

Orlando Monthly Meeting  
Meeting for Worship With An Attention to Business  
First Day, Eighth Month,  
August 12, 2018

*Opening of Worship.* The Meeting Clerk, Stephanie Preston-Hughes, called for Friends to gather at 11:45 am. The Meeting for Worship With An Attention to Business settled with a brief time of silent worship.

*Clerk's Reading*

'If a man successful in business expends a part of his income in things of no real use, while the poor employed by him pass through difficulties in getting the necessaries of life, this requires his serious attention.' --John Woolman. - *A Journal of the Life and Travels of John Woolman: In the Service of the Gospel* (1838), pg.314

*Clerk's Report* Stephanie Preston-Hughes, the OMM Clerk, requests a volunteer Friend to break worship during the Clerk's travels - 8/19, 8/26, and 9/2. Greg will serve on August 19 and Vicki on August 26. The September 2 date will be determined.

*Treasurer's Report* Treasurer Greg Allen-Anderson distributed the Report.

As in recent reports, specific items continue to be above budget. This is shown through Seventh Month (July). Greg noted the expenses for housekeeping, maintenance, and utilities.

SEYM apportionment is paid to end of FY. A supplemental amount will be paid to SEYM for the recently approved position of SEYM Youth and Young Adult Coordinator.

Following questions of clarification, The Treasurer's Report is accepted. [OMM Treasurer's Report attached.]

The Treasurer asked for committee and representative requests by November meeting to develop the 2019 Budget.

The Treasurer requests the Monthly Meeting establish a Finance Committee to assist in the annual budget's development and accounting controls.

**2018.08.01** Friends approve the formation of a Finance Committee. The Treasurer and Nominating Committee will work together to create the committee description.

*Nominating Committee* Liz Jenkins, the Clerk, offered the following minutes for approval.

**2018.08-02** Friends concur with the Nominating Committee recommendation:

"Nominating Committee enthusiastically nominates Kay Lesnick to serve as Coordinator for Young Friends Group to begin on 08/19/18, second reading of the nomination at Meeting for Worship with Attention to Business. Second Reading/Nomination approved.

**2018.08-03** Friends approve Orlando Monthly Meeting Committee Descriptions for 2019-2021, as amended. First Reading. [See Attachment]

The Trustees descriptions will be a separate document. There will be an addition of an OMM Finance Committee. (Minute 2018.08.01) The committees developed the origin of the Descriptions presented. That is, this is what the committees themselves understand their roles and responsibilities to be. Following discussion, Friends were also in unity with two specific changes. These are noted in RED in the attached document.

*AVP Training at Orlando.* At the Seventh Month business meeting, Vicki Carlie brought forth the following for Friends discernment: Beverly Ward has offered to lead an Alternative to Violence Project (AVP) workshop with Orlando Friends. Vicki wishes to assess the meeting's interest. Vicki will be in contact with Beverly Ward for additional information regarding the agenda and time requirements.

Vicki provided a follow-up stating she has been informed the AVP workshop would be for a total of 16 hours, divided on weekends. This is twice the time commitment over a more extended period than was initially considered. Another exciting possibility is to do the Bystander Intervention Training, a 2-hour workshop led by Cece Yocum & Beverly Ward. This training was held as a workshop at the most recent SEYM Gathering. Three Orlando Friends attended.

The AVP workshop will be considered for a later date. The meeting requests Vicki to contact Beverly and Cece regarding the Bystander Intervention Training.

**2018.08-04** Friends approve moving forward with the scheduling of Bystander Intervention Training provided by Cece Yocum and Beverly Ward.

*Ad Hoc Committee.* At the Seventh Month Meeting for Business Minerva Glidden presented the Committee's proposed "Rules and Responsibilities for Guests Using Webster Cottage." This policy will be applied to all guests at Webster Cottage.

**2018.08-05** Friends approve the Memorandum of Understanding between SEYM's Youth and Young Adult Coordinator (Kody Hersh) and the Orlando Monthly Meeting of the Religious Society of Friends for the use of Webster Cottage.

*AVP.* At the Seventh Month business meeting, Vicki Carlie brought forth the following for Friends discernment. Beverly Ward has offered to lead an Alternative to Violence Project

workshop with Orlando Friends. Vicki wishes to assess the meeting's interest. Several Friends are interested. Vicki will be in contact with Beverly Ward for additional information regarding the agenda and time requirements.

*Ninth Month Agenda Item(s)* Second Reading: **2018.08-03** Friends approve Orlando Monthly Meeting Committee Descriptions for 2019-2021.

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

*In attendance:* Kate Joseph, Vicki Carlie, Minerva Glidden, Greg Allen-Anderson, Gary Evans, Chris Laning, Ray Jenkins, Stephanie Preston-Hughes, Liz Jenkins, Bill Carlie, Jared Silvia, Liz Sullivan and Ed Lesnick (Recording Clerk)

## Treasurer's Report

# Profit and Loss

January - July, 2018

	<b>Total</b>
<b>INCOME</b>	
5100 Support Gifts	3,121.00
5200 Reimbursement/ Use of MH/ Parki	1,001.50
5500 Trustee transfers, yearly	62,000.00
5600 Trustee transfers for Grants	16,000.00
<b>Total Income</b>	<b>82,122.50</b>
<b>GROSS PROFIT</b>	<b>82,122.50</b>
<b>EXPENSES</b>	
6010 Repairs & Maintenance	1,809.59
6040 Housekeeping	5,950.00
6045 Pest Control	546.00
6050 Grounds Care	2,190.00
6060 Bank Service Charges	70.58
6070 Phone	176.84
6090 Utilities MH	2,252.02
6100 Insurance	3,610.42
6110 Utilities, WC	510.90
6150 Professional Fees	131.25
6155 Treasurers' expenses	287.30
6160 Property Care and Maintenance	1,316.78
6500 Other Property Expenses	777.87
7050 Fellowship & Hospitality	999.83
7070 Library & Subscriptions	236.00
7090 Communications	107.88
7210 Young Friends Group	1,500.00
7220 SEYM	6,044.00
7400 Special Ministry Projects	4,414.00
8500 Donations	300.00
8600 Grants	9,000.00
9000 Pendle Hill S.F. Award	1,000.00
<b>Total Expenses</b>	<b>43,231.26</b>
<b>NET OPERATING INCOME</b>	<b>38,891.24</b>
<b>OTHER INCOME</b>	
Interest Earned	183.74
<b>Total Other Income</b>	<b>183.74</b>
<b>OTHER EXPENSES</b>	
Reconciliation Discrepancies	-444.10
<b>Total Other Expenses</b>	<b>-444.10</b>
<b>NET OTHER INCOME</b>	<b>627.84</b>
<b>NET INCOME</b>	<b>\$39,519.08</b>

# Balance Sheet

As of July 31, 2018

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1020 SHARE SAVINGS (XXX -S00)	30,074.30
1022 BUSINESS DRAFT(NON-PROFIT) (XXX)	61,378.65
1023 Special Ministries Fund	-2,543.00
1024 Pendle Hill Scholarship Fund	4,909.84
<b>Total 1022 BUSINESS DRAFT(NON-PROFIT) (XXX)</b>	<b>63,745.49</b>
<b>Total Bank Accounts</b>	<b>93,819.79</b>
<b>Total Current Assets</b>	<b>93,819.79</b>
<b>TOTAL ASSETS</b>	<b>\$93,819.79</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	39,519.08
<b>Total Equity</b>	<b>93,819.79</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$93,819.79</b>

# Budget vs Actuals

January - July, 2018

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
5100 Support Gifts	3,121.00	5,000.00	(1,879.00)	62.42 %
5200 Reimbursement/ Use of MH/ Parki	1,001.50	2,400.00	(1,398.50)	41.73 %
5500 Trustee transfers, yearly	62,000.00	62,000.00	0.00	100.00 %
5600 Trustee transfers for Grants	16,000.00	16,000.00	0.00	100.00 %
5850 Donations for Special Ministry		5,500.00	(5,500.00)	
<b>Total Income</b>	<b>82,122.50</b>	<b>90,900.00</b>	<b>(8,777.50)</b>	<b>90.34 %</b>
<b>GROSS PROFIT</b>	<b>82,122.50</b>	<b>90,900.00</b>	<b>(8,777.50)</b>	<b>90.34 %</b>
<b>EXPENSES</b>				
6010 Repairs & Maintenance	1,809.59	10,000.00	(8,190.41)	18.10 %
6040 Housekeeping	5,950.00	8,000.00	(2,050.00)	74.38 %
6045 Pest Control	546.00	2,000.00	(1,454.00)	27.30 %
6050 Grounds Care	2,190.00	3,600.00	(1,410.00)	60.83 %
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	2,252.02	3,600.00	(1,347.98)	62.56 %
6100 Insurance	3,610.42	4,500.00	(889.58)	80.23 %
6110 Utilities, WC	510.90	1,200.00	(689.10)	42.58 %
6120 Taxes, City Services		1,300.00	(1,300.00)	
6150 Professional Fees	131.25	900.00	(768.75)	14.58 %
6155 Treasurers' expenses	287.30	600.00	(312.70)	47.88 %
6160 Property Care and Maintenance	1,316.78	8,000.00	(6,683.22)	16.46 %
6500 Other Property Expenses	777.87	6,000.00	(5,222.13)	12.96 %
7030 Outreach & Adult Education		1,000.00	(1,000.00)	
7050 Fellowship & Hospitality	999.83	3,000.00	(2,000.17)	33.33 %
7070 Library & Subscriptions	236.00	500.00	(264.00)	47.20 %
7080 Archives		50.00	(50.00)	
7090 Communications	107.88	400.00	(292.12)	26.97 %
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	1,500.00	3,000.00	(1,500.00)	50.00 %
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	4,414.00	6,000.00	(1,586.00)	73.57 %
7500 Other Expenses		300.00	(300.00)	
8240 Meeting Projects		190.00	(190.00)	
8330 Scholarships		1,500.00	(1,500.00)	

	Actual	Budget	over Budget	Total % of Budget
8500 Donations	300.00	1,000.00	(700.00)	30.00 %
8600 Grants	9,000.00	16,000.00	(7,000.00)	56.25 %
9000 Pendle Hill S.F. Award	1,000.00	6,900.00	(5,900.00)	14.49 %
<b>Total Expenses</b>	<b>43,231.26</b>	<b>106,238.00</b>	<b>(63,006.74)</b>	<b>40.69 %</b>
<b>NET OPERATING INCOME</b>	<b>38,891.24</b>	<b>(15,338.00)</b>	<b>54,229.24</b>	<b>(253.56 %)</b>
<b>OTHER INCOME</b>				
Interest Earned	183.74		183.74	
<b>Total Other Income</b>	<b>183.74</b>	<b>0.00</b>	<b>183.74</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>627.84</b>	<b>0.00</b>	<b>627.84</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$39,519.08</b>	<b>\$ (15,338.00)</b>	<b>\$54,857.08</b>	<b>(257.65 %)</b>

# Expenses by Vendor Summary

July 2018

	<b>Total</b>
August Muehleman	866.67
Brighthouse Networks	44.21
Florance Rezeau	200.00
GuideOne Insurance	1,293.53
In Touch Cleaning	800.00
Jim Fenske	610.00
Massey Services	78.00
No Sweat AC & Heating	184.00
OUC	398.77
Protect America	106.98
Publix	114.12
<b>TOTAL</b>	<b>\$4,696.28</b>



Amendments to First Reading noted in RED.

## Orlando Monthly Meeting Committee Descriptions 2019-2021

*Please refer to SEYM Faith and Practice, Section X, "Monthly Meeting," "Organization & Structure," for more detailed descriptions of committee functions. All positions have 2-year terms (renewable), except for Trustees, who are asked to serve for 4 years, on staggered terms.*

### OFFICERS / DIRECTORS

**Clerk:** Facilitates the Meeting for Business, gathers the sense of the Meeting, and, with the Recording Clerk, composes minutes. Communicates with committees. Prepares the agenda for Meeting for Business and sees that Meeting decisions are carried out. Responsible for correspondence, transfer of membership, traveling minutes, and letters of introduction. Sees that minutes are recorded, kept in a minute book and posted online. Sends out reminders about upcoming events of interest to members/attenders. Serves as Meeting's contact person to SEYM. Serves as an Officer/Director of the OMM corporation. **The clerk is authorized to be spokesperson of the Meeting or may delegate the responsibility to another person within the Meeting.** In coordination with Property Committee, approves one-time and short term (one week or less) use of Webster Cottage for 'Friends on Friends Business.' Any other use of Cottage comes to Meeting for Business for Discernment. Schedules the Annual Meeting of the OMM Corporation, to be held within the first quarter of the calendar/fiscal year. Files the OMM Corporation's Annual Report with the State of Florida in April/4<sup>th</sup> Month.

**Supporting Clerk:** Supports the Meeting Clerk by sitting at Clerk's table at Meeting for Worship with Attention to Business; serves in an Eldering role in the manner of Friends and as a centered presence; is available for other kinds of support for Clerk as discerned between Meeting Clerk & Supporting Clerk.; and assumes the Meeting Clerk's responsibilities when the Meeting Clerk is temporarily unable to be present. May serve in the role of Assistant Clerk to serve as an Officer/Director of the OMM corporation in accordance with the OMM Articles of Incorporation.

**Recording Clerk:** Records the minutes at Meeting for Business. Keeps minutes in a minute book and prepares the minutes for posting on the OMM website. Sees that all documents referenced in the minutes are included in the minute book and posted with the relevant minutes on the website. Serves as an Officer/Director of the OMM corporation.

**Treasurer:** Receives and disburses funds as directed by the Meeting, keeps financial records, coordinates with accountant or trustees to review/audit books annually. Proposes the annual budget, coordinating with Trustees. Picks up donations from donation box and makes deposits into Meeting accounts. Ensures sales tax-exemption is up to date. Oversees petty cash available to property manager. Serves as an Officer/Director of the OMM corporation. Reviews Insurance policies & keeps them up to date.

**Worship & Ministry Committee Clerk:** Serves as an Officer/Director of the OMM Corporation.

### OTHER INDIVIDUAL ROLES

**Membership Recorder:** Maintains the membership list, directory of members and attenders and Membership Record Book. Forwards the list of members to SEYM according to the yearly deadline.

**Young Friends Group Coordinator:** Facilitates Young Friends Group (First Day School) and childcare including scheduling of teachers and childcare person(s). Works with parents and children in understanding expectations and needs and in planning projects. Helps to ensure safety of children and compliance with insurance requirements by conducting background checks for persons working regularly with children. Maintains toys and art supplies and is attentive to condition of the cottage.

**Guestbook Keeper:** Regularly checks Meeting House Guestbook. Collects e-mail addresses of visitors requesting to be added to the e-mail list serve for the Quaker Notes Meeting newsletter. Submits these e-mail addresses to the appropriate Communications committee member for addition to the e-mail list serve.

**Peace & Social Concerns Contact Person:** Assists Friends in finding resources and connections so they can explore and carry out their leadings for Quaker witness in peace & social justice. Serves as the OMM contact and liaison with Quaker organizations regarding Peace & Social Concerns.

**Meeting Librarian:** Under the care and oversight of Worship and Ministry Committee, organizes and shelves books. Ensures that a system for checking out books is maintained. Proposes purchase of new books, magazines or print materials, and culls unwanted materials from the collection.

## COMMITTEES

**Care & Community:** Care & Community is concerned with the care and welfare of individual meeting members and attenders. It treats all issues that come before it with the highest level of confidentiality and respect. The committee provides or facilitates clearness committees for membership, personal discernment and marriage. A clearness committee for marriage may also serve as the couple's arrangements committee. Care & Community awards scholarship funds that are within the purview of the meeting. The committee may refer individuals to resources within or outside of meeting for counseling, social services and other assistance. The committee may provide practical support for members and attenders needing emergency material or financial assistance. It is responsible for the meeting's homeless ministry. Care & Community stays in touch with absent members and long-time attenders; it determines whether a visit to the individual or transportation to meeting is desired and will assist when possible. The committee may appoint one of its members to assist the membership recorder when needed. It gives care and aid with needed arrangements at the time of death. It works with the worship & ministry committee to select members for the naming committee, and to discern the membership of long-absent Friends.

**Communications:** Maintains email list-serve and online communications. Publishes and distributes the Meeting newsletter. Checks phone and email messages and refers inquiries to appropriate clerks.

**Fellowship and Hospitality:** Coordinates refreshments for fellowship hour, SEYM Interim Business Meeting, and other events. Sees kitchen is supplied with coffee, tea and other items. Facilitates potlucks and welcomes newcomers. Coordinates housing and hospitality for the Michener Lecture which takes place in January/1<sup>st</sup> Month. Sees that literature for newcomers is provided and set out. Provides Nametags.

**Grants Committee:** Responsible for facilitating OMM's Grant-making program. By seeking and listening for the sense of the Meeting, develops a list of **annual** priorities for grant-making and presents to Meeting for Business for approval. Gathers recommendations for, and information

Amendments to First Reading noted in **RED**.

on, potential grant recipients. Discerns and reports to Meeting a proposed list of grant recipients and amounts no later than November/11<sup>th</sup> Month Meeting for Business. Upon Meeting approval of Grants, sees that checks are sent with appropriate correspondence. (Please refer to the Grant Guidelines for complete information.)

**Nominating:** Discerns how members and attenders can best use their gifts and talents to serve the Meeting. Nominates a slate of officers and committee members for Meeting approval every other year in January/1<sup>st</sup> Month. Works in the interim to fill vacant positions and to help new members and attenders find ways to serve. Members who serve on this committee are expected to be involved in approximately three months of intensive work, thereafter working only on an intermittent basis.

**Peace and Social Concerns:** A committee of the whole, with a clerk appointed to facilitate meetings. Responds to peace, social justice and environmental issues and needs in our community, nation and world. Engages in interfaith groups working to further peace and social justice.

**Property:** Concern for operation, maintenance, safety, and improvement of equipment, buildings, and grounds. Makes recommendations to the Meeting for any significant changes regarding property. Responsible for the Property Caretaker position, also making recommendations to the Meeting for any significant changes regarding this position. Establishes property use agreements with individuals and groups seeking to use the Meeting property following current guidelines and ensuring that all property use agreements are signed. Reports to Meeting when pending applications for property use meet the guidelines and a new user will be on property. Responsible for communication with users to ensure that guidelines for use of property continue to be followed throughout the term of the agreement. Keeps calendar/schedule of use of Meetinghouse and Webster Cottage.

**Worship & Ministry:** Concern for the conduct and spiritual depth of Meeting for Worship and Meeting for Business. Responsible for planning adult religious education and programs or activities to deepen the spiritual life of the Meeting. Works with Care & Community to nominate members for the Naming Committee, and for discernment of membership of long-absent Friends. Provides support for OMM Clerk, including finding an elder for Meeting for Business in absence of Supporting Clerk. Young Friends Group, Conversation to Explore, Meeting Greeter, and the Library are all under the care of Worship and Ministry. Finds Friends to speak about Quakerism to outside groups. Facilitates discernment on leadings to do outreach and spiritual nurture. Brings proposed outreach and spiritual nurture projects and events to Meeting for Business. Responsible for literature and materials for greeting newcomers. Worship & Ministry Clerk serves as an Officer/Director of the OMM Corporation.

## **AD HOC COMMITTEES**

**Naming Committee:** An ad hoc committee that nominates Friends to serve on the Nominating Committee. The Worship & Ministry and Care & Community committees together nominate members for this committee for the Meeting to approve, allowing sufficient time for the Naming Committee, and in turn the Nominating Committee, to complete their work according to the Meeting's nominating schedule. A Naming Committee is also convened when there is need to fill a vacancy on the Nominating Committee.

## **COMPENSATED POSITIONS**

**Property Caretaker:** Monitors the Meeting House (MH), Webster Cottage (WC) and the parking lot regularly to ensure safety and security. Performs routine maintenance. Develops and maintains a vendor list for maintenance and upgrade projects. Schedules maintenance and upgrade projects with vendors. Ensures access to the property by vendors and government agencies. Serves as contact person for requests for use of the MH, WC and parking lot. Advises Property Committee on property issues. Keeps general sundries (i.e. bath tissue, paper towels, etc.) stocked. Maintains oversight and contact with landscape services. Ensures the tidy nature of the property, both interior and exterior of the buildings. Maintains oversight and contact with cleaning services. Performs other duties relating to property upkeep upon request.

**Housekeeping:** Cleans and tidies Meetinghouse and Webster Cottage.

**Child Care Provider:** Provides childcare and support for Young Friends Group and teachers from 10 AM – 12:30 PM during Meeting for Worship and for meetings following worship.

Amendments to First Reading noted in RED.

### **Under Revision by Trustees**

**Officers of the Incorporated Trustees of Orlando Religious Society of Friends:** At least four officers are needed. The charge of the Officers of the Corporation is to oversee the financial and real assets of the Corporation, in accordance with Quaker principles and the corporation's Bylaws. File Corporation's Annual Report with the State of Florida. Terms are 4 years, staggered.

Responsibilities include: Oversee management of financial assets of the Corporation, in accordance with the Investment Policy adopted by the Corporation. See that all legal obligations of the corporation are met. Hold the Annual Meeting of the Inc. Trustees at the same date as the Annual Meeting of OMM, and in accordance with the Bylaws, providing reports on the status of all assets. Provide reports as needed to the members of the corporation and OMM throughout the year. Ensure that good accounting practices are followed, by hiring or appointing a financial manager, accountant, or auditor to review the corporation's books at least annually. See that all legal affairs are in good order. ~~Oversee management and operation of Cisney House, including overseeing management of repairs and maintenance needed to keep the building in good condition and provide for safety of the tenants. Maintain sufficient insurance for Cisney House.~~

## MEMORANDUM OF UNDERSTANDING FOR THE USE OF WEBSTER COTTAGE

This is a memorandum of understanding between SEYM's Youth and Young Adult Coordinator (Kody Hersh) and the Orlando Monthly Meeting of the Religious Society of Friends (the Meeting). This agreement can be terminated, without cause, by either party upon giving one month's written notice. In the event of termination, Kody has one month to vacate Webster Cottage. Both the Meeting and Kody agree to the following.

- (1) The Meeting agrees to provide the use of Webster Cottage as a private residence to Kody Hersh from January 1st, 2019 till January 1st, 2022.
- (2) When Kody takes up residency in Webster Cottage, the cottage will be treated by the Meeting as a private residence. Kody's privacy will be respected. The only persons having keys to Webster Cottage will be the Property Committee Clerk, the maintenance person and the Meeting's Young Friends Coordinator. Anyone needing to enter the cottage will call first to alert Kody and will always knock before entering.
- (3) The Meeting agrees to absorb the expenses of utilities and expanded Wi-Fi.
- (4) The Meeting agrees to make sure that the security system, fire extinguisher and the smoke alarms are in good working order.
- (5) In the event that Kody ceases to be SEYM's Youth and Young Adult Coordinator he has one month to vacate Webster Cottage.
- (6) Kody agrees to follow the Rules and Responsibilities of Guest using Webster Cottage that are posted in the cottage.
- (7) Kody agrees to the Meeting's use of the entire cottage every First Day from approximately 9am to approximately 2pm. During this time the cottage is shared space. Kody may secure his own bedroom.
- (8) Kody agrees to the Meeting maintaining a permanent space in the second bedroom for the use of the Meeting's Young Friends Group.
- (9) Kody agrees to obtain and maintain renter's insurance. Since Webster Cottage is a shared space between Kody and the Meeting, the Meeting is not responsible for Kody's personal property.
- (10) Kody must allow the cottage to be treated by pest control once a month.

Signed and Dated: \_\_\_\_\_, Kody Hersh

Signed and Dated: \_\_\_\_\_ Stephanie Preston- Hughes  
(Clerk)