

Haddonfield Monthly Meeting
Meeting for Worship for Business
11/11/12

NOVEMBER MINUTES

The Meeting for Worship for Business began with a period of silent worship. The Clerk read "Cultivating Four Immeasurable Attitudes" from Common Tibetan Buddhist Prayers, Mantras and Texts.

25 Friends were in attendance.

Friends approved the minutes of the October Meeting for Worship for Business.

Connie Brookes presented the Annual Finance Committee Report, a copy of which is attached hereto. Meeting accepted the report with thanks.

Deedy Robert presented a report on Quarterly Meeting. Particularly interesting was the report from George Rubin on his trip to Kenya and the diversity of Quakers. Deedy participated in the discussion on outreach. Everything we do is a form of outreach. The hope is that, in future Quarterly meetings, there will be an opportunity for attendees during lunch time to sit with others in similar interest groups, such as the table for clerks of monthly meetings. Kitty Mizuno reported on the discussion of the Peace and Social Concerns Committee. She noted that Priscilla Adams is working far more than the 14 hours per week for which she is compensated. The Clerk encouraged all Friends to attend.

Bob Turrin reported for Property Committee. The cleanup day scheduled for November 18 is postponed. On the 17th the Gardening Project activity to clean up the garage will occur. On November 11 driveway repair will occur. The work on repair of the wall has commenced. The carpets throughout the Meeting House have been repaired; next the Committee will have them cleaned. The front doors no longer slam; two new closers have been installed. A garden project is under way, replacing a patch of poison ivy on the Lake Street corner of the property. Kevin Heizer is getting estimates for the basement sprinkler installation. The Property Committee is trying to get the School to pay for 50% of the cost.

Two issues in the classrooms in the Meeting House have arisen, both regarding the cleanliness and disarray in the classrooms. As a cost saving measure, the School had eliminated the cleaning service it had previously retained. The School is reinstating the service. The disarray is a more serious issue. Mobiles from the ceiling have been torn down, a chair was broken, file cabinet locks have been pushed resulting in a locksmith's having to be brought in. The Clerks Committee is asking that the adults in that space monitor the activities more closely. Starting last week the door to that wing has been locked after child care. This is shared space, and the adults in charge of child care must be more mindful of what the children are doing. The ball is in the Meeting's court to remedy these problems. Deedy Roberts noted that young people should be in Meeting for Worship with their parents. Karen Dillon also noted that rooms are damaged in many ways, and some damage could be caused by school children. In many cases we will not

know how damage occurred. There will always be problems that arise when two groups share space. The problem has been going on for decades, and close attention will always be required.

Bob Turrin mentioned that Property Committee is looking into purchasing new metal chairs with padded seats for the auditorium. Connie Brookes suggested that the Committee look at restaurant supply vendors as well as furniture companies.

Deedy Roberts presented her report from Interim Meeting, a copy of which is attached hereto. She received many materials on ecology. Yearly Meeting next year will be at Muhlenberg College. She presented a leaflet on the Christmas walk from Nazareth to Bethlehem. Junior Interim Meeting and Young Adult Friends have wonderful gatherings. PYM clerks now have pym.org email addresses. A new procedure for requesting that an item be added to the PYM agenda has been established. The November Friends Journal included an article critical of PYM's governance. Arthur Larrabee published a response on the PYM website. Monthly Meeting committee members are asked to join a PYM Thread Group, which is a way to share information among PYM members.

Lois Hinski presented an update on the Afghan children project. Note card and calendar orders have been fulfilled, and Lois will present more samples next week so she can take more orders. She will also solicit orders from School staff. The author of Forbidden Lessons may visit the Meeting. Scott Buchheit told Lois that the Haddonfield Council of Churches would be interested in participating. Lois will also contact other local service organizations, which may also help.

The *ad hoc* Christmas Eve committee has scheduled meeting for worship at 6 p.m. The members are working on locating individuals to play music and preparing a list of carols to be sung.

The Clerk reported on an email from Jada Jackson requesting support for meetings that need assistance following Hurricane Sandy. Interested Friends can contact clerk@pym.org or Carter Nash carter@harrisburgfriends.org.

Bob Brookes will draft a minute to thank the monks for the Drepung Gomang Monastery mandala events that occurred this weekend.

The next Meeting for Worship with a Concern for Business is scheduled for December 9, 2012.

Monthly Meeting for Worship with a Concern for Business concluded with a period of worship.

Respectfully Submitted,

Patricia Kane Williams, Recording Clerk.

**Finance Committee
Annual Report
November 2012**

The Finance Committee recognizes that, while we have reported on Meeting finances on a regular basis, we have not presented an annual report in over two years. Consequently this report will provide a broader overview of our activities than just the past year.

Until recently, during this period, John Donch served as Meeting treasurer and Lisa Boyell as assistant treasurer. John concluded his six years of service in July and received the heartfelt appreciation of the Meeting. Lisa Boyell has now begun her first term as treasurer and Susan Borkowski is our new assistant treasurer. Finance Committee members include the treasurer and assistant treasurer (ex-officio). Other committee members are Bill Patterson, Lou Tomasetti, Wayne Partenheimer, Sheryl Harrison and Connie Brookes. Over the last couple years, since the separate incorporation of Haddonfield Friends School, we have re-focused our energies on our stewardship responsibilities for Haddonfield Meeting. These include:

Oversight of the work of the Meeting Treasurer

Reporting on Meeting finances, particularly the Meeting's annual contributions vs. expenses

Preparation of the annual budget for Meeting review and approval

Preparation and mailing of the annual contribution letter to Meeting members and attenders, along with reminders as needed

Preparation and mailing of the contribution acknowledgements for the calendar year as required by the IRS

Providing information on the Meeting's tuition assistance program to Meeting parents and making the semi-annual tuition assistance payments to HFS

Monitoring the Meeting's investments at Friends Fiduciary

Oversight of the Meeting's other bank and Vanguard accounts

We have performed these responsibilities each year. In addition, last year we conducted a first day school program on generosity and giving. During July-August 2012, the committee assisted in the transition of the treasurer responsibilities from John Donch to our new treasurer, Lisa Boyell, and assistant treasurer, Susan Borkowski.

Other important activities include our discussion of Finance Committee responsibilities with the Structures Committee. Other endeavors have been closely allied with that review. The Committee met with a local CPA to discuss an audit or other financial review. We were advised, actually by more than one CPA, that the Meeting's level of financial activity did not require an audit but rather a financial review, both less

expensive and less labor intensive. The CPA performed that review as a public service and suggested several ways to modify our internal controls that would be more effective in preventing major errors or fraud than an audit. We have put those oversight procedures into place.

We also reviewed the financial practices at other meetings to see what we could learn from them. The separation of the treasurer's roles into two active positions is one of them that we adopted.

In response to all of the above we developed comprehensive roles descriptions to better understand our responsibilities as treasurer and finance committee members.

This report is submitted this 11th day of November, 2012.

Connie Brookes
Clerk, Finance Committee

Interim Meeting Report

November 10, 2012

1. The meeting was opened by Jada Jackson, Clerk. She announced new ways to communicate. If you wish to reach a PYM clerk their e-mails are:

Jada Jackson: clerk@pym.org

Sallie Jones: alternatclerkjones@pym.org

Steve Olshevski: alternatclerkolshevski@pym.org

To add to the agenda of PYM send to pymclerks-agend@googlegroups.com

Name the presenting body.

Name item for consideration

Name contact of Friends presenting.

List actions being requested.

Anticipate the time frame.

Attach supporting documents.

2. In the November *Friends Journal* John M. Coleman wrote a strong article about the leadership and operations of Philadelphia Yearly Meeting, including financial. Much of it gave pause for reflection. Arthur Larrabee's response is on the PYM website. My sincere wishes that you take time to look that up.

3. The deCou fund gives financial aid to students attending Friend Schools. Financial Stewardship has recommended that for the next three years we are committing up to \$40,000 per year, depending on the amount received from the deCou fund.

4. The relationship of Burlington Meeting House, Inc., has now been standardized with Philadelphia Yearly Meeting. Those already doing the work at Burlington have been officially approved by Yearly Meeting. They are Nancy Collier, Jan Williams and William Robbins.

5. Philadelphia Yearly Meeting is now coordinating and helping committee activities through "Thread Groups." Clerks of principal meeting committees are receiving a card with the person to contact for their committee's thread group. This will enable us to share our gifts with our committee peers in other Monthly Meetings. We will find out what is good, what is lacking and what we can learn together. Committee heads, for this to work you really need to sign in. If you yourself feel uncomfortable with this, consider assigning this to some other responsible person on your committee. The cards are to be handed out in this Monthly Meeting.

Respectfully submitted,
Edith Roberts, Interim Meeting Representative

