**Annual Report to 2023 Spring BYM Interim Meeting March 25, 2023**

**From BYM Supervisory Committee**

**Committee Members:** Adrian Bishop and Ramona Buck, Co-Clerks gradually changing to Betsy Tobin and Becka Haines Rosenberg, Rosemary Davis (until 8/22), Jim Riley, BYM Treasurer; Meg Meyer, BYM Interim Meeting Clerk, until 8/22 replaced by Bette Hoover; Stephanie Bean, BYM Presiding Clerk, Susan Griffin, Joan Liversidge.

As we stated last year, the essence of the Supervisory Committee’s (SC) work is direct stewardship of BYM’s paid staff by way of oversight of the General Secretary. This includes responsibility both for appropriate expenditure of BYM’s human resources budget and for nurturing the synergy among the staff to carry out the vision of BYM as a whole, as well as overseeing the care of the BYM office building.

Sarah Gillooly began as General Secretary in July 2021. They took the position at top speed and have continued to work diligently to keep up with the unending tasks and to improve our processes to move us towards a more sustainable and equitable organization. Since Sarah started, Supervisory has not conducted a complete annual evaluation for them, but an evaluation is being completed this month. We recommend that their employment be continued. Part of the evaluation of the GS is for SC members to meet with other full-time staff for their direct feedback on their work situation and their thoughts about the work of the GS. These interviews have been held. The Co-clerks meet with Sarah monthly or as needed, in addition to bi-monthly Supervisory Committee meetings. In an effort to streamline our work and reduce the GS workload we have changed our meeting schedule to bi-monthly, thereby freeing up many hours of GS time and energy for other tasks. Several members of SC have volunteered in the Office to ease Sarah’s communications load. We have also changed our meeting time to accommodate people who cannot attend weekday morning meetings. We continue to be impressed by Sarah’s management style and the way they bring their pastoral care skills to the performance of their job.

In 2021 we met with a Working Group on Racism (WGR) working group on hiring practices to explore changing our practices to make BYM job searches more open and equitable. The suggestions of this working group were incorporated in two searches, the full-time Camp Director, and our new Administrative Assistant. We will change the practices specified in our Manual following these searches and an evaluation of their effect. One note at this time, the Admin Assistant position had many more candidates, and candidates of color than we have previously experienced.

We formed a new working group to oversee the care of our Sandy Spring Office. This responsibility used to fall on the resident, which we no longer have, and we do not want it falling solely on our staff. We have sent a revised budget to the Stewardship and Finance Committee (S&F) for building care, and a suggestion for a reserve fund for major costs to Trustees. (Trustees have approved this beginning in 2023). An immediate result of this has been an Indoor Air Quality (IAQ) survey on our offices, which must meet different standards now that the building is in use as an office building rather than a single-family home. The survey found that our fresh air replacement was deficient. We have now repaired the existing HVAC systems and added fresh-air makeup devices. We are also sealing the walls between the garage and the working spaces, adding insulation to the attic and to the ceiling of the garage, and plan to correct the drainage around the building (we currently are experiencing run-off water penetrating the building which provides fuel for the growth of mold). Using funds set aside in the 2023 budget, these efforts will improve air quality and reduce allergens, knowing that some who use the building have been badly affected by airborne allergens.

A major piece of work that is slightly in abeyance is revising our Employee Handbooks. Yes, there are two, one for Camp Staff – we have over 120 temporary employees, and one for everyone else. This will be taken on in earnest when Sarah and Brian can schedule it.

Our staff work very hard. A concern is that some jobs are too large for one person to do in the time allotted. We remind Friends that we continue to be short-handed at the BYM office. In 2020 we had 2.5 more staff on hand than we do now. Fortunately, Friends have responded generously to help BYM recover its financial footing, but we are going slow to replace staff. Please be patient with our shortcomings as we rebuild better! In order to operate as safely as possible, the BYM Office is not open every day, and all staff are working remotely at least some of the time. Please check with the Office before you schedule a visit.

We continue to include the anti-racist queries at each of our meetings both by listing them in our agenda and by measuring decisions against them:

* How does this decision support the declaration of our Yearly Meeting that we are an anti-racist organization?
* How could this decision affect those who have been harmed by racist behavior?
* To what degree have privilege, class, stereotypes, assumptions and our ability to include other perspectives affected this decision? Will this decision promote equity, diversity and inclusiveness? Will it enable us to be more friendly and whole?
* How will we provide opportunities for those most likely to be directly affected by our decision to influence that decision?

We read our goals for the committee at each meeting as a reminder. The goals of the Supervisory Committee are:

* Continue to support the General Secretary, our main task
* Respond to the diversity, equity and inclusion needs of staff
* Thoughtfully incorporate staff into the work of the Yearly Meeting and support their needs
* Be available for confidential supportive conversations with the Interim Meeting Clerk and the Yearly Meeting Clerk about the Baltimore Yearly Meeting issues they are dealing with.
* Review and apply the anti-racism queries for each decision at Supervisory Committee meetings
* Complete the review of the documents (Supervisory Committee Manual, and coordination with the Camping Committee on the Camping Employee Handbook)
* Create a safe space for different perspectives to be expressed, and respond to any discomfort or conflict as it occurs.
* Agree with the Confidentiality Statement, Appendix B, p. 54 in the Supervisory Committee Manual.

Well before Covid, our committee began using hybrid meetings because of members’ travel. We continue to do this as we are not all comfortable risking exposure during travel to BYM events.

**2023 Budget and Human Resources Costs**

Salaries $714,853

FICA $54,686

Benefits $136,548

Retirement $42,891

Total $926,864

This is for 11 year-round staff and a 12th 1.0 FTE position expected to be added mid-year. Of those 11 existing year-round staff: 8 are 1.0 FTE, one is 0.75 FTE (transitioning to 1.0 FTE mid-year), and two are 0.5 FTE. Of this, $441,773 (47.7%) of salary, FICA, and benefits is spent on four business/administrative staff and one development staff and $507,206 (52.3%) for seven program staff.

Respectfully submitted,

Betsy Tobin (Frederick) and Becka Haines Rosenberg (Alexandria), Co-Clerks, Supervisory Committee