

**Orlando Monthly Meeting**  
**Meeting for Business Minutes**

**6-12-2016 - 11:40 am**

Meeting Assistant Clerk, Liz Jenkins, opened the meeting by greeting those gathered.

Upon the request of Meeting Clerk, Assistant Clerk, Liz Jenkins, acts as the business meeting's presiding clerk for this session.

Stephanie Preston read "Quaker Process in Meeting for Worship with Attention to Business."

Friends settled into worshipful, attentive silence. Heavy on our hearts is the tragic event and loss of life which occurred overnight in Orlando.

*Approval of the 5<sup>th</sup> Month Minutes*

Fifth Month minutes are accepted as read. Minutes "pending approval" will be posted on the website within a week following a scheduled business meeting. These minutes will be brought forward for final approval at the subsequent session and then posted on the OMM website.

*Treasurer's Report*

The Treasurers' Report for June is attached.

Tom Gottshalk, Treasurer, stated the One-Half Year report will be presented at the July meeting. To date, only 26% of the budget has been spent. The difference between the budget and expenditures is partly due to fewer necessary repairs to the meetinghouse compared to the previous year. However, we should use caution going forward. Unexpected repairs (roof, plumbing, restrooms, etc.) are an ongoing concern.

*Trustees' Report*

Chris Laning presented the report on Cisney House.

Officers of the Trustees agree that renovation and repair of Cisney House is not a good investment. We also feel that selling the building is in the best interest of the Meeting as a spiritual community. We recommend that the Incorporated Trustees sell the property. We would like to proceed with gathering information and finding real estate professionals. We will bring these recommendations forward to the next [this] Meeting for Business.

Friends spoke to report. Statements included an explanation of the Trustees' conclusions, the *spiritual* benefit of the sale to the meeting, recognition of the time burden in overseeing the property and the negative investment return of undertaking renovations. Increased rents would not cover necessary improvements. It was further said funds would be continually tied up in a non-profitable enterprise. Also, the current state of the economy and mutual fund market is volatile. This volatility could negatively impact on OMM investments.

The need for all OMM members and regular attenders to be informed and included in the process regarding the decision to sell Cisney House was addressed. All eleven Friends present feel we need to begin the process. In the manner of Quakers, we will continue to be open to any new light regarding this concern.

Those present are in unity with the Trustees Report and the following motion:

**6-2016.1** OMM approves the Officers of the Trustees of the Orlando Religious Society of Friends, Inc. to proceed with gathering information and finding real estate professionals for the sale of Cisney House.

Quaker Notes and weekly announcement time will be used to inform, reply to questions and generate input as the meeting moves forward in the process.

#### *Nominating Committee*

Liz Jenkins explained the nominations process for 2017 would begin in August. The Nominating Committee propose changes to certain committee descriptions and responsibilities. (See also, 5<sup>th</sup> month minutes)

**6-2016.2** OMM approves the "Orlando Monthly Meeting Committee Descriptions 2016" report as presented. (The document is attached.)

### *Property*

Ray Jenkins, Committee Clerk, updated property concerns for the purpose of information. A termite problem is being addressed. Termites infested three old wooden tables. The damaged tables have been removed. They will be replaced. Also, two of the meetinghouse's three fans are emitting noises which indicate imminent failure. Since all three units are of the same age, it will be proposed to purchase three replacements.

### *Clerk's Concerns*

#### Faith In Florida Contribution Inquiry

As requested, the OMM Clerk reported on the status of Faith in Florida, an organization to which the meeting has contributed. A donation of \$1000 is a current budget line item contribution to Faith In Florida. The Clerk said our difficulties in ascertaining the program status and communicating can be attributed to organizational issues inside the (recipient) group. The Clerk concluded Faith In Florida was not currently a viable group to which we should donate. This being the case, and as previously discussed in meeting for business, the Grants Committee will consider how to reassign the \$1000 donation. The Grants Committee's recommendation will be acted upon in meeting for business.

#### Orlando Quakers to Participate in Faith, Peace, and Justice Series.

Quakers of Orlando will be participating in a community interfaith dialogue called "Faith, Peace, and Justice." The Four-Part Summer Series is sponsored by the Holocaust Center and Interfaith Council of Central Florida. It will take place on Wednesday afternoons in July from 2:30 pm- 4:00 pm at the Holocaust Center located at 851 N. Maitland Avenue, Maitland FL, 32751. On July 13th, a representative from Orlando Quakers will serve as one of three panelists on the topic of "Pacifism and other Peculiarities—How We've Treated Jehovah's Witnesses, Quakers and Seventh-day Adventists."

Minerva Glidden will be the OMM representative panelist. Liz Jenkins will provide support. Members are encouraged to attend.

The meeting concluded in silent worship as Friends stood together In the Light. Our thoughts and prayers centered on the horrific event and loss of life in the city of Orlando on this date.

*Addendum: Later on this day, a special announcement was published. Orlando Monthly Meeting will hold an extraordinary Meeting for Silent Worship, 7 pm on 6/14.*

*Members, attenders and visitors present for all or part of the meeting:*

Stephanie Preston

Gary Evans

Ed Lesnick

Ray Jenkins

Liz Jenkins

Bil Meeler

Elizabeth Hughes

Bill Carlie

Minerva Glidden

Jacky Schroeder

Tom Gottshalk

Martha Morris

Chris Laning

Respectfully Submitted,

Ed Lesnick, Recording Clerk

# OMM TREASURER'S BUDGET REPORT As of 6/11/16

Chart of Accounts	2015 BUDGET	2016 Revenue		2016 Budget
<b>REVENUE</b>				
5100 Support Gifts	\$ 11,000.00	\$2,790.00		\$ 9,000.00
5200 Reimbursement/Use of MH	\$ 2,600.00	\$1,390.00		\$ 4,125.00
5500 Trustee transfers, yearly	\$ 49,350.00	\$50,350.00		\$ 49,350.00
5600 Trustee transfers, Grants	\$ 10,000.00	\$15,875.00		\$ 15,875.00
5800 Reserves allocated to budget	\$ 7,500.00			\$ 6,900.00
<b>TOTAL REVENUE</b>	<b>\$ 80,450.00</b>	<b>\$70,405.00</b>		<b>\$ 85,250.00</b>
<b>EXPENSES</b>				
<b>OPERATING EXPENSES</b>		<b>Expenses</b>	<b>% of Budget</b>	<b>Remaining</b>
6010 Repairs & Maintenance	\$ 17,000.00	\$1,710.00	21.38%	\$ 8,000.00 \$ 6,290.00
6040 Housekeeping	\$ 1,800.00	\$870.00	48.33%	\$ 1,800.00 \$ 930.00
6045 Pest Control	\$ 1,600.00	\$296.00	14.80%	\$ 2,000.00 \$ 1,704.00
6050 Grounds Care	\$ 2,200.00	\$1,130.00	43.46%	\$ 2,600.00 \$ 1,470.00
6090 Utilities, MH	\$ 2,300.00	\$909.64	32.49%	\$ 2,800.00 \$ 1,890.36
6100 Insurance	\$ 3,900.00	\$1,970.46	49.26%	\$ 4,000.00 \$ 2,029.54
6110 Utilities, WC	\$ 1,200.00	\$499.99	41.67%	\$ 1,200.00 \$ 700.01
6120 Taxes, City Services	\$ 1,250.00	\$0.00	0.00%	\$ 1,300.00 \$ 1,300.00
6150 Professional fees	\$ 1,500.00	\$0.00	0.00%	\$ 900.00 \$ 900.00
6160 Property Agent	\$ 9,000.00	\$6,100.00	50.83%	\$ 12,000.00 \$ 5,900.00
6500 Other Property Expense	\$ 300.00	\$429.64	85.93%	\$ 500.00 \$ 70.36
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 42,050.00</b>	<b>\$13,915.73</b>	<b>37.51%</b>	<b>\$ 37,100.00</b> \$ 23,184.27
6060 Bank Service Charges	\$ 75.00	\$57.50	76.67%	\$ 75.00 \$ 17.50
6070 Phone	\$ 480.00	\$221.05	44.21%	\$ 500.00 \$ 278.95
6155 Treasurer's expenses	\$ 59.00	\$132.64	24.12%	\$ 550.00 \$ 417.36
7030 Outreach & Adult Ed.	\$ 105.00	\$0.00		\$ -
7050 Fellowship & Hospitality	\$ 300.00	\$143.89	35.97%	\$ 400.00 \$ 256.11
7070 Library & Subscriptions	\$ 150.00	\$105.00	42.00%	\$ 250.00 \$ 145.00
7080 Archives	\$ 50.00	\$0.00	0.00%	\$ 50.00 \$ 50.00
7090 Communications	\$ 400.00	\$0.00	0.00%	\$ 400.00 \$ 400.00
7100 Travel	\$ 2,000.00	\$0.00	0.00%	\$ 2,000.00 \$ 2,000.00
7110 Travel for SEYM	\$ 2,000.00	\$395.00	19.75%	\$ 2,000.00 \$ 1,605.00
7150 Care & Community	\$ 1,000.00	\$0.00	0.00%	\$ 1,000.00 \$ 1,000.00
7170 Peace & Social Concerns	\$ 100.00	\$0.00	0.00%	\$ 100.00 \$ 100.00
7200 SEYM Field Secretary for Earthcare		\$0.00	0.00%	\$ 1,250.00 \$ 1,250.00
7210 Young Friends Group	\$ 2,800.00	\$1,000.00	33.33%	\$ 3,000.00 \$ 2,000.00
7220 SEYM	\$ 4,911.00	\$4,958.21	100.96%	\$ 4,911.00 \$ (47.21)
7230 Worship & Ministry	\$ 200.00	\$0.00	0.00%	\$ 250.00 \$ 250.00
7500 Other expenses	\$ 300.00	\$0.00	0.00%	\$ 300.00 \$ 300.00
<b>TOTAL ACTIVITIES</b>	<b>\$ 14,930.00</b>	<b>\$7,013.29</b>	<b>41.17%</b>	<b>\$ 17,036.00</b> \$ 10,022.71

**CHARITABLE ACTIVITIES**

7300	Homeless Ministry	\$ 3,200.00	\$63.00	1.58%	\$ 4,000.00	\$ 3,937.00
7400	Special Ministry Projects	\$ 3,000.00	\$1,467.20	29.34%	\$ 5,000.00	\$ 3,532.80
8240	Meeting Projects	\$ 270.00	\$0.00	0.00%	\$ 190.00	\$ 190.00
8330	Scholarships	\$ 1,000.00	\$240.00	16.00%	\$ 1,500.00	\$ 1,260.00
8350	Faith in Florida membership dues	\$ 1,000.00	\$0.00	0.00%	\$ 1,000.00	\$ 1,000.00
8500	Donations	\$ 1,000.00	\$300.00	30.00%	\$ 1,000.00	\$ 700.00
8600	Grants	\$ 10,500.00	\$875.00	5.51%	\$ 15,875.00	\$ 15,000.00
9000	Pendle Hill S.F. Award	\$ 7,500.00	\$0.00	0.00%	\$ 6,900.00	\$ 6,900.00
<b>TOTAL CHARITABLE ACTIVITIES</b>		<b>\$ 27,470.00</b>	<b>\$2,945.20</b>	<b>8.30%</b>	<b>\$ 35,465.00</b>	<b>\$ 32,519.80</b>
<b>TOTAL EXPENSES</b>		<b>\$ 84,450.00</b>	<b>\$23,874.22</b>	<b>26.65%</b>	<b>\$ 89,601.00</b>	<b>\$ 65,726.78</b>

**General Fund 2016 Budget**

Revenue	\$70,405.00
Expenses	\$23,874.22
Received from Trustees for 2016	\$66,225.00

**General Fund Assets** AS of 6/11/16

Checking Acct. Bal.	\$52,949.45
Savings Account	\$30,088.24
<b>TOTAL</b>	<b>\$83,037.69</b>

**PENDLE HILL SCHOLARSHIP FUND**

Beginning Balance	\$ 7,500.00
Awards	\$ 600.00
Ending Balance	\$ 6,900.00
Reserves in Checking (#9000)	

Presented by Tom S. Gottshalk, Treasurer  
Orlando Monthly Meeting of the  
Religious Society of Friends, Inc.

## Orlando Monthly Meeting Committee Descriptions 2016

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

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**Clerk:** Facilitates the Meeting for Business, gathers the sense of the Meeting, and, with the recording clerk, composes minutes. Communicates with committees, works with Assistant Clerk to prepare 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. Approves one-time and short term (one week or less) use of the cottage for 'Friends on Friends Business.' Any other use of Cottage comes to Meeting for Business for Discernment. Schedule the Annual Meeting of the OMM Corporation, to be held within the first quarter of the calendar/fiscal year. File the OMM Corporation's Annual Report with the State of Florida, in April.

**Assistant Clerk:** Assists the Clerk and Recording Clerk as needed. Facilitates meeting for business when the clerk is unable to attend. Serves as an Officer/Director of the OMM corporation. Works with Clerk to prepare the agenda.

**Recording Clerk:** Records the minutes at Meetings for Business, keeps minutes in a minute book. Sees that minutes and other important documents are archived. 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** also serves as an Officer/Director of the OMM Corporation.

### OTHER INDIVIDUAL ROLES

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**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.

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

### COMMITTEES

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**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. Other responsibilities include: finding Friends to speak about Quakerism to outside groups, and representation to other Faith/Ecumenical Groups. Worship & Ministry Clerk serves as an Officer/Director of the OMM Corporation. Facilitates discernment on leadings to do Outreach and Inreach. Brings proposed Outreach and Inreach projects and events to Meeting for Business. Responsible for literature and materials for greeting newcomers.

**Care & Community:** Care and Community is concerned for how Meeting cares for individual members and attenders. The Committee provides or facilitates clearness committees for membership, marriages, and personal discernment. The Committee also facilitates and awards scholarship funds that are under the purview of the Meeting. The Committee may refer individuals to resources outside of the Meeting for counseling, social services and other community resources. The Committee is responsible for Meeting's homeless ministry and provides practical support

for members and attenders needing emergency material or financial assistance. The Committee is in touch with members and long time attenders who need transportation and tries to visit those unable to come to Meeting. The Committee appoints one of its members to serve on and assist the Membership Committee. The Committee treats all issues that come before it with the highest level of confidentiality and respect.

**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. 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.

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

**Young Friends Group (formerly First Day School):** Facilitates Young Friends Group 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.

**Property:** Concern for operation, maintenance, safety and improvement of building and grounds. Oversees contracted services, including landscaping, housekeeping, and maintenance/repair services. [Responsible for support of the Property Manager position, making recommendations to MfB for any significant changes.](#) Proposes property use agreement and guidelines for use of Meetinghouse to Meeting for Business. Responsible to be in touch with user groups about their usage, seeing that property use agreements are signed, and that guidelines for use of property are followed. Keeps calendar/schedule of use of Meetinghouse and cottage.

**Library:** Organizes and shelves books, and sees that system for checking out books is maintained. Proposes purchase of new books, magazines or print materials, and culls unwanted materials from the collection.

**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 "Lunch Bunch," and greets newcomers. Coordinates housing and hospitality for the Michener lecture which takes place in January. Sees that literature for newcomers is provided and set out. Provides Nametags.

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

**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 on, potential grant recipients. Discerns and reports to Meeting a proposed list of grant recipients and amounts [no later than November 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.)*

**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.

## **COMPENSATED POSITIONS**

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**Property Manager:** Monitors the Meeting House / Cottage and performs regular maintenance to keep property running smoothly. Checks Meeting House / Cottage 2 – 3 times per week to ensure that doors are locked, a/c or heat are set correctly, water is not running, stove is off, lights are on or off as required. Straightens up after Meeting on First day. Performs outside building maintenance including sweeping back patio, removing leaves and debris from roofs as needed, cleaning gutters, performing minor repairs as needed. Performs inside building maintenance including replacing light bulbs and air filters, setting thermostat and performing minor repairs as needed. Develops and maintains a service / maintenance vendor list and a list of public service contacts (i.e. police, fire marshal, etc.). Selects or recommends contractors to property committee. Meets with maintenance / service vendors and ensures Meetinghouse is opened for them and locked afterward. Replaces kitchen and bathroom supplies.

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