

## **SAYMA Representative Meeting Nashville, Tennessee, September 28, 2013**

### **131-01 Meeting for Worship**

The Meeting opened in silent expectation.

### **131-02 Greetings and Introductions (Clerk) [Attachment A, Role Call]**

The clerk, Carol Nickle, welcomed Friends to this Representatives Meeting. She asked representatives to verbally share today's proceedings with their monthly meetings/worship groups at the earliest opportunity in addition to sharing the recorded minutes later to help build a clear and timely connection between monthly meetings and SAYMA.

Friends introduced themselves by name, role, and meeting affiliation.

### **131-03 Reading (Clerk) [Attachment B, Reading]**

Carol read from the 2013 Intermountain Yearly Meeting Epistle, "Simplicity and Ecojustice." The full 2013 IYM Epistle includes the Kabarak Call. Friends were reminded that the word "Kabarak" in the Kabarak Call for Peace and Ecojustice," integral to the IYM epistle, is a Swahili word and pronounced with a second syllable accent. Like NiRObi, it's pronounced KaBARak.

### **131-04 Administrative Assistant's Report (Liz Perch) [Attachment C, Administrative Assistant Report]**

Liz Perch, Administrative Assistant, reported that her present responsibilities now outweigh her allocated hours of work. She suggested changes to several processes to reduce repetitive or unnecessary time expended, including the process for updating the SAYMA directory, and requests to the administrative assistant to add or correct posts on the SAYMA list serves. Specific instructions for directory updates in the future and self-posting to list serves will be sent to meetings and worship groups.

Spirit moved among us as Friends were reminded of the essential nature of the relationship between individuals and their local and regional spiritual communities.

### **131-05 Nominations Committee Report (David Ciscel) [Attachment D, Nominating Committee Report, as approved]**

The Nominations Committee is co-clerked by Dave Ciscel and Barbara Esther. David presented the following nominations for approval or acceptance.

- Assistant treasurer – Roger Wise, Charleston YM - approved
- Meeting appointee to M&N from Chattanooga is Janine Bruton – accepted
- JYM Oversight committee – Rose Black, Cookeville, Beth Ensign, Atlanta – approved
- YMPC – Judy Guerry, Huntsville – approved at Yearly Meeting but not announced at the time
- Peace and Social Concerns – Bob Welch, Swannanoa, agreed to be committee clerk

- Ecological Concerns Network – Chris Berg, Greenville; Pat Johnson, Asheville; Kathy Johnson, Atlanta; Bob McGahey, Celso; and Lisa Rose, Swannanoa. No clerk was identified and Kathy will convene the group. Approved.
- Web support committee – Charlie Wilton, Berea, Web Manager – approved. R.D. Flowers was recognized with appreciation for his web management work.
- WQO – A fourth representative to AFSC – Janine Bruton, Chattanooga – approved.

There is a need for an additional representative to FCNL but no nomination was ready at this time.

### **131-06 Treasurer’s Report (Charles Schade) [Attachment E, Treasurer’s Report]**

Charles Schade presented the treasurer’s report, prepared in advance, and provided updates. SAYMA finances are as expected at this point in time.

Assets have increased to \$65,893. Nearly all of the expenditures for the year have cleared, leaving a net worth of \$45,354.

The treasurer has received \$44,025 from SAYMA meetings, slightly higher than expected. Some of the excess is due to late payments from the prior year. SAYMA appreciates the meetings’ regular contributions.

SAYF submitted final fiscal accounts for the year. They spent \$6,204 for this fiscal year, \$4,740 of which paid for retreat expenses. The treasurer noted that SAYF has adequate funding from several sources as well as frugal administration. SAYMA provides approximately two thirds of the SAYF funding, including the salary for the SAYF Coordinator.

Friends noted that Atlanta Friends Meeting also subsidizes SAYF by providing funding for Aaron Ruscetta, clerk of SAYF steering committee. Other income includes a significant amount of donations and retreat fees.

The current system of backing up financial records was discussed in response to a Friend’s inquiry.

### **131-07 Finance Committee (Lee Ann Swarm) [Attachment F Finance Committee Report]**

Lee Ann Swarm reported that the Finance Committee had been specifically asked to consider a policy on emergency funding requests. She explained that the draft she would present states in essence that SAYMA is not a good forum for emergency requests, with neither the funds nor the flexibility to respond quickly, and that requests of this nature can be considered only in very narrow circumstances. The committee notes emergency requests are better handled at the monthly meeting or individual level.

A Friend asked how ordinary non-emergency funding requests might be handled. The treasurer noted that SAYMA has a number of committees that also have jurisdiction of funds, and that those funds may be candidates. Another Friend spoke about the role that monthly meetings can serve in response to emergency requests.

The role of the SAYMA clerk in this process was discussed, and Friends agreed that the clerk in consultation with the finance committee and WQO is trusted and charged.

**131-07-01 Minute:** Friends approved the “Emergency Funding Requests from Wider Quaker Organizations” policy revised on the floor. It is contained in Attachment F.

The committee also presented a travel reimbursement policy which clarifies and makes specific what has essentially been actual practice. The necessity for saving receipts was discussed. A Friend expressed concern over the burden of retaining receipts for every expense and the barrier or deterrent that may be for some volunteers. Other Friends talked about the need for receipts for the protection of the individual should an IRS audit occur. Friends who worked with reimbursements stressed the helpfulness of using a form or other organizational tool to help with the accuracy and timeliness of reimbursement. A friend spoke to the differences between volunteer travel and staff travel, and suggested the policies be separated. It was suggested to include the personnel committee on any policy for employees.

**131-07-02 MINUTE:** Friends approved the travel reimbursement policy presented by the Finance Committee for volunteers, and authorized the FC to work with the personnel committee to prepare a travel reimbursement policy that applies to SAYMA staff.

### **131-08 Handbook Report (Missy Ivie)**

Missie Ivie reported that the Ad Hoc Handbook Committee received additions to the Handbook from the Finance Committee and Yearly Meeting Planning Committee. These have been added to the Handbook. The Handbook is now available on CD in PDF format. CD copies are free and currently are available from Sharon Annis ([sharonannis@comcast.net](mailto:sharonannis@comcast.net)). Committee can submit corrections or additions to the ad hoc committee but updates will not be made until after each Yearly Meeting session. Changes should be sent to Sharon in word format.

Carol Nickle reported that the Clerk's Advisory Committee recommends that the Ad Hoc Handbook Committee become a SAYMA standing committee. The committee would be charged to update the handbook and provide committee oversight and coordination of any operational manuals used by committees. Friends raised questions about the size and charge of the committee, and agreed with importance of preserving the methods by which committees operate, and to update those processes over time as committees evolve.

**131-08-01 Minute:** On the recommendation of the Clerk's Advisory Committee, Friends approve in principle the formation of a standing Handbook Committee. Friends ask the clerk's Advisory Committee in consultation with the Ad Hoc Handbook Committee to bring a detailed description of the charge and composition of the new committee to the Spring Representative's Meeting.

Friends gathered in a circle to express gratitude for the delicious lunch to follow.

### **131-09 – Yearly Meeting Planning Committee (Carol Ciscel)**

The Yearly Meeting Planning Committee was tasked with writing a cancellation policy for Yearly Meeting. Committee clerk Carol Ciscel explained that the contract with Warren Wilson College provides for specific counts for each meal two weeks prior to our arrival. When Friends must cancel for one reason or another, SAYMA is still charged for meals and housing. While SAYMA accepts some risk for paying in advance for participants that may not attend at the last minute, a clear policy will help all Friends understand their responsibility as well as resolve the potentially difficult collection of funds after the event.

The proposed policy is:

1. Require a down payment of at least 25 percent with each registration form received

2. Make the late fee non-refundable (charged to registrations received after a specified point in time)
3. YMPC has the discretion to reduce the advance count given to the college by up to 2%
4. Offer refunds to anyone who cancels based on the following scale:
  - 100 percent for cancellations before the count goes in
  - 75 percent for cancellations after the count goes in

An advantage to this policy is that it is self-enforcing. Friends will understand going in what the cancellation policy is if they must cancel.

Friends discussed the purpose and anticipated effectiveness of each point of the proposed policy.

**131-09-01 MINUTE:** Friends approved each item of the policy as presented.

### **131-10 – Outreach Committee Report (Hank Fay)**

Hank Fay, committee clerk, reported that the Outreach Committee, meeting online, has begun a process of discernment on the issue of collecting information so that SAYMA can have an evidence-based approach to Outreach activities. It is clear from their discussions that efforts to engage with those in Meetings and Worship Groups who are led to have an interest in Outreach will be the key to this and other efforts.

The committee has made the decision to focus their efforts for the year on contacting all meetings/worship groups, determining the appropriate Outreach contact, and then talking with that person. The information collected from these discussions, in a totally information format, will help the committee to begin knowing the state of outreach activities within SAYMA. The committee will use the information to discern opportunities for cooperation, collaboration, and information dissemination.

The SAYMA clerk stated that Outreach and M&N are working on similar concerns.

### **131-11 Website Committee Report (Hank Fay)**

Hank Fay, committee member, reported that the Website Committee, consisting of Steve Livingston, Hank Fay, and ex officio RD Flowers as Website Manager, worked with clerk Carol Nickle at resolving the need for additional time to be spent on preparing the new SAYMA website. They united on the decision by RD to withdraw as website manager at this time. Charlie Wilton of Berea Friends Meeting agreed in late summer. Given the lateness of the transition, the committee did not reach their goal of one having one or more alternative websites to present to Fall Representative Meeting.

### **131-12 Ministry and Nurture Committee Report (Kristi Estes) [Attachment G, Ministry & Nurture Report]**

M&N consists of both core members and representatives from monthly meetings. Monthly meetings are encouraged to send members to serve on the M&N Committee.

M&N has oversight over the Spiritual Development fund and the Released Friend fund. Kristi Estes described the Released Friend Fund and noted that the committee has recommended a simplification to the wording in their charge. The current policy requires a monthly meeting clearness committee which gives their recommendation to SAYM M&N. M&N then is required to have an additional clearness committee before the full committee makes a decision for disbursement of funds. M&N requests this policy be simplified.

**131-12-01 Minute:** The person applying for Released Friend funds who has been recommended by his or her monthly meeting after having gone through a clearness process, may also meet with a SAYMA M&N clearness, or the full M&N committee may consider the recommendation from the Friend's monthly meeting sufficient. Friends approve.

M&N will be meeting in Atlanta on 12 October.

Asheville and Celo Monthly Meetings have agreed to take Big Stone Gap Worship Group under their care jointly.

**131-13 SAYF Report (Aaron Ruscetta) [Attachment H, SAYF Reports]**

Aaron Ruscetta presented the SAYF report and financial report prepared by Jonah McDonald, SAYF Administrative Assistant. SAYF is working with the SAYMA Administrative Assistant to prepare and implement the process for background checks.

SAYF has made the name change from FAP (Friendly Adult Presence) to FAN (Friendly Adult Nurturer), and requests and recommends that SAYMA also change the name where practical in subsequent usage.

Aaron reminded Friends that Monthly Meetings who participate in SAYF also support SAYF financially through transportation and other donations, and expressed appreciation for the myriad ways SAYF is supported.

SAYF will hold a retreat in Durham for the first time in October.

**131-14 SAYF Steering Committee Report (Aaron Ruscetta)**

Protection of our young friends is SAYMA's top priority. The required background check process is balanced by the individual knowledge and trust of adults working with SAYF. Friends discussed a raised concern that the background checks will deter trusted adults from participating. A Friend noted that SAYFers have their own guidelines and trusted connections to SAYF Steering Committee and the other adults working with them. The Steering Committee is confident that the SAYFers will let adults know if there is any discomfort or concern on their part. All Friends are encouraged to talk with the Steering Committee and Jonah McDonald to learn more about the background checks and their impact for SAYF. Monthly Meetings are encouraged to look at their own policies and consider integrating them with SAYMA as appropriate.

**131-15 Ad Hoc committee on Financial Assistance for Representative Meetings**

Susan Phelan presented the report by clerk Chris Berg for the ad hoc committee examining potential support for small meetings to host Representative Meetings. The committee used results of a survey sent by Liz Perch to participants from past representative meetings asking about financial assistance requirements, and other issues related to attending representatives meetings.

The committee acknowledges that Monthly Meetings and worship groups may need to establish assistance for the representatives and other attenders they may send to Representative Meeting.

The Yearly Meeting has a stake in inviting all Monthly Meetings to serve as hosts of Representative Meetings. The committee recommends that SAYMA will offer limited assistance to MM's to serve as Representative Meeting hosts.

Huntsville Meeting is able to host the Spring 2014 RM with some assistance. This would cover renting larger meeting space. Additionally, if more than 25 or 30 attendees request hospitality, paid lodging may be required.

Friends discussed the recommended amount of \$800 and whether that was enough. Liz noted that 25 percent of those surveyed didn't know if their own MMs provided support. Another Friend spoke to the importance of sharing information for carpooling and other planning to reduce costs.

**131-15-01 MINUTE:** Friends approved a total \$800 to assist the Huntsville Friends Meeting obtain a facility to host the Spring 2014 representative's meeting, and to assist traveling attendees who need paid accommodations to attend the meeting.

Monthly meetings are encouraged to provide financial support for their representatives to attend representative meeting as possible.

**131-16 BUDGET (Lee Ann Swarm) [Attachment I, Budget]**

The Finance Clerk presented the budget. She noted that generally the budget follows previously years, and said that committees have not spent nor requested funding. Committees are reminded to contact the Finance Committee if they need funding for their work.

The budget reflects increases in discretionary funds for this year. The treasurer also noted that our fixed expenses are trending up. The committee is watching this concern but does not need to address it at this time. The committee also watches the balance of SAYMA's assets to make sure it balances what SAYMA should maintain as reserves.

The proposed budget was modified to include \$200 for Bolivian Quaker Education Fund and \$800 to support the Spring Representative Meeting.

Friends approve the 2014 budget as modified.

**131-17 Friends World Committee Consultation**

Tim Lamm reported that FWCC brings together Friends from all traditions and places. The Section of the Americas coordinates activities of Friends in western hemisphere. One emphasis has been to actively include Spanish-speaking friends in the committee work of the section. This year FWCC will hold four consultations around the theme let the living water flow: serving god's purposes. Workshops on intercultural communication will be provided. All four consultations will be held over weekends allowing for a range of interactions and community building. All Friends are encouraged to participate. The regional gathering in the southeast will be April 11-13 in High Point, North Carolina.

The Quaker youth pilgrimage will be hosted in 2014 in Peru. Applications forms are available for participants and leaders. Young people 16 to 18 are encouraged to apply.

**131-18 Sharing from Monthly Meetings:**

The clerk welcomed news from meetings.

Chattanooga Monthly Meeting is involved with a citywide organization Chattanooga Interpath. The organization involves various faith and non-faith groups.

Friends from across Alabama met last week at the Royal Worship Group.

West Virginia Friends will be holding their yearly gathering bringing together three yearly meeting.

Oxford Friends Meeting will be promoting a gathering in October to bring together remote friends in the south. The gathering will be held at an Episcopal retreat center in Canton, Mississippi, November 15-17, 2013.

Memphis Friends Meeting has an active Quaker writers group working on Quaker themes and other topics. Over 10 people are involved. There have been some security issues at the meetinghouse and the meeting asks for the advice of friends on a friendly response. A new friend is initiating an Alternative to Violence (AVP) Project.

Nashville Friends has welcomed two new infant friends. A fall retreat was held last weekend at a local state park. Nashville continues to consider the purchase of a house. The Alternatives to Violence group has conducted three trainings, including a facilitator-level training with Somalia leaders in the community. A training was held at Atlanta Meeting and additional trainings are planned. A workshop will be held November 9-11 on the FGC variant of Godly play.

Berea meeting is having a first hour on "What are you doing in meeting for worship?" The goal of the session is to prepare the meeting to welcome seekers by exploring the diverse experiences in meeting. The hope is to communicate the rich diversity of the meeting to seekers and to welcome newcomers. The second Sunday in October will be exploring the topic of ritual as a pathway to spirituality.

Columbia Friends Meeting has reactivated its Peace and Social Concerns Committee. The committee is working on homelessness in Columbia, South Carolina with the goal of providing a Quaker response to homelessness.

### **131-19 Yearly Meeting Planning Committee (YMPC)**

Carol Ciscel reported the YMPC has completed their second meeting of the year. The committee has been working during these sessions on the theme. The theme of 2013 was much appreciated and the committee hopes to build on this.

Hank Fay presented the proposed theme "Leadings of Spirit: A Revolution in Practice." Hank highlighted our experience of continuing revelation. He emphasized that our religious experience and central ideas are not unique in history. For instance, the recent comments by Pope Francis on the centrality and sanctity of spirituality are part of our flow. Hank finds broad resonance of our spirituality in the world; this revolution in practice provides new opportunities for us to be faithful witnesses to our experience. As Friends, we need to ask ourselves what do we need to do to prepare ourselves to be faithful to the spirit? Seeing ourselves as a part of a broad movement of the spirit provides us opportunities to learn from others who are spiritually seeking. Part of yearly meeting will be devoted to earthcare as a way to prepare us. Speakers will be identified to help make the connection between earthcare and our faithfulness to the spirit. The committee hopes more workshops will be framed to speak to the theme.

**131-19-01 Minute:** On the recommendation of the Yearly Meeting Planning Committee, we approve "Leadings of Spirit: A Revolution of Practice" as the theme of the 2014 SAYMA gathering.

### **131-20 Calendar and Announcements**

The Clerk announced that the Yearly Meeting will be held June 19-22, 2014 at Warren Wilson College.

The Spring 2014 Representatives Meeting on March 15, 2014, will be hosted by the Huntsville Area Friends Meeting in Huntsville, Alabama. Locations for the Fall 2014 and Spring 2015 representatives meetings have yet to be determined.

Mark Wutka and Mary Linda McKinney invite Friends for a meal at their home at the rise of this meeting.

**131-21 Minute of Thanks:**

SAYMA representative body and the YMPC extend our warm thanks for the generous hospitality and tender care shown us by Nashville Friends. We gathered and were refreshed in the tender care of our body and spirit. We thank all those who provided hospitality, prepared our meals with care, arranged our meeting space and held us in the Light during our sessions.

**131-22 Closing Worship**

We ended our gathering with an extended period of waiting worship.

Carol Nickle, Clerk  
(Archive e copies signed)

Susan Phelan, Recording Clerk

Attachments

- A. Attendance List
- B. Clerk's Reading
- C. Admin Assistant's Report
- D. Nominating Committee List of Positions
- E. Treasurer's Report
- F. Finance Committee Report
- G. Ministry & Nurture Committee Report
- H. SAYF Report
- I. Budget



Attachment A: Attendance

Name	Monthly Meeting
Aaron Ruscetta	Atlanta Friends Meeting (SAYF)
Arnold Karr	Columbia Friends Meeting SC
Bill Holland	Atlanta Friends Meeting
Carol Ciscel	Memphis Friends Meeting
Carol Nickle	West Knoxville Friends meeting
Charles Schade	Charleston West Virginia Friends
Chuck Jones	Chattanooga Friends Meeting
Hank Fay	Berea Friends Meeting
John Potter	Nashville Friends Meeting
Judy Guerry	Huntsville Area Friends Meeting
Kay H Smith	Birmingham Friends meeting
Kendall Ivie	West Knoxville Friends Meeting
Kristi Estes	Oxford Friends Meeting
Lee Ann Swarm	West Knoxville Friends Meeting
Linda Trask	Nashville Friends Meeting
Liz Perch	
Mark Wutka	Nashville Friends Meeting
Michael Kramer	Atlanta Friends Meeting
Missy Ivie	West Knoxville Friends Meeting
R.D. Flowers	Chattanooga Friends Meeting
Rose Black	Cookeville Friends Meeting
Susan Phelan	Huntsville Area Friends Meeting
Susan Stark	Crossville Friends Meeting
Thais Carr	Nashville Friends Meeting
Tim Lamm	Berea Friends Meeting
Wood Bouldin	Greenbrier Valley Friends Worship Group

**2013 INTERMOUNTAIN YEARLY MEETING EPISTLE**  
***"Simplicity and Ecojustice"***

**June 12 - 16, 2013, with Early Days June 9-12 Ghost Ranch, Abiquiu, New Mexico, USA**

Dear Friends Everywhere, 283 Friends gathered for Intermountain Yearly Meeting of the Religious Society of Friends (IMYM) at Ghost Ranch near Abiquiu, New Mexico during the week of 6th month, 9th to 16th, 2013. We are looking forward to having the Friends General Conference Gathering in our region for the first time, starting in two weeks, and feel blessed that so many Friends attended Yearly Meeting anyway. The theme of our 39th annual sessions was "Simplicity and Ecojustice" inspired by the *Kabarak Call for Peace and Ecojustice* that came out of the 6th World Conference of Friends held in Kenya in 2012. The Call is attached. As we gathered amongst beautiful mesas, smoke rose in the distance from behind the flat-topped Pedernal Mountain. Drought, fire and windstorms made their presence known here.

Optional, business-free Early Days continued to be popular, with more than half of our body gathering for seminars, hiking, and relaxation in this cell-phone-service-free valley. Steve Chase and Katy Locke of Putney Friends Meeting (Vermont), our invited resource persons, led seminars during the Early Days on the Transition Movement and showed environmental films. The 3rd annual early days open studios and seminars organized by the Fellowship of Quakers in the Arts committee enlightened our hearts and spirits. The arts as a form of waiting worship gave respite from structured work, from parenting, and from our hurried lives. Many of us were deeply moved by workshops led by the Indigenous Peoples Concerns Committee of Boulder Meeting, offered as an educational effort in advance of a minute to be brought next annual sessions supporting repudiation of the Doctrine of Discovery and endorsing the United Nations Declaration on the Rights of Indigenous Peoples.

Steve Chase, an author, teacher, activist and traveling minister, gave our keynote address titled "From Empire to Beloved Community: The Prophetic Call towards Radical Faithfulness." He shared shocking quotes from the Doctrine of Discovery, Charles II's Charter for Pennsylvania granted to William Penn, and George Kennan's U.S. State Department memo from 1948 as examples of the language of imperialism. Steve spoke passionately to the importance of courageous faithful action, encouraging us to be honest about the ways we miss the mark on "loving God and loving what God loves"—which certainly includes all of creation. He used the example of historical Quakers who were unable to unify behind abolishing slavery for one hundred years—until they followed a "sensitive few" who understood the issue from the beginning. Steve challenged us to ask what moral issues, especially in the care of one another and our earth, might need our attention. He called us to become the "sensitive many" of our time. He asked us to recognize our privilege and give up the luxury of choosing not to know.

Steve shared a quote from Joanna Macy asking whether we will be the hospice workers to sooth our dying civilization or the midwives who birth a new one. In either case, compassionate action is in order. He also quoted Martin Luther King Jr. who told the American Psychological Association in 1967 that there are some things—like militarism and racism—to which we should always be maladjusted. Steve sees the Kabarak Call as a prophetic one, challenging us all to examine our obligation to heal the world. Instead of identifying as simply "spiritual Quakers" or "activist Quakers," he asked us all to be "faithful Quakers." (Audio of Steve's talk will be posted on <http://imym.org/2013annualgathering>.)

We cherish our IMYM youth. Several babies joined us this year, one the fourth generation of their family to have attended IMYM, and our young adults are taking on more leadership in our yearly meeting. The Senior Young

Friends (SYF) hosted the second annual Listening Session, this year on ecojustice. We were invited to listen deeply and respond to queries posed by the SYF. It became clear that the young and the old must work together. We must share ideas and wisdom, do what we are each called to do, and keep each other out of despair. We have realized we need to listen to our young people.

All meetings and worship groups in our region will consider their own callings to environmental ecojustice over the next year. Steve Chase suggested we each read the Kabarak Call to ourselves out loud and as often as possible at business sessions. We share this suggestion with you in the hopes it will lead to your own quest for radical faithfulness. What are you called to in light of the Kabarak Call?

In the Light, Intermountain Yearly Meeting of Friends Sara Keeney, Clerk [imym.org](http://imym.org) [imymclerk@hotmail.com](mailto:imymclerk@hotmail.com)

**SAYMA Administrative Assistant's Report to Rep Meeting**

**September 28, 2013**

When I was hired in 2006, the expectation I was given was that the job of administrative assistant was 53 hours per month or roughly 30% time. For several years, I clocked fewer hours on average each month, although I continually added responsibilities and tasks not included in the original job description. These activities include printing, labeling, stamping and mailing the newsletter; coordinating registration for rep meeting; setting up conference calls for committees; working with Warren Wilson College; functioning as the primary liaison with the insurance agent and working with a committee to determine needed coverage; meeting with the Yearly Meeting Planning Committee; and handling yearly meeting registration for two years. In the past year I have added receiving all contributions and other payments and making bank deposits, and this summer I began facilitating a background check process for SAYMA's youth workers.

In April, SAYMA clerk Carol Nickle asked me to track my working time for SAYMA, as I have done in the past at the request of the clerk. From May 1 through August 31, I worked a total of 267½ hours, or almost 67 hours a month, for SAYMA. This period of course includes yearly meeting in session. I will continue to track my work hours for the balance of this year, and going forward as the clerk and Personnel Committee wishes.

One time consuming task has been creating the SAYMA directory. I am going to ask that, beginning with 2014, meetings with 20 or more entries in the directory submit their information in an excel spreadsheet only. Thus, beginning with next year's directory I will not painstakingly go through word documents or other formats to update the directory master spreadsheet. By making this request at this time, larger meetings (that is, those with 20 or more individual households in the directory) will have time to identify someone with the skills to create or update a spreadsheet if they are not already using this format. Please contact me well before the deadline (sometime in May) if assistance is needed.

In closing, as many of you know, for his own professional and personal reasons my husband Frank moved back to Philadelphia in early September. For my own reasons, I have decided that I will not be moving back to Philadelphia at all, and we have decided to separate. We have put our (actually-too-big-for-two-people-not-to-mention-one) house on the market, and when it sells we will split the proceeds. I imagine I will then buy a townhouse or condo somewhere in Savannah.

In addition to dividing our household in Savannah, I am also faced with moving my mother from her 3 bedroom, 2300 sq. foot townhouse into a 1 bedroom plus den, 1400 sq. foot apartment in a continuing care community in Roanoke, VA next month. As you might guess, all of this chaos may occasionally mean a slightly longer turn around time for requests. I beg your patience, and I appreciate your prayers.

In service,

Liz Perch

Attachment D: Nominating Committee Report

Nominations Report including approvals 9/28/13

New appointees in 2013 appear in boldface. Blank lines indicate appointments needed.

Note: All terms are two years in length unless otherwise noted. Terms begin & end after YM each June.

Officers

CLERK	Carol Nickle	12-14	West Knoxville
ASSISTANT CLERK	<b>Susan Stark</b>	<b>13-14</b>	<b>Crossville (TN)</b>
RECORDING CLERK	<b>Susan Phelan</b>	13-14	Huntsville (AL)
TREASURER	Charles Schade	12-14	Charleston (WV)
ASST. TREASURER	<b>Roger Wise*</b>	<b>13-15</b>	Charleston (SC)

- Approval at Sept Rep Mtg

Standing Committees

Ministry & Nurture Committee

CLERK	Errol Hess	13-15	Greenville/Isolated
MEMBER	Thais Carr	12-14	Nashville
MEMBER	Sharon Annis	13-15	West Knoxville
MEMBER	<b>Wood Bouldin</b>	13-15	Charleston
MEETING APPOINTEE	Mary Kedl		West Knoxville
MEETING APPOINTEE	Kristi Estes		Oxford
MEETING APPOINTEE	Jere Licciardello		Chattanooga
MEETING APPOINTEE	Jane Goldthwait		Celo
MEETING APPOINTEE	Kim Saderholm		Berea
MEETING APPOINTEE	Edie Patrick		Asheville
MEETING APPOINTEE	Bryan Marshall		Birmingham (AL)

Finance Committee

CLERK	LeeAnn Swarm	11-14	West Knoxville (TN)
MEMBER	Linda Trask	11-14	Nashville (TN)
MEMBER	Kendall Ivie	11-14	W. Knoxville (TN)
MEMBER	Wood Bouldin	12-14	Greenbrier WG (WV)
MEMBER	David Ciscel	11-14	Memphis (TN)
Ex officio	Charles Schade – Treasurer		Charleston (WV)

Personnel Committee

CLERK	<b>Susan Stark</b>	<b>13-14</b>	Crossville (TN)
MEMBER	<b>Missy Ivie</b>	13-15	West Knoxville (TN)
MEMBER	Bob McGahey	12-14	Celo (NC)
MEMBER	Kathleen Hardie	12-14	Nashville (TN)
SUPERVISOR OF Adm. Asst.	Carol Nickle		West Knoxville (TN)
SUPERVISOR SAYF Adm. Asst.	Wren Hendrickson/Aaron Ruscetta		Chapel Hill/Atlanta

SAYF STEERING COMMITTEE

CO-CLERK	Wren Hendrikson	12-14	Chapel Hill (NC)
CO-CLERK	Aaron Ruscetta	12-14	Atlanta (GA)
MEMBER	Mary Linda McKinney	13-15	Nashville (TN)
MEMBER	Chuck Jones	13-15	Chattanooga (TN)
MEMBER	<b>Kathleen Mavornin</b>	13-15	West Knoxville (TN)
MEMBER	Mark Wutka	12-14	Nashville (TN)
MEMBER	Jonathan Schinhofen	12-14	Lexington (KY)
MEMBER			
<i>ex officio</i>	Jonah McDonald		Atlanta (GA)

JYM OVERSIGHT COMMITTEE

CONVENER	Beth Myers	12-14	Berea (KY)
MEMBER	Jane Goldthwait	12-14	Celo (NC)
MEMBER	Charlie Wilton	12-14	Berea (KY)
MEMBER	Rose Black*	13-15	Cookeville (TN)
MEMBER	Beth Ensign*	13-15	Atlanta (GA)
JYM Coordinators	Michael Kramer & Jennifer Dickie	12-15	Atlanta (GA)

- Both to be approved at Sept Rep Mtg

YEARLY MEETING PLANNING COMMITTEE

CLERK	Carol Ciscel	13-14	Memphis (TN)
ADULT PROGRAMS	Hank Fay	13-14	Berea (KY)
WORKSHOPS	<b>Judy Guerry*</b>	13-14	Huntsville (AL)
CO-REGISTRAR	Laura Seeger	13-14	Chattanooga (TN)
CO-REGISTRAR	Annie Black	13-14	Cookville (TN)
RECORDING REGISTRAR	Chris Berg	13-14	Greenville (SC)
BOOKSTORE	Chris Berg	13-14	Greenville (SC)
ASST. BOOKSTORE	Pam Beziat	13-14	Nashville (TN)
LOCAL ARRANGMNT	Bob Welsh	13-14	Swannanoa (NC)
JYM COORDINATOR	Michael Kramer & Jennifer Dickie		Atlanta
YAF REPS	Samuel Leeman Munk/Bethany Childers	13-14	Chapel Hill (NC)/Memphis
WORSHIP CO-ORD.	John Potter	13-14	Nashville (TN)
LAYOUT EDITOR	Carol Ciscel	13-14	Memphis(TN)
SAYF Coordinator	Wren Hendrickson	12-14	Chapel Hill (NC)

\*Needs approval at Sept Rep Mtg

Young Adult Friends

CLERK	Samuel Leeman-Munk		Chapel Hill (NC)
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Nominating Committee (named by the Naming Committee at SAYMA YM)

Co-CLERK	David Ciscel	12-14	Memphis (NC)
Co-CLERK	Barbara Esther	12-14	Asheville (NC)
MEMBER	Kathleen Hardie	13-15	Nashville (TN)
MEMBER	Jane Goldthwait	13-15	Celo (NC)
MEMBER	Laura Maynard Lane	11-13	Asheville
YAF MEMBERS	Judy Scoville/Bethany Childers	12-14	Nashville/Memphis

Peace & Social Concerns Committee

CLERK	Bob Welch*	12-14	Swannanoa (NC)
MEMBER	Jere Liccardello	12-14	Chattanooga (TN)
MEMBER	RD Flowers	12-14	Chattanooga(TN)
MEMBER	Roy H. Taylor	13-15	Atlanta (GA)
MEMBER	Pat Williams	13-15	Atlanta (GA)
MEMBER			
MEMBER			

\*new since YM

Ecological Concerns Network

MEMBER	Chris Berg*	13-15	Greenville
MEMBER	Pat Johnson*	13-15	Asheville (NC)
MEMBER	Kathy Johnson*	13-15	Atlanta (GA)
MEMBER	Bob McGahey*	13-15	Celo (NC)
MEMBER	Lisa Rose*	13-15	Swannanoa (NC)

- Approval at Sept Rep Mtg

Southern Appalachian Friend

EDITOR	Beth Ensign	13-14	Atlanta (GA)
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Web Support

WEB MANAGER	<b>Charlie Wilton*</b>	13-15	Berea (KY)
MEMBER	R.D Flowers	12-14	Chattanooga (TN)
MEMBER	Steve Livingston	12-14	Asheville (NC)
MEMBER	Hank Fay	12-14	Berea (KY)

- **Needs approval at Sept Rep Mtg**

Archivist

Archivist	Missy Ivie	12-14	West Knoxville (TN)
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Outreach

CLERK	Hank Fay	12-14	Berea (KY)
MEMBER	<b>Mike Mykel</b>	13-15	Athens (GA)
MEMBER	Roger Wise	12-14	Charleston (WV)
MEMBER	Bethany Childers	12-14	Memphis (TN)
YAF MEMBER			

Ad Hoc Committees

Faith & Practice Revision\*

MEMBER			
MEMBER	Missy Ivie	Began 01	West Knoxville
MEMBER	Wood Bouldin	Began 12	Greenbrier WG
MEMBER	Edie Patrick	Began 07	Asheville
MEMBER	Thais Carr	Began 12	Nashville

\*Clerk is being sought.

Handbook

CLERK	Sharon Annis	Began 06	West Knoxville (TN)
MEMBER	Missy Ivie	Began 02	West Knoxville (TN)
MEMBER	<b>Carol Ciscel</b>	Began 13	Memphis (TN)

Site Selection

CLERK	Errol Hess	?	
MEMBER	Linda Trask	?	Nashville
MEMBER	Kathleen Mavournin	?	West Knoxville

Development

CLERK			
MEMBER			
MEMBER	Bob Welsh	?	Swannanoa
MEMBER	Brian Yaffe	?	Celo



Representatives to Wider Quaker Organizations  
(normally serve three year terms)

AFSC Corporation	Free Palazzo	12-15	Atlanta (GA)
	Lee Ann Swarm	12-15	West Knoxville (TN)
	<b>Arnold Karr</b>	13-16	Columbia (SC)
	<b>Janine Bruton**</b>	13-16	Chattanooga
FCNL	Charlie Wilton	12-15	Berea (KY)
	Jane Hiles	13-16	Birmingham (AL)
FGC	Gita Larson	13-16	Asheville (NC)
	<b>Christina Van Regenmorter</b>	13-16	Nashville (TN)
	Stoph Hallward	11-14	Atlanta (GA)
FLGBTQC	<b>Susan Phelan</b>	13-16	Huntsville (AL)
FWCC	Geeta McGahey	12-15	Celo (NC)
	<b>Michael Galovic</b>	13-16	Columbia (SC)
FRIENDS PEACE TEAMS	Adrienne Weir	12-15	Asheville (NC)
QEW	<b>Lisa Rose</b>	13-16	Swannanoa (NC)
QUAKER HOUSE	<b>Arnold Karr</b>	13-16	Columbia (SC)
RSWR	Karen Morris	12-15	Atlanta (GA)
WM. PENN HOUSE			

- Needs approval at Sept Rep Mtg

## Attachment E: Treasurer's Report

Charles Schade, Treasurer

Treasurer's Report for September 28, 2013 Representative Meeting  
Prepared August 26, 2013.

Our 2013 fiscal year budget runs from October 1, 2012, through September 30, 2013.

Attached are (1) an account balances report; (2) yearly meeting gross revenue and expense reports; and (3) a budget vs. actual expenditures report with projections to September 30. Items (1) and (3) are current as of 8/26/2013. The budget presented by the Finance Committee includes projections to the end of the year; these will differ from the to-date figures in the attached report.

Issues to report include:

1. Overview. Income through August 26, 2013 was \$81,912; expenditures were \$83,483 for a deficit of \$1,571. SAYMA had assets of \$64,471, consisting of \$23,288 in checking and \$41,182 in two Self Help Credit Union savings accounts. Friends have set aside a total of \$19,539 in special funds (liabilities), including contributions made during FY 2013. See Attachments 1 and 3 for details.
2. Income. Total assessment income near the end of the fiscal year was \$40,695. All but three small meetings have made at least one assessment payment during this fiscal year. The Finance Committee has discussed the three meetings who have not contributed with the Ministry and Nurture Committee out of concern that the meetings might be having difficulties.
3. Operational Expenses. Attachment 3 shows that SAYMA currently has a budget deficit of \$1,571. This is considerably smaller than was expected when the budget was adopted. Three things appear to have contributed significantly to this change in fortunes:
  - a. Carryover from the unexpected surplus in FY 2011 (due to late payment of contributions);
  - b. Higher than expected assessment income; and
  - c. Dearth of expenses for SAYMA committee work.

Yearly meeting was somewhat more expensive than anticipated because of increased attendance. However, this meant that revenues were also greater than predicted. The gross revenues (\$40,523) and expenses (\$40,077) were nearly equal, shown in Attachment 2. As that includes two years of bookstore expenses owing to more prompt FGC billing, it appears SAYMA made a slight profit on the event.

4. Yearly Meeting Projects in FY2012. We made budgeted transfers to SAYMA's Set-Aside Budgeted Funds. There have been no additional expenditures from special project funds since yearly meeting when we reported a total of \$1,050 in expenditures\*. We sent contributions to Wider Quaker Organizations

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\* Please refer to Attachment 4 of the Treasurer's Report in the 2013 Yearly Meeting minutes for details.

budgeted for FY2013. The amounts were 50% higher than in prior years because of late payment of contributions in 2012. The amounts that will be presented in the budget are generally the same as the annual amounts in the past two years, once payment delays are taken into account.

5. SAYF's financial report is not yet available at this writing. SAYF has been conservative in expenditures, so far drawing only \$1,000 of its \$2,000 allocation to cover expenses of an upcoming retreat. Additional information will be available at Representative Meeting.
6. Some past year accomplishments. Several operational improvements are worth noting. Using the online payroll system, SAYMA is now paying employees by direct deposit, reducing costs and preventing lost, delayed, or stolen pay checks. SAYMA is paying vendors electronically through an online bill paying service, further controlling costs and increasing reliability. Tax payments are now completely integrated into the payroll system, reducing the likelihood of unintentionally missed payments. SAYMA's books are maintained in Quicken, which provides significant reporting capability; all bank accounts are electronically downloaded, simplifying reconciliation. The goal is to have transparent financial systems with easily understood procedures that allow SAYMA to exercise good stewardship over its financial resources.
7. Treasurer communications. Meetings are requested to send assessment contributions to SAYMA, PO Box 5848, Savannah, GA 31414. The treasurer's e-mail address is treasurer@sayma.org or c.vmbra@frontier.com. Requests for payment and bills may be e-mailed to that address, with scanned documentation, or sent by postal mail to Charles Schade, 4100 Virginia Ave. SE, Charleston, WV 25304.

### **Update to Treasurer's report 09/28/2013**

1. Assets have increased to \$65,893 as compared with \$64,471 in last month's balance sheet. Nearly all expenditures for the year have cleared, leaving a net worth of \$45,354.
2. Assessments are the principal reason for the improved balance sheet. We have received \$44,025 from SAYMA meetings, which is slightly higher than expected. Some of the excess is due to late payment of prior year assessments. We appreciate meetings' regular contributions.
3. SAYF submitted final fiscal accounts for the year. According to the report, SAYF spent \$6,104 this fiscal year, \$4,740 (77%) of which paid for retreat expenses. Most of the remainder supported communication with SAYFers. Most of SAYF's income came from participant fees for retreats.

There were a significant number of donations, totaling \$440, and SAYMA contributed \$1,000 plus the salary of the SAYF coordinator.\* SAYMA therefore funds about 2/3 of the total cost of the SAYF program, with fees and donations covering the rest.

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\* approximately \$10,500 last year

SAYF has a current account balance of \$1,220. Coupled with rapid access to SAYMA funds, that should be adequate to cover exigencies.

## SAYMA Balance Sheet - As of 8/26/2013

As of 8/26/2013

8/26/2013

Account	8/26/2013 Balance
<b>Bank Accounts</b>	
Checking	23,288.50
Self-Help CD	17,349.99
Self-Help Money Market	23,832.36
<b>TOTAL Bank Accounts</b>	<b>64,470.85</b>
<b>Liability Accounts</b>	
FWCC Third World Delegate Fund	-1,975.00
FWCC World Conference Fund	-2,002.00
Released Friend Fund	-8,700.00
Spiritual Development Fund	-3,277.00
Young Adult Friends Scholarships Fund	-1,389.00
Youth Enrichment Fund	-2,196.00
<b>TOTAL Liability Accounts</b>	<b>-19,539.00</b>
<b>OVERALL TOTAL</b>	<b>44,931.85</b>

SAYMA-YM Expenses To Date - YTD

10/1/2012 through 8/26/2013

8/26/2013

Page 1

Date	Account	Num	Description	Memo	Tag	Clr	Amount
<b>EXPENSES</b>							<b>-40,076.65</b>
<b>SAYMA Operations</b>							<b>-40,076.65</b>
<b>Yearly Meeting</b>							<b>-40,076.65</b>
<b>Junior Yearly Meeting</b>							<b>-3,081.22</b>
<b>Printing, Mail, Phone, Minutes, Misc</b>							<b>-1,172.86</b>
<b>YM Bookstore</b>							<b>-3,056.82</b>
<b>YM Facilities</b>							<b>-32,765.75</b>
<b>Accommodations and Meals</b>							<b>-31,565.75</b>
<b>Services and Honoraria</b>							<b>-1,200.00</b>
<b>OVERALL TOTAL</b>							<b>-40,076.65</b>

SAYMA-YM Receipts To Date - YTD

10/1/2012 through 8/26/2013

8/26/2013

Page 1

Date	Account	Num	Description	Memo	Tag	Clr	Amount
<b>INCOME</b>							<b>40,522.71</b>
<b>YM Total Receipts</b>							<b>40,522.71</b>
<b>Refunds</b>							<b>-654.25</b>
<b>YM Bookstore Income</b>							<b>1,800.00</b>
<b>YM Receipts</b>							<b>38,791.46</b>
<b>YM Scholarship Contributions</b>							<b>585.50</b>
<b>OVERALL TOTAL</b>							<b>40,522.71</b>

## SAYMA Budget vs. Actual Report 10/1/2012 through 8/26/2013

Budget Item	Budget FY 2013	Actual FY 2013	Percent of Budget
<b>INCOME</b>	\$ 76,475.00	\$ 81,912.06	107.1%
Assessments	\$ 42,900.00	\$ 40,695.00	94.9%
Bank Interest	\$ 500.00	\$ 302.35	60.5%
Contributions	\$ 1,200.00	\$ 200.00	16.7%
F&P Sales	\$ 275.00	\$ 192.00	69.8%
SAYF Receipts		\$ -	
YM Total Receipts	\$ 31,600.00	\$ 40,522.71	128.2%
YM Receipts	\$ 28,600.00	\$ 38,791.46	135.6%
YM Scholarship Donations	\$ 1,000.00	\$ 585.50	58.6%
YM Bookstore Sales Income	\$ 2,000.00	\$ 1,800.00	90.0%
<b>SAYMA OPERATIONAL EXPENSES</b>	\$ 69,373.48	\$ 71,067.95	102.4%
Yearly Meeting	\$ 31,600.00	\$ 40,076.65	126.8%
Yrly Meeting - Facilities	\$ 24,000.00	\$ 32,765.75	136.5%
Prtnng/Mail/Phone/Minutes/Misc	\$ 1,500.00	\$ 1,172.86	78.2%
Junior Yearly Meeting -- JYM	\$ 3,100.00	\$ 3,081.22	99.4%
Coordinator	\$ 1,800.00	\$ 1,800.00	100.0%
Ass't Coordinator	\$ 1,000.00	\$ 1,000.00	100.0%
Supplies/Sitters/Misc	\$ 300.00	\$ 281.22	93.7%
Scholarship WQO Reps	\$ 1,000.00	\$ -	0.0%
YM Bookstore	\$ 2,000.00	\$ 3,056.82	152.8%
SAYF Operational Transfers	\$ 2,000.00	\$ 1,000.00	50.0%
Delegate Expenses	\$ 5,000.00	\$ 2,476.72	49.5%
Rep Mtgs	\$ 100.00	\$ 53.16	53.2%
Del to WQOs	\$ 4,900.00	\$ 2,423.56	49.5%
Committees	\$ 2,150.00	\$ 18.00	0.8%
Ministry and Nurture Committee	\$ 500.00	\$ 18.00	3.6%
Ecological Concerns Committee	\$ 50.00	\$ -	0.0%
Faith and Practice Revision Committee	\$ 500.00	\$ -	0.0%
Finance Committee	\$ 50.00	\$ -	0.0%
Nominating Committee	\$ 50.00	\$ -	0.0%
Peace & Social Concerns Committee	\$ 500.00	\$ -	0.0%
Outreach Committee	\$ 500.00	\$ -	0.0%
SAYMA Liability Insurance	\$ 1,225.00	\$ 1,283.18	104.7%
SAYMA Personnel	\$ 23,348.48	\$ 22,471.23	96.2%
SAYMA Staff Training	\$ -	\$ -	
SAYMA Office Administration	\$ 2,350.00	\$ 2,722.64	115.9%
Phone, Internet & Office Expenses		\$ 401.71	
Postage		\$ 196.89	
Duplication		\$ 62.91	
Misc. Office		\$ 2,061.13	
SAYMA Newsletter	\$ 750.00	\$ 677.79	90.4%
SAYMA Directory	\$ 150.00	\$ 209.22	139.5%
SAYMA Treasurer	\$ 550.00	\$ 29.04	5.3%
SAYMA F&P	\$ 250.00	\$ -	0.0%
SAYMA Website Hosting Service	\$ -	\$ 103.48	
SAYMA Other Expenses	\$ -	\$ -	

<b>YEARLY MEETING PROJECTS</b>	\$ 12,515.00	\$ 12,415.00	99.2%
Transfers To Funds	\$ 2,915.00	\$ 2,915.00	100.0%
Spiritual Development Fund	\$ 300.00	\$ 300.00	100.0%
Released Friend Fund	\$ 300.00	\$ 300.00	100.0%
FWCC - 3rd Wld Del	\$ 1,325.00	\$ 1,325.00	100.0%
FWCC World Conference Fund	\$ 700.00	\$ 700.00	100.0%
Youth Enrichment Fund	\$ 250.00	\$ 250.00	100.0%
Young Adult Friends Scholarships	\$ 40.00	\$ 40.00	100.0%
Contributions Wider Quaker Org	\$ 9,600.00	\$ 9,500.00	99.0%
AFSC	\$ 1,050.00	\$ 1,050.00	100.0%
FCNL	\$ 1,050.00	\$ 1,050.00	100.0%
FGC	\$ 1,050.00	\$ 1,050.00	100.0%
FWCC	\$ 1,050.00	\$ 1,050.00	100.0%
Right Sharing of World Resources	\$ 1,050.00	\$ 1,050.00	100.0%
Quaker House	\$ 1,050.00	\$ 1,050.00	100.0%
Friends for LGBTQ Concerns	\$ 300.00	\$ 200.00	66.7%
Quaker Earthcare Witness	\$ 1,050.00	\$ 1,050.00	100.0%
Friends Peace Teams	\$ 900.00	\$ 900.00	100.0%
Wm Penn House	\$ 300.00	\$ 300.00	100.0%
Friends Journal	\$ 300.00	\$ 300.00	100.0%
Guilford College Archiving	\$ 150.00	\$ 150.00	100.0%
Rural Southern Voice for Peace	\$ 300.00	\$ 300.00	100.0%
Other			
<b>TOTAL DISBURSEMENTS</b>	\$ 81,888.48	\$ 83,482.95	101.9%
<b>SURPLUS (DEFICIT)</b>	\$ (5,413.48)	\$ (1,570.89)	



## Attachment F: Finance Committee Report

The Finance Committee has recently considered several different policies. Some of these policies are directions for the treasurer and have been approved by the committee but we did not feel it necessary for them to be approved by representative meeting. They have been sent for inclusion in the handbook and will be made available for any who are interested.

The Finance committee was specifically asked to consider a policy on emergency funding requests. We have brought our draft policy for consideration today. In essence, it states that SAYMA is not a good forum for emergency requests and they can be considered only in very narrow circumstances. We do not have the funds or the flexibility to respond quickly to emergency requests. We feel those are much better handled at the monthly meeting or individual level. (As a side issue, I have been asked by a couple of individuals recently about how to request funds from the yearly meeting. Is it okay for individuals to contact monthly meetings and individuals with requests through the SAYMA e-mail list?)

We are also proposing a travel reimbursement policy which clarifies and makes specific what has essentially been actual practice.

Finally, we bring the budget for approval. Thanks to a financial picture that looks better than it did in June, we were able to add back in the budget the contributions that were in the 2012 budget with a couple of exceptions responding to specific requests. We also added transfers to funds at last year's level. We added \$500 to the miscellaneous office expenses line to cover costs for the background checks for volunteers. We have not, however, come up with any particular suggestions to improve the process of how we decide on budget figures particularly for our contributions to Wider Quaker Organizations and for the transfers to funds. That issue will need some creative thinking and we welcome everyone's consideration.

-Lee Ann Swarm

Clerk, finance committee

## **Policy for Emergency Funding Requests from Wider Quaker Organizations**

Policy: SAYMA budgets anticipated expenses on an annual basis. Generally, any additional requests during the year are better handled at the individual and monthly meeting level because SAYMA only meets for conducting business three times a year. SAYMA considers it unlikely that a need for emergency funding for an organization SAYMA supports or might support will occur simultaneously with one of its business meetings. Thus, a true emergency need is unlikely to be able to wait from time of occurrence until a meeting for business occurs.

In the event there are actual emergencies which SAYMA could help mitigate with a small financial contribution. SAYMA authorizes the clerk, in consultation with appropriate Wider Quaker Organization (WQO) representatives, and the clerk of Finance Committee to make contributions on behalf of SAYMA in those rare situations where genuine emergencies affect organizations SAYMA supports financially.

SAYMA discourages WQO representatives and members from bringing emergency funding requests to SAYMA business meetings.

Definition:

"Emergency" is a situation completely unanticipated by an organization involving a sudden need for additional money to prevent the organization from exhausting all funds available for operation, and thus potentially becoming bankrupt. An "emergency appeal" for funds from an organization is usually not an emergency.

Procedure:

1. A SAYMA WQO representative or a monthly meeting that becomes aware of an emergency may request the clerk for funds to support the affected organization. Requests from a monthly meeting should be minuted.
2. With the consultation of the clerk of Finance Committee, the Yearly Meeting clerk may agree to provide emergency support to an organization in an amount no greater than the current year's unexpended budgeted expenses for "other" contributions to Wider Quaker Organizations or the affected organization's current year budgeted contribution. Alternatively, the clerk may advance payment of the current year's annual contribution, if it has not already been made.
3. On the request of the Yearly Meeting clerk, the treasurer shall issue a check to the organization experiencing an emergency situation in the amount the clerk requests.
4. The clerk will report this emergency expenditure to the next SAYMA meeting for business.
5. The expenditure will be debited from "other" WQO contributions or from the organization's annual contribution budget. If the clerk authorizes an amount in addition to the regular annual contribution, the treasurer shall modify the organization's budget to show the increase, and report the budget modification at the next meeting for business.
6. Other requests for funding from WQOs will be referred to the WQO representative and the finance committee for consideration in the next SAYMA budget cycle.

## Proposed Travel Reimbursement Policy

Policy: SAYMA will promptly reimburse authorized individuals for travel expenses related to their SAYMA responsibilities. SAYMA will budget adequate funds so that anyone conducting SAYMA business can be reimbursed for such expenses, even though some may choose to donate the costs of their travel.

SAYMA will reimburse actual and necessary expenses for transportation, lodging, and subsistence. SAYMA expects individuals traveling on SAYMA business to take advantage of Friendly hospitality when it is available in lieu of hotel accommodations. SAYMA will reimburse for bus, air, train, and personal auto expenses for intercity travel, as well as for taxis and public transportation within cities. Travelers are expected to use the least costly means of travel consistent with the distance and urgency of the business. SAYMA will reimburse other necessary expenses associated with travel such as meeting registration fees.

### Definitions:

"Authorized individuals" means individuals in positions of responsibility and SAYMA staff who travel on SAYMA business, other than the treasurer.

"SAYMA business" includes representative meetings, committee meetings, meetings and events held by Wider Quaker Organizations to which the authorized individual is a SAYMA representative. It does not include the annual SAYMA Yearly Meeting.

### Procedure:

1. Travelers will submit an itemized voucher of expenses for which they wish reimbursement to the treasurer. Receipts are required for intercity transportation, hotels, and meals.
2. The travel voucher will include date(s) of travel, name of traveler, purpose of travel and expenses.
2. Travelers who use personal automobiles may request reimbursement for gasoline and oil actually used, or may request a mileage-based reimbursement. Under Federal tax regulations, individuals traveling for charitable work (SAYMA volunteers) are reimbursed at the charitable mileage rate; those who are traveling as part of their employment are reimbursed at the Federal employee rate, which is substantially higher. Travelers using personal automobiles may also be reimbursed for tolls and parking in addition to mileage.
3. The treasurer will review the reimbursement request to determine that the traveler was an authorized individual on SAYMA business, that expenses were reasonable, and that SAYMA has funds budgeted for the travel. If necessary, the treasurer will query the traveler to obtain complete information.
4. If the travel voucher is in order, the treasurer will issue a check to the traveler, and retain the travel documentation until the end of the current fiscal year, when it will be archived at SAYMA's headquarters.
5. If the treasurer is unable to settle the travel voucher because of incomplete information or questions related to travel authorization or budget, s/he will consult with the Finance Committee to reach a disposition.
6. Travelers may require payment of some or all travel expenses in advance of traveling, e.g., for air travel or meeting registrations. Travelers may request advances of some or all of the expense of travel by submitting documentation of anticipated expenses, and indicating whether SAYMA should make payment to the traveler or to the vendor (e.g., an airline or registration fee). The treasurer will review such requests as above, issue

payment, and retain records until travel is complete, when expenses will be reconciled against the final travel voucher.

7. If the treasurer travels on SAYMA business, s/he may be reimbursed by submitting a voucher to the assistant treasurer or clerk, who will process it as above and issue payment. Completed documentation, with annotation of approval, will be returned to the treasurer and retained per #4 above.

8. So that SAYMA can budget adequate funds for travel, each person who travels for SAYMA who does not request reimbursement will be asked to submit a statement of expenses, which SAYMA will acknowledge as an in-kind contribution for tax purposes. Travelers may also request a partial reimbursement of travel expenses, in which case SAYMA will provide acknowledgement of the balance that was contributed.

## Attachment G: Ministry and Nurture Report

Report from SAYMA Ministry and Nurture Committee to SAYMA Fall, 2013, Representative Meeting

The Committee met briefly at yearly meeting. One recommendation came from that meeting.

M&N currently has oversight of the Released Friend Fund. The fund is to financially support Friends who travel in ministry, usually for an extended time. The person applying is recommended by their Monthly Meeting after having gone through a clearness process. The current Handbook says that at that point a M&N clearness committee is formed to meet with the individual and help with discernment, then recommendations are given to the full committee for disbursement and to provide oversight.

We have found in practice that the Monthly Meeting discernment and recommendation may be sufficient endorsement and that the full committee may be clear to proceed without an additional face-to-face clearness committee. We recommend that M&N with the SAYMA clerk be approved to rewrite the handbook paragraph to reflect this practice.

Asheville and Celo meetings have agreed to co-sponsor Big Stone Gap Worship Group. To our knowledge, within SAYMA a worship group has never been under the care of two meetings.

A monthly meeting queried M&N clerk about safety plans for meeting young Friends and was directed to the plan adopted at Fall Representative Meeting.

At its Spring, 2012, meeting, the Committee was touched by the story of how Chattanooga Meeting dealt with its treasurer's embezzlement of a large sum of money, and recommended that someone from Chattanooga write about the experience for SAF and Friends Journal. The article by Larry Ingle will be published in the February issue of FJ.

The Committee's next meeting will be October 12, hosted by Atlanta Meeting.

**SAYF Report to Representatives Meeting**

September 10, 2013 Submitted by Jonah McDonald, SAYF Administrative Assistant

SAYF begins a new retreat cycle with stable finances, a growing (though still small) Steering Committee, and a large community of teens. Retreats are scheduled through January 2014 with plans still being finalized for the spring retreats.

Our gathering at SAYMA 2013 was spiritually fruitful. We sang, danced, worshipped, conducted business, welcomed a new group of teen Nurturers, and celebrated the graduation of two seniors. One of the most meaningful activities came on Friday night when we welcomed adults from the wider community for deep sharing and worship – adults wrote queries that were answered by the teens and teens wrote queries that were answered by adults.

We continue to work to implement the new background check policy. We have agreed to a set of procedures for conducting background checks and we have begun to test the process by running checks on our Steering Committee members.

A major semantic change is that we will now be calling the adults who work within our community Friendly Adult Nurturers or FANs to avoid an unfortunate vulgar connotation of the word “fap.”

SAYF continues to be thankful for the financial support of SAYMA, facility use by Monthly Meetings, volunteer support as FANs, Night Shepherds and Friendly Adult Drivers by many Friends from throughout the Yearly Meeting, and the energy and passion of our teens.

## SAYF Financial Report September 10, 2013

Submitted by Jonah McDonald, SAYF Administrative Assistant  
Profit & Loss Report and Balance Sheet are attached.

**Summary:** Because we bring in no income from retreat fees for the SAYMA or August Nurturing Committee retreats, the summer is the time of the year when our cash reserves dip lowest. We received \$1,000 of our allotment from SAYMA's FY2012-13 budget, and we show a net income of about \$580. With SAYMA's support, the good financial stewardship of the Steering Committee and Lead-FANs who run each retreat with minimal expenses, SAYF is in a solid financial position.

### Notes on Income:

- Donations: One family and two Monthly Meetings have contributed toward SAYF programs.
- Retreat fees: Each family is asked to contribute \$30 toward each retreat. Scholarships are available to families in need. There is no fee for Nurturing Retreats (August and February) and the registration fee for SAYMA does not go towards SAYF.
- SAYMA Allotment: We received \$1,000 in August 2013 from SAYMA's FY2012-13 budget.

### Notes on Expenses:

- 1st Aid Supplies: We update our first aid kit every year, replacing expired supplies.
- Bank Fees: Our bank has unexpectedly started charging a monthly fee for paper statements. Jonah has signed up for e-statements and has requested reversal of this fee.
- Copies: We send a pre- and post-retreat mailing each month that there is a retreat.
- Office & Mailing Supplies: These supplies include paper, envelopes, and stickers for our retreat mailings, as well as supplies for our worship journals.
- Postage: For retreat mailings.
- Retreat Expenses:
  - o Activities: We provide honorariums to workshop leaders.
  - o Facility Rental: This fee was for our April 2013 retreat location at Camp Wesley Woods in Townsend, TN.
  - o Groceries: By far the most expensive part of running SAYF is feeding the teens!
  - o Miscellaneous: Unfortunately these expenses covered damage to facilities caused by our retreats.

### Notes on Balance Sheet:

- Under the category Liabilities & Equity...
  - o Opening Balance Equity was the amount in the SAYF account when Therese transferred bookkeeping to me in June 2012.
  - o Retained Earnings was the net income (negative in this case) from last fiscal year.
  - o Net Income is the net income from this fiscal year.

09/10/13

SAYF  
Profit and Loss Standard  
October 2012 through September 2013

	<u>Oct '12 - Sep '13</u>
Income	
Donations	440.00
Interest	0.01
Retreat Fees	5,244.00
SAYMA Allotment	1,000.00
	<hr/>
Total Income	6,684.01
Expense	
1st Aid Supplies	24.83
Bank Fees	3.00
Copies	683.78
Mailing Supplies	66.93
Office Supplies	51.14
Postage	533.67
Retreat Expenses	
Activities	207.00
Facility Rental	450.00
Groceries	3,928.23
Miscellaneous	155.00
	<hr/>
Total Retreat Expen...	4,740.23
	<hr/>
Total Expense	6,103.58
	<hr/>
Net Income	<u><u>580.43</u></u>



SAYF  
Balance Sheet Standard  
As of September 10, 2013

	Sep 10, '13
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BOND Checking	1,170.20
BOND Savings	50.01
	1,220.21
Total Checking/Savings	1,220.21
Total Current Assets	1,220.21
<b>TOTAL ASSETS</b>	1,220.21
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	1,178.97
Retained Earnings	-539.19
Net Income	580.43
	1,220.21
Total Equity	1,220.21
<b>TOTAL LIABILITIES &amp; EQ...</b>	1,220.21

## Attachment I: Budget

Categories	FY 2012		FY 2013		FY 2014
	Budget	Actual	Budget	Projected	Budget
<b>INCOME</b>	73,800	78,616	76,475	85,486	76,950
Assessments	39,000	37,239	42,900	44,255	40,000
Bank Interest	500	184	500	332	250
Contributions	1,200	288	1,200	200	500
F&P Sales	1,500	3,451	275	176	200
SAYF Receipts		0	0	0	
YM Total Receipts	31,600	37,454	31,600	40,523	36,000
YM Receipts	28,600	34,760	28,600	38,791	33,000
YM Scholarship Donations	1,000	1,117	1,000	586	1,000
YM Bookstore Sales Income	2,000	1,578	2,000	1,800	2,000
<b>SAYMA OPERATIONAL EXPENSES</b>	69,429	68,476	69,373	72,707	75,310
Yearly Meeting	31,600	34,769	31,600	40,053	36,000
Yrly Meeting - Facilities	24,000	24,607	24,000	32,766	25,000
Prtng/Mail/Phone/Minutes/Misc	1,500	3,785	1,500	1,173	4,000
Junior Yearly Meeting -- JYM	3,100	3,230	3,100	3,057	4,000
Coordinator	1,800	2,800	1,800	1,800	
Ass't Coordinator	1,000	0	1,000	1,000	
Supplies/Sitters/Misc	300	430	300	257	
Scholarship WQO Reps	1,000	616	1,000	0	1,000
YM Bookstore	2,000	2,531	2,000	3,057	2,000
SAYF Operational Transfers	2,000	2,000	2,000	1,000	2,000
Delegate Expenses	5,000	2,343	5,000	2,363	3,600
Rep Mtgs	100	0	100	53	100
Del to WQOs	4,900	2,343	4,900	2,310	3,500
Committees	2,150	648	2,150	118	1,500
Ministry and Nurture Committee	750	200	500	118	1,000
Ecological Concerns Committee	50	0	50	0	
Faith and Practice Revision Committee	750	424	500	0	
Finance Committee	50	24	50	0	
Nominating Committee	50	0	50	0	
Peace & Social Concerns Committee	500	0		0	500
Outreach Committee		0	500	0	
SAYMA Liability Insurance	700	523	1,225	1,283	1,400
SAYMA Personnel	22,779	23,514	23,348	24,148	25,590
SAYMA Staff Training	0	0	0	0	
SAYMA Office Administration	2,000	1,300	2,350	2,723	3,000
Phone, Internet & Office Expenses		360		492	
Postage		159		197	
Duplication		0		63	
Misc. Office		781		2,061	
SAYMA Newsletter	1,000	170	750	678	750
SAYMA Directory	150	158	150	209	150
SAYMA Treasurer	550	216	550	29	200
SAYMA F&P	1,500	2,716	250	0	200
SAYMA Website Hosting Service		119	0	103	120
SAYMA Other Expenses	0	0	0	0	800

<b>YEARLY MEETING PROJECTS</b>	8,371	5,240	12,515	12,415	9,215
Transfers To Funds	2,240	2,240	2,915	2,915	2,915
Spiritual Development Fund	300	300	300	300	300
Released Friend Fund	300	300	300	300	300
FWCC - 3rd Wld Del	650	650	1,325	1,325	1,325
FWCC World Conference Fund	700	700	700	700	700
Youth Enrichment Fund	250	250	250	250	250
Young Adult Friends Scholarships	40	40	40	40	40
Contributions Wider Quaker Org	6,000	3,000	9,600	9,500	6,100
AFSC	700	350	1,050	1,050	700
FCNL	700	350	1,050	1,050	700
FGC	700	350	1,050	1,050	700
FWCC	700	350	1,050	1,050	700
Right Sharing of World Resources	700	350	1,050	1,050	700
Quaker House	700	350	1,050	1,050	700
Friends for LGBTQ Concerns	200	100	300	200	200
Quaker Earthcare Witness	700	350	1,050	1,050	800
Friends Peace Teams	200	100	900	900	200
Wm Penn House	200	100	300	300	200
Friends Journal	200	100	300	300	200
Guilford College Archiving	100	50	150	150	100
Rural Southern Voice for Peace	200	100	300	300	200
Other	131	0	0	0	200
<b>TOTAL DISBURSEMENTS</b>	<b>77,800</b>	<b>73,716</b>	<b>81,888</b>	<b>85,122</b>	<b>84,525</b>
<b>SURPLUS (DEFICIT)</b>	<b>(4,000)</b>	<b>4,900</b>	<b>(5,413)</b>	<b>364</b>	<b>(7,575)</b>