and in person. Four sub-committees are addressing issues of Young Friends, Junior Young Friends, Friendly Adult Presences (FAPs), and Youth Secretary. A small group is carrying the work of a staff person as there is no Youth Secretary, at present. Parent volunteers working with committee members have continued an active Junior Young Friends program. The committee will keep Friends informed as it continues to work on these issues.

Michael Cronin expressed appreciation to Ted Heck and Betsy Tobin, Frederick, for their years of service as co-clerks of this committee, and to Stephanie Bean for her willingness

to step into leadership. Individuals are encouraged to volunteer for service with the committee.

Georgia Fuller, Langley Hill, spoke of her deep concern and belief that the problems with Young Friends are serious structural problems which may not be easily solved. She noted that some of the problems have been growing for many years, and much soul searching and consideration of the real underpinnings of the program will be required to create a better youth program.

She noted that some families are not participating and requested more transparency, stating that BYM is financially supporting these programs and may be held liable.

I2007-20 *Ministry and Pastoral Care.* Sheila Bach, Langley Hill, reported Ministry and Pastoral Care Committee's conversation following the Listening Session. The committee urges individuals to write letters to Youth Programs Committee expressing their personal views. She also read a statement from Virginia Schurman (Gunpowder) on behalf of the committee members who attended the Listening Session:

The meeting was well attended by Friends of all ages and there was an open exchange in a friendly and supportive atmosphere thanks to the facilitators. I felt that what I heard was that the young Friends felt a need for support from adults particularly in difficult situations and that there are adults who are willing to provide that support. My own personal feeling is that young people are going to experiment with various behaviors as part of their development, but there are parameters which are needed for healthy and safe behavior and that when we are younger (I still remember) we need guidance as to those parameters. We should not be afraid to ask for or give counsel to each other. This is part of any loving relationship.

Stephanie Warner, Adelphi, member of Youth Programs Committee, reiterated the need for additional members on that committee.

Friends expressed their appreciation for Ramona Buck, Patapsco, and Josh Riley, Hopewell Centre, who volunteered their skills as facilitators for the Listening session, and to Meg Meyer for recording.

Riley Robinson, Washington, admonished Friends to be attentive to the tone of their speaking on these matters. Friends are working very hard on problems which are of concern to all of us. As we express concern, we also need to express appreciation to Betsy Tobin, Ted Heck, Stephanie Bean, and others.

I2007-21 *Naming Committee.* Sheila Bach, Langley Hill, brought the name of David Etheridge, Washington, to serve on the Search Committee.

APPROVED.

I2007-22 *Supervisory Committee.* Margaret Stambaugh, Gettysburg, presented proposed changes in the activities of Supervisory Committee. The principle change is to

clarify that Supervisory Committee's primary responsibility is to work with the General Secretary and supervision of other Yearly Meeting staff is delegated to that individual.

Friends requested that the definite article 'the' be deleted from the last paragraph and other references to Interim Meeting. Paragraph four, sentence two will be changed to "The Committee may delegate the writing of position descriptions..." A typographical error in the next to last sentence will be corrected to read: "not involving policy of such importance..."

Proposed Revised Description of Supervisory Committee; additions are underlined and proposed deletions are ~~stricken through~~

Supervisory Committee

The Supervisory Committee is composed of the Clerk of Interim Meeting, the Presiding Clerk and the Treasurer of the Yearly Meeting, and four additional members of the Yearly Meeting nominated by the Interim Meeting for appointment by the Yearly Meeting. The Committee may not co-opt additional members. The Supervisory Committee is ~~chaired~~ clerked by the Clerk of Interim Meeting or one of the four appointed members.

The four persons appointed by the Yearly Meeting also become members of Interim Meeting. Two of these members are appointed annually for terms of two years. Generally, none of these members may serve on the Supervisory Committee for more than six consecutive years. An individual may again be appointed after a one year break in service. Terms begin at the end of the Yearly Meeting sessions at which the appointment is made.

The General Secretary is responsible to this Committee, specifically to its Clerk. ~~The primary responsibility of the Supervisory Committee is to be in regular contact with the office staff. For this purpose it meets frequently with the office staff. The Supervisory Committee should have a written Personnel Policy with job descriptions for each office staff position. The committee as a whole guides and supports the work of the General Secretary. The Supervisory Committee writes a position description for the General Secretary to be approved by the Interim Meeting.~~

The Supervisory Committee creates, reviews and updates written personnel policies. Supervisory Committee approves written position descriptions for all office staff. The Committee may delegate writing position descriptions to the General Secretary who will consult with appropriate committees and Supervisory Committee. Position description changes that would affect the Yearly Meeting Budget need the approval of the Interim Meeting.

The Supervisory Committee recommends office staff compensation policies to the Interim Meeting, annually ~~sets~~ approves specific salaries and benefits for office

staff ~~annually and reports all salaries and benefits these~~ to the Interim Meeting, and provides guidance to the General Secretary in the employment of office staff.

The Supervisory Committee also oversees the maintenance of the office-residence property and grounds and the acquisition and maintenance of office equipment and any other fixed assets. ~~, and annually recommends appropriate budget items to the Stewardship and Finance Committee.~~ Authority for the expenditure of funds for normal maintenance up to a stated dollar amount may be delegated to the General Secretary

The Supervisory Committee annually provides budget recommendations to the Stewardship and Finance Committee for office staff salaries and benefits and for maintenance of building, equipment and grounds. As appropriate, the Supervisory Committee will inform the Stewardship and Finance Committee of needed adjustments to the budget.

In addition, this Committee carries out such duties as the Interim Meeting specifically assigns to it, and, between meetings of the Interim Meeting, may act upon urgent matters not involving policy nor of such importance as to justify a special session of the Interim Meeting. All such actions should be reported to the Interim Meeting at its next session.

APPROVED with the changes noted.

I2007-23 *Report of the General Secretary.* Riley Robinson, Washington, gave a review of staff activities. The full written report is attached to these minutes. In addition, Riley reported that nine individuals from Baltimore Yearly Meeting attended a Pendle Hill workshop exploring the role of Friendly Adult Presence in youth work.

**BYM June Interim Meeting
General Secretary's Report
June 16, 2007**

Administrative Assistant Ann Whittaker – The need has been expressed for more historical background on BYM youth programs. Ann is researching information from the minutes and other documents of Young Friends to assemble a brief history. She is particularly well-qualified as a former participant in BYM YFs as a teen and as a young adult mentor. Ann is also processing BYM Annual Session registrations for the first time in the new database, and is making customizations to software as needed.

Bookkeeper Margo Lehman – Has worked with our new auditor wading through all of the numbers to help produce the new report on BYM fund discrepancies, which is now completed. The BYM Fiscal Year 2006 audit review is on the way as well, due in a week or 10 days. We're way ahead of last year on this project.

This summer Margo plans to actually travel to the camps to sort out money issues there, so that camp financial operations are cleared up by early fall.

Camp Administrative Secretary Jane Megginson – Jane has made arrangements for new Internet registration services for the camps that are saving thousands of dollars this year. The Teen Adventure program has expanded by a third, which has required a lot of logistical planning over the year. Camp registrations this summer are comparable to last year's figures.

Camp Property Manager David Hunter – David ran the series of productive spring work weekends at the camps, prepared all of the BYM vehicles for summer, and bought new equipment or repaired the old as needed. Reconstruction of the health center at Camp Opequon has been a project requiring some ingenuity. The Catocin pond project continues, with David coordinating permits, contractors, and the like.

General Secretary – The General Secretary performs a coordinative function for the Yearly Meeting, assisting in making progress on the most pressing needs. This spring these were Youth Programs issues, BYM's relationship with Friends United Meeting, and BYM's apparent \$417,000 fund discrepancy.

- Youth Programs

- Progress on filling the Youth Secretary position is proceeding slowly for the Youth Secretary Subcommittee of Youth Programs Committee (on which I serve), partly because so much work is going on with three other subcommittees as they realign many functions, and partly because of the other issues currently being processed by YPC and others.
- I attended a YPC meeting held at Hopewell Meeting in April.
- I clerked a group that met several times to prepare the listening session at Adelphi Meeting on June 3, and did some of the legwork.
- I attended the first-ever Pendle Hill weekend for Friendly Adult Presences with others from BYM. There was great deal of experience, wisdom and enthusiasm present throughout the weekend.

- Sylvia Graves visit – I coordinated arrangements and then traveled with Sylvia Graves, General Secretary of Friends United Meeting, as she took intervisitation to a level not yet seen, visiting with Friends in Charlottesville, Bethesda, Sandy Spring and at Chesapeake Quarterly Meeting in one long weekend. Just for good measure, she made a presentation at Friends Committee on National Legislation on Monday as well. The discussions were frank and revealing, covering topics such as employment policies, the work of FUM in other countries, and communication between Friends. Both Meetings face challenges. Sylvia greatly appreciated the welcome that she received from BYM Friends and enjoyed getting to know us.

- Stewardship and Finance Committee –

- I coordinated the process of the \$420,000 funds discrepancy report, just completed, including assembling preparatory information and coordinating meetings involving some Trustees, the Yearly Meeting Clerk and BYM's new auditor.
- I am participating with a S&F subcommittee working on financial assistance for BYM representatives to other organizations.

Additional work

- **Staff benefits** – It was open season for most of our employee benefits in May. Significantly, our health insurance cost went up 17.7 %, but at least that was lower than the original proposal for a 32% raise. Staff had to accept greatly increased co-payments as a tradeoff.

- **New Publishing software** – Our print and Internet publishing software was a hodgepodge. The Interchange was being edited on 10-year-old software that was no longer sold or supported by the manufacturer. A new publishing suite was purchased at a deep –discount rate for nonprofit organizations that will improve our communications and save staff time.

Special Thanks to Flossie Fullerton for taking many days to assemble eight cartons of material sequestered in the BYM office vault for Friends Historical Archive at Swarthmore, which I delivered on May 11.

Appreciation was expressed to Riley for his work.

I2008-24 *BYM Representatives to Friends United Meeting Board.* Michael Cronin reminded Friends that our Friends United Meeting Board representative Rachel Stacy presented an oral report at last Interim Meeting, as John Smallwood did at a previous meeting. Michael noted that Interim Meeting has not requested, in the past, for our representatives to bring a joint report after these meetings, but suggested that we do so now. Friends APPROVED this suggestion. In addition, our representatives were requested also to caucus before, during and after the meetings to facilitate their participation and the preparation of a joint report. Walt Fry, representative, noted that the June Meeting of the Board has been rescheduled until July, and that he will communicate these requests to our other representatives.

I2007-25 *Intervisitation Committee.* Walter Brown, Langley Hill, brought a minute from Adelphi Friends Meeting for Jennifer Chapin-Smith to travel in the ministry under the care of the Intervisitation committee.

Adelphi Friends Meeting

2303 Metzert Rd.
Adelphi, MD 20783
Phone (301) 445-1114

June 14, 2007

To Friends Everywhere:

Dear Friends,

Jennifer McAfee Chapin-Smith, a beloved member of this Meeting, has opened to us her leading to travel under the Intervisitation Program of Baltimore Yearly Meeting. Her understanding is of a need for deep listening at this time. Jennifer anticipates that another member of BYM Intervisitation will join her and that they will travel together in this ministry.

Jennifer is steeped in Quaker understandings and processes since she grew up in Adelphi Friends Meeting and participated in First Day School and BYM's camping programs. During her college years she attended nearby Meetings: Northside, IL, Paris, and Oxford, while staying connected with Adelphi.

Jennifer became active again at Adelphi Monthly Meeting during the three years she worked at Friends Committee on National Legislation as their Young Adult Program Coordinator. As Coordinator, she traveled extensively to Quaker colleges and schools and successfully tripled the participation of young people in FCNL's program. She has served as an officer in national Quaker organizations and participated international Quaker conferences: World Gathering of Young Friends 2005 in England. Jennifer is currently sojourning at Ann Arbor Monthly Meeting in Michigan. In March 2006, Jennifer and Lexi Chapin-Smith were married under the care of Adelphi Friends Meeting. Jennifer has felt called by this Concern for several years.

" The Intervisitation Program of Baltimore Yearly Meeting (BYM) seeks to strengthen the Religious Society of Friends and nurture the beloved community of Friends, especially within Friends United Meeting (FUM). While BYM's concern regarding an FUM personnel policy planted the seed, that concern is not the program's focus. Rather, as we in BYM faced the pain we felt as a result of that policy, we awoke to the fragility of the relations among the yearly meetings and monthly meetings of FUM. The goal of BYM's Intervisitation Program is to encourage, prepare, and support Friends to travel among Yearly Meetings with the faith that we can listen deeply, strengthen our relationships, and build our faith community. Our program assumes that intervisitation will be in all directions and those interested will offer and receive hospitality." BYM Minute

This Meeting unites with Jennifer's leading. We trust that you will benefit as we have from sharing her insights and quiet faith. We send her with tenderness and love; we commend her to your gentle care and hospitality.

Approved and minuted at our meeting for business held 6th month, 10, 2007.

Ann Marie Moriarty, Clerk

Adelphi Friends Meeting

The minute was ENDORSED.

I2007-26 *Peace Committee.* Bill Mims, Langley Hill, on behalf of the committee, requested that the committee and members of Yearly Meeting hold in the light deliberations on actions on behalf of peace. The committee will bring additional recommendations to Annual Session, but asks that we all consider the query: “How are our lives lived in such a way as to take away the occasion for war?”

I2007-27 *Nominating Committee.* Barbara Thomas, Annapolis, requested assistance in identifying individuals who might be drawn into Yearly Meeting Committees. At the current time, friends willing to serve on Trustees, Stewardship and Finance, Program Committees and Friends House Board are needed.

Resignations received: From AFSC Corporation; Ellen Atkinson
From Program Committee: Bette Hoover

Request Appointment for FWCC: Four individuals from BYM may attend the Friends World Committee on Consultation triennial meeting in Dublin, Ireland this summer. Of the four representatives and one alternate previously appointed, only two, Sheila Bach and Robert Fetter, can attend. At the suggestion of FWCC, two Young Adult Friends are being nominated to make up our complement: Jason Eaby, Nottingham, and Benjamin Zuses, Sandy Spring. Laura Nell Obaugh and Flossie Fullerton will attend as observers.

Friends APPROVED the nomination of Jason Eaby and Benjamin Zuses.

Right Sharing of World Resources Committee has had difficulty in recent years; Nominating asks whether it might become part of Peace and Social Concerns. Alternatively, BYM could name individuals as representatives to the appropriate national Right Sharing group.

Religious Education Committee has also had difficulty meeting as a whole, due to the wide-spread membership. Members of that committee from the DC metropolitan area are willing to meet separately as a working group; Nancy Moore, Stony Run, will convene. Friends were informed that Josh Humphries, co-clerk of Religious Education, was recently in an automobile accident and has serious injuries. Roanoke Meeting has asked that Josh and his family be ‘held in the Light’.

I2007-28 *Supervisory Committee.* Michael Cronin noted that salary information for BYM staff will be inserted in these Minutes as prescribed in Manual of Procedure and posted online with these Minutes.

Staff Salaries and Benefits.

| Position | 2007 salary | medical |
|--------------------------|------------------------|----------------|
| General Secretary | \$64,705 | single |
| Administrative Secretary | \$32,482 | single |
| Bookkeeper | \$25,981 | [see note] |
| Camp Program Secretary | \$39,630 | single |
| Camp Property Manager | \$37,106 | family |
| Youth Secretary | [vacant] | [vacant] |

Notes:

BYM requires the General Secretary to live in the BYM residence. We estimate the market rent of the residence to be approximately \$24,000, or \$2,000 monthly.

At present, BYM's bookkeeper is covered by spouse's medical insurance.

Announcements and Closing.

- Friends were reminded to register for Annual Session, to be held in Frostburg, Maryland during the first week in August. The deadline for early registration is June 25.

Meeting closed with worship at 5:15 with appreciation for the gracious hospitality of Dunnings Creek Friends and for the archival treasures present in the Meetinghouse. Friends arose to gather again at Friends Meeting of Washington on 20 October 2007.

Michael Cronin, presiding

Margaret Boyd Meyer, recording