

Southern Appalachian Yearly Meeting and Association Representative Meeting  
Celo, North Carolina, 17 March 2018

**140-01 Opening Worship**

Friends opened with a time of worship to gather and center our business for the day.

**140-02 Introductions [Attachment A: Attendance]**

Friends introduced themselves by name, role and meeting.

The Clerk opened with some remarks and reviewed the agenda.

- A group like SAYMA is an organic group that grows and changes it is not a machine. We do not know at the beginning where we are moving or the shape of what we create. We are move along the path and need to keep holding each other in the light and be willing to be surprised with what will come from the process.

**140-03 Personnel (Barbara Esther) [Attachment B]**

Barbara Esther, Clerk of Personnel, (Asheville) presenting the written personnel report. Personnel is tasked with hiring and overseeing the management of the personnel of the yearly meeting. This year Personnel wants to thank Liz Dykes, current administrative assistant, on her 11 years of wonderful service as she gets ready to transition into retirement. Last year, Personnel oversaw the hiring of Autumn Woodward, Southern Appalachian Young Friends Administrative Assistant, who got glowing evaluations after her first year in work.

This past year personnel worked to revise the Administrative Assistant job description and organized the work of hiring the new Administrative Assistant. There were 6 applications for the new Administrative Assistant position. In the end Susan Phelan has been hired as the new Administrative Assistant. Susan and Liz will overlap together starting in April through July.

*Minute 140-06-03: Friends received and accepted the Personnel report.*

**140-04 Administrative Assistant (Liz Dykes) [Attachment C: Administrative Assistant Report & Census]**

Liz Dykes, Administrative Assistant, read her report. Liz handed out the census with her report. Liz brought to our attention that it may be of importance for the yearly meeting to pay attention to those who are listed as inactive members because there are some meetings that have over 25% of adult members as being inactive. Liz is spending most of her time getting ready for SAYMA registration as well as getting ready to hand over the files.

*Minute 140-06-04: Friends received and accepted the Administrative Assistant report.*

**140-05 Treasurer (Roger Wise) [Attachment D]**

Roger Wise, Treasurer, (Charleston) gave the treasurer's report. We closed with a deficit of \$1330. Our assessment income seems to be right on budget and our expenses are generally light so far this year so our budget seems to be right on track for where we are in the year.

***Minute 140-06-05: Friends received and accepted the Treasurer's report.***

**140-06 Finance Report (Charles Schade) [Attachment E: Finance Report, Proposed SAYMA Policy on Contributions, Financial Exigency and Adjustments Policy]**

Charles Schade, Clerk of Finance, (Charleston) gave the Finance Report. Finance committee has been busy in the past 6 months.

The contributions policy is something that Finance committee has been thinking about for a while but became a priority when SAYMA started collecting checks for SAYMA Uplifting Racial Justice. The contribution policy in summary says that SAYMA will accept earmarked funds for Funds when there is already a specific purpose but not for line items or for pass through funds. Earmarked contributions will be good for 10 years. There is also a clear understanding that we will keep the earmarked funds separate.

***Minute 140-06-01: Friends approved the SAYMA Policy on Contributions.***

A concern was raised to Finance that the Yearly Meeting was not sticking to the budget adoption procedures in our Yearly Meeting *Faith & Practice*, the *Handbook*, or minutes. Upon the review of these Finance committee concluded that the friend was correct and that it is the duties of Yearly Meeting is to "Set an annual budget for early meeting expenses and events." Therefore, finance has changed the timing of requests for budget information in anticipation of presenting a fiscal year budget for approval at Yearly Meeting sessions.

Financial Exigency and Adjustment Policy: As stated above, budget approval authority belongs exclusively to the Yearly Meeting (and not representative meeting). So Finance Committee has been working on a Financial Exigency and Adjustment Policy. At what point should SAYMA declare that we are in financial exigency and at what point should we allow the clerk and finance to make adjustments without coming to representative meeting. We are not proposing a policy for approval, but the finance committee is bringing a proposal that they will adopt to see how it works so we can figure out the actual numbers/percentages. They hope to bring a proposal to Summer Sessions in 2019.

Finance committee thanks SAYMA Uplifting Racial Justice committee for their work and collaboration and that when it comes up Finance committee recommend that friends adopt that report. (See Minute 140-07).

Proposed FY 2019 Budget: Finance Committee brought a proposed budget to representative meeting. They are proposing a deficit for Yearly Meeting since Summer Sessions have run a deficit the last few years. Proposing a small increase in Wider Quaker Organization support, however it does not bring us anywhere close to where we were in 2012 at which point we reduced these contributions due to financial struggles. Finance has budgeted for an external audit/review of the books to follow our guidelines in *Faith and Practice* and the *Handbook*.

**Minute 140-06-02:** Upon the recommendation of the finance committee, the Clerk has named friends to serve on the ad hoc Wider Quaker Organizations Funding committee. The task of the committee is to discern the proper process for allocating the WQO funds and will report at Yearly Meeting sessions 2018.

**Minute 140-06-03:** Friends received and accepted the Finance Report.

**140-07 SAYMA Uplifting Racial Justice (SAYMA URJ) Funds (Lisa Bennett) [Attachment F]**

Lisa Bennett, Acting Clerk of SAYMA URJ, (Memphis) reviewed the attached report. Earmarked funds are starting to come in for SAYMA URJ and about 20% have been spent for the pre-Rep Meeting Gathering in September.

Even though this document is a reiteration of the usual budget process of SAYMA, we are writing this report to reassure the process as a way to alleviate the fear that is present when working on anti-racism work. Set-aside funds for SAYMA URJ will be administered the same as other SAYMA set-aside funds. SAYMA URJ will follow the same process for budgeting from the yearly meeting. SAYMA URJ will have both a budget line since they are a committee, but they also have a set-aside fund where Friends are welcome to earmark donations to the yearly meeting for the purpose of SAYMA URJ work.

Disbursement of funds: We want to make sure that Friends of Color are entrusted to distribute the funds through the authorization of distributing the money. Friends nodding in support of this idea that the committee is authorized to disburse funds.

A question was asked about the scholarship fund. Friends clarified that just because we now have the SAYMA URJ fund Friends of Color are still able to use the SAYMA scholarships fund for SAYMA registration.

Friends continued to remind each other that the set-aside funds don't get used all at once, but instead are used over time. The types of expenditures that are going to be larger will be for training of members to bring that back to the Yearly Meeting.

Friends commented about how this report was brought with joy and clarity. Friends felt like it was easy to understand and didn't make their eyes glaze over, which is a common experience of financial reports.

**Minute 140-07-01:** Friends received and accepted the SAYMA URJ Funds report with joy and thanks.

Friends are full of joy and laughter today which is lovely.

**140-08 Ad hoc Assessment Committee (Carol Lamm) [Attachment G]**

Carol Lamm, clerk of the ad hoc Assessment Committee, (Berea) presented the report on the work they have done since September. They reported that 13 of the 21 monthly meetings

responded to the assessment committee queries (mostly large and middle size meetings). While answers varied greatly in degree of detail and focus, Friends generally recognized the value of SAYMA and the need for a more reliable, uniform, transparent and fair way to support SAYMA financially. Most meetings reported using a head-count assessment process but differ widely in the way they calculate heads. Many responses pointed out the difficulty in counting attenders. Several meetings suggested changing the basis of the assessment from head count to some percentage of the annual contributions. The ad hoc Assessment Committee will spend the next few months analyzing this as well as ways to continue counting heads and hope to bring a recommendation to the Yearly Meeting 2018 with a recommendation of how to fund the assessment. The committee will be bringing a recommendation to the Yearly Meeting Summer Sessions about simplifying the information collected through the census.

***Minute 140-08-01: Friends received and accepted the ad hoc Assessment Committee Report.***

Friends went back and approved the acceptance of reports and started a conversation about how we record and accept our minutes. We were also reminded that we are conducting business in the manner of Friends which is through Meeting for Worship.

Friends broke for lunch.

Friends returned with a time of open worship.

#### **140-09 Peace & Social Concerns (Bob Welsh) [Attachment H]**

Bob Welsh, Clerk of Peace and Social Concerns, (Swannanoa Valley) read parts of the written report. In September, Peace and Social Concerns brought forward a minute to asking Friends Fiduciary Corporation to “expand its Quaker Values Screening Criteria to exclude all companies that provide products or services that are complicit with Israel’s occupation of Palestinian lands, its military control and economic exploitation of Palestinians, and/or its violation of international human rights law.” Since September, Friends Fiduciary has taken positive actions in this area. At this time SAYMA does not have further concern with this.

Friends brought up the concern about PayPal use for registration given what Friends Fiduciary has highlighted in their response to SAYMA. Friends asked that we minute our appreciation and that the clerk pass on the minute.

***Minute 140-09-01: Southern Appalachian Yearly Meeting and Association Friends want to send our appreciation to Friends Fiduciary Corporation for the hard work and quick response in strengthening their Quaker Values Screening Criteria to exclude all companies that provide products or services that are complicit with Israel’s occupation of Palestinian lands, its military control and economic exploitation of Palestinians and/or its violation of international human rights laws. We also value the role that Ann Arbor Monthly Meeting of Lake Erie Yearly Meeting has also played in this process.***

*Adrian Mehr has asked to stand aside from this minute.*

*Minute 140-09-02: Friends received and accepted the Peace and Social Concerns report.*

### **140-10 Site Selection Proposal**

Friends brought forward the question about if now is the time to think about site selection again with the following query and discussion:

Do we have Friends willing to form a site selection committee to think about site selection in terms of our relationship to African-American culture and other relationships along these lines as we enter the work of uplifting racial justice and broadening our scope of understanding?

One Friend recommended that the site selection committee be about three people and have majority people of color.

Another raised the concept that the opportunity to think about where we spend our money, a new site may be a great opportunity to think about economic justice and spending our money towards schools such as Historically Black College and Universities.

As this process unfolds it is important to engage SAYMA URJ about hearing what concerns there may be to make Warren Wilson a more welcoming site.

*Minute 140-10-01: The clerk, Yearly Meeting Planning Committee, and SAYMA Uplifting Racial Justice committee will work together between now and Summer Sessions to bring a proposal for the site selection committee. Friends have asked for a budget for travel to be included in this proposal.*

### **140-11 Ministry & Nurture (M&N)**

Robyn Josephs, member of M&N, (Swannanoa Valley) reported that Ministry and Nurture works all year round. They have continued to do their work throughout the year. They continue to remind monthly meetings that the Faith and Practice states that the M&N should be made up of a member of each monthly meeting. They continue to encourage monthly meetings name a member to M&N. M&N works with monthly meeting ministry and nurture issues and not with personal requests as much.

*Minute 140-11-01: Friends accepted the verbal report.*

### **140-12 SAYF Steering (Aaron Ruscetta)**

Aaron Ruscetta, co-clerk of SAYF Steering, (Atlanta) verbally reported on behalf of the SAYF (Southern Appalachian Young Friends) Steering committee. In February, the SAYF Steering committee addressed a crisis of needing involved adults to step up to support the SAYF community. 3 of the 5 members will be stepping down in June (Mary Linda McKinney, Jennifer Chapman and Mark Wutka). These departures leave Atlanta and Celo Meetings as the only representatives in supporting the SAYF community. Wren Hendrickson had family and life

changes so Aaron Ruscetta will take the lead for SAYF program during Yearly Meeting Sessions. At Yearly Meeting, SAYF is going to adopt a sponsor program for the young friends so that parents/sponsors are responsible for the youth when they are not in program time. The sponsorship contract and agreement will be updated to reflect those changes.

*Minute 140-12-01: Friends accepted the verbal report.*

**140-13 ad hoc SAYF Oversight (Jon Saderholm) [Attachment I]**

Jon Saderholm read the report.

*Minute 140-13-01: Friends received and approved the proposals in the ad hoc SAYF Oversight Proposal.*

**140-14 SAYMA Outreach (Wood Bouldin) [Attachment J]**

Wood Bouldin (Charleston/Greenbrier Worship Group) read the report from the SAYMA Outreach committee. This committee has been meeting every 2 weeks for a time of worship around outreach possibilities. If people are interested in joining this committee, please contact Wood Bolden (wd.bouldin@gmail.com) or Hank Fay (hankfay@gmail.com).

*Minute 140-14-01: Friends received and accepted the SAYMA Outreach committee report.*

**140-15 Ad Hoc Faith & Practice Revision Committee [Attachment K]**

Jon Saderholm read the report on behalf of the ad hoc Faith and Practice Revision committee.

One Friend expanded upon their Meetings request to have the long list of queries compiled together as a set of DRAFT queries adopted by the yearly meeting until the next time we decide it is time to revise the entire Faith and Practice and then to lay the ad hoc Faith and Practice Revision Committee down with many thanks for the work they have done.

*Minute 140-15-01: Friends received and accepted the Faith & Practice revision committee report.*

**140-16 SAYMA URJ (Lisa Bennett) [Attachment L]**

Lisa, acting Clerk, (Memphis) reported on behalf of SAYMA URJ. Lisa started by thanking Jon for his letter before Representative Meeting and stated her safety concerns with family. Lisa reported on the work of the committee.

Lisa has been appointed clerk and Adrian as a member of the committee. Friends brought up concerns of the knowledge of Quaker practice and critical race theory of the members of the committee. No members have been appointed or nominated however several friends of color have expressed interest of working on or with the committee. Some friends of European descent have mentioned concerns of the membership of the committee. Those working with SAYMA URJ still agree that the compilation needs to be worked needs to stay with people of color with the support of European Friends of support next to them in a separate committee.

One of the requests during September Reps meeting was a list of Friends of Color so far this is 14 Friends of Color in SAYMA. Jon has provided this data but has not reached out to all meetings.

Budget or finance procedures were established through SAYMA URJ and Finance's work together. One request has been made for one friend to receive education and bring that back to yearly meeting sessions. Major budget concerns are training for SAYMA Leadership and for a pre-yearly meeting retreat.

Education possibilities for all Friends in SAYMA: Friends of Color recommends that we use The People's Institute ([www.pisab.org](http://www.pisab.org)) based out of New Orleans, LA for our critical race trainings. The People's Institute works with organizations to partner to make things economically feasible. Critical Race Theory: Being able to critic various theories in terms of race: systemic racism, as well as the impact of capitalism when it comes to United States economic situation.

A friend appreciated the work and spirit of the work of SAYMA URJ and in particular how it has woven through our work today.

Friends Concerns:

A Question was brought up about what does Friends of Color mean. Friends of Colors agreed at the pre-retreat in September that anyone who self-identifies as a Friends of Color can be a part of the Friends of Color group. This is a self-identified determination even though by numbers most of our Friends of Colors are Black or African-American, but Hispanics and other Friends would be welcome to be a part of the Friends of Color groups if they self-identify as one.

Another question was raised about the report stating a set of activities the committee is working towards, but what is the problem that is being solved? It is hard as a monthly meeting to support the action of activities without an understanding of what the problems are. The Clerk responded: Friends of Color being a small minority of our community and being members of our culture more broadly are aware of the ways our majority communities are constituted, unspoken rules, and biases. They see those adverse attributes in SAYMA and feel that those characteristics impede their involvement in the community. We as members of the majority have the privilege of not knowing. Not knowing when things are going adversely. Friends of color want to make their experience better but they also want to help the Friends of European descent understand when toes are being stepped on. Friends of color want to help SAYMA be mindful of the ways that feel traditional but may not feel safe to all members and not just the majority. Friends raised questions about if training would make it any safer due to the environment we live in externally to SAYMA? The response from the committee was we (SAYMA) need to do the work inside our institution so that we can then let that work extend to the other places we as individuals go out into the world in our daily lives.

White gaze – a term for people of color particularly Black people and Black people in the south that you remind your p's and q's in front of white people to be a survival mechanism. Because of this people of color will not say things or not act in a certain way or will act in a certain way

because of perception. Because they are wondering what White people will think or do depending on the action of the Friend of Color. Giving space for Friends of color to process and do their work allows Friends of Color to not perform in this way. This will then filter throughout the yearly meeting and then filter into our everyday lives. Quakers are no longer insular, so this work will hopefully not happen in a Quaker vacuum.

Our education has limited the understanding of the cultures around us. The only way to open the eyes of White Friends is for People of Color to train White Friends of what was not taught in other places. We as SAYMA need to work together to educate one another and support the work of changing the cultures in which we all live in our daily lives.

The Clerk transitioned us towards the conversation of the membership of the Standing SAYMA URJ committee.

#### **140-17 Membership of the SAYMA URJ Standing Committee**

Friends of Color have proposed that SAYMA URJ's core membership be Friends of Color only and that then there be a support group made up of other Friends who follow the SAYMA URJ's leadership.

Quakerism is both a part of the culture and counter-cultural all at once. SAYMA has a responsibility to deal with White Racism to deal with changing the culture. In our cultural way we need to get inside people's minds and hearts to change the culture. We still have to try and work at it to sensitize each other about the white racism we have been cultured in. SAYMA URJ is part of the process in changing the culture. Let's try that this is part of the process. We may not see the end, but this is part of process of changing the culture.

At Septembers Representative meeting we approved SAYMA URJ as a committee within SAYMA that nominating fills. Nominating does this by people coming forward, with committee input, and then with everyone approving the slate. None of this is done by just a few people but by everyone being involved together.

One Friend raised a concern that we need to break down barriers not continue them or build them into our nominating structure.

Friends continued to speak about the concerns as well as need for this committee to be all Friends of color. Friends of Color have work that needs to be done without the white gaze (see definition at the bottom of the previous section of minutes). It is not exclusionary but instead inclusive for SAYMA. This institution has created a place for Friends of Color to learn and grow to enrich SAYMA. In its infancy we need to protect the committee.

The clerk and recording clerk started testing minutes to see if we were ready to entrust the committee in doing their work and support all of SAYMA in our education of anti-racism work.

Test minute 1: Friends approved the following make up of SAYMA URJ: SAYMA nominating will nominate a core membership of SAYMA URJ that will be made up of



Friends who self-identify as Friends of Color only. Nominating will also nominate a support committee of SAYMA URJ which will follow the leadership of SAYMA URJ.

Friends were not ready to approve this minute. The following concerns were raised.

The core of the work is about building relationships and getting different people in the room. A concern was brought up that the core is spiritual formation and our language is talking more about the political change of the work. We need to make sure we are changing the spiritual change together. A concern was brought up about how the current proposal seems to contradict the current goals of SAYMA URJ to bring us together, because it is keeping us separate.

We need to identify and define our membership numbers.

We don't need to recognize the group of Friends of color they have come to us. We don't need to give them a "mother may I." We have given them one key thing with financial resources specifically for the mission already approved. Friends of Color as currently constituted with self-named clerk and self-named constituency. Then another single committee leads SAYMA in the activities of anti-racism work.

Test minute 1 (read a second time): Friends approved the following make up of SAYMA URJ: SAYMA nominating will nominate a core membership of SAYMA URJ that will be made up of Friends who self-identify as Friends of Color only. Nominating will also nominate a support committee of SAYMA URJ which will follow the leadership of SAYMA URJ.

The following recommendations were brought forward: The collaborate together to support the whole group again. These two committees are expected to meet together at least once a year.

A question of the clerkship and making sure that we are talking about why this committee needs to be small and not just every person of color. We find that this committee needs qualifications similar to Ministry & Nurture as this committee is working to nurture the growth of the yearly meeting in uplifting racial justice. Serving on this committee requires skills such as, nurturing, serving and listening. All strong Quaker qualities that need to be present for this work to proceed. The compassion love nurturing listening, stepping aside from self that is intricate in clerking such a committee. It needs to exhibit someone as similar qualities of Ministry and Nurture.

Try 3: Friends approved the following make up of SAYMA URJ: SAYMA nominating will nominate a core membership named SAYMA URJ Core (4-6 people) that will be made up of Friends who self-identify as Friends of Color only. Nominating will also nominate the SAYMA URJ Support Committee which will collaborate with the SAYMA URJ Core. Nominating is tasked with naming Friends who will support the work of the committees and bringing that work to the greater whole.

One Friend observed that the word “only” does not allow us to live in the balance of trust and power.

A Friend reminded us of the idea of Individualism – the way other white people affect people of color is because of their racism, but I must be different. Racism is a white problem. The victims of the problem are people of color. The heavy lifting needs to be white people. Not all white Friends get this or understand racism (even if we have been doing the work), but SAYMA trusts Friends of color to lead us in understanding. It is our responsibility of white Quakers to follow People of Color. What does it mean to follow people of color? We trust your committee’s discernment and your knowledge and experience to move forward with the process.

We need to have both the people of colors experience and the white folks experience to better understand our white racism. Our minute is not yet talking about the ways white Friends also learn from our White Elders as well as our Friends of Color Elders.

Try 4: Upon the recommendation of the Friends of Color who have asked for SAYMA URJ, SAYMA approves the following make up of SAYMA URJ: SAYMA nominating will nominate a core membership named SAYMA URJ Core (4-6 people) that will be made up of Friends who self-identify as Friends of Color. Nominating will also nominate the SAYMA URJ Support Committee which will collaborate with the SAYMA URJ Core.

SAYMA URJ is not asking for us to separate but instead asking to educate how our lives have been impacted differently depending on the color of our skin. SAYMA URJ needs to take the lead of this work.

Friends heard encouragement for the minute. Friends continue to agree and with the minute but are not sure if we are ready to collaborate. We first need to give the leadership to the Core group with the hope that in time we will be ready to fully collaborate together.

Friends kept using and talking about trusting and entrust the core group. We were ready to trust the work of Friends of color and continue to wade through the work together.

Try 5: Upon the recommendation of the Friends of Color who have asked for SAYMA URJ, SAYMA approves the following make up of SAYMA URJ: SAYMA nominating will nominate a core membership named SAYMA URJ Core (4-6 people) that will be made up of Friends who self-identify as Friends of Color. Nominating will also nominate the SAYMA URJ Support Committee which will follow the leadership of SAYMA URJ Core until such time that collaboration is possible.

After the 5<sup>th</sup> try a Friend rose and asked why we were trying to name or even create the support committee. Why don’t we just approve the core membership and see where we are lead later in the time. Friends were starting to feel the time pressure as we were an hour past our hoped end time. Right as the recording clerk got ready to read the final recommendation a handful of Friends left because they needed to start the long drive home. But Friends approve the following minute.

**Minute 140-17-01:** Upon the recommendation of Friends of Color who have asked for SAYMA URJ, SAYMA approves the following make up of SAYMA URJ: Nominating will nominate a core membership for SAYMA URJ (4-6 members) that will be made up of Friends who self-identify as Friends of Color.

*One Friend stood aside because our size just got smaller, feels like this is not as time sensitive as we think in needing to push this through today and third they are not settled.*

#### **140-18 Yearly Meeting Planning (Carol Nickel) [Attachment M]**

Carol Nickel, Clerk of Yearly Meeting Planning Committee, (West Knoxville) highlighted some key parts of the written report. We already have a contract with PayPal for this year, but Yearly Meeting Planning Committee will continue to discern this process for next year. Yearly Meeting Planning Committee wants to revive the newsletter editor role so we can have a newsletter again for next year as this was one way we reached out to Friends who were not able to view our website easily.

**Minute 140-18-01:** Friends received and accepted the full written report from Yearly Meeting Planning Committee which is attached.

#### **Announcements from Wider Quaker Organizations**

##### **140-19 Friends Peace Teams**

Sallie Prugh, WQO Representative to Friends Peace Teams, (Columbia) announced the Annuals Friends Peace Teams meeting which is happening in Nashville April 19- 21. They will also be offering the Basic AVP workshop the weekend before. They will also be doing the trauma workshops which are not usually done in the United States.

##### **140-20 Minute of Thanks to Celo Friends Meeting**

**Minute 140-20-01:** Friends approved the following minute: Thank you to Celo Friends Meeting for the welcoming space, delicious meal and wonderful hospitality for 25 people, 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, as well as be enclosed in the beauty of the trees and mountains.

##### **140-21 Closing Worship**

Jon Saderholm, clerk  
(archive copies signed)

Rebecca Sullivan, recording clerk

Attachments:

A: Attendance (Print copies only)

B: Personnel Report

C: Administrative Assistant's report & draft census

D: Treasurer's report

E: Finance Committee: Report, Proposed SAYMA Policy on Contributions, Financial Exigency and Adjustments Policy

F: SAYMA Uplifting Racial Justice (SAYMA URJ) Funds

G: Ad Hoc Assessments Committee

H: Peace & Social Concerns

I: Ad Hoc SAYF Oversight

J: Outreach

K: Ad Hoc Faith & Practice Revision Committee

L: SAYMA URJ

M: Yearly Meeting Planning Committee

Attachment A: Attendance  
(Print copies only)

## B: Personnel Report

As most of you know, our Administrative Assistant, Liz Dykes, is retiring from that position at the end of July 2018. She has already made a move to Florida, and will certainly enjoy that new home with her husband. We want to wish her well as she contemplates embarking on a well-deserved adventure in retirement. It is hard to imagine Liz being inactive. We expect to learn of her taking on new and exciting tasks and joys. Thank you, Liz, for eleven years of wonderful work.

One of the tasks of the Personnel Committee is to hire the administrative assistants for SAYF and SAYMA. Last year we hired Autumn Woodward to work with SAYF. Another of the Personnel Committee's charges is to review annual evaluations. Autumn received a glowing evaluation from the SAYF Steering Committee upon completing her first year. We thank Autumn for her dedication and efficiency. Needless to say, Liz also received an excellent evaluation from our clerk, her supervisor.

Last summer the committee worked to update the application and job description for the SAYMA Administrative Assistant and released those documents to our web manager in mid-November. We received six applications from Friends from Memphis, Celso, Atlanta and Huntsville meetings. Each applicant brought skills and eagerness to support the volunteers that make SAYMA what it is. We looked for the applicant who brought not only skills, but knowledge of how a yearly meeting works, as well as a Spirit-led discernment to tackle a big, albeit part-time, job. After conference calls, interviews with several of the applicants and communication regarding references, we agreed that one applicant stood out for this job. We are pleased to announce that Susan Phelan of Huntsville Friends Meeting has agreed to be our next Administrative Assistant. Susan brings many years of involvement in our yearly meeting, a clear leading to serve, and professional experience that together highly recommend her for this job. We are all familiar with Susan's quiet strength since she has served us in a variety of ways, most recently as Recording Clerk, and as long-time representative of Huntsville Meeting. She has clerked her monthly meeting for a period of several years, as well, and is appreciated by those Friends for her consistent commitment, proficiency and warmth. Susan and Liz will be working together from mid-April through registration and yearly meeting; and then complete post-yearly meeting work during July of 2018. The office is officially listed as being in Atlanta, but the working staff will be in Florida and Alabama.

A third charge for the Personnel Committee is to be sure we are compliant with laws. We will be looking at whether the way we function, with heavy hours during a portion of the year and lighter work-load during other times, is in compliance. We also work with the Finance Committee to be sure that our employees receive cost of living raises and annual merit reviews.

Please continue to hold the committee in the Light as we do our best to serve the yearly meeting in these ways. We are very grateful for the wealth of interest and ability available in our yearly meeting family as demonstrated in the hiring process both this year and last.

Respectfully,  
Barbara Esther, Assistant Clerk  
Jennifer Chapman, SAYF Steering Committee Clerk  
Melissa Preast, at-large  
Jon Saderholm, SAYMA Clerk  
Charles Schade, at-large

## Attachment C: Administrative Assistant Report & Census

Winter and spring this year have been busy in the SAYMA office. In addition to assisting the Personnel Committee with the search for my successor (I wouldn't use the word "replacement" here!) I was also faced with moving SAYMA World Headquarters somewhat sooner than I had imagined when our house sold after only four days on the market. Mike and I now have a small and sparsely furnished townhouse in Savannah while we finish up our jobs. On the weekends (and sometimes during the week) we are painting and unpacking and generally improving our retirement home in Florida. Because of all this moving around, SAYMA's current mailing address is P O Box 76, Pooler, GA 31322. This will be the address for Yearly Meeting registration.

I've devoted several hours working on a document outlining what I do all year. This will be a resource for the new Administrative Assistant. There are a lot of places where it says, "remind," "remind again," or "follow up." In all cases, these are Friendly words for "nag."

The initial draft of the annual SAYMA census is attached to this report. I am missing data from 8 meetings at this writing. A final report will be presented at Yearly Meeting.

State of the Meeting reports were due on March 15. At this writing, I had forwarded eleven to Ministry and Nurture Committee.

Directory spreadsheets will be sent to each meeting for corrections and updates in the next few weeks. Directory data must be returned by May 30 to be included in the draft directory that will be available for proofing at Yearly Meeting.

I've been depositing checks, assisting with committee work as needed, tidying files in preparation for transfer, and resting up for Yearly Meeting registration to begin. That would be in APRIL. Yes, you can register sooner rather than later. Tell your friends!!

136 days to go.

In service,

Liz Dykes



# SAYMA Preliminary Census 2017-- Reported March 2018

	Asheville	Athens	Atlanta	Berea	Birmingham	Boone	Brevard	Celo	Charleston	Chatanooga	Columbia	Cookeville	Crossville	Foxfire	Greenville	Huntsville	Memphis	Nashville	Oxford	Swannanoa	Knoxville	
1.a. Recorded members																						
Adults under 18	80	0	168	35	21	0	6	44	10	25	11	5	5	6	7	5	48	60	3	44	56	
<b>Subtotal: Members</b>	<b>95</b>	<b>0</b>	<b>168</b>	<b>38</b>	<b>22</b>	<b>0</b>	<b>6</b>	<b>44</b>	<b>10</b>	<b>25</b>	<b>11</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>5</b>	<b>55</b>	<b>61</b>	<b>3</b>	<b>47</b>	<b>58</b>	
1.b. Attenders																						
Members of another SAYMA meeting	0	d/c	d/c	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Members in another Yearly Meeting	6	0	d/c	5	3	0	3	1	2	0	0	0	0	0	1	1	2	1	0	7	2	
Not members of RSOF under 18	15	12	121	9	11	1	6	13	4	1	29	9	11	3	4	14	22	24	4	32	16	
Subtotal: Attenders	29	16	163	26	16	3	0	14	6	1	37	9	12	3	7	19	29	30	4	61	22	
<b>TOTAL: Individuals to report to SAYMA</b>	<b>124</b>	<b>16</b>	<b>331</b>	<b>64</b>	<b>38</b>	<b>3</b>	<b>6</b>	<b>58</b>	<b>17</b>	<b>26</b>	<b>48</b>	<b>14</b>	<b>17</b>	<b>9</b>	<b>14</b>	<b>24</b>	<b>84</b>	<b>91</b>	<b>7</b>	<b>108</b>	<b>80</b>	
Adults considered inactive	58			18	7	0	0	14	2	10		1	1	3	3	0	26	31	0	10	21	
<b>Report to FWCC (includes PM/WG attenders; NOT members of other YM's)</b>	<b>118</b>	<b>16</b>	<b>331</b>	<b>59</b>	<b>38</b>	<b>1</b>	<b>3</b>	<b>57</b>	<b>15</b>	<b>26</b>	<b>48</b>	<b>14</b>	<b>17</b>	<b>9</b>	<b>13</b>	<b>23</b>	<b>82</b>	<b>90</b>	<b>7</b>	<b>101</b>	<b>78</b>	
<b>Reported to FWCC last year</b>	<b>110</b>	<b>26</b>	<b>345</b>	<b>56</b>	<b>39</b>	<b>1</b>	<b>6</b>	<b>89</b>	<b>17</b>	<b>45</b>	<b>45</b>	<b>13</b>	<b>9</b>	<b>9</b>	<b>13</b>	<b>21</b>	<b>88</b>	<b>179</b>	<b>10</b>	<b>85</b>	<b>87</b>	
<b>Change</b>	<b>8</b>	<b>-10</b>	<b>-14</b>	<b>3</b>	<b>-1</b>	<b>0</b>	<b>-3</b>	<b>-32</b>	<b>-2</b>	<b>-19</b>	<b>3</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>-6</b>	<b>-89</b>	<b>-3</b>	<b>16</b>	<b>-9</b>	
Members who																						
Attend your meeting	21	n/a	d/c	21	14		6	29	10	19	7	3	4	3	4	4	21	29	2	32	56	
Attend Worship Group under the care of your meeting	0	n/a	d/c	0	0		0		6	1		0	0	0	0	0	0	0	0	0	0	
Attend another SAYMA Worship Group	2		d/c	0	0		0	0	2	0		0	0	1	0	0	0	0	0	0	0	
Attend another SAYMA Meeting	0	n/a	d/c	0	1		0	0	0	0		0	0	0	0	0	1	2	0	2	1	
Attend in another Yearly Meeting	3	n/a	d/c	0	1		0	1	0	0	1	0	1	0	0	1	2	2	0	3	0	
Attend in another religious tradition	0	n/a	d/c	0	2		0	4	0	0		0	0	0	0	0	3	4	0	2	2	
Attend rarely/not at all/don't know	53	n/a	d/c	18	3		0	10	0	6	3	1	0	1	3	0	21	23	1	5	23	

## SAYMA Preliminary Census 2017-- Reported March 2018

	Asheville	Athens	Atlanta	Berea	Birmingham	Boone	Brevard	Celo	Charleston	Chattanooga	Columbia	Cookeville	Crossville	Foxfire	Greenville	Huntsville	Memphis	Nashville	Oxford	Swannanoa	Knoxville	
<b>2. Count of Events</b>																						
a. Marriages/commitment ceremonies of members/attenders under care of meeting	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	n/a	0	0	0	0	0	0
b. Marriage/commitment ceremonies of members/attenders NOT under care of meeting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	1	0	0	0	0
c. Marriage/commitment ceremonies under care of meeting, non members/attenders	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	n/a	0	0	0	0	0	0
d. Births/adoptions	2	0	0	0	1	0	0	1	0	0	0	0	0	0	0	n/a	0	0	0	0	0	1
e. Deaths	1	0	4	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
f. Transfers in	1	0	0	0	1	0	0	2	0	2	0	0	0	0	0	0	2	0	0	2	0	0
g. Transfers out/withdrawals	1	0	3	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1	0	1	0	0
h. New members	0	0	5	0	1	0	2	1	1	0	0	0	1	0	0	0	3	0	0	0	0	1
i. New attenders	d/k	d/c	d/c	6	4	0	3	1	0	1	6	1	4	1	0	4	6	d/c	0	13	3	3
j. Stopped attending	12	2	d/c	2	3	0	1	4	0	1	1	0	0	1	0	3	6	d/c	3	2	1	1
<b>3. Active Meeting Participation</b>																						
Under 12 years old	21	3	24	5	3	0	0	17	0	0	6	0	1	0	0	2	8	2	0	13	3	3
12-18 years old	3	1	18	9	0	0	0	1	0	0	4	0	0	0	2	0	3	3	0	9	2	2
Young adults 19-35 years old	5	5	30	2	1	0	16	1	1	1	1	0	4	1	0	0	5	6	0	1	7	7

\*Meeting does not distinguish between members and attenders

PLEASE NOTE: shaded meetings did not provide new data--most recent available data was used.

## Attachment D: Treasurer's report

### For Fiscal Year 2018, prepared March 14, 2018

Our fiscal year budget runs from October 1 through September 30.

For the fiscal year through February 28, I have provided a Balance Sheet, an Income and Expense statement, and a Budget vs. Actual Expenditures report. For my remarks I generally round to the nearest \$100.

### Yearly Meeting 2017

- Closed with a deficit of \$1330 for the *calendar year*, which includes late expenses paid in FY18 and excludes late expenses paid for YM 2016.

### Balance Sheet

- The new balance sheet format brings us closer to Generally Accepted Accounting Practices conformity. The format I had been using had the advantage of being familiar, but it was not in conformance with GAAP.
- This model combines three old-model accounts that made up our surplus cash balance. This new account is *Remaining Undesignated Equity*, which stands at about \$19,500.
- Earmarked contributions to URJ are recorded in an equity account, and presently stands at about \$3300. In the future, SAYF contributions will be recorded in the same manner.

### Income and Expenses for FY18 – ex-Yearly Meeting

- The Condensed Income Statement shows all the major items that are not zero-balance as of the first five months of the FY (i.e., February 28). Presently, we have a net gain of about \$2600.
- The Budget-Actual Report shows trends in income and expenses for the year to date. The budget amounts are proportioned in each quarter according to the experience of the last two years, shaded by judgment. The two shaded percentage columns calculate the actual/budgeted ratios for Quarters 1&2 to-date (5 of 6 months), and the annually budgeted amount. The percentages representing expectations are in the header row.
- The original assessment income estimate was conservatively based on a \$70 capitation basis.<sup>1</sup> Meetings do not all share the same FY that SAYMA uses, so some lag in collecting the new \$75 standard should be expected; also, some Meetings are idiosyncratic in what they chose to pay. If everyone paid at our rate and timetable, income would be about 7% higher.
- Assessment income is running very near budget. While some 20% short at the end of February, about \$4000 has arrived since. Contributions are not a significant element of income, but are above expectation.
- Expenses are a mixed bag, but generally running light. Suspension of the newsletter and the low disbursements to committee work are major contributors to this, somewhat countered by higher WQO delegate travel. Two more trips (about \$800) may be added before the end of the quarter, and the liability insurance payment was made in March. Even after adding these, we should be under budget at the half-year mark.

## Budget for FY19

- To budget for income, I simply carried over the estimated assessments from last year. With the new effort to examine the assessment process, there is too much uncertainty to stray from past performance.
- Proposed expenses are generally based on the previous two years, and inflated at 2%. I've sought input from committee clerks regarding their line items and incorporated these as requested. Finance Committee also thought it appropriate to slightly increase our contributions to WQOs.
- The bottom line is an estimated surplus of \$1800, which may be used to conduct an independent review of our financial books

Roger Wise, Treasurer

<sup>1</sup> Because of the wide variation in the rate at which Meetings derive their assessment payments, I use an abstraction I think of as *Virtual Friends and Attenders* (VFAs) to estimate that income. The recent record indicates that actual assessment income is what would be paid by about 725 people – or VFAs. For all of the 1300 or so *actual* Friends and attenders recently reported, the capitation would be \$39 to generate our proposed assessment total.

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### Treasurer contact information and financial procedures

#### Meeting Assessments:

Some larger Meetings remit assessment payments monthly. Treasurer requests other Meetings to remit quarterly or semi-annually. Smooth cash flow helps both our finances and your Meetings'.

#### Reimbursements are disbursed by the Treasurer:

Friends, Meetings, and committee clerks with requests for reimbursement or payment of budgeted expenses should send appropriate documentation to the treasurer. E-mail is preferred (saymatreasurer@gmail.com) with documentation in electronic form (pdf or jpg). The postal address is Roger Wise, 22 White Rock Drive, Hurricane, WV 25526.

#### Payments are received by SAYMA's Administrative Assistant:

All payments should be sent to Liz Dykes at PO Box 76, Pooler, GA 31322. Please provide pertinent information as to the purpose of the check on its memo line.

**SAYMA Balance Sheet 02/28/2018**

Assets		
Checking - BankAm		\$3,627.17
Checking - Suntrust		\$40,713.45
Money Mkt Acct		\$32,293.34
Total Assets		<u>\$76,633.96</u>
Liabilities		
Total Liabilities		<u>\$0.00</u>
Equity		
Earmarked Donations		
Contrib - URJ	\$3,328.35	
Total Funds Designated by Donors	<u>\$3,328.35</u>	
Funds Designated by SAYMA		
Reserves <sup>1</sup>	\$17,949.00	
Set-aside Funds		
Fund - FWCC 3rd World Deleg	\$1,600.00	
Fund - Released Friend	\$10,165.00	
Fund - Spiritual Development	\$4,070.80	
Fund - Uplifting Racial Justice	\$16,000.00	
Fund - YAF Scholarship	\$1,364.75	
Fund - Youth Enrichment	\$2,696.00	
Total Set-aside Funds <sup>2</sup>	<u>\$35,896.55</u>	
Total Funds Designated by SAYMA		\$57,173.90
Remaining Undesignated Equity <sup>2</sup>		<u>\$19,460.06</u>
Total Equity <sup>3</sup>		<u>\$76,633.96</u>
Total Liabilities & Equity		<u>\$76,633.96</u>

<sup>1</sup> Reserves are set at 40% of FY Operating Expenses. This excludes Yearly Meeting, Set-asides, and WQO donations.

Tapping this account would indicate a distressed financial condition.

<sup>2</sup> "Remaining Undesignated Equity" is equivalent to "surplus cash."

<sup>3</sup> Or "Net Worth"

**SAYMA Income Statement (Condensed) For Period 10/01/2017 to 02/28/2018**

Income	
Assessments	
Athens	\$225.00
Atlanta	\$5,913.00
Berea	\$617.50
Birmingham	\$1,075.00
Brevard	\$300.00
Celo	\$1,750.00
Chattanooga	\$601.50
Columbia	\$1,400.00
Cookeville	\$130.00
Greenville	\$195.00
Huntsville	\$560.00
Nashville	\$2,361.68
Oxford	\$200.00
Swannanoa Valley	\$2,080.00
West Knoxville	\$1,840.00
Total Assessments	<u>\$19,248.68</u>
Contributions	
Contrib - General	\$540.00
Contrib - URJ	\$1,000.00
Total Contributions	<u>\$1,540.00</u>
Interest - Money Mkt	\$171.01
Total Income	<u>\$20,959.69</u>
Expenses	
Earmark Transfers to Equity	\$1,000.00
SAYMA Operations	
Office Admin	\$2,025.53
Personnel	\$11,748.64
SAYMA Committees	\$407.75
Travel Reimbursements	\$1,474.68
Total SAYMA Operations	<u>\$15,656.60</u>
Set-aside Fund Annual Allotments	
Spirtual Development Annl Exp	\$1,500.00
Total Set-aside Fund Annual Allotments	<u>\$1,500.00</u>
Yearly Meeting Expenses	
Junior Yearly Meeting Exp	\$163.58
Total Yearly Meeting Expenses	<u>\$163.58</u>
Total Expenses	<u>\$18,320.18</u>
Net income for Period	<u>\$2,639.51</u>

Budget vs. Actual Rpt: Budget FY 18 - Qtrs

	Qtr 1		Qtr 2		83%	Qtr 3	Qtr 4	Total		42%
	Bgt	Act	Bgt	Act	5 of 6 Mo.	Bgt	Bgt	Bgt	Act	EOY
Income	\$16,185	\$14,775	\$10,448	\$6,185	79%	\$60,027	\$11,020	\$97,680	\$20,960	21%
Assessments	\$14,901	\$13,133	\$10,038	\$6,116	77%	\$15,309	\$10,252	\$50,500	\$19,249	38%
Contributions	\$1,140	\$1,540	\$310	\$0	106%	\$650	\$600	\$2,700	\$1,540	57%
Contrib - General	\$140	\$540	\$310	\$0	120%	\$650	\$600	\$1,700	\$540	32%
Contrib - URJ	\$1,000	\$1,000	\$0	\$0	100%	\$0	\$0	\$1,000	\$1,000	100%
Interest - Money Mkt	\$100	\$102	\$100	\$69	86%	\$100	\$100	\$400	\$171	43%
Publication Sales	\$44	\$0	\$0	\$0	0%	\$0	\$36	\$80	\$0	0%
Yearly Meeting Income	\$0	\$0	\$0	\$0	-----	\$43,968	\$32	\$44,000	\$0	0%
Expenses	\$28,179	\$28,173	\$11,647	\$6,147	86%	\$24,376	\$49,131	\$113,333	\$34,320	30%
Earmark Transfers to Equity		\$1,000		\$0	-----			\$0	\$1,000	-----
SAYMA Operations	\$10,679	\$9,510	\$11,278	\$6,147	71%	\$15,600	\$10,076	\$47,633	\$15,657	33%
Liability Insurance Exp		\$0	\$1,673	\$0	0%	-\$42		\$1,631	\$0	0%
Office Admin	\$760	\$1,102	\$1,184	\$923	104%	\$2,859	\$692	\$5,495	\$2,025	37%
Personnel	\$7,644	\$6,731	\$7,696	\$5,018	77%	\$7,658	\$7,659	\$30,657	\$11,749	38%
Publications Expenses	\$800	\$0	\$0	\$0	0%	\$600		\$1,400	\$0	0%
SAYF Operational Transfers		\$0		\$0	-----	\$2,000		\$2,000	\$0	0%
SAYMA Committees	\$475	\$202	\$650	\$206	36%	\$525	\$650	\$2,300	\$408	18%
Cmte Exp - Contingency Pool	\$125	\$0	\$125	\$0	0%	\$125	\$125	\$500	\$0	0%
Cmte Exp - Faith & Practice Rvsn	\$100	\$0	\$100	\$0	0%	\$100	\$100	\$400	\$0	0%
Cmte Exp - Finance		\$0		\$0	-----			\$0	\$0	-----
Cmte Exp - Ministry & Nurture	\$250	\$202	\$250	\$150	70%	\$250	\$250	\$1,000	\$352	35%
Cmte Exp - Nominating		\$0		\$0	-----	\$50		\$50	\$0	0%
Cmte Exp - Outreach		\$0		\$0	-----			\$0	\$0	-----
Cmte Exp - Peace & Social Concerns		\$0		\$0	-----			\$0	\$0	-----
Cmte Exp - SAYMA Earthcare Action		\$0	\$175	\$56	32%		\$175	\$350	\$56	16%
Cmte Exp - Uplifting Racial Justice		\$0		\$0	-----			\$0	\$0	-----
Cmte Exp - Yearly Meeting Planning		\$0		\$0	-----			\$0	\$0	-----
Travel Reimbursements	\$1,000	\$1,475	\$75	\$0	137%	\$2,000	\$1,075	\$4,150	\$1,475	36%
Travel - Rep Meetings		\$0	\$75	\$0	0%		\$75	\$150	\$0	0%
Travel - WQO Delegates	\$1,000	\$1,475		\$0	148%	\$2,000	\$1,000	\$4,000	\$1,475	37%
Set-aside Fund Annual Allotments	\$17,500	\$17,500		\$0	100%			\$17,500	\$17,500	100%
FWCC 3rd World Delg Annl Allotment		\$0		\$0	-----			\$0	\$0	-----
Released Friend Annl Allotment		\$0		\$0	-----			\$0	\$0	-----
Spiritual Development Annl Allotment	\$1,500	\$1,500		\$0	100%			\$1,500	\$1,500	-----
Uplifting Racial Justice Annl Allotment	\$16,000	\$16,000		\$0	100%			\$16,000	\$16,000	-----
YAF Scholarships Annl Allotment		\$0		\$0	-----			\$0	\$0	-----
Youth Enrichment Fund Annl Allotment		\$0		\$0	-----			\$0	\$0	-----
Yearly Meeting Expenses		\$164	\$369	\$0	44%	\$8,776	\$34,855	\$44,000	\$164	-----
YM WQO Annual Contribns		\$0		\$0	-----		\$4,200	\$4,200	\$0	-----
WQO - AFSC		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - BQEF		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - FCNL		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - FGC		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - Friends for LGBTQ Concerns		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - Friends Journal		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - Friends Peace Teams		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - FWCC - Direct Contrbn		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - Quaker Earthcare Witness		\$0		\$0	-----		\$450	\$450	\$0	-----
WQO - Quaker House		\$0		\$0	-----		\$450	\$450	\$0	-----
WQO - Quaker Volunteer Service		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - Right Sharing of World Resources		\$0		\$0	-----		\$300	\$300	\$0	-----
WQO - Wm Penn House		\$0		\$0	-----		\$300	\$300	\$0	-----

Attachment E: Finance Committee: Report, Proposed SAYMA Policy on Contributions, Financial Exigency and Adjustments Policy

Since last Representative Meeting, the Finance Committee has met four times by teleconference. This report presents completed committee work and work in progress. We offer three action items for approval (indicated by ***bold italics*** below)

**Completed work**

1. Contributions policy. We completed a draft SAYMA policy, and have adhered to it in the interim to allow us to accept and use earmarked contributions for the Uplifting Racial Justice activity. The draft policy allows unrestricted contributions and contributions restricted to set-aside funds and other specific purposes. It describes how SAYMA will account for contributions, thank donors, and encourage those wishing to contribute.

***Finance Committee recommends approval of the contributions policy.*** We have identified two additional categories for which we propose accepting restricted donations. Pursuant to III(3) in the Contributions Policy, SAYMA will accept earmarked donations for SAYF. The Treasurer and the SAYF Administrative Assistant will develop procedures for administering SAYF earmarked donations that conform with the policy. SAYMA will also accept earmarked donations in support of each yearly meeting. The Treasurer will apply such donations first to yearly meeting scholarships, with any excess supporting the yearly meeting program generally in the year they are received.

2. Budget adoption date. Last summer, Finance Committee received a concern from a Friend about the timing of budget adoption, which read in part:

*“...it is the job of the Treasurer and Finance Committee to provide complete and accurate reports to the body, to answer questions about these reports, and to propose a budget which is to be adopted at that time. The work is to be done there. When the fiscal year was changed to September...it became necessary to have Representatives Meeting to adopt a "Final" budget, in order to accommodate any changes necessitated by unanticipated revenues or expenses during the period from June through August. This should be a rare event, as virtually all revenue and expenditures should be anticipated...”*

Finance Committee reviewed *Faith and Practice*, the *Handbook*, and Yearly Meeting minutes. We concluded that the Friend was correct. *Faith and Practice* states that one of the duties of Yearly Meeting is to “Set an annual budget for yearly meeting expenses and events.” (page 26). We have therefore changed the timing of requests for budget information in anticipation of presenting a fiscal year budget for approval at Yearly Meeting.

3. Financial Exigency and Adjustments Policy. As noted above, budget approval authority belongs exclusively to Yearly Meeting. This can create difficulty when expenditures for Yearly Meeting-approved purposes exceed or threaten to exceed budgetary limits. The Finance



Committee does not have the authority to approve or disapprove expenditures; it can only assist the Treasurer when there is doubt about whether a proposed expense meets an approved purpose. This policy provides guidance to the Treasurer on when expenditures in excess of budgetary limits may be allowed, and specifies reporting and accountability if this happens. It also provides authorization for the Treasurer not to spend budgeted funds if SAYMA is in financial distress.

While Finance Committee believes the limits in the policy are reasonable and prudent, we intend to implement the policy provisionally, keep track of any expense overruns that occur, and report results to Yearly Meeting 2019 before adopting the policy permanently.

4. SAYMA Physical Address. With the imminent departure of the current Administrative Assistant, SAYMA has acquired a post office box, which is appropriate for most business communication to SAYMA. However, tax authorities require us to have a "Physical Address." Atlanta Friends Meeting has graciously allowed SAYMA to use its address as our "Physical Address" for this purpose, however *all correspondence to SAYMA should go to its postal address*, which is:

SAYMA  
PO Box 76  
Pooler, GA 31322

5. Uplifting Racial Justice (URJ) expenditures. Minute 139-06-01 directed the SAYMA URJ committee and Finance Committee to work together to bring forward a proposal for administration of URJ funds. Two members of URJ and two members of Finance Committee collaborated in a proposal that is consistent with the needs of URJ and SAYMA's policies and practice. **Finance Committee recommends approval of the report** that URJ Clerk Lisa Bennett will present. We thank the URJ committee for knowledgeable and gracious feedback during the report's development.
6. Yearly Meeting Budget. The Yearly Meeting Planning Committee produced budget estimates for Yearly Meeting 2018 that project a loss of \$2,772. Last year, the Committee projected a surplus of approximately that amount, and a surplus of \$1,930 was recorded. The reasons for the projected loss are the absorption of credit card fees and the addition of playcare for very young children. Single year losses of the projected size are not unusual. If the loss materializes and is likely to increase in future years, the Committee and SAYMA will need to consider a long term subsidy for Yearly Meeting instead of the expectation that the event will break even.

## Work in progress

1. Review of SAYMA's books. *SAYMA's Handbook* says one of the duties of the Finance Committee is: "Review the books of the Yearly Meeting at least once a year and ensures that an audit is preformed at the change of the treasurers' term of office." A full audit by a certified public accountant would be quite expensive, and in excess of SAYMA's needs, which are to assure that the accounts are accurate and that there are no opportunities for financial misdeeds. We are researching the appropriate type of review to conduct with a view towards implementing it in summer 2018. Currently, we are investigating the possibility of having an in house review annually, conducted by a SAYMA volunteer, preferably not on the Finance Committee. Every three years, we would engage an external review entity for a limited review.
2. Incorporation of SAYMA. Finance Committee is concerned about the potential for individual liability of persons in positions of responsibility for financial (and other) misdeeds, even those that might be unintended. We are investigating whether incorporating SAYMA (but **not** applying for formal 501(c).3 status) would provide additional protection beyond the officers and directors coverage in SAYMA's insurance. If we learn that there would be benefit from this step, we will forward a recommendation to the Clerk's Committee for further seasoning.
3. SAYMA FY 2019 Budget. The Treasurer has prepared and Finance Committee has approved an initial FY 2019 Budget, which is attached for your information and further discernment. Here are key points related to the budget:
  - The Treasurer solicited requests for budget amounts from SAYMA committees, Wider Quaker Organization (WQO) representatives, and persons in positions of responsibility. It reflects requests received by February 15. Blanks indicate that we received no request.
  - We will propose a budget that is nearly balanced, if revenue and expense projections are borne out.
  - We are proposing a modest increase in overall WQO support, and are waiting for further advice (see ad hoc committee recommendation below) to complete the individual allocations.
  - Unless there is a significant increase in attendance at Yearly Meeting or a fee increase, we anticipate that modest deficits for Yearly Meeting will continue indefinitely, and have budgeted accordingly.
  - We anticipate spending a modest amount of money on external review of SAYMA's finances, but have not yet determined a recommended amount. See Financial Review, above.
  - We ask Representatives and members of SAYMA's leadership to forward additional budget requests or suggested changes to this budget to the Treasurer **before May 15, 2018**.
4. Wider Quaker Organization (WQO) contribution budgets. At Yearly Meeting 2017, Finance Committee hosted a meeting of WQO representatives and others with interest in WQO

affairs to discuss duties of representatives and procedures for establishing SAYMA's level of financial support to WQOs. Those in attendance produced a list of criteria for funding external organizations, but did not make a recommendation about the process of applying them: Who should do the initial discernment, and how they should proceed. The group suggested creating an ad hoc committee to define the process. ***Finance Committee recommends that the Clerk appoint an ad hoc committee on Discernment of Wider Quaker Organization Contributions, to report its recommendations at Yearly Meeting 2018*** in time for establishing contribution levels in the FY 2019 budget.

## Proposed SAYMA Policy on Contributions

### I. Purposes

The purposes of this policy are as follows.

1. Establish a structure that will support acceptance of contributions from donors who want to support SAYMA's work.
2. Clarify responsibility for determining functions for which earmarked contributions to SAYMA are welcome.
3. Ensure consistency and accountability in handling contributions to SAYMA, including ensuring that any donor restrictions (earmarks) are observed.
4. Establish responsibility for communicating to potential and actual contributors about relevant policies.

### II. Definitions

*Unrestricted contribution.* Contribution to SAYMA received from a donor without restriction for a specific purpose.

*Earmarked contribution:* Contribution to SAYMA received from a donor with restriction for a specific purpose.

*Set-aside funds:* Money which YM or RM has set aside in a fund for a specific purpose. The unspent balance in a set-aside fund is carried forward from year to year. Money is put into a set-aside fund with the intention that the money will be available for a specific purpose over the course of years. However, if SAYMA determines that the money is no longer needed for the purpose or that priorities have changed, YM or RM can move money out of a set-aside fund and/or close the set-aside fund.

*Pass-through contribution:* Contribution which the donor intends to be re-granted to another organization.

### III. Acceptance of Contributions

SAYMA accepts unrestricted contributions of cash or publicly traded securities. If the purpose of a contribution is not specified by the donor, it is assumed to be unrestricted. All unrestricted contributions go into the General Fund.

SAYMA accepts earmarked contributions of cash or publicly traded securities under the following conditions:

1. The donor agrees that the restriction will last a maximum of 10 years from the time of the donation. If the donated funds remain unspent after that period, SAYMA may at its discretion re-purpose the funds. Such re-purposing requires a decision by YM or RM.
2. Earmarked contributions may be made for the same purpose as any set-aside fund established by SAYMA. As of the adoption of this policy, SAYMA's set-aside funds are:
  - FWCC 3<sup>rd</sup> World Delegates Fund
  - Released Friend Fund
  - Spiritual Development Fund
  - YAF Scholarship Fund
  - Youth Enrichment Fund
  - URJ Fund
3. Through the decision of YM or RM, SAYMA may accept contributions earmarked for specific purposes without a set-aside fund.

Prior to acceptance of gifts in forms other than cash or marketable securities (e.g. real property, personal property, in-kind gifts, and non-liquid securities) the Finance Committee will review them to determine whether SAYMA will accept them because they may raise special obligations or pose liabilities for SAYMA.

SAYMA does not accept pass-through contributions.

SAYMA does not accept contributions earmarked for specific lines in the General Fund budget.

#### IV. Accounting For and Spending Earmarked Contributions

Within the accounting system, a separate balance sheet fund is established for each purpose for which earmarked contributions have been approved. This applies whether or not there is a corresponding set-aside fund for the same purpose.

When both an earmarked fund and a set-aside fund support the same purpose, money from the earmarked fund is used first. The same approval authority and the same processes apply to the earmarked fund and the set-aside fund.

#### V. Responsibility for Approving Earmarks without Set-Aside Funds

Either YM or RM can add to the purposes for which earmarked contributions are accepted or can discontinue acceptance for a previously acceptable purpose. Factors to consider in adding to the purposes include but are not limited to the following.

1. **How specifically or generally to describe the purpose.** Once an earmarked contribution is accepted, it must be used for that purpose. Too broad a definition can discourage earmarked contributions from interested supporters. On the other hand, a narrowly defined purpose can needlessly constrain the use of the funds.
2. **Administrative burden.** Once a donor-restricted contribution is received, it needs to be accounted for and included in reporting until the end of the fiscal year in which it is fully

expended, or until SAYMA repurposes the funds after the established period. This administrative burden needs to be balanced against the opportunity to raise more funds for an identifiable purpose, and to support donors' leadings to contribute to those purposes.

3. **Spending authority.** As noted above, when there is a set-aside fund for the same purpose, the same authority for approving expenditures is followed for the earmarked fund as the set-aside fund. When adding a purpose for earmarked contributions without a corresponding set-aside fund, YM or RM must also decide which position of responsibility within SAYMA has the authority to approve expenditures from the earmarked fund.

## VI. Communication with Donors and Potential Donors

SAYMA intends to communicate that contributions to support SAYMA's work are welcome. This can be accomplished through the SAYMA website, newsletter and other means.

Any solicitation of earmarked contributions must include an explanation that if an earmarked contribution remains unspent for 10 years, SAYMA may at its discretion re-purpose the funds. This is the responsibility of the individual or group preparing the solicitation.

The finance committee will develop a contribution form for the website and other solicitations, and update the form as needed. The form will list the purposes for which earmarked contributions are accepted as well as indicate that unrestricted contributions to SAYMA are welcome. Donors can indicate the purpose of their contribution by using the form, by writing clearly in the memo field of a check, or by a note accompanying a contribution.

The treasurer will acknowledge contributions of \$50 or more with a thank-you letter that identifies whether the contribution is unrestricted or earmarked. For earmarked contributions, the letter will also 1) acknowledge the purpose for which the contribution was made and 2) state the SAYMA policy that if an earmarked contribution remains unspent for 10 years, SAYMA may at its discretion re-purpose the funds.

### **Financial Exigency and Adjustments Policy**

#### **Purpose:**

This Statement addresses two kinds of SAYMA financial exigency, or emergency with procedures and authorities required to remedy shortfalls and overruns as defined here. It recognizes that budgets, being best-guess estimates of future financial events, are not immutable plans but numeric expressions of the spiritually-guided values and intentions of SAYMA representatives. Recognizing that Yearly Meeting is overseen by the Yearly Meeting Planning Committee, this policy only applies to SAYMA's operational budget, excluding taxes. This policy also does not apply to SAYMA set-aside funds. Expenses from funds are not budgeted. SAYMA will not honor a request that exceeds a fund's balance.

#### **Definitions:**

The first type of exigency is a material **overall shortfall**, or shortage, of actual revenues compared with planned expenses during a fiscal period; the shortfall can be caused by either short-term timing differences or longer-term secular trends.

The second type of exigency is an **expected expense overrun**, compared to an approved budget, for a single line item, such as a committee's business; an overrun is caused either by inaccurate planning, addition of a new line item, or an unforeseen rise in the cost of the item.

A "**line item**" is a single expense category itemized in the budget.

"**Material**," as a general guideline, means a variance of 10% of total revenues or 20% of expenses in a given period.

### **Revenue Shortfall Procedures**

1. When the treasurer projects a shortfall of 10% or more by the end of the fiscal year, after consultation with the Finance Committee ("FC") and SAYMA clerk ("clerk"), he or she may defer payment of discretionary budgeted expenses until delayed revenues have been received; the treasurer should inform affected Friends of the anticipated payment delay, and report the action at the next representative meeting; types of expenses that are considered subject to discretionary deferral may include internal transfers from free cash to set-aside funds, contributions to WQOs, and most equipment and supplies purchases.
2. If the treasurer and finance committee determine that the shortfall represents a longer-term trend they should report emergency steps, and/or recommend long-term adjustments, to the clerk and a representative meeting:
  - a. Emergency steps might include significant curtailments of discretionary expense items until long-term adjustments can be approved and made; these can be implemented by the treasurer in consultation with the FC, and later reported to the clerk and the next representative meeting;
  - b. Long-term adjustments may include revision of budget expenses, transfers from operational reserves, and a call for supplementary contributions from monthly meetings; such steps may be implemented only after approval by a representative meeting.

### **Expense Overrun Guidelines**

Suggested measures depend upon the degree of materiality of the expected expense overrun, and a judgment whether the condition is temporary or permanent (eg., a temporary staffing need for the current period only, or a general rise in wages and salaries). Since overruns relate to line item expenses rather than total-budget balances, the measure of materiality is different for each case.

1. If the line item overrun is expected to be less than or equal to 20% of the budget for that item or \$400, whichever is greater, and:
  - a. Is due to temporary conditions, then the treasurer shall honor authorized expenditures for that line item, and report same in routine financial disclosures;

- b. Is due to a permanent change in the line item's cost factors, the treasurer shall, after consultation with the FC, honor the expenditure and report the situation to the clerk and the next representative meeting.
- 2. If the overrun is expected to exceed the greater of 20% of the budget item or \$400, and there is no material shortfall of total revenues for the period, and:
  - a. Is due to temporary conditions, the treasurer and the FC shall seek approval of the clerk to honor the expenditure, and shall report the event at the next representative committee;
  - b. Is due to a permanent change in the line item's cost factors, the treasurer shall, after consultation with the FC and the clerk, seek approval from the representative meeting prior to payment of the authorized expenditure.
- 3. If the overrun is expected to exceed the greater of 20% of the budget item or \$400, and the Finance Committee expects a material shortfall of total revenues for the period, then the treasurer shall seek approval of the representative meeting prior to honoring the authorized expenditure.

Attachment F: Recommendations for Administration of SAYMA Uplifting Racial Justice (SAYMA URJ) Funds

Developed by:

Finance committee members: Wood Bouldin and Carol Lamm

URJ members: Lisa Bennett and Adrian Mohr

For reference: Minutes from September 2017 Rep Meeting

**Minute 139-06-01:** Representative Meeting requests that the SAYMA URJ committee and Finance Committee work together to bring forward a proposal to March’s Representative Meeting for how SAYMA URJ funds will be administered.

**Minute 139-06-02:** Representative Meeting approves the establishment of the SAYMA URJ set-aside fund so that individual donations to SAYMA URJ can be accessed right away as we discern the way forward with Minute 139-06-01. These funds will be used to support the mission, vision and goals of SAYMA URJ and the clerk(s) of the committee will approve expenditures.

**Minute 139-07-02:** Representative Meeting approves the addition of \$16,000 to the new SAYMA URJ set-aside fund for the FY 2018 budget from equity. We are approving this allocation with the expectation that we will get reports at Representative Meeting and Yearly Meeting in 2018 on how the money was used. Minute 139-06-01 will help us understand how we are going to be adding funds in the future for the SAYMA URJ committee.

## Sources of URJ Funds

We anticipate that funds for SAYMA URJ work will be available from the sources listed below.

1. **Earmarked contributions.** Friends and others who wish to contribute to the work of SAYMA URJ are encouraged to make donations to SAYMA designated for URJ. Per Minute 139-06-01, the clerk(s) of the SAYMA URJ committee approve expenditures of earmarked contributions. Assuming approval of the proposed SAYMA policy on contributions, which the finance committee intends to present to RM in March 2018, contributions earmarked for URJ will be handled the same as earmarked contributions for other purposes. The proposed policy includes a provision for solicitation of earmarked contributions; it is possible that URJ will solicit contributions following the policy in the future. As of January 31, 2018, earmarked contributions for SAYMA URJ totaled \$4,050, of which \$722 had been spent, leaving \$3,328 available.
2. **URJ set-aside fund.** Initial funding of \$16,000 for the URJ set-aside was determined by Minute 139-07-02 in September 2017. Again, assuming approval of the proposed SAYMA policy on contributions, the URJ set-aside will be administered the same as other SAYMA set-aside funds. The clerk(s) of the SAYMA URJ committee will approve expenditures.



3. **Annual SAYMA General Fund committees budget.** Typically, committee lines in the general fund budget pay for travel reimbursements needed for in-person committee meetings and for reporting at RM. From time to time, committees request funds for other specific activities. For the current fiscal year (Oct. 1, 2017 – Sept. 30, 2018), \$0 was budgeted for the URJ committee line. However, the budget included a \$500 contingency pool for committee expenses, which could be drawn on in if needed for routine URJ committee expenses.

SAYMA committees participate in the annual budget process by requesting funds for committee activities and, if applicable, for set-aside funds for which the committee is responsible. The treasurer and finance committee consider committee requests as they develop the proposed general fund budget for the upcoming fiscal year. As they consider committee requests, the treasurer and/or finance committee may ask for more information and use their judgment about inclusion in the proposed budget. The final decision on the budget is up to YM (or RM in some years), which considers the proposed budget and may make changes before approving the budget for the next fiscal year. The URJ committee will participate in the annual budget process as other committees do.

### **Disbursement of SAYMA URJ Funds**

The basic principle is that SAYMA URJ funds will be disbursed following established SAYMA policies. This applies to all three sources described above: contributions earmarked for SAYMA URJ, the SAYMA URJ set-aside fund, and the general fund budget for committees.

Disbursements will follow the accounts payable process as explained in the SAYMA handbook. For all three sources, the URJ clerk(s) is/are the person(s) authorized to submit invoices for payment. The accounts payable process provides for communication between the treasurer and the authorized person(s) to clarify questions about authorization or budget, and for the treasurer to consult with the finance committee if questions remain. The accounts payable process also requires the authorized person(s) to communicate with the treasurer before making a commitment greater than \$500, to verify that the cash is available and that the expenditure is appropriate to the expenditure category. If the authorized person(s), i.e. the URJ clerk(s), has/have approved the expenditure and the funds are available in the appropriate category, the treasurer makes the payment. The accounts payable policy does not give the treasurer or the finance committee authority to deny or delay payment due to questions of judgment about the advisability of an expense that has proper authorization and for which funds are budgeted and available.

We anticipate the following pattern:

1. Routine committee expenses such as travel reimbursements for committee meetings or reporting to RM will be paid the same way that expenses of other committees are paid, i.e. from the URJ committee line in the General Fund budget. As explained above, if this budget is insufficient, it may be possible to draw on the committee expense contingency pool.
2. Pre-YM retreats, trainings and other URJ-sponsored activities will require spending for planning meetings, facilities, resource people and travel for resource people and some participants. These costs will be paid from earmarked contributions (first) and the URJ set-aside (after earmarked contributions are used).
3. URJ participants from within SAYMA are welcome to apply for scholarship funds to attend YM, the same as any other SAYMA Friends. URJ may use earmarked or set-aside funds to cover expenses of resource people invited from outside the SAYMA area.

## **Balance Sheet Considerations**

Again, SAYMA URJ funds will be administered the same as other SAYMA funds. Specific points are:

1. Cash will be held in SAYMA bank accounts. We are aware of the suggestion that SAYMA URJ have a separate checking account analogous to SAYF's. However, we found that the reasons for a separate SAYF checking account are not applicable to SAYMA URJ.
2. The SAYMA balance sheet will include two lines showing the unspent balances in contributions earmarked for SAYMA URJ and the unspent set-aside for SAYMA URJ. This is the same as for other earmarked contributions and set-asides.

## **Reporting**

Minute 139-07-02, which funded the URJ set-aside, includes the statement: "We are approving this allocation with the expectation that we will get reports at Representative Meeting and Yearly Meeting in 2018 on how the money was used." Financial reports on the use of the set-aside will be the responsibility of the treasurer. URJ will report on its activities.

## **Conflict Resolution**

We are happy to report that our work was accomplished with good will, attentiveness to all concerns raised and cooperation from all. That said, we recognize that harmony may not always prevail, and thus we recommend the following.

Should URJ and the finance committee find themselves in disagreement about the use of funds for which URJ is responsible, all involved need to keep in mind that among the goals of

URJ, warmly received at Rep Meeting 159, is: **Work to resolve the expressed concerns of Friends of Color in a timely manner.**

We don't have a specific conflict resolution process to propose at this time.

To: Representative Meeting  
From: Ad Hoc Assessment Committee  
Re: Report on activities and direction

## Overview and Highlights

This report summarizes the work of the SAYMA Ad Hoc Assessment Committee since its appointment at Yearly Meeting in June 2016. The report is in five sections:

1. **Background:** Why and how the committee was established.
2. **Activities:** Intra-committee communications, clarification of charge, involvement of SAYMA treasurer and administrative assistant, development and implementation of survey of monthly meetings.
3. **Survey:** Survey mechanics, questions, responses and analysis.
4. **Tentative direction:** Where the committee is heading for recommendations.
5. **Request for guidance from rep meeting:** General and specific feedback requests.

Points of particular interest are:

- 20 out of SAYMA's 21 monthly meetings responded to a survey about how they determine their assessments.
- Two-thirds of monthly meetings use a per-head count to determine their assessments; the other third do not.
- There is considerable variation in whether youth and inactive members are included in the assessment counts.
- There is potential for improvement through:
  - Sharing membership practices among monthly meetings.
  - More guidance from SAYMA.
  - Aligning the annual census with the assessment.

The committee looks forward to feedback and guidance from March rep meeting.

## 1. Background

Throughout SAYMA's history, the organization has been funded primarily by monthly meetings via a per-person assessment intended to roughly reflect the relative size and, by implication, financial resources of the monthly meetings. A helpful description of SAYMA's assessment is included as Appendix A. It explains that the assessment is paid by monthly meetings "per member and regular attender" and further explains: "Monthly meetings exercise discretion in deciding whom to consider 'regular attenders.'"

Over the years, SAYMA's treasurers and finance committees have reported that year-to-year assessment revenue, which it seems should be fairly steady, is in fact surprisingly erratic. This makes budgeting difficult. Furthermore, questions keep arising about whether all monthly meetings are paying their fair shares. Friends have wondered whether the discretion given to monthly meetings in determining their assessments might have led to differences in practice that result in significant inequities in the amounts paid.

At YM 2016, as part of its report, the finance committee recommended that Friends “Appoint an ad hoc committee to study the matter of how people are counted for the purpose of the assessment.” After discussion, Friends approved minute 46-23-02: “The Clerk will appoint an ad hoc committee to study the nature of how meetings count people for their assessment.”

In minute 46-43, the clerk appointed four members of the committee and invited others interested to contact her if they were also interested in serving. The committee ended up with five members, all of whom have been active in its work over the past nine months: Brian Yaffe, Celo, clerk; Carol Lamm, Berea; Wood Bouldin, Greenbrier Valley Worship Group; Bill Holland, Atlanta; and Chuck Jones, Chattanooga.

## **2. Committee Activities**

Over the summer of 2016, the committee began communicating by email. Several committee members contributed thoughtful reflections that served as starting points for us. Some of the emails included suggestions (some originating with committee members, others passed on to us) for changing how the assessment is handled. Among the suggestions we received: pay according to average attendance; pay a percentage of each monthly meeting’s budget; connect the assessment to the census.

On September 21, 2016 we had a conference call in which all five members participated. Outcomes of the call included the following shared understandings:

- The creation of, and the charge to, the committee came out of the context of SAYMA's budget crunch.
- The long-standing difficulty of projecting assessment revenue was another factor leading to the creation of the committee.
- Recommendations from our committee should continue to place responsibility with monthly meetings for determining their own assessments with integrity, i.e. SAYMA may guide but should not dictate assessment calculations for monthly meetings.
- It was clear that there is variation among monthly meetings on processes and criteria for determining their assessment to SAYMA. We did not have good data on the variations, however, and we had many questions.
- Promising directions for improvement included the following:
  - More consistency around processes and criteria for determining monthly meeting assessments.
  - More guidance from SAYMA to monthly meetings.
  - Alignment between the annual census and assessments.
- We agreed to survey monthly meetings to gather data to answer our questions about how they handle the assessment.

Over the next several months we drafted, edited, distributed and followed up on a survey of monthly meetings. See the next section of this report for details.

On February 10, 2017, with survey responses from 20 of SAYMA’s 21 monthly meetings in hand, we had a second conference call. Again, all five committee members participated. This time, we were joined by Roger Wise, SAYMA treasurer. The outcome of the February call is this report.

Throughout our work, we have received great support both from Roger Wise and from Liz Dykes, SAYMA’s administrative assistant. They unfailingly responded quickly and clearly to our

questions. We kept them in the loop, and they took the initiative to send us relevant and helpful information at critical points when they could see we needed it. We are very grateful for their assistance.

### 3. Survey

We used Survey Monkey, an online service with which SAYMA maintains an account, to conduct the survey. On November 4, we sent the link to the survey by email to treasurers and/or clerks of SAYMA's 21 monthly meetings. We had our first response within hours, and several more over the next few days. Subsequent lulls led to follow-up emails and eventually phone contacts for a few stragglers. In the end, we were gratified to have responses from all but one of SAYMA's monthly meetings.

The survey was comprised of 12 questions in four categories:

1. Monthly meeting (MM) name and contact info for person who filled out survey. (Q1-Q4)
2. MM fiscal or budget year, and how frequently MM pays SAYMA. (Q5-Q7)
3. How MM determines the amount to pay for its assessment. (Q8-Q11)
4. Percent of MM budget that goes to assessment. (Q12)

Appendix B includes all 12 questions and summarized survey data for all responses except Q2-Q4, which provide individual contact information for the respondents. In addition to summarized numerical data, the appendix includes responses to open-ended questions.

Key results are summarized below by category.

#### ***Questions 5-7: MM fiscal or budget year, and how frequently MM pays SAYMA.***

The questions in this section were included because from the perspective of SAYMA treasurers, the timing of payments is somewhat unpredictable. However, MMs report they are paying regularly. Sixteen report that they pay on a regular schedule, with only two indicating that their payment schedule is based on available cash. One respondent confessed: "Our quarterly payments have sometimes been late and this has caused confusion for the SAYMA treasurer with regard to how many payments we have made during SAYMA's fiscal year. I will try and do better during our coming year in making timely payments."

Another factor in unpredictable timing may be the difference in fiscal years between MMs and SAYMA. Most MMs use the calendar year for their fiscal year. Since SAYMA is on an October – September fiscal year, it is possible that the six monthly meetings who report paying once a year might not be paying at the same time each year. This is a question we didn't ask.

#### ***Questions 8-11: How MM determines the amount to pay for its assessment.***

These questions are at the heart of the survey.

Two-thirds of the MMs pay the assessment on some kind of per-head basis. The other six follow different methods in determining their assessment.

- One meeting collects individual assessments and sends in the amount collected.
- Two meetings report calculating the amount per-head but then adjusting it downward in lean years.

- One meeting reported that it has sent in the same amount as its assessment for several years in a row. The treasurer in this case noted that any number arrived at would be a guess, as membership records are incomplete and no one is keeping track of attendance.
- Just in the current year, one meeting changed a practice of counting individuals and instead paid a percentage (22%) of its budget to SAYMA instead of a per-head assessment.

Fourteen MMs multiply the SAYMA assessment (in recent years \$60, but raised to \$65 for 2017) by some number of persons. However, there are variations in who is counted.

- All count active adult members.
- All but one count active adult attenders.
- Nine count inactive adult members who contribute financially.
- From there the numbers decline notably:
  - Six count active youth members.
  - Six count active youth attenders.
  - Six count inactive adults who do not contribute financially.
  - Three count non-members who do not attend but contribute financially.
  - Only two count inactive youth members, regardless of whether their families contribute or not.
- One meeting pays half the assessment for youth members.
- One meeting pays on average attendance over the past year, regardless of age or membership status. This respondent explained: “We do not differentiate between members and attenders; in following the equality testimony, all Meeting participants are treated equally.”

Connection to the census (Question 11) is all over the map, as we would expect, given this statement included in the census cover letter for recent years:

"Note that the census information is not used to determine your assessment (the amount your meeting owes to the yearly meeting). The yearly meeting requests that each monthly meeting contribute an amount based on the total number of adult members and regular attenders (currently \$65 per person). The actual amount is determined by your monthly meeting. However, census information is used to estimate the income the yearly meeting might receive when SAYMA sets its annual budget."

We asked the census question because our committee sees potential for changes that would align the census more closely to the assessment. The annual census does include the categories promoted as the basis of assessment, i.e. members and active attenders.

The survey showed that twelve MMs already consider the census as they determine their assessment. Three actually use the census as the basis of their count. Ten other MMs consult the census but do not follow the number strictly due to calendar differences between the census and the budget year and/or because of definition differences between census and assessment categories.

***Question 12: Percent of MM budget that goes to assessment.***

We asked this question because we knew that one MM had recently made a change to a percentage of budget method, and the committee had received a suggestion that a percentage-of-budget method might be a better solution overall. The committee was interested in knowing how

much congruence there was in how the assessment relates to MM budgets. The range was 6.5% to 22%. The average was 13.5%, the median 12.3%.

#### **4. Tentative Direction for Committee's Work**

The committee is inclined to move in the following directions:

- Encourage MMs to share practices and understanding of membership, such as:
  - Inviting attenders to move into membership.
  - How to maintain contact with and/or release long-gone members.
  - Recordkeeping.
  - Responsibility of members for financial support of MM, including SAYMA assessment. E.g.: How do we integrate individual and collective responsibility? What are our expectations of ourselves and each other?
- Develop guidelines for tricky areas. Without dictating changes, SAYMA could helpfully recommend guidelines and encourage MMs to work toward consistency among MMs over time. Promising areas are:
  - Whether and if so, how, to include youth for assessment purposes.
  - Counting attenders/taking attendance.
- Alignment with census. We think it may make sense to align the two administrative processes, i.e. census and assessment calculation. We propose taking a close look at the census definitions and any barriers to using this data as the basis for assessments.

#### **5. Request for Guidance from Rep Meeting**

- Is our committee doing what you hoped? If not, where are we on and off track?
- Do you see any reason we should not pursue the directions laid out in section 4, above?
- Are there other options you would like us to explore?
- What do you think about youth and assessments? In our discussions, we have identified these two perspectives:
  - Pro payment: SAYF takes a sizable portion of the YM budget. It makes sense for MMs that have a lot of youth to contribute more.
  - Against payment: As a group, youth don't have money to contribute.

Our committee is eager to hear responses from rep meeting!

### **Appendix A**

#### **Yearly Meeting Assessments**

SAYMA's current assessment is \$60 per member and regular attender. Representative Meeting established this level through minute 113-5, which adopted the FY 2006 budget that included the assessment. Monthly meetings exercise discretion in deciding whom to consider "regular attenders." SAYMA encourages periodic payment of assessments, as these monies cover ongoing operational expenses of the yearly meeting which are continuous throughout the year. The annual gathering in June is largely self-financed, with those who attend and are able to pay providing most of the cost of the event.

Yearly meeting assessments cover ongoing operations of the yearly meeting, including salaries of two staff (administrative assistant and SAYF coordinator). They pay for operating our office, much of the SAYF program, the newsletter, contributions to wider Quaker organizations, set-aside



funds for purposes such as spiritual development, and committee expenses. Operational expenses are detailed in SAYMA's current budget, which is approved at each fall Representative Meeting, and is attached to that meeting's minutes.

Friends with questions or concerns about the assessment or the use of budgeted funds are invited to contact the clerk of the Finance Committee or the Treasurer. Contact information for these individuals may be found in SAYMA's "[Positions of Responsibility](#)" roster on this website.

Source: [http://www.sayma.org/online\\_documents.htm](http://www.sayma.org/online_documents.htm), see "Other Documents."

## Attachment H: Peace & Social Concerns

Friends will recall that at Sept. Rep Meeting a minute from Swannanoa Valley Meeting was distributed, along with a request from SAYMA Peace and Social Concerns that all Monthly Meetings consider it. The minute called on Friends Fiduciary Corporation to "expand its Quaker Values Screening Criteria to exclude all companies that provide products or services that are complicit with Israel's occupation of Palestinian lands, its military control and economic exploitation of Palestinians, and/or its violation of international human rights law."

In the intervening six months, several SAYMA Meetings have considered this minute, but only Berea Meeting has informed SAYMA P&SC that they have acted on it. They approved it.

The good news is that Friends Fiduciary has also been acting on it, and in a positive way. Jeff Perkins, Executive Director of Friends Fiduciary, wrote in January that "Friends Fiduciary is current, well-informed and proactive on these issues. Friends Fiduciary does not hold common stock in any company recommended for divestment listed on the AFSC Investigative Occupation website. This site is just one of several sources of objective, third party data and analysis we use for our rigorous Quaker values screening. We do hold some companies with operations in the region--however, they are not on the AFSC divestment list. This indicates that our current Quaker screens are working on a practical level. We continue to monitor developments regarding companies we hold and their operations in the region. Most importantly, I would like to note that Friends Fiduciary's engagement goes well beyond the AFSC Investigate website. We rejected an Israeli company for investment because they were not forthcoming about non-discrimination hiring policies. Further, in concert with other faith-based investors, we have raised concerns with PayPal about its willingness to extend services to Israelis in illegal settlements and in Palestine, but not to Palestinians, and more recently with Facebook regarding censorship and human rights in the region. We are fortunate to have constituents who reach out to us with concerns; this helps to shape our shareholder advocacy and screening. If you have any questions or concerns, please don't hesitate to contact me directly."

Given Friends Fiduciary's positive actions in this area, I believe that no further action is required from our Yearly Meeting. Our concern has been heard and responded to. In the course of working with Friends Fiduciary on this issue, I have learned that the Ann Arbor Meeting has been urging Friends Fiduciary in this direction for several years. We can be grateful to them for their leadership.

Bob Welsh, for SAYMA P&SC

## Attachment I: Ad Hoc SAYF Oversight

### Ad Hoc SAYF Oversight Committee Draft Proposals 3.17.18

The following proposals to change the constitution and responsibilities of the SAYF Steering committee spring from analysis of the committee's shared perspectives. The corresponding sections in the current committee description and charge in Appendix A are highlighted.

**Proposal 1:** SAYF Steering Committee should have 6 - 8 members. Members will be nominated by the SAYMA Nominating Committee and confirmed at SAYMA Yearly or Representative meetings.

**Proposal 2:** SAYF Steering Committee should be constituted from the following stakeholder groups: Parents, SAYF grads (1-year separation), SAYF volunteers (FANs, FADs).

**Proposal 3:** Members should be associated with teens at the Monthly Meeting level, and have practical experience (previous, current, imminent).

**Proposal 4:** Members should attend at least two retreats per year.

**Proposal 5:** Members should serve 2-year terms with no more than three consecutive terms before break of one year. Terms of members are staggered.

**Proposal 6:** The committee will select its clerks. It should always have co-clerks if possible. When possible, co-clerk positions should be staggered.

**Proposal 7:**

- a. SAYF Steering Committee meetings will occur at SAYF Nurturing Retreats and reports will occur at SAYMA Rep Meeting.
- b. Minutes of Steering Committee meetings should be filed with other SAYF materials (redacted for privacy concerns) in SAYF archives and yearly in the Friends Historical Collection at Guilford College.
- c. The Steering committee should actively work with Friends of Color to ensure that SAYF policy and practice is welcoming to young people of color.
- d. The Steering committee should actively promote FAN and FAD participation at Yearly Gathering (e.g., a display with applications in the break room), and at Monthly Meetings.
- e. The Steering committee should review the SAYF Handbook annually and revise it as needed so that current practice and understanding can be reflected in the current handbook.

## Appendix A

SAYF Steering Committee Description from SAYMA Handbook

SAYF Steering Committee Guidelines for selection and the responsibilities of the committee are outlined in the SAYF Handbook (section IX of this Handbook) – ***There is no section IX in the handbook.*** Here is the description from the SAYF Handbook...

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### **SAYF Steering Committee**

The Southern Appalachian Young Friends (SAYF) Steering Committee was created at the Southern Appalachian Yearly Meeting and Association (SAYMA) Winter Representatives Meeting in 1994.

Steering committee members are nominated by the SAYMA Nominating Committee and serve two year terms. The Steering Committee clerks serve 2 year rotating terms as well. There are at least five members on the committee at any given time. Additional people may also volunteer to serve on the SAYF Steering Committee with the Committee's approval.

The paid SAYF Administrative Assistant position was filled in Spring, 2001. This person is supervised by the senior co-clerk of the SAYF Steering Committee. Primary job functions include: maintaining a database of youth and adult participation, developing and maintain basic registration forms; develop and mailing registration packets prior to each retreat; maintain SAYF finances and prepare quarterly financial reports, prepare and distribute the epistle following each retreat; prepare annual report to SAYMA, maintaining FAN information, maintaining SAYF archives, attend all Steering Committee meetings taking and distributing minutes, and preparing other mailings and documents as needed by the Steering Committee.

The SAYF Steering Committee has multiple responsibilities. Generally, it is responsible to the Yearly Meeting for the operation and nurturing of the SAYF. There are many “nuts and bolts” activities that the Committee performs with the assistance of the Young Friends. These include:

***Serve as Lead FAN for SAYF retreats*** -- This usually involves securing retreat sites, convening the retreat planning committee, planning meals, registering retreat participants, ensuring an adequate number of Friendly Adult Nurturers (FANs) and monitoring the safety of all retreat participants. FANs and Young Friends assist and support the Lead FAN.

***Recruiting and establishing expectations for FANs and Friendly Adult Drivers (FADs)*** -- The Steering Committee offers ongoing training for FANs as needed in areas such as first aid, coordinating retreats, problem solving, and nurturing and mediation.

***Nurturing the SAYF Community*** -- The Steering Committee nurtures the community by assuring that the SAYF Mission Statement is carried out. The Steering Committee seeks to foster a Young Friends Community that offers a safe space for Young Friends to grow and explore Friends testimonies, values, process, and spirituality. Through retreats, service projects, business meetings, worship and other activities, the Steering Committee brings Young Friends together as an ongoing ministry to Quaker teens.

***Establishing and maintaining guidelines for Young Friends*** -- The Steering Committee works with the Young Friends to establish and maintain Guidelines for Young Friends, initiate Clearness Committee if indicated, and offer other eldering, mediation, and discernment processes as needed to assure that all members of the SAYF community meet the expectations identified in the guidelines.

***Reporting to SAYMA Yearly Meeting for Worship with Concern for Business and its Representative meetings*** -- Reports often include retreat activities, summaries of Business Meetings from Steering and Nurturing Committees and any special concerns. A written report summarizing the activities of the past year is prepared for each Yearly Gathering. Any problems are reported to the Clerk of SAYMA, and a Steering Committee Co-Clerk or Lead FAN as soon as is practical after they become known.

***Financial reporting to SAYMA and its Representative meetings*** -- The operation of the SAYF Program is funded by SAYMA. The costs of individual retreats at Meetinghouses are usually covered by registration fees. SAYMA funding covers the Administrative Assistant position, SAYF newsletter printing and mailing, Steering and Nurturing Committees working retreats, scholarships, and the cost of rents for non-Meetinghouse retreats.

***Ensuring open communication between Young Friends, parents, and others in SAYF and SAYMA*** -- The Steering Committee oversees the work of the Administrative Assistant to assure production of the SAYF newsletter following each retreat, sending out parent mailings, maintaining communication with Monthly Meetings, assuring accurate contact information for FANs and FANITs, and meeting with individuals and monthly meetings upon request. Steering Committee members welcome input from people with questions, issues, concerns, praise or suggestions.

In these activities and duties, the SAYF Steering Committee hopes to be true to the purpose of the SAYF Young Friends Community seeking the fulfillment of the SAYF mission statement. The Steering Committee continually

## Attachment J: Outreach

Before YM 2017 Nominating discussed recommending that SAYMA lay down its Outreach Committee. In making Outreach a standing committee in 2012, YM had allotted it a membership of 5 to 9. Last May Outreach had been inactive for about a year, had no clerk, and only two members – one of whom seems not to have known she was a member.

The need and, indeed, the obligation for effective outreach is at least as strong now as Friends felt it to be in 2009 when the ad hoc Committee was formed or again in 2012. As Dennis Gregg put it in his 2012 report to YM, “The Committee is united in the need for SAYMA to have an on-going focus on outreach but, as earlier committees have experienced, has found it difficult to provide more than a forum and exchange of ideas.” The forum then was a SAYMA Google Group. We hope for more success in generating exchange and energy using the more nearly face-to-face forum of video conferencing. Everyone who has so far participated has found it an involving and stimulating experience.

The three, now four, and perhaps soon five, of us on the Committee have been meeting on-line every other Wednesday for some months and are now moving to bring in participants from other meetings. We sent out a request for contact people in monthly meetings that gained only limited response. We will be sponsoring at least one and, it is hoped, two workshops at YM.

Especially during this period when SAYMA has been going through the difficult but empowering formation of SAYMA URG, we are mindful of the need for deep self-examination about what Dennis, in 2010, called “overcoming the construction of the other” if we are to meet and welcome people in a true spirit of community. The Outreach Committee invites, urges, even implores all of you to join us on-line to explore ways to communicate to all sorts and conditions of folks the experience and value of Silent Worship and of a life centered on the Inward Light. And, we hope you will also encourage an emphasis on such exploration in your monthly meetings.

## Attachment K: Ad Hoc Faith & Practice Revision Committee

The Committee to Revise the Guide to our Faith and Practice appreciates the minutes we have received regarding our draft revision of the queries section of the SAYMA Guide.

The committee has agreed that there is not enough time for us to discern how best to revise the queries to reflect the information contained in the minutes received. The responses ranged from “We thank you for your hard work and endorse what you have accomplished so far.” One meeting worked up four pages of suggested changes. One meeting asked us to lay ourselves down and allow for a decade of seasoning of the queries before the next Revision Committee would take it up. Most meetings did not respond, as in most Meeting for Businesses where the Spirit selects a few to comment and the rest are witnessing.

We failed to mention in our last mailing:

Queries for Care of the Earth were minutes submitted by SAYMA’s Earthcare Committee.

The Queries for a Prospective Monthly Meeting and its Sponsoring Meeting were submitted via minutes from SAYMA’s Committee on Ministry and Worship.

Queries for Young Friends have been received from SAYF and will be included.

The committee would appreciate receiving minutes on racism from any SAYMA Monthly Meeting. While there has been much discussion and even some progress on addressing racism within SAYMA and many of its Monthly Meetings, the committee has not received any minutes on this concern. If there are leadings for queries on race that can be minuted by your Monthly Meeting, this committee is happy to receive them.

We hear, loud and clear, that additional seasoning is required for this *Guide* to best reflect who we are as a faith community as of 2018. We eagerly look forward to completing the revisions to the 1st draft and then submitting our recommendations to Yearly Meeting 2019 for approval. The Guide requires that any revisions submitted be received by the Monthly Meetings at least 90 days before Yearly Meeting begins.

Please hold us in the Light and the Dark and all Shades in between,

For the SAYMA Faith and Practice Revision Committee

*Free Polazzo*, clerk, Atlanta Friends Meeting

Thais Carr, Nashville Friends Meeting

Missy Ivie, West Knoxville Friends Meeting

Beth Meyers, Lexington (HVYM); (Sojourning at Berea Friends Meeting)

Eddie Patrick, Asheville Friends Meeting

## Attachment L: SAYMA URJ

The vision, mission, and goals of SAYMA-URJ have remained the same as they were presented at the September 2017 Representatives Meeting. Some of what has been addressed since that time includes:

1. Lisa Bennett (Memphis Friends Meeting) serves as the acting clerk as appointed by Jon Saderholm (Clerk of SAYMA) with Adrian Maher (Memphis Friends Meeting) serving as a member of the committee. Some Friends have expressed concern about the leadership of the committee (i.e., the appointed clerk's qualifications to serve including knowledge of Quaker practices and processes and of critical race theory);
2. No other members have been appointed or nominated to the committee. However, several Friends of Color have expressed interest in either working on or with the committee. Additionally, several Friends of European descent have shared their concerns regarding the membership of SAYMA-URJ. The Friends of Color who met prior to the September 2017 Representatives Meeting expressed then and still believe that the core membership of SAYMA-URJ is solely comprised of Friends of Color for the reasons previously stated. We also maintain that a support group or committee of Friends of European descent is developed to work in collaboration with SAYMA-URJ. Some Asheville Friends have already begun this work. Also, Berea Friends have shared a minute to support the work of this committee.
3. At the September 2017 Representatives Meeting, Friends of Color asked for a list of Friends of Color throughout SAYMA from the most recent assessment. To date, Jon Saderholm (Clerk of SAYMA) has provided a list of 14 Friends of Color in SAYMA.
4. Budget and financial procedures for SAYMA-URJ were established through a series of phone calls and emails involving both the acting clerk and member of SAYMA-URJ and members of the Finance Committee. At this time, one request has been made to use allocated funds to support a Friend who plans to attend a training and share her learning at Yearly Meeting 2018. Two major budget concerns are a Friends of Color retreat and training for SAYMA leadership.

Respectfully Submitted,

Lisa D. Bennett (Acting Clerk of SAYMA-URJ)



## Attachment M: Yearly Meeting Planning Committee

The Yearly Meeting Planning Committee (YMPC) met on Jan. 9th at Nashville Friends Meeting and on March 17<sup>th</sup> at Celo Friends Meeting. This report contains a summary of both meetings.

**Theme:** The theme for Yearly Meeting 2018 is “Community & Communication: How We Connect.”

At our March meeting, the YMPC read and discussed “The Yearly Meeting” (SAYMA Faith and Practice, pg. 25) and its functions. We request that the position of editor of Southern Appalachian Friend (SAF) be filled. SAF, our newsletter, assists in spreading the word about Yearly Meeting and helps to connect us throughout the year.

### **Registration Payment by Credit Card**

At its September meeting, the YMPC began discussion of accepting payment by credit card for YM. In January the YMPC approved the following Minute:

**Minute:** Friends approve accepting credit cards for Yearly Meeting registration, processed through PayPal. Credit cards will not be accepted at the registration desk during Yearly Meeting. Only the SAYMA Treasurer, Assistant Treasurer, and SAYMA Administrative Assistant will be authorized to access the PayPal account.

### **Budget**

The YMPC maintains a budget for Yearly Meeting separate from the SAYMA budget. Yearly Meeting is expected to break even. Some years there has been a surplus and some years a deficit. For YM 2017 there was a deficit. Of course, we hope that this year there will be a surplus or break even. YMPC appreciates the assistance and understanding of the SAYMA Treasurer and SAYMA Finance Committee. The 2017 YM finance statement prepared by the SAYMA Treasurer is attached to this report. This year we will go back to the previous registration process used for several years, for the new process used last year did not prove helpful.

### **Scholarships**

As more Friends request scholarships, situations arise with no policy for guidance. In both January and March the YMPC considered policies that would provide guidance. After discussion, the YMPC approved the following Minutes:

**Minute (January):** Registrants cannot both donate to the scholarship fund and receive a scholarship to Yearly Meeting.

**Minute (March):** Visitors from outside SAYMA who request a financial scholarship to attend Yearly Meeting will be required to have a traveling Minute from their monthly meeting, worship group, or yearly meeting and to obtain some financial assistance from one of those entities before requesting the balance of payment from SAYMA. If the requester is not able to provide both of the above, a committee composed of three people: the Yearly Meeting Planning

Committee Clerk, an on-site Registrar, and one of the following: a representative of the SAYF Steering Committee, SAYF Administrative Assistant, JYM coordinator, representative of JYM Oversight Committee, or a member of SAYMA Ministry and Nurture Committee can be consulted and asked to approve a waiver.

**Minute (March):** If a request for additional scholarship assistance is received from a registered Friend after the cutoff date for young Friends registration (generally 10-14 days before Yearly Meeting) or after all the scholarship funds have been expended, a committee composed of the Yearly Meeting Planning Committee Clerk, an on-site Registrar, and someone from the requester's monthly meeting/worship group will make a decision as to whether to approve the request.

### **Bookstore and Credit Cards**

The bookstore provides a service for Yearly Meeting and does not have a goal of making a profit. The bookstore does not handle outside vendor sales, and those vendors need to request a display table for the sale of their books. Workshop presenters may send a list of books that they want included in the YM bookstore to Pam Beziat. Friends can bring books to give away, and we will have a table of free books at YM. YMPC approved the following Minutes:

**Minute (January):** Friends approved allowing payment by credit cards processed through PayPal for SAYMA bookstore purchases at specified times.

**Minute (January):** Credit card purchases in the SAYMA bookstore will have 3% added to the purchase.

### **Workshops**

Invitations were sent in January to monthly meetings and potential workshop presenters. We received more proposals than we could accommodate and have enriching and varied workshop opportunities on Friday and Saturday afternoon.

### **Worship Sharing Queries**

After deciding the theme for YM 2018, members of the YMPC began working individually on queries for the small worship sharing groups. In January we shared our queries. We received an organized list of possible queries before our March meeting. At our March meeting the queries were further seasoned through worship/discernment. Queries for small group worship sharing are:

- Friday:**
1. What forms of art, media, & communication help you connect more deeply with others? Are there some forms that make you feel less connected?
  2. In your online communications are you presenting yourself with integrity as to who you are & who you may want to become?
  3. In what ways have my Quaker values shaped the way I connect, communicate and find community?
  4. What is my most meaningful community? Why?

- Saturday:** 1. How do we open & keep fairness of access to communication for all people?  
2. Do we communicate in a spirit of worship and community building when conducting business?  
3. What forms of communication serve to grow your meeting?  
4. How can we as Quakers influence the way people in our community or wider world connect?

Worship sharing facilitators will have large print queries in their packets.

### **Plenaries**

Thursday night George Lakey will bring the message, "Re-kindling our Quaker legacy of envisioning."

Friday night will be an interactive session led by Young and Young Adult Friends, "Visioning through the Arts."

### **Saturday Night**

We will have our annual talent show with a dance to follow.

### **Advance program**

The format will go back to 8 1/2" x11" paper. The simple meal tried for the first time in 2017 will not be continued. The Advance Program will have additional revisions as requested by Friends in the evaluations from YM 2017 and will be mailed out on April 2, 2018.

### **YAF-Led Worship Sharing**

The queries for YAF-led worship sharing, on Saturday 3:15-4:45 p.m., will be created by the YAFs during Yearly Meeting and will be posted on a wall for use during the worship sharing on Saturday afternoon.

### **Facilities**

On-site registration will remain at Gladfelter lower level. The Golf Cart will transport less mobile registrants to that place.

Access: Having been asked to deal with the question of accessibility for persons who are on the autistic spectrum, we asked our meetings and other Friends, "What accommodations would be needed/useful?" Friends can make requests on their Registration forms.

Bob Welsh suggested that SAYMA explore a site for Yearly Meeting that is affirming and supportive of people of color. After discussion, the YMPC approved the following Minute:

**Minute (January):** The Yearly Meeting Planning Committee asks SAYMA to form a site-selection ad hoc committee to consider other sites for Yearly Meeting. We have heard concerns for a site that is affirming of people of color, centrally located to SAYMA monthly meetings, and continues to be welcoming to people across the gender spectrum.

### **SAYF**

Fishbowl will be at 9:15 p.m. Friday as in 2017.

### **Junior Yearly Meeting**

Laura McNorlin will continue as Playcare coordinator. Many thanks to Jennifer Dickie and Laura for the fantastic job with our young Quakers, the future of SAYMA. The evaluations of YM/Playcare 2017 were over the top with compliments. The locations for JYM and Playcare will remain the same as in 2017. There were no requests for babysitting in 2017. Olivia Chalkley of Atlanta and Quaker Voluntary Service is the new JYM coordinator. Congratulations to Olivia and to JYM!

**Minute of Thanks (January):** The Yearly Meeting Planning Committee gratefully celebrates support of volunteering Friends from Nashville Friends Meeting for hosting our winter meeting, providing graceful welcome and delicious food and snacks in a comfortable space with a cheerful presence.

Our meetings opened and closed with silent worship.

Posters by John Potter publicizing Yearly Meeting 2018 were distributed to each monthly meeting at the March Rep Meeting.

Carol Nickle, YMPC clerk