

SAYMA Representatives Meeting
Atlanta, Georgia, 12 September 2015

135-01 Meeting for Worship

Friends opened with silent worship and expectant waiting.

135-02 Welcoming

Larry Ingle, Clerk of SAYMA, welcomed Friends to Representative Meeting and opened with a reading:

“Quakerism was particularly significant during in the pacifist shift. Here was a denomination with a tradition of absolute pacifism, and a distinctive “way of life,” that nonetheless spoke the language of liberal and modernist Protestant theology. This interdenominational cross-fertilization was central to its success. By the 1920s, Quakers’ theological conversation with liberal Protestantism had already been going on for a generation. A new group of spokesmen, following in the path of Rufus Jones and accompanied by the flowering of new institutions, including independent meetings and the Wider Quaker Fellowship, brought an influx of liberal converts while consolidating a separate Quaker identify as pacifists and mystics. Liberal Quakers’ emphasis on divine immanence, inward spiritual experience, and activism left room to modulate Christian doctrinal language and belief without abandoning Christian identity—although the question of Christianity versus “universalism” has since become a pressing one in Quakerism.” -- *Kingdom to Commune: Protestant Pacifist Culture between World War I and the Vietnam War* by Patricia Applebaum, pg. 207

135-03 Introductions [Attachment A: Attendance]

Friends introduced themselves by name, role and meeting affiliation.

135-04 Nominating Committee Report (Pam Beziat)

Minute 135-04-01: Friends approved Thais Carr and Laura Seeger as Co-Clerks of Ministry and Nurture.

Minute 135-04-02: Friends approved Rebecca Sullivan for recording clerk for today. She is discerning if she will continue the rest of the term.

Nominating is still looking for: another representative to Friends General Conference, another representative who is younger for American Friends Service Committee, and would like each monthly meeting to have a representative from the monthly meeting to serve on SAYMA Ministry and Nurture.

135-05 Administrative Assistant Report (Liz Dykes) [Attachment B]

Liz Dykes, Administrative Assistant, read highlights of her report, which can be found in full attached. Liz brought up the following question: Do we really need five copies of Archival Minutes (from yearly meeting and rep meeting sessions), as these are expensive (1 for: SAYMA Archivist, Administrative Assistant, Guilford College, Swarthmore College and Haverford College)? Liz does not use her copy of the minutes in paper so she is proposing that we stop printing her copy on special archival paper. Friends proposed that we only send one copy in the Philadelphia area instead of two (Haverford and Swarthmore).

The Administrative Assistant agreed to do some research on whether the colleges actually use the hard copies of the archival minutes or if they would rather just receive a digital copy or both. The Administrative Assistant will do this research and get back to us at March Representative Meeting with a proposal about where in the Philadelphia area our minutes will stay.

Friends commented that if we do stop archiving at Haverford (as this is the traditionally Orthodox Yearly Meeting Achieves) that we need to make a note at the Haverford archives that we made a decision to stop submitted minutes and that they can be found at both Swarthmore College and Guilford College.

***Minute 135-05-01:** Friends approved that the administrative assistant can stop copying his/her own copy of archival minutes, as the paper version is not used at the office.*

135-06 Treasurer's Report (Charles Schade) [Attachment C]

Charles Schade, Treasure, summarized his report, which can be found in full attached. We have caught up on assessments for the year. We got some individual contributions after Yearly Meeting. Operational Expenses are a little behind our income, which was actually slightly budgeted for. Yearly Meeting ran a deficit this year caused by a decrease in attendance and an increase in the Warren Wilson costs. Last, SAYF is doing well. The administrative assistant also commented that we spend a lot of money printing advance registrations and we only get less than 25-30% of advance registration forms back. We want to make sure we are using all these forms and not recycling to many afterwards so the administrative assistant will be in touch with meetings about if they are receiving the correct number or not so to limit the cost if we can.

Steve Olszewsky, Berea Meeting, asked about where training for a new person in a position of responsibility would come from? The Treasurer replied saying that there is a small pot of money to support SAYMA officers out of two separate budget lines: delegate travel and spiritual advancement.

Kay Smith, Birmingham Meeting, has brought a special contribution from Birmingham Meeting for SAYMA in memory of Connie LaMonte.

135-07 Finance Committee (Kendall Ivie) [Attachment D]

Kendal Ivie, on behalf of Finance Committee, read the report, which can be found in full attached.

Friends wondered how the assessment money is asked for and if it would be helpful for a letter be attached to the ask for assessments about how the money is used to try to increase meetings contributions. The Treasurer replied that at the end of the Fiscal Year the Treasurer sends out a thank you letter with total assessments received and some detail about how the money is used.

Friends also asked questions about how the assessment is calculated based on the census data they turn in. Are children counted and how? Half an adult? How are SAYFers counted? (SAYF is a large proportion of the SAYMA budget.) How do we define active attender? Friends also brought up questions about how different meetings do their census data, which is connected to the assessment. Friends asked the Administrative Assistant to include a question on this year's request for census information about how the meeting has decided the census numbers. This information will hopefully then be used so that some guidelines might be made to help friends understand the important data of member and attender information. One friend reminded us that census data is a matter of integrity.

Larry Ingle, stepped aside as clerk, and summarized the matter. As we look at the finance Report, budget, census data and delegate expenses we see a string of questions coming through us as a Representative body. What is the purpose of the yearly meeting? Are we only here to send members off to Wider Quaker Organizations (WQO's) as this is a large expense each year? How do we do consciousness raising on what the Yearly Meeting is?

There was a long conversation about delegates and whether delegates are actually reporting back to the yearly meeting and in what form. We also raised up the question of how SAYMA can help Monthly Meetings learn about WQO's even if the monthly meeting doesn't have the same relationship with the WQO. Friends were reminded that not all Representatives are sending in reports about the work they have done throughout the year. For Yearly Meeting Sessions 2015 only 3 representative reports and an additional 3 reports from staff out of 10 organizations were submitted.

From this discussion Friends approved the following minute.

Minute 135-07-01: Friends approve asking the Administrative Assistant to gather the following information from our representatives to WQO:

In what ways do you share your experience at the WQO with Yearly Meeting and Monthly Meetings and how might you increase the effectiveness of sharing your experience? In what ways is Yearly Meeting supporting you in your work as representative to the WQO? In what ways can Yearly Meeting support you in your work as representative to the WQO? What is your role or participation in the WQO? Where and how did you learn about your responsibilities as a delegate to the WQO? Do you feel like you understand what your role is as a delegate? The Administrative Assistant will report back on this at the March 2016 Representative Meeting.

Friends Broke for Lunch

After a brief moment of worship Friends returned to the Finance Committee Report.

Friends returned to the Finance Report. We reviewed the **On Budgeting for Delegate Travel** [Attachment E] document, which allowed us to really look at delegate numbers and how the amount spent each year has increased. The Administrative Assistant also reported that we currently have 19 representatives appointed out of 26-29 representative positions. Then Friends approved the following recommendations from the “On Budgeting for Delegate Travel” document.

***Minute 135-07-02:** Friends approved that the FWCC World Conference Fund be dropped and that its balance, if any at fiscal year end, be returned to the SAYMA reserves. In the future, the general delegate travel budget would cover the World Conference as it currently covers off-year FWCC delegate expenses.*

***Minute 135-07-03:** That the Finance Committee survey appointees to WQO representative positions annually about whether they intend to go to a WQO meeting during the fiscal year, and, if so, to say whether they will request reimbursement and provide a budget base on predictable expenses and past experience. This is not intended to discourage travel, but only to collect information for budgeting. The Treasurer will present a summary of these budgets as part of the budget approval process at the fall Representative Meeting.*

***Minute 135-07-04:** That the FY 2016 combined Delegate Travel budget reflect actual expenses form 2015 and anticipated air travel costs for three FWCC delegates for a total of \$9,600. This may seem excessive, but Representative Meeting already committed to paying expenses of 3 FWCC delegates, and we have no better estimate for the remainder of next year’s travel than current year.*

Friends considered the second recommendation in this report about maybe asking nominating to decrease the number of delegates we send to WQO’s and did not have a clear way forward. Bill Holland, Atlanta Friends Meeting, reminded us of the importance of traveling in pairs so that we have some accountability within representative groupings. Matt Riley, Celo Meeting, reminded us that he understood the work of a representative as bringing the work of the WQO back to SAYMA. Friends seemed to be concerned about the increase in the amount of money being spent to support delegate travel to WQO’s, but they are also not clear at this time that we should ask nominating to decrease the number of delegates.

After these lengthy conversations, Friends quickly approved the budget.

***Minute 135-07-05:** Friends approve the budget for FY 2016 as presented. [Attachment F]*

135-08 Peace and Social Concerns (Bob Welsh)

Bob Welsh, Clerk of Peace and Social Concerns, reminded us that as a Yearly Meeting we passed a wonderful minute on Palestine and Israel at Yearly Meeting Sessions 2015. Are we making any efforts today to obtain a fuller justice for the Palestinians and the Israelis? Bob wanted to let us know about are stirrings amongst some of our meetings around this issue:

- Berea Friends Meeting has approved a travel minute for Steve Olszewsky to be able to travel to support meetings who want to talk about Palestine/Israel.
- Chip Poston, Celo Meeting, has also offered to travel to support meetings who want to talk about Palestine/Israel.
- Atlanta Meeting is having a forum in September.
- Ashville has scheduled a program on these queries for November.

135-09 Yearly Meeting Planning Committee (Carol Nickle) [Attachment G

Carol Nickle, Clerk of YMPC, reported on the work of the YMPC and the full report is attached. YMPC announced that the theme for 2016 Yearly Meeting Sessions will be "Unraveling Racism." They are also excited to be joined by two new at-large members for this year: Folami Prescott- Adams and Kofi Adams.

135-10 Announcements

- a) Faith and Practice Queries will be presented all at once and the committee has made a lot of headway on these queries.

- b) FWCC World Plenary Meeting (every 4 years) will be held January 19-27, 2016, in Cusco, Peru. We have three representatives who will be going for us (Kelsey McNicholas from Atlanta Friends Meeting, Matt Riley from Celo Friends Meeting and Michael Galovic from Swannanoa Valley Meeting). They will be in dialogue about the work of FWCC and how it impacts the work of SAYMA as well as ways in which they will bring the work of FWCC back to the Yearly Meeting and Monthly Meetings.

135-11 Minutes of Thanks to Atlanta Friends Meeting

Minute 135-11-01: Friends approved the following: Thank you to Atlanta Friends Meeting for the welcoming space, delicious meal and wonderful hospitality that allows us to do our work on behalf of Southern Appalachian Yearly Meeting and Association. We are glad to come to your space and worship with you on Sunday morning.

135-12 Closing worship

Meeting closed with a moment of silent expectant worship.

Next Representative Meeting will be held on March 12, 2016 in West Knoxville.

Respectfully submitted

Larry Ingle, Clerk
(Archive copies signed)

Rebecca Sullivan, Recording Clerk

Attachment A: Attendance
(print copies only)

Attachment B: Administrative Assistant's Report

It has been another routine summer for the SAYMA office.

The bill from Warren Wilson was reviewed. The Positions of Responsibility roster has been updated and will be circulated at Rep Meeting for corrections. Wider Quaker Organizations have been sent names of new representatives. In other words, lots of post yearly meeting routine work has occurred.

The minutes from Yearly Meeting were not received by the office until the very end of August, and are complete and formatted but awaiting one attachment as of this writing. Minutes from Rep meetings have been signed and sent to three archival libraries (Guilford, Haverford, and Swarthmore colleges) and filed in the office and with the SAYMA archivist.

The directory has been completed, and distribution is ongoing. Both print and CD copies are on request only this year. Digital copies were emailed to all meeting clerks and on request to anyone else who has requested one.

At the request of Errol Hess, I prepared and mailed a letter to Friends in meetings who volunteered on behalf of a donor campaign. This has resulted in a few more trips to the bank. Beginning immediately, deposits will be made only once a week unless volume demands more frequent trips. This may mean a slight delay before a check clears your account. You may check with the office or the treasurer to find out if it was received.

The week following Rep Meeting(September 14-17) the SAYMA office may be in a bit of an upheaval: the carpet in my home office, as well as in the spare bedroom, the hallway, and on the stairs, is being pulled up and replaced with wood.** This will necessitate moving the contents of said office into other rooms and disconnecting the modem and the printers/scanners. We're checking for an alternate jack for the modem, but ask for patience for a few days during these renovations.

In service,

Liz Dykes

**Mike had the downstairs, the sewing room, and our bedroom done before I moved in!

Attachment C: Treasurer's Report

Treasurer's Report for September 12, 2015 Representative Meeting
Prepared August 31, 2015.

Our 2015 fiscal year budget runs from October 1, 2014, through September 30, 2015. Attached are (1) a budget vs. actual expenditures report; (2) yearly meeting gross revenue and expense reports; and (3) an account balances report. Items (1) and (3) are current as of 8/26/2015. The budget presented by the Finance Committee includes projections to the end of the year; these will differ from the to-date figures in the attached report.

Issues to report include:

1. Overview. Income through August 26, 2015 was \$78,501. Withdrawals from reserves of \$5,276 were required to meet expenditures of \$83,777. Last year at this time we had a surplus of \$4,295. SAYMA had assets of \$56,265, consisting of \$19,728 in checking and \$36,538 in a Self Help Credit Union savings account. Assets were about \$12,000 less than this time last year. Friends have set aside a total of \$17,940 in special funds (liabilities), including contributions made during FY 2015. See Attachments 1 and 3 for details.
2. Income. Total assessment income near the end of the fiscal year was \$39,608, exceeding last year at this time by about \$2,000 and likely to meet or exceed budget. All but three meetings have made at least one assessment payment during this fiscal year. SAYMA's assessment income will be about \$4,000 less than FY 2013, but will probably exceed the budgeted amount of \$40,000. Some of the shortfall in assessments reported at Yearly Meeting appear to have resulted from SAYMA's change of address, when at least one payment was lost and several delayed.

We received contributions from 15 Friends between Yearly Meeting and the end of August totaling \$1,995. Contributions for the Fiscal Year amounted to just over \$2,500.

3. Operational Expenses. SAYMA operations showed a deficit of \$4,315, representing the excess of expenses over receipts (not including prior year carryover) for everything except yearly meeting (see Attachment 1). The treasurer projects the operational deficit will be about \$4,500 at the end of the fiscal year, while SAYMA's total budget will require a reduction in reserves approximately \$3,500 to balance. This result is principally attributable to:
 - a. Yearly Meeting expenses slightly exceeding income;
 - b. Greater than expected assessment income;
 - c. One time impact of contributions;
 - d. Delegate travel costs substantially exceeding budgeted levels; and
 - e. A small carryover from FY 2014.

4. Yearly meeting expenses and income were both less than expected because of a decline in attendance. Expenses (\$37,194) were similar to last year's expenses (\$37,247), and exceeded income (\$36,233), as shown in Attachment 2. The assistant treasurer and treasurer have audited receipts and expenses from Yearly Meeting, and will present findings and suggestions to the Yearly Meeting Planning Committee and Registrars.
5. Yearly Meeting Projects. We made budgeted transfers to SAYMA's Set-Aside Budgeted Funds. We paid the balance of the Third World Delegate fund (\$3,550) to the Friends World Committee for Consultation (FWCC) Section of the Americas. We paid registration for three delegates to the FWCC World Conference (\$3,300) from the associated fund, nearly depleting it. The balance of travel expenses for these delegates is due next Fiscal Year (approximately \$4,000). The Young Adult Friends have assumed stewardship of the scholarship fund and authorized one scholarship (to SAYMA). We sent contributions to Wider Quaker Organizations budgeted for FY2014 totaling \$6,650. Most organizations have sent acknowledgements.
6. We have reviewed SAYF's financial report through the third quarter of FY 2015. Through that time, SAYF had income of \$6,640 (mostly retreat fees) and expenses of \$6,860, of which \$5,780 was for direct retreat expenses (groceries, supplies, and facility rental). Expenses have been similar to previous years. SAYF has received its full allocation of \$2,000 from SAYMA to cover expenses of upcoming large retreats (not reflected in these reports due to timing).
7. Erratum. In the Budget vs. Actual report included in the Yearly Meeting minutes, the "Prior year carried forward" line in the actual to date column erroneously had the FY 2014 entry (\$5,169) instead of the current year's (\$2,065). I have corrected the error, which had no effect on the operational deficit described in the 2015 Yearly Meeting Treasurer's Report. Its effect appears in the current report, which shows a reduction in reserves for the year (\$3,261), which remains less than the original budget estimate. I regret the error.
8. Financial communications.

Please send assessments and other contributions to SAYMA, 106 Wax Myrtle Court, Savannah, GA 31419.

Requests for payment and bills may be e-mailed to the treasurer, with scanned documentation, or sent by postal mail to Charles Schade, 4100 Virginia Ave. SE, Charleston, WV 25304. The treasurer's e-mail address is c.vmbra@frontier.com.

Treasurer's Report Attachment 1

SAYMA Budget vs. Actual Report 10/1/2014 through 8/26/2015

Budget Item	Budget FY 2015	Actual FY 2015	Percent of Budget
INCOME	\$ 89,067.50	\$ 83,776.94	94.1%
Withdrawals from reserves	\$ 8,867.50	\$ 5,276.35	59.5%
Prior year carried forward	\$ 2,065.00	\$ 2,065.00	100.0%
Reduction in reserves	\$ 6,802.50	\$ 3,211.35	47.2%
Assessments	\$ 40,000.00	\$ 39,607.50	99.0%
Bank Interest	\$ 200.00	\$ 137.40	68.7%
Contributions	\$ -	\$ 2,522.36	
Publication Sales	\$ -	\$ -	
YM Total Receipts	\$ 40,000.00	\$ 36,233.33	90.6%
YM Receipts	\$ -	\$ 34,361.00	
YM Scholarship Donations	\$ -	\$ 1,668.70	
YM Bookstore Sales Income	\$ -	\$ 1,148.38	
EXPENSES	\$ 89,067.50	\$ 83,776.94	94.1%
SAYMA OPERATIONAL EXPENSES	\$ 79,977.50	\$ 74,686.94	93.4%
Yearly Meeting	\$ 40,000.00	\$ 37,194.07	93.0%
Facilities and Services	\$ 32,000.00	\$ 30,884.04	96.5%
Prtng/Mail/Phone/Minutes/Misc	\$ 1,000.00	\$ 1,971.01	197.1%
Junior Yearly Meeting -- JYM	\$ 4,000.00	\$ 3,197.95	79.9%
Coordinator	\$ -	\$ 2,400.00	
Ass't Coordinator	\$ -	\$ 400.00	
Supplies/Sitters/Misc	\$ -	\$ 397.95	
Scholarship WQO Reps	\$ 1,000.00	\$ -	0.0%
YM Bookstore	\$ 2,000.00	\$ 1,141.07	57.1%
SAYF Operational Transfers	\$ 2,000.00	\$ 2,000.00	100.0%
Delegate Expenses	\$ 4,100.00	\$ 6,313.81	154.0%
Rep Mtgs	\$ 100.00	\$ -	0.0%
Del to WQOs	\$ 4,000.00	\$ 6,085.24	152.1%
Committees	\$ 1,200.00	\$ 396.72	33.1%
Ministry and Nurture Committee	\$ 600.00	\$ 183.25	30.5%
SAYMA Earthcare Action Network	\$ -	\$ 139.50	
Faith and Practice Revision Committee	\$ 600.00	\$ 21.97	3.7%
Finance Committee	\$ -	\$ -	
Nominating Committee	\$ -	\$ 52.00	
Peace & Social Concerns Committee	\$ -	\$ -	
Outreach Committee	\$ -	\$ -	
SAYMA Liability Insurance	\$ 1,500.00	\$ 1,412.00	94.1%
SAYMA Personnel	\$ 25,967.50	\$ 24,609.85	94.8%
SAYMA Staff Training	\$ -	\$ -	
SAYMA Office Administration	\$ 3,410.00	\$ 2,128.72	62.4%
Phone, Internet & Office Expenses	\$ 360.00	\$ 390.00	108.3%
Postage	\$ 300.00	\$ 69.20	23.1%
Duplication	\$ 250.00	\$ 39.75	15.9%
Misc. Office	\$ 2,500.00	\$ 1,629.77	65.2%
SAYMA Newsletter	\$ 1,200.00	\$ 408.01	34.0%
SAYMA Directory	\$ 100.00	\$ -	0.0%
SAYMA Treasurer	\$ 50.00	\$ 106.47	212.9%
SAYMA F&P	\$ -	\$ 117.29	
SAYMA Website Hosting Service	\$ 200.00	\$ -	0.0%
SAYMA Other Expenses	\$ 250.00	\$ -	0.0%
YEARLY MEETING PROJECTS	\$ 9,090.00	\$ 9,090.00	100.0%
Transfers To Funds	\$ 2,440.00	\$ 2,440.00	100.0%
Spiritual Development Fund	\$ 300.00	\$ 300.00	100.0%

SAYMA Budget vs. Actual Report 10/1/2014 through 8/26/2015

Budget Item	Budget FY 2015	Actual FY 2015	Percent of Budget
Released Friend Fund	\$ 600.00	\$ 600.00	100.0%
FWCC - 3rd Wid Del	\$ 250.00	\$ 250.00	100.0%
FWCC World Conference Fund	\$ 1,000.00	\$ 1,000.00	100.0%
Youth Enrichment Fund	\$ 250.00	\$ 250.00	100.0%
Young Adult Friends Scholarships	\$ 40.00	\$ 40.00	100.0%
Contributions Wider Quaker Org	\$ 6,650.00	\$ 6,650.00	100.0%
AFSC	\$ 700.00	\$ 700.00	100.0%
FCNL	\$ 1,000.00	\$ 1,000.00	100.0%
FGC	\$ 700.00	\$ 700.00	100.0%
FWCC	\$ 700.00	\$ 700.00	100.0%
Right Sharing of World Resources	\$ 700.00	\$ 700.00	100.0%
Quaker House	\$ 700.00	\$ 700.00	100.0%
Friends for LGBTQ Concerns	\$ 100.00	\$ 100.00	100.0%
Quaker Earthcare Witness	\$ 800.00	\$ 800.00	100.0%
Friends Peace Teams	\$ -	\$ -	
Wm Penn House	\$ 200.00	\$ 200.00	100.0%
Friends Journal	\$ 300.00	\$ 300.00	100.0%
Guilford College Archiving	\$ 150.00	\$ 150.00	100.0%
Rural Southern Voice for Peace	\$ -	\$ -	
Bolivian Quaker Education Fund	\$ 600.00	\$ 600.00	100.0%
Other	\$ -	\$ -	
Surplus	\$ -	\$ -	
Transfer to Reserves	\$ -		
Carry Forward to Next Year	\$ -		

Note: For simplicity, some minor lines are omitted from the report. Therefore, not all subcategories will add up to the respective category total. For example, refunds are included in YM Total Expenses (negative), but are not itemized.

Income and expense except for Yearly Meeting

OPERATIONAL INCOME	\$	42,267.26
OPERATIONAL and PROJECT EXPENSES	\$	46,582.87
SURPLUS (DEFICIT)	\$	(4,315.61)

Treasurer's Report Attachment 2A & 2B

SAYMA-YM Receipts To Date - Year To Date

10/1/2014 through 8/26/2015

8/26/2015

Date	Account	Description	Memo	Amount
INCOME				36,233.33
	YM Total Receipts			36,233.33
	Refunds			-944.75
	YM Bookstore Income			1,148.38
	YM Receipts			34,361.00
	YM Scholarship Contributions			1,668.70
OVERALL TOTAL				36,233.33

SAYMA-YM Expenses To Date - Year To Date

10/1/2014 through 8/26/2015

8/26/2015

Date	Num	Description	Memo	Amount
EXPENSES				-37,194.07
		SAYMA Operations		-37,194.07
		Yearly Meeting		-37,194.07
		Facilities and Services		-30,884.04
		Accommodations and Meals		-28,919.16
		Services and Honoraria		-1,807.94
		Supplies		-156.94
		Junior Yearly Meeting		-3,197.95
		Assistant Coordinator		-400.00
		Coordinator		-2,400.00
		Supplies, Sitters, Misc		-397.95
		Printing, Mail, Phone, Minutes, Misc		-1,971.01
		YM Bookstore		-1,141.07
OVERALL TOTAL				-37,194.07

Treasurer's Report Attachment 3

SAYMA Balance Sheet - As of 8/26/2015

Assets	
Checking	\$19,728
Self-Help Money Market	\$36,538
TOTAL Assets	\$56,265
Liabilities	
FWCC Third World Delegate Fund	\$0
FWCC World Conference Fund	\$402
Released Friend Fund	\$9,600
Spiritual Development Fund	\$3,877
Young Adult Friends Scholarships Fund	\$1,365
Youth Enrichment Fund	\$2,696
Subtotal set-aside funds	\$17,940
Obligated funds for Yearly Meeting	
TOTAL Liabilities	\$17,940
Balance	\$38,325

Attachment D: Finance Committee Report

The finance committee is presenting both the budget and a proposal on delegate expenses. In addition, the following report encourages some further action.

Because of increasing expenses for the yearly meeting and relatively flat income, the yearly meeting has some choices to make in the next few years. We need either more income or fewer expenses. While we still have some reserve funds, we are rapidly approaching the base amount that the finance committee thinks should be kept in reserve. (We have been reducing the reserves in recent years.) Income can be increased through additional assessment income (from either a larger assessment amount per person or more members and attenders that can be counted) or through contributions from individuals and from monthly meetings over and above their assessment amounts.

We have relatively few options for decreasing expenses. The main areas of discretionary spending for SAYMA are the delegate expenses, contributions to the SAYMA funds for spiritual development and released Friends and SAYMA contributions to wider Quaker organizations. The budget proposed by the finance committee for fiscal year 2015-2016 has an increase in the costs for delegate expenses to WQOs because this figure is our current best guess as to actual costs for next year and because the delegate expenses includes FWCC international travel to the meeting in Peru. It has decreases to WQOs and to the SAYMA funds since it would not balance otherwise.

However, the budget includes only \$1000 in contributions coming to SAYMA which is an amount already pledged for this next fiscal year. We propose that Spring representative meeting consider increasing our contributions to SAYMA funds and WQOs for the 2015-2016 year based on a review of contributions that come in to SAYMA before the Spring representative meeting.

This plan would solve the problem only for the 2015-2016 fiscal year. The yearly meeting needs to begin consideration now of how to resolve these issues of increased costs, relatively flat income and few areas of discretionary spending for the yearly meeting. We will be contacting the monthly meetings to present these issues to them and ask them for discernment.

Monthly meetings should be reminded to check to see that their assessment payments are in line with the total number of members plus active attenders. Since "active attender" is not well defined, we don't know how many there might be in SAYMA. But the total number of members and attenders exceeds 1,000, and there are more than 500 members. If only half of the remainder were active, we'd be expecting about \$45,000 in assessments.

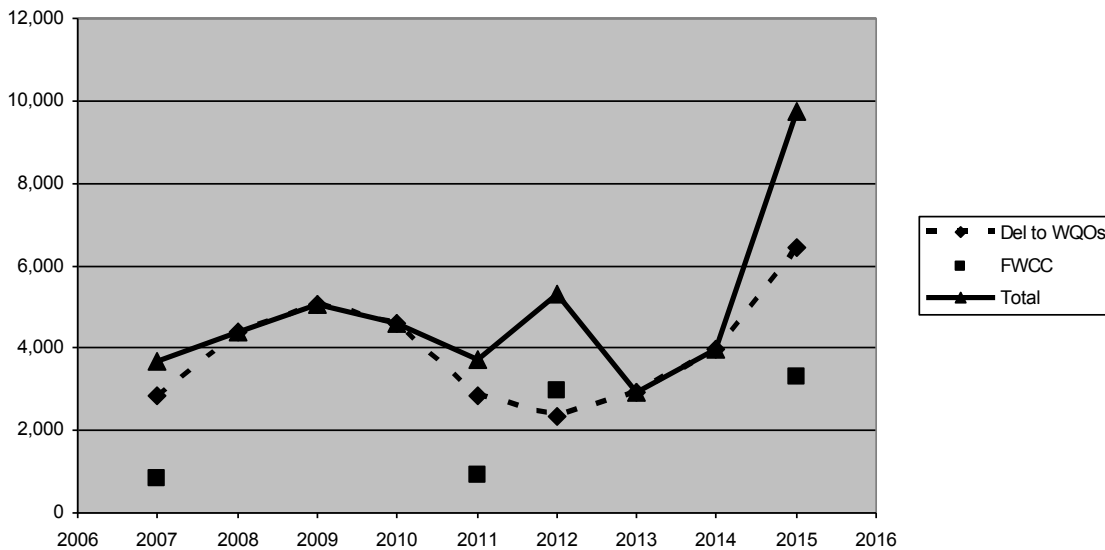
Attachment E: On Budgeting for Delegate Travel

SAYMA supports travel of delegates it appoints to Wider Quaker Organizations (WQOs). Delegates, however, may or may not travel to meetings each year, and may or may not request support if they travel. Some organizations do not meet every year; for one of them (FWCC), SAYMA has been in the habit of "saving" money for several years in a "set aside fund," presumably to minimize swings in travel expenses from year to year.

Recently, there has been a substantial increase in delegate travel expenses, resulting in an overrun in the budget line item. Most people recognize that a budget is only a plan, and authorized expenses may fall short of or exceed the planned level. This report is an analysis of recent delegate travel expenses, as well as some suggestions for improving the budgeting process.

Annual delegate travel expenses for the past nine years are shown in Figure 1, below. The solid line is total expense, including both FWCC World Conference and all other delegate travel. The broken line is all travel except FWCC World Conference, and the solid squares are individual year World Conference expenses.

Figure 1
SAYMA Delegate Travel Expense, by Year
2007-2015



Delegate travel expenses have increased substantially over the nine year period. Examining detailed records over the past three years suggests that the cause is both an increased number of travelers as well as increased cost per trip. In FY 2013, we paid for 5 trips at an average reimbursement of \$436; in FY 2015, 8 travelers received average reimbursement of \$739. Travel costs have certainly increased over the period, but the mix of trips reimbursed has changed. Some travel, such as for AFSC, Quaker House, and William

Penn House, is relatively short distance, short time, or involves hospitality provided by the organization. These keep costs down. Others, such as FCNL, FWCC, and FGC are to organizations that charge fees, require international travel, or necessitate several days' stay. These cost a lot more.

SAYMA's policy is to cover travel of all delegates who request reimbursement. So far as I know, the Nominating Committee does not use a means test in nominating individuals to represent us. So it is reasonable to expect that if SAYMA increases its number of delegates and costs rise, the amount we will pay for travel will increase.

Using the data above, the Treasurer attempted to build a predictive model to allow for more accurate budgeting of travel year-to-year. The model assumed that SAYMA would expand the set-aside fund for FWCC travel to cover all delegate travel, replenishing it annually, and paying travel expenses out of the fund as they occur. No model was successful in reducing unpredictable swings in expenditures or anticipating expenditures. Given recent changes, this result is not surprising.

Here are recommendations that SAYMA may wish to consider to address the delegate travel situation.

1. That the FWCC World Conference Fund be dropped and its balance (currently \$402 and likely to be zero by the end of the FY) be returned to SAYMA reserves. In the future, the general delegate travel budget would cover World Conference as it currently covers off-year FWCC delegate expenses.

Rationale for this recommendation is that a great deal of FWCC delegate travel occurs in years other than the World Conference year. It may well involve international travel, implying that FWCC-related travel may be a substantial expense every year. Based on recent experience, the Fund has not contributed to stable expenses or cash flow. The World Conference expenses may be spread over two years because of the timing of the conference and the boundaries of our fiscal year. Thus the notion of one large expense to save for over 3-5 years is probably poorly founded. Finally, other delegate travel has increased so much that World Conference travel may not be proportionally so large. We need to deal with all delegate travel, not just World Conference travel.

2. That SAYMA consider asking Nominating Committee to appoint fewer representatives to WQOs, if travel costs appear unsustainable. It is not obvious that more than one representative to a WQO is needed to gather information for SAYMA or to present SAYMA's views to the organization. Although individuals may benefit by participating in WQOs, supporting individual growth is not the purpose of delegate travel reimbursement.

SAYMA should not change its basic travel policy or ask travelers who cannot afford to pay their own way to raise money for it. If SAYMA has additional slots to WQOs remaining (as it already does, in many instances), Friends wishing to fill those slots for

personal development could either pay their own way or apply to the Spiritual Development fund for support.

3. That the Finance Committee survey appointees to WQO representative positions annually about whether they intend to go to a WQO meeting during the fiscal year, and, if so, to say whether they will request reimbursement and provide a budget based on predictable expenses and past experience. This is not intended to discourage travel, but only to collect information for budgeting. The Treasurer will present a summary of these budgets as part of the budget approval process at the fall Representative Meeting.
4. That the FY 2016 combined Delegate Travel budget reflect actual expenses from 2015 and anticipated air travel costs for three FWCC delegates (estimate \$1,200 each) for a total of \$9,600. This may seem excessive, but Representative Meeting already committed to paying expenses of 3 FWCC delegates, and we have no better estimate for the remainder of next year's travel than current year.

Attachment F: Budget
SAYMA Draft Budget FY 2016

Budget Category	FY 2014	FY 2014	FY 2015		FY 2016
	Budget	Actual	Budget	Projected	Budget
INCOME	84,525	86,923	89,067	86,191	86,872
Withdrawals from reserves	7,575	5,169	8,867	5,531	5,772
Prior year carried forward	5,169	5,169	2,065	2,065	-
Reduction in reserves	2,406	-	6,802	3,466	5,772
Assessments	40,000	42,528	40,000	41,787	42,000
Bank Interest	250	188	200	140	100
Contributions	500	500		2,500	1,000
Publication Sales	200	147			
YM Total Receipts	36,000	38,392	40,000	36,233	38,000
YM Receipts	33,000	35,734		33,416	35,000
YM Scholarship Donations	1,000	1,676		1,669	1,500
YM Bookstore Sales Income	2,000	1,426		1,148	1,500
EXPENSES	84,525	86,923	89,067	86,191	86,872
SAYMA Operational Expenses	75,310	75,643	79,977	77,251	82,872
Yearly Meeting	36,000	37,248	40,000	37,194	38,000
Facilities and Services	25,000	31,754	32,000	30,884	30,500
Prtng/Mail/Phone/Minutes/Misc	4,000	1,313	1,000	1,971	2,000
Junior Yearly Meeting -- JYM	4,000	2,800	4,000	3,198	3,000
Coordinator	-	1,400		2,400	1,400
Ass't Coordinator	-	1,400		400	1,400
Supplies/Sitters/Misc	-	-		398	200
Scholarship WQO Reps	1,000	-	1,000		1,000
YM Bookstore	2,000	1,381	2,000	1,141	1,500
SAYF Operational Transfers	2,000	2,000	2,000	2,000	2,000
Delegate Expenses	3,600	4,187	4,100	6,153	10,100
Committee Travel				68	400
Rep Mtgs	100	-	100		100
Del to WQOs	3,500	3,987	4,000	6,085	9,600
Committees	1,500	48	1,200	465	1,100
Ministry and Nurture Committee	1,000	-	600	183	400
SAYMA Earthcare Action Network	-	-		140	500
Faith and Practice Revision Committee	-	-	600	90	100
Finance Committee	-	-			
Nominating Committee	-	48	-	52	100
Peace & Social Concerns Committee	500	-	-		
Outreach Committee	-	-	-		
SAYMA Liability Insurance	1,400	1,109	1,500	1,412	1,500
SAYMA Personnel	25,590	25,749	25,967	26,194	26,402
SAYMA Staff Training	-	-			
SAYMA Office Administration	3,100	3,852	3,560	2,710	3,530
Phone, Internet & Office Expenses	-	384	360	360	480
Postage	-	242	300	100	200
Duplication	-	191	250	100	200
Guilford College Archiving		100	150	150	150
Misc. Office	-	2,935	2,500	2,000	2,500
SAYMA Newsletter	750	941	1,200	800	
SAYMA Directory	150	100	100	100	150
SAYMA Treasurer	200	-	50	106	50
SAYMA F&P	200	67		117	
SAYMA Website Hosting Service	120	171	200		40

SAYMA Draft Budget FY 2016

Budget Category	FY 2014	FY 2014	FY 2015		FY 2016
	Budget	Actual	Budget	Projected	Budget
SAYMA Other Expenses	800	272	250		
Yearly Meeting Projects	9,215	9,215	9,090	8,940	4,000
Transfers To Funds	2,915	2,915	2,440	2,440	1,400
Spiritual Development Fund	300	300	300	300	200
Released Friend Fund	300	300	600	600	400
FWCC - 3rd Wid Del	1,325	1,325	250	250	800
FWCC World Conference Fund	700	700	1,000	1,000	
Youth Enrichment Fund	250	250	250	250	
Young Adult Friends Scholarships	40	40	40	40	
Contributions Wider Quaker Org	6,200	6,200	6,500	6,500	2,600
AFSC	700	700	700	700	200
FCNL	700	700	1,000	1,000	200
FGC	700	700	700	700	200
FWCC	700	700	700	700	200
Right Sharing of World Resources	700	700	700	700	200
Quaker House	700	700	700	700	300
Friends for LGBTQ Concerns	200	200	100	100	
Quaker Earthcare Witness	800	800	800	800	200
Friends Peace Teams	200	200			200
Wm Penn House	200	200	200	200	200
Friends Journal	200	200	300	300	200
Rural Southern Voice for Peace	200	200			
Bolivian Quaker Education Fund	200	200	600	600	200
Quaker Voluntary Service					300
Samburu Education Project					
Other		-			
Surplus		2,065	-	-	-
Transfer to Reserves					
Carry Forward to Next Year		2,065	-	-	-

Attachment G: Yearly Meeting Planning Committee

Present at the YMPC meeting: Hank Fay, Adult Programs Coordinator; Lissa West, Co-Registrar (on site); Karen Wise, Co- Registrar (on site); Chris Berg, Bookstore; Pam Beziat, Bookstore Assistant; Arnold Karr, Worship Coordinator; Bob Welsh, Local Arrangements; Annie Black, Workshops; Jennifer Dickie, JYM Coordinator; Liz Dykes, Recording Registrar and SAYMA Administrative Assistant; Folami Prescott-Adams, at-large member; Kofi Adams, at-large member; John Potter, at-large member, button creator; Carol Nickle, Clerk.

Not present was Carol Ciscel, Layout Editor.

We reviewed the summary of the Evaluations of Yearly Meeting 2015, especially the recommendations for a theme and speakers for Yearly Meeting 2016. A theme related to racism was the overwhelming recommendation. This led us in a direction in which we shared ideas and feelings, discerning and seasoning a possible theme. The theme that emerged is "Unravelling Racism." At our January meeting, a sub-title may be added. We are in the process of contacting possible speakers for the plenary sessions. We also discussed some inter-generational, inter-active exercises related to the theme.

We are grateful that two new at-large members are on the YMPC for this year: Folami Prescott-Adams and Kofi Adams from Atlanta Friends Meeting.

Our next YMPC meeting will be at West Knoxville Friends Meeting on January 9, 2016, from 10:00 a.m. until 4:00 p.m.

Report prepared by
Carol Nickle
Clerk, YMPC