

Orlando Monthly Meeting
Meeting for Worship With An Attention to Business
First Day
October 14, 2018

Opening of Worship - Friends were called to gather at 11:55 am by the Meeting Clerk, Stephanie Preston-Hughes. The Meeting for Worship With An Attention to Business settled with a brief time of silent worship.

Clerk's Reading

"Confusing nonviolence with passivity is a huge mistake. Nonviolent communication should stop violence, not quietly reinforce it. Confronting oppression isn't violence; letting oppression progress is."

Lucy Duncan in "*Civility Can Be Dangerous*"
August 2018 Friends Journal Article

Lucy Duncan will be the Walton Speaker at SEYM Gathering in 2019.

Trustees Report – Chris Laning: A third quarter transfer was made on September 27 from Charles Schwab to Friends Fiduciary of \$526,045.00. Subsequent transfers will be about the same amount. As of October 13, a total of \$2,970,360.48 has been moved to the Friends Fiduciary account. Sufficient operating funds are deposited in the Seaside Bank account.

Regarding the OMM Corporation, lawyer Charles Kramer submitted paperwork to the meeting to process. He is also helping trustees with the reorganization and management of funds and dealing complications specifically, the separation of insurance and bank accounts.

Treasurer's Report - Treasurer Greg Allen-Anderson forwarded his report. Greg is studying at Pendle Hill. He sent the following with his monthly report for consideration by the Meeting:

Two items need to be brought to the meeting's attention both relating to our 501c3 filing.

1. Professional fees are way over budget and will remain so. While not included in the budget, these expenses were approved by the meeting.
2. Treasurer's expenses are over budget and will remain so. This is due to the required filing fee with the IRS for the 501c3 determination. The amount was \$600.00. This is a one time fee and will not recur in future years.

Also, while I am not with you in person, I am in spirit and wish to point out that the meeting needs your support and there is a donation box by the door where it will remain secure until I return and process it.

Finally, if you haven't already, please get your committee's requested budget to me by the end of October.

Following a review, The Treasurer's Report was accepted. **[See Attachment]**

Property Committee Report – Ray Jenkins: On or about October 1 a large branch fell from a tree on OMM property to the neighboring apartment's garage. OMM requested an insurance adjuster to assess the damage. The tree was removed, costing \$1000. OMM and Liberty (property owner) are attempting to reach an accommodation that will avoid involving their respective insurers.

An appointment has been made for an arborist to evaluate our concerns. One tree near Webster Cottage is hanging low and needs to be cut back. Another tree branch hangs over Broadway and utility wires. An arborist will assess the entire property; then the company will trim and remove branches and moss, as needed.

The washer and dryer located in the Webster Cottage shed do not work. The Willard company may be able to supply refurbished machines for about \$600. The devices need to be operative by the arrival of the tenant in January.

Hospitality - Kate Joseph emphasized much food is being wasted. Open, partially used and dated items are placed in the refrigerator or left in the kitchen. Kate will bring this concern to the attention of Friends after weekly worship and in the Quaker Notes.

Nominating Committee Report - Liz Jenkins reported on behalf of the committee. At the 8th-month business, Friends approved the formation of a Finance Committee. The Treasurer and Nominating Committee worked together to create the committee description. Also, a reading of OMM Committee Descriptions for 2019- 2021 was approved.

Nominating Committee presented revised Orlando Monthly Meeting Committee Descriptions for 2019 – 2021 with the addition of the Finance Committee description, the amendment to the Treasurer's description, and the change to the description for the Membership Recorder. Nominating Committee requests the approval of Meeting to proceed with the revised Committee Descriptions as presented to complete the work of discerning a slate of officers and committee members for 2019 – 2021. The Committee made a concerted effort to have the document reflect Quaker principles and follow the SEYM format.

2018.10-01 Friends approve the 2019 – 2021 Orlando Monthly Meeting Committee Descriptions, as revised. **[See Attachment]**

2018.10-02 Friends approve the Nominating Committee request to complete the work of discerning a slate of officers and committee members for 2019 – 2021 based on the approved Descriptions.

Gratitude to the Nominating Committee is expressed.

Meeting Clerk's Report – Stephanie Preston Hughes. The Clerk presented a new, nonpermanent sign to be placed in the front of the meeting house. Previous signage, "Love Thy Neighbor, No Exceptions," which was placed about two years ago, was removed by an unknown person or persons.

2018.10-03 Friends approve the placing of the "Hate Has No Home Here" sign.

Communications Committee - Stephanie Preston and Gary Evans

Due to family concerns, Michael Luke has resigned from his position and roles on the Communications Committee. He will continue with the website until January 2019. Gary Evans has assumed responsibility for the OMM weekly e-news "Quaker Notes."

2018.10-04 Minute of Appreciation for Michael Luke:

Orlando Friends express their heartfelt appreciation to Michael Luke for his years of skilled and loving preparation of the weekly "Quaker Notes," the OMM website and telephone communications.

His thoughtful work has been invaluable to the life of the meeting, bringing a wide circle of Friends closer together as a community.

SEYM Youth & Young Adult Worker Agreement

A proposed change to the Memorandum of Understanding Between OMM & SEYM Youth Worker was discussed between Stephanie (OMM) and Kody Hersh (SEYM). Kody requested a revision to Item #6, which deals with Kody's possible guests at Webster Cottage. Following keen discernment, Friends approved the following:

2018.10-05 Friends approve a revised Memorandum Of Understanding For The Use Of Webster Cottage. The revision is to item #6 of the Memorandum. **[See Attachment]**

New Business - Sanctuary and Asylum Presentation.

Dr. Rabben, an Anthropology professor at the University of Maryland and a member of Baltimore Yearly Meeting contacted the Clerk stating she wishes to offer an interfaith lecture and discussion event "Sanctuary and Asylum." Dr. Rabben has written on the topic, and she is very eager to share her knowledge on the topic. If approved, Friends concurred Friday, November 30 at 6:30 would be the best of times. The program's promotion and coordination will be addressed.

Upon discussion and proper discernment on the aspects of the proposal, OMM Friends agree the presentation should be offered to OMM, other Friends and Quaker Meetings. The Meeting Clerk will express the meeting's wishes with Dr. Rabben to facilitate the event.

Following the reading and approval of the minutes, the Presiding Clerk ended the session with silent worship at 1:32 PM.

In attendance: Kate Joseph, Vicki Carlie, Gary Evans, Chris Laning, Ray Jenkins, Liz Jenkins, Bill Carlie, Ed Lesnick (Recording Clerk) and Stephanie Preston-Hughes

Profit and Loss

January - September, 2018

	Total
INCOME	
5100 Support Gifts	4,052.00
5200 Reimbursement/ Use of MH/ Parki	3,135.50
5500 Trustee transfers, yearly	62,000.00
5600 Trustee transfers for Grants	16,000.00
Total Income	85,187.50
GROSS PROFIT	
	85,187.50
EXPENSES	
6010 Repairs & Maintenance	2,580.96
6040 Housekeeping	8,000.00
6045 Pest Control	1,100.05
6050 Grounds Care	2,860.00
6060 Bank Service Charges	70.58
6070 Phone	176.84
6090 Utilities MH	2,881.59
6100 Insurance	3,610.42
6110 Utilities, WC	890.93
6150 Professional Fees	1,552.75
6155 Treasurers' expenses	887.30
6160 Property Care and Maintenance	4,001.59
6500 Other Property Expenses	2,540.65
7050 Fellowship & Hospitality	1,137.43
7070 Library & Subscriptions	236.00
7090 Communications	107.88
7210 Young Friends Group	1,950.00
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
Total Expenses	55,342.97
NET OPERATING INCOME	
	29,844.53
OTHER INCOME	
Interest Earned	239.01
Total Other Income	239.01
OTHER EXPENSES	
Reconciliation Discrepancies	-444.10
Total Other Expenses	-444.10
NET OTHER INCOME	
	683.11
NET INCOME	
	\$30,527.64

Balance Sheet

As of September 30, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1020 SHARE SAVINGS (XXX -S00)	30,078.15
1022 BUSINESS DRAFT(NON-PROFIT) (XXX)	56,318.17
1023 Special Ministries Fund	-2,543.00
1024 Pendle Hill Scholarship Fund	1,175.03
Total 1022 BUSINESS DRAFT(NON-PROFIT) (XXX)	54,950.20
Total Bank Accounts	85,028.35
Total Current Assets	85,028.35
Fixed Assets	
1800 Land	7,000.00
1901 Webster Cottage	23,500.00
1902 Acc Depr Webster Cottage	-23,500.00
Total 1901 Webster Cottage	0.00
Total Fixed Assets	7,000.00
TOTAL ASSETS	\$92,028.35
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	200.00
Total Accounts Payable	200.00
Total Current Liabilities	200.00
Total Liabilities	200.00
Equity	
30000 Opening Balance Equity	20,656.16
32000 Retained Earnings	40,644.55
Net Income	30,527.64
Total Equity	91,828.35
TOTAL LIABILITIES AND EQUITY	\$92,028.35

Budget vs Actuals

January - September, 2018

	Actual	Budget	over Budget	Total % of Budget
INCOME				
5100 Support Gifts	4,052.00	5,000.00	(948.00)	81.04 %
5200 Reimbursement/ Use of MH/ Parki	3,135.50	2,400.00	735.50	130.65 %
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)	
Total Income	85,187.50	90,900.00	(5,712.50)	93.72 %
GROSS PROFIT	85,187.50	90,900.00	(5,712.50)	93.72 %
EXPENSES				
6010 Repairs & Maintenance	2,580.96	10,000.00	(7,419.04)	25.81 %
6040 Housekeeping	8,000.00	8,000.00	0.00	100.00 %
6045 Pest Control	1,100.05	2,000.00	(899.95)	55.00 %
6050 Grounds Care	2,860.00	3,600.00	(740.00)	79.44 %
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	2,881.59	3,600.00	(718.41)	80.04 %
6100 Insurance	3,610.42	4,500.00	(889.58)	80.23 %
6110 Utilities, WC	890.93	1,200.00	(309.07)	74.24 %
6120 Taxes, City Services		1,300.00	(1,300.00)	
6150 Professional Fees	1,552.75	900.00	652.75	172.53 %
6155 Treasurers' expenses	887.30	600.00	287.30	147.88 %
6160 Property Care and Maintenance	4,001.59	8,000.00	(3,998.41)	50.02 %
6500 Other Property Expenses	2,540.65	6,000.00	(3,459.35)	42.34 %
7030 Outreach & Adult Education		1,000.00	(1,000.00)	
7050 Fellowship & Hospitality	1,137.43	3,000.00	(1,862.57)	37.91 %
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	1,950.00	3,000.00	(1,050.00)	65.00 %
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 %
Total Expenses	55,342.97	106,238.00	(50,895.03)	52.09 %
NET OPERATING INCOME	29,844.53	(15,338.00)	45,182.53	(194.58 %)
OTHER INCOME				
Interest Earned	239.01		239.01	
Total Other Income	239.01	0.00	239.01	0.00%
OTHER EXPENSES				
Reconciliation Discrepancies	(444.10)		(444.10)	
Total Other Expenses	(444.10)	0.00	(444.10)	0.00%
NET OTHER INCOME	683.11	0.00	683.11	0.00%
NET INCOME	\$30,527.64	\$ (15,338.00)	\$45,865.64	(199.03 %)

Expenses by Vendor Summary

September 2018

	Total
Armstrong Lock & Security	341.87
August Muehleman	890.17
Brighthouse Networks	44.21
Cramer, PA	1,171.50
Florance Rezeau	200.00
In Touch Cleaning	1,000.00
Internal Revenue Service	600.00
Jim Fenske	670.00
Massey Services	1,674.00
No Sweat AC & Heating	405.50
OUC	410.85
Protect America	53.49
Publix	76.43
SCHAFFER TSCHOPP WHITCOMB MITCHELL & SHERIDAN LLP	250.00
TOTAL	\$7,788.02

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/4th 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 *Caretaker*. Serves as an Officer/Director of the OMM corporation. Reviews Insurance policies & keeps them up to date. *Serves as an ex officio member of the finance committee.*

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. *Consults with Care and Community to discern when to invite new attenders to be listed.*

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/1st Month. Sees that literature for newcomers is provided and set out. Provides Nametags.

Finance Committee: *The finance committee discerns the financial needs and resources of the Meeting and develops, implements, and monitors the annual budget for the Meeting with input from committees and with the approval of the Meeting as a whole. Finance committee also implements and maintains financial controls to ensure the integrity of the finances of the Meeting, reviewing the financial statements of the meeting at least annually and arranging for external accounting services as needed. The finance committee meets at least semi-annually and may meet more frequently as needed. The finance committee is charged with acting in accordance with accepted Quaker principles, approved minutes of the Meeting, and the expressed instructions of contributors of restricted donations when accepted by the Meeting. The treasurer is an ex officio member of the finance committee.*

Grants Committee: Responsible for facilitating OMM's Grant-making program. By seeking and listening for the sense of the Meeting, develops a list of priorities for grant-making and presents to Meeting for Business for approval. Gathers recommendations for, and information on, potential grant recipients. Discerns and reports to Meeting a proposed list of grant recipients and amounts no later than November/11th 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/1st 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.

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 1, 2019 until January 1, 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 Property Caretaker, 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 with modified wording for Rule 6 (*"Only guests known and approved by the Property Committee may stay at the Cottage overnight."*)

Because Kody will be living full-time in Webster Cottage as a private residence, he agrees to the following in lieu of Rule 6:

Kody will notify the property caretaker of any guest staying at the Cottage longer than two nights. Approval will be sought from the Property Committee in advance for any guest staying at the Cottage two weeks or longer. Kody will be responsible for the behavior of all guests he invites to 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.

Signature: _____
Kody Hersh (SEYM Youth & Young Adult Coordinator) Date

Signature: _____
Stephanie Preston-Hughes (Orlando Monthly Meeting Clerk) Date