

**Orlando Monthly Meeting**  
**Meeting for Business**  
**June 10, 2018**

**Opening of Worship** The Meeting Clerk, Stephanie Preston-Hughes, called for Friends to gather at 11:53 am. The Meeting for Worship With An Attention to Business settled with a brief time of silent worship.

**Reading** "Good and evil, as we term them, are not antagonistic; they are ever found hand in hand. Humanity has never achieved a single conquest without the aid of both. Indeed how can she? What adds to moral strength, but a grappling with temptation?"

Sarah Moore Grimke (1792-1873); Early American Quaker Abolitionist and Feminist

**Clerk – Membership Matters.** The Clerk presented the matter of certifying the Transfer of Membership for Dennis Stefan from Pittsburgh Friends Meeting to Orlando MM. An acknowledgment has been received from Pittsburgh Friends. They request Orlando to inform them of the transfer for membership for their recording purposes. The Clerk will complete the process of responding to Pittsburgh.

**2018.06-01** Friends joyfully accept Dennis Stefan as a member of Orlando Monthly Meeting.

[Letter from Pittsburgh Friends is attached.]

**Treasurer's Report** Treasurer Greg Allen-Anderson distributed, projected and explained the Treasurer's Report (ending May 31, 2018). There is a new data format to the budget presentation. This format should be beneficial in better understanding reports. Friends are requested to familiarize themselves with the new format. [OMM Treasurer's Report attached.]

Three line items: Housekeeping, Insurance, and Workers Compensation are over budget for this time of year. There is no concern for the negative entries at this time. The SEYM apportionment for 2019 has is paid.

**Grants Committee Report** Kate Joseph presented the Committee's recommendations for 2018 on behalf of the Committee, which includes Kate, Minerva Glidden, and Greg Allen-Anderson.

The Committee recommends that contributions be sent to several organizations immediately and hold over remaining funds until year end in case an unforeseen emergency occurs. Last year, by using this approach, we were able to send money for the relief efforts in Puerto Rico after the hurricanes.

Consequently, the Committee suggests the distribution of \$9,000 now with a further \$1,000 earmarked for the end of the year. The remaining unassigned \$6,000 is to be allocated later in the year. The total FY2018 budget allocation for Grants is \$16,000.

For further consideration by the Grants Committee: Friends of Peace sent a request for support for two projects totaling \$2,400.

The Committee is also considering grants money for homeless and low-income housing. Greg Allen-Anderson will investigate local organizations which cater to this population.

Following a brief discussion, there was a request for Committee to consider the ongoing emergency in Puerto Rico and the resulting homelessness of migrants to our area.

**2018.06-02** Friends approve the Grant Committee's recommendations for the dispersal of funds as follows:

Winter Park Nursery	\$1,000.00
Orlando Nursery	1000
Poor Peoples Campaign	250
Right Sharing (Micro Financing)	750
Ramallah Friends School	500
AFSC – Sanctuary Everywhere	500
AFSC - Palestine	500
Fain House	1000
Friends Peace Teams (2 initiatives)	3000
UNHR - Yemen	750
International Rescue Fund (Yemen Typhoon Relief)	750
Total	\$10,000.00

**New Business** Vicki Carlie brought forward a proposed *Conflict of Interest Policy*. "The purpose of this Conflict of Interest Policy is to uphold Orlando Monthly Meeting's Purposes, as set forth in the Articles of Incorporation, to exist and operate as a religious and charitable organization within the meaning of Section 501(c)(3) of the Internal Revenue Code."

Minerva Glidden, Chris Laning, Vicki Carlie and Greg Allen-Anderson joined in developing the policy. Vicki reviewed the significant points emphasizing the Quaker point of view.

Possible simultaneous employment and membership (decision making), is a significant concept addressed. A question was raised about a Member/Attender requesting a grant to the member/attender's charitable organization. Section III. C. addresses this issue.

**2018.06-03** Friends approve the "Conflict of Interest Policy as presented and appears as an attachment to the June 2018 business meeting minutes.

Copies of the policy will be distributed.

**Other Concerns** Bill Carlie reported a decision of the SEYM Executive Committee meeting, Tampa, June 9. The EC established the method of funding the SEYM Youth Coordinator position. SEYM will contact Orlando regarding accommodations for the Youth Coordinator in Webster Cottage.

***Agenda Items for 7<sup>th</sup> Month***

Discernment of Orlando MM Ad-Hoc Committee recommendations regarding the proposed SEYM Youth Worker.

The Clerk was advised the following committees will have reports for the July meeting:

Trustees Update  
Care and Community  
Worship and Ministry  
Property

Following the reading of the minutes, the Presiding Clerk ended the session with silent worship at 12:56 PM.

***In attendance:*** Bill Carlie, Vicki Carlie, Minerva Glidden, Greg Allen-Anderson, Gary Evans, Chris Laning, Kate Joseph, Ray Jenkins, Stephanie Preston-Hughes, Eduardo Ysern, Tom Nicholson, and Ed Lesnick (Recording Clerk).

Religious Society of Friends  
**Pittsburgh Monthly Meeting**  
4836 Ellsworth Avenue  
Pittsburgh, Pennsylvania 15213  
412-683-2669  
[www.quaker.org/pghpamm/](http://www.quaker.org/pghpamm/)



## **CERTIFICATE OF TRANSFER**

June 4, 2018

Orlando Friends Meeting  
Attn.: Stephanie Preston, Clerk  
316 East Marks Street  
Orlando, FL 32803-3021

Dear Friends:

A certificate of transfer has been requested by Dennis Stefan of Pittsburgh Friends Meeting, who now resides within your area. Although we miss his presence among us, we are happy that he has found a spiritual home in your Meeting and commend him to your care.

If you would kindly acknowledge acceptance of his membership, by letter or e-mail, we will be able to include this transfer in our annual report to Lake Erie Yearly Meeting.

In friendship,

Rosemary K. Coffey, Recorder  
On behalf of the Clearness & Care Committee  
[rosemarycoffey@aol.com]

# Profit and Loss

# Treasurer's Report - June 2018

January - May, 2018

	<b>Total</b>
<b>INCOME</b>	
5100 Support Gifts	2,298.00
5200 Reimbursement/ Use of MH/ Parki	917.50
5500 Trustee transfers, yearly	78,000.00
<b>Total Income</b>	<b>81,215.50</b>
<b>GROSS PROFIT</b>	<b>81,215.50</b>
<b>EXPENSES</b>	
6010 Repairs & Maintenance	1,425.59
6040 Housekeeping	4,150.00
6045 Pest Control	390.00
6050 Grounds Care	1,100.00
6060 Bank Service Charges	70.58
6070 Phone	176.84
6090 Utilities MH	1,522.31
6100 Insurance	2,316.89
6110 Utilities, WC	428.84
6150 Professional Fees	131.25
6155 Treasurers' expenses	252.30
6160 Property Care and Maintenance	450.11
6500 Other Property Expenses	670.89
7050 Fellowship & Hospitality	852.49
7070 Library & Subscriptions	201.00
7210 Young Friends Group	1,300.00
7220 SEYM	6,044.00
7400 Special Ministry Projects	3,007.00
8500 Donations	300.00
<b>Total Expenses</b>	<b>24,790.09</b>
<b>NET OPERATING INCOME</b>	<b>56,425.41</b>
<b>OTHER INCOME</b>	
Interest Earned	116.21
<b>Total Other Income</b>	<b>116.21</b>
<b>OTHER EXPENSES</b>	
Reconciliation Discrepancies	-444.10
<b>Total Other Expenses</b>	<b>-444.10</b>
<b>NET OTHER INCOME</b>	<b>560.31</b>
<b>NET INCOME</b>	<b>\$56,985.72</b>

# Balance Sheet

As of May 31, 2018

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1020 SHARE SAVINGS (XXX -S00)	30,066.73
1022 BUSINESS DRAFT(NON-PROFIT) (XXX)	76,862.70
1023 Special Ministries Fund	-2,543.00
1024 Pendle Hill Scholarship Fund	6,900.00
<b>Total 1022 BUSINESS DRAFT(NON-PROFIT) (XXX)</b>	<b>81,219.70</b>
<b>Total Bank Accounts</b>	<b>111,286.43</b>
<b>Total Current Assets</b>	<b>111,286.43</b>
<b>TOTAL ASSETS</b>	<b>\$111,286.43</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
30000 Opening Balance Equity	13,656.16
32000 Retained Earnings	40,644.55
Net Income	56,985.72
<b>Total Equity</b>	<b>111,286.43</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$111,286.43</b>

# Budget vs Actuals

January - May, 2018

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
5100 Support Gifts	2,298.00	5,000.00	(2,702.00)	45.96 %
5200 Reimbursement/ Use of MH/ Parki	917.50	2,400.00	(1,482.50)	38.23 %
5500 Trustee transfers, yearly	78,000.00	62,000.00	16,000.00	125.81 %
5600 Trustee transfers for Grants		16,000.00	(16,000.00)	
5850 Donations for Special Ministry		5,500.00	(5,500.00)	
<b>Total Income</b>	<b>81,215.50</b>	<b>90,900.00</b>	<b>(9,684.50)</b>	<b>89.35 %</b>
<b>GROSS PROFIT</b>	<b>81,215.50</b>	<b>90,900.00</b>	<b>(9,684.50)</b>	<b>89.35 %</b>
<b>EXPENSES</b>				
6010 Repairs & Maintenance	1,425.59	10,000.00	(8,574.41)	14.26 %
6040 Housekeeping	4,150.00	8,000.00	(3,850.00)	51.88 %
6045 Pest Control	390.00	2,000.00	(1,610.00)	19.50 %
6050 Grounds Care	1,100.00	3,600.00	(2,500.00)	30.56 %
6060 Bank Service Charges	70.58	250.00	(179.42)	28.23 %
6070 Phone	176.84	600.00	(423.16)	29.47 %
6090 Utilities MH	1,522.31	3,600.00	(2,077.69)	42.29 %
6100 Insurance	2,316.89	4,500.00	(2,183.11)	51.49 %
6110 Utilities, WC	428.84	1,200.00	(771.16)	35.74 %
6120 Taxes, City Services		1,300.00	(1,300.00)	
6150 Professional Fees	131.25	900.00	(768.75)	14.58 %
6155 Treasurers' expenses	252.30	600.00	(347.70)	42.05 %
6160 Property Care and Maintenance	450.11	8,000.00	(7,549.89)	5.63 %
6500 Other Property Expenses	670.89	6,000.00	(5,329.11)	11.18 %
7030 Outreach & Adult Education		1,000.00	(1,000.00)	
7050 Fellowship & Hospitality	852.49	3,000.00	(2,147.51)	28.42 %
7070 Library & Subscriptions	201.00	500.00	(299.00)	40.20 %
7080 Archives		50.00	(50.00)	
7090 Communications		400.00	(400.00)	
7100 Travel		1,000.00	(1,000.00)	
7110 Travel for SEYM		2,000.00	(2,000.00)	
7150 Care & Community		1,000.00	(1,000.00)	
7170 Peace & Social Concerns		100.00	(100.00)	
7200 SEYM Field Secretary for Earthc		1,250.00	(1,250.00)	
7210 Young Friends Group	1,300.00	3,000.00	(1,700.00)	43.33 %
7220 SEYM	6,044.00	5,998.00	46.00	100.77 %
7230 Worship & Ministry		500.00	(500.00)	
7300 Homeless Ministry		4,000.00	(4,000.00)	
7400 Special Ministry Projects	3,007.00	6,000.00	(2,993.00)	50.12 %
7500 Other Expenses		300.00	(300.00)	
8240 Meeting Projects		190.00	(190.00)	
8330 Scholarships		1,500.00	(1,500.00)	

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>Total % of Budget</b>
8500 Donations	300.00	1,000.00	(700.00)	30.00 %
8600 Grants		16,000.00	(16,000.00)	
9000 Pendle Hill S.F. Award		6,900.00	(6,900.00)	
<b>Total Expenses</b>	<b>24,790.09</b>	<b>106,238.00</b>	<b>(81,447.91)</b>	<b>23.33 %</b>
<b>NET OPERATING INCOME</b>	<b>56,425.41</b>	<b>(15,338.00)</b>	<b>71,763.41</b>	<b>(367.88 %)</b>
<b>OTHER INCOME</b>				
Interest Earned	116.21		116.21	
<b>Total Other Income</b>	<b>116.21</b>	<b>0.00</b>	<b>116.21</b>	<b>0.00%</b>
<b>OTHER EXPENSES</b>				
Reconciliation Discrepancies	(444.10)		(444.10)	
<b>Total Other Expenses</b>	<b>(444.10)</b>	<b>0.00</b>	<b>(444.10)</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>560.31</b>	<b>0.00</b>	<b>560.31</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$56,985.72</b>	<b>\$ (15,338.00)</b>	<b>\$72,323.72</b>	<b>(371.53 %)</b>



# Expenses by Vendor Summary

May 2018

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	<b>Total</b>
August Muehleman	450.11
Brighthouse Networks	44.21
Florance Rezeau	200.00
In Touch Cleaning	600.00
Intuit	35.00
Massey Services	78.00
ORLANDO UTILITIES	192.14
OUC	74.68
Protect America	53.49
Publix	69.53
SEYM	6,044.00
SunBiz.org	61.25
TechSoup	50.00
Not Specified	-247.59
<b>TOTAL</b>	<b>\$7,704.82</b>

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# Orlando Monthly Meeting of the Religious Society of Friends

## Conflict of Interest Policy

### I. Purpose

The purpose of this Conflict of Interest Policy is to uphold Orlando Monthly Meeting's Purposes, as set forth in the Articles of Incorporation, to exist and operate as a religious and charitable organization within the meaning of Section 501(c)(3) of the Internal Revenue Code; and to protect these purposes and interests where a transaction or agreement would benefit, or appear to benefit, a member or attender of the Meeting.

### II. General

**A. The Meeting:** Orlando Monthly Meeting ("the Meeting") shall ensure that no member or attender receives undue or undisclosed benefit from any transactions or agreements made by the Meeting. The Meeting shall ensure that where conflicts of interest arise, they are not allowed to influence decisions, and are managed in ways that avoid any undue benefit, or appearance of undue benefit, to a member or attender. Any potential conflicts of interest shall be handled in ways that are transparent and maintain Meeting unity.

**B. Interested Person:** Any member or attender of the Meeting who has a direct or indirect financial interest in a transaction or arrangement is considered an "interested person."

1. The interested person is required to disclose that interest to the Meeting.
2. Any interested person may not participate, or serve on a committee that participates, in any decisions, oversight, or management related to that interest.

### III. Procedures when conflicts of interest arise

**A.** Where there is consideration of a transaction or agreement that would involve a conflict of interest, or the appearance of a conflict of interest, such interest shall be disclosed to the Meeting.

**B.** The Meeting, gathered in a regularly scheduled Meeting for Business, shall make the final determination as to whether a conflict of interest exists.

**C.** An interested person may make a presentation at the Meeting for Business or at committee meetings, but after the presentation, he/she shall leave the meeting during the discussion of, and the decision on, the transaction or arrangement involving the possible conflict of interest.

- D. The Meeting shall appoint a disinterested committee to investigate alternatives to any proposed transaction or arrangement that would involve, or appear to involve, a conflict of interest.
- E. The disinterested committee shall exercise due diligence in investigating alternative transactions or arrangements that could be made with a person who would not have a conflict of interest, i.e.: a person who is not a member or attender of the Meeting. The committee shall then bring forward its findings and recommendations to Meeting for Business.
- F. Only the Meeting as a whole, gathered in a regularly scheduled Meeting for Business, may make the final decision regarding:
  - 1. whether a transaction or arrangement is fair, reasonably possible, or more advantageous
  - 2. entering into a transaction or agreement with a member or attender.

#### **IV. Procedures for managing conflicts of interest**

Should the Meeting decide to enter into a transaction or agreement with a member or attender of the Meeting, who is an interested person, these procedures shall be followed:

- A. Any transaction or agreement with the interested person shall be put in writing, and must include specific time limits, specific description and scope of the goods or services to be provided, and the amount of remuneration. The transaction or agreement must be approved by the Meeting as a whole at a regularly scheduled Meeting for Business.
- B. The member or attender who is the interested person shall not receive remuneration at a rate that is greater than what is generally accepted fair market value for equally qualified and acceptable goods or services. The amount of compensation to the person must be approved by the Meeting as a whole, gathered in a regularly scheduled Meeting for Business
- C. The member or attender who is the interested person shall not serve as an officer of the Meeting.
- D. The member or attender who is the interested person may not or serve on a committee that participates in any decisions, oversight, or management related to that interest. The member or attender who is the interested person may not be present when the Meeting or a committee is considering any decisions, oversight, or management related to that interest.
- E. Members of the interested person's family or household may not or serve on a committee that participates in any decisions, oversight, or management related to that interest, or be present when the Meeting or a committee is considering any decisions, oversight, or management related to that interest.

- F. Officers or committees that make any decisions, or provide oversight or management related to the transaction or agreement, must exercise due diligence in protecting the Meeting's interests.
- G. Officers or committees that make any decisions, or provide oversight or management of the transaction or agreement, will report regularly to the Meeting, gathered as a whole in Meeting for Business.
- H. The transaction or agreement shall be reviewed at least annually to see that the purposes and procedures of this policy are maintained.

## **V. Failure to Disclose Conflict of Interest**

- A. If an officer or committee has reason to believe a member or attender has failed to disclose actual or possible conflicts of interest, the officer or committee shall talk to the member or attender about the basis for such belief and afford the member or attender an opportunity to explain the alleged failure to disclose.
- B. If a previously undisclosed conflict of interest is substantiated, it shall be disclosed to the Meeting, and Articles III and IV of this policy shall be implemented as determined necessary by the Meeting at a regularly scheduled Meeting for Business.
- C. If a member has reason to believe there has been a failure to disclose actual or possible conflicts of interest, he/she may take the concern to the officers or a committee, who then follow steps A and B above.

## **VI. Records**

- A. Minutes of Meeting for Business and committees where any decision-making or oversight for transactions and agreements is related to a conflict of interest shall record:
  - 1. names of persons disclosed or who were otherwise were found to have a financial interest in connection with an actual or possible conflict of interest
  - 2. the nature of the financial interest
  - 3. any action taken to determine whether a conflict of interest was present, and the final determination as to whether a conflict of interest in fact existed
  - 4. the names of the persons who were present for discussions and votes relating to the transaction or arrangement
  - 5. the content of the discussion, including any alternatives to the proposed transaction or arrangement
  - 6. any decisions made at the proceedings

## **VII. Periodic Reviews and Statements**

To ensure that the Meeting operates in a manner consistent with its religious and charitable purposes, and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, shall do the following:

- A.** On an annual basis, the officers of the Meeting shall conduct a review of compliance with the Conflict of Interest Policy, and report their findings to the Meeting at a regularly scheduled Meeting for Business, where they will also provide members with print or digital copies of the Policy. The Meeting may then decide whether compliance has been maintained, or initiate action to bring any conflicts of interest into compliance. Any decisions or approvals regarding this review shall be recorded in the minutes of the meeting, and the officers' report shall be attached to the minutes.
- B.** Print and/or digital copies of this Conflict of Interest Policy shall be given to officers when they begin their terms, along with the Articles of Incorporation and Bylaws.
- C.** Print and/or digital copies of this Policy shall be made available to members.