

Orlando Monthly Meeting
Meeting for Business Minutes
12-11-2016

Meeting Clerk, Stephanie Preston, opened the meeting at 11: 45 am. Following the Clerk's greeting, Friends settled into silent worship.

The Agenda is displayed on a whiteboard for members to view. The Agenda is accepted as presented.

Treasurer's Report – Tom Gottshalk

Repair and maintenance are over budget, but this is not a concern. The Treasurer recommends an increase for these line items in the 2017 budget. Grants, Line Item 86, shows \$12000 distributed to recipients. There is \$4,000 of grant funds remaining. The checks were deposited, and a few notes of appreciation have been received. (Treasurer's Report for November is Attached)

Trustees Report – Chris Laning, Clerk

In the called meeting on November 27, the general membership in attendance approved the following minute brought forth by the Trustees:

The Officers of the Incorporated Trustees of Orlando Religious Society of Friends are authorized to proceed with selling Cisney House, accepting an offer for \$1,000,000 or greater out of those already received by Terry Diederich, signing any contracts, and doing any other work necessary to negotiate and complete the sale.

The Trustees have accepted the bid from Liberty Investment Properties (Orlando FL)

The Clerk of Trustees stated there would be an inspection period with closing to occur on a date in late January.

Committee Reports

Property Committee Report – Ray Jenkins

The Committee is not yet in unity on an AV purchase and installation. The best offer so far is \$13,000. They will continue to search for equipment that meets our needs at an affordable price.

In response to a question, it was explained flat panel television-type monitors would be too costly and necessary security a prohibitive expense. Hence, TV screens are eliminated from consideration in a purchase. In response to a question regarding microphones, we were informed, given our circumstances, "directional" microphones would be the appropriate purchase.

The Committee Clerk stated we would be renting the additional equipment necessary for the 2017 Michener Lecture.

The Meeting Clerk thanked Ray for his efforts on the project.

Worship and Ministry Report – Vicki Carlie

The Worship and Ministry were discerning how to be clearer about the meeting house signage. It is suggested "All Are" be added and precede "Welcome" to the sign. The sign will read "All Are Welcome."

Young Friends will regularly refresh the street side temporary sign.

It is recommended the "Designated Greeter" at First Day Meeting for Worship serve for 1 to 3 months. This schedule would make the assignment process more manageable and consistent. This important duty remains voluntary. If absent, the designated greeter is requested to find a replacement.

2016-12.01 Friends approve adding "ALL ARE" to "Welcome" on the permanent signs on the front and the rear entry of the meeting house. The details of installation will be carried out by the Property Committee.

Nominating Committee Report – Liz Jenkins

The revised Orlando Monthly Meeting Committee Descriptions for 2017-2019 were distributed.

Proposed changes were noted and discussed. [Also, see Minute 10-2016.01] Language will be adjusted to show the text in Care and Community section with the Worship and Ministry section are redundant. An explanation of the "Naming Committee" was given.

2016-12. 02 Friends approve the Orlando Monthly Meeting Committee Descriptions for 2017-2019, as revised and amended. (Attached)

Also distributed was the Proposed Slate of Officers and Committees for 2017-2019. Following a few brief explanations -

2016-12.03 Friends approve the Nominating Committee Report, First Reading. (Attached)

The second reading of the proposed slate will be presented at the January business meeting. The slate is not closed. Interest in serving the meeting is continually encouraged and we seek members and attenders to come forward and become involved.

Thank you to the Nominating Committee for their loving service.

After the reconsideration of the numbered minutes, the meeting ended with worship at 12:37 pm.

In attendance at the Meeting for Worship with an Attention to Business:

Bil Meeler

Kate Joseph

Bill Carlie

Liz Jenkins

Chris Laning

Minerva Glidden

Ed Lesnick

Ray Jenkins

Gary Evans

Stephanie Preston

Greg Allen-Anderson

Tom Gottshalk

Jerry Knutson

Vicki Carlie

Respectfully Submitted,

Ed Lesnick, Recording Clerk

OMM TREASURER'S BUDGET REPORT As of 11/30/16

Chart of Accounts	2015 BUDGET	2016 Revenue		2016 Budget	
REVENUE					
5100 Support Gifts	\$ 11,000.00	\$6,779.34		\$ 9,000.00	75.33%
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		\$ 16,875.00	
5800 Reserves allocated to budget	\$ 7,500.00			\$ 6,900.00	
TOTAL REVENUE	\$ 80,450.00	\$74,394.34		\$ 86,250.00	
EXPENSES					
OPERATING EXPENSES		Expenses	% of Budget		Remaining
6010 Repairs & Maintenance	\$ 17,000.00	\$9,128.13	114.10%	\$ 8,000.00	\$ (1,128.13)
6040 Housekeeping	\$ 1,800.00	\$1,620.00	90.00%	\$ 1,800.00	\$ 180.00
6045 Pest Control	\$ 1,600.00	\$1,839.00	91.95%	\$ 2,000.00	\$ 161.00
6050 Grounds Care	\$ 2,200.00	\$2,921.85	112.38%	\$ 2,600.00	\$ (321.85)
6090 Utilities, MH	\$ 2,300.00	\$2,749.29	98.19%	\$ 2,800.00	\$ 50.71
6100 Insurance	\$ 3,900.00	\$3,946.68	98.67%	\$ 4,000.00	\$ 53.32
6110 Utilities, WC	\$ 1,200.00	\$1,072.35	89.36%	\$ 1,200.00	\$ 127.65
6120 Taxes, City Services	\$ 1,250.00	\$1,252.29	96.33%	\$ 1,300.00	\$ 47.71
6150 Professional fees	\$ 1,500.00	\$70.00	7.78%	\$ 900.00	\$ 830.00
6160 Property Agent	\$ 9,000.00	\$10,100.00	84.17%	\$ 12,000.00	\$ 1,900.00
6500 Other Property Expense	\$ 300.00	\$534.43	106.89%	\$ 500.00	\$ (34.43)
TOTAL OPERATING EXPENSES	\$ 42,050.00	\$35,234.02	94.97%	\$ 37,100.00	\$ 1,865.98
6060 Bank Service Charges	\$ 75.00	\$57.50	76.67%	\$ 75.00	\$ 17.50
6070 Phone	\$ 480.00	\$442.10	88.42%	\$ 500.00	\$ 57.90
6155 Treasurer's expenses	\$ 59.00	\$191.29	34.78%	\$ 550.00	\$ 358.71
7030 Outreach & Adult Ed.	\$ 105.00	\$0.00			\$ -
7050 Fellowship & Hospitality	\$ 300.00	\$169.67	42.42%	\$ 400.00	\$ 230.33
7070 Library & Subscriptions	\$ 150.00	\$201.00	80.40%	\$ 250.00	\$ 49.00
7080 Archives	\$ 50.00	\$0.00	0.00%	\$ 50.00	\$ 50.00
7090 Communications	\$ 400.00	\$62.93	15.73%	\$ 400.00	\$ 337.07
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		\$1,250.00	100.00%	\$ 1,250.00	\$ -
7210 Young Friends Group	\$ 2,800.00	\$2,150.00	71.67%	\$ 3,000.00	\$ 850.00
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	\$46.92	15.64%	\$ 300.00	\$ 253.08
TOTAL ACTIVITIES	\$ 14,930.00	\$9,924.62	58.26%	\$ 17,036.00	\$ 7,111.38

CHARITABLE ACTIVITIES

7300	Homeless Ministry	\$ 3,200.00	\$126.00	3.15%	\$ 4,000.00	\$ 3,874.00
7400	Special Ministry Projects	\$ 3,000.00	\$2,491.70	49.83%	\$ 5,000.00	\$ 2,508.30
8240	Meeting Projects	\$ 270.00	\$0.00	0.00%	\$ 190.00	\$ 190.00
8330	Scholarships	\$ 1,000.00	\$775.45	51.70%	\$ 1,500.00	\$ 724.55
8500	Donations	\$ 1,000.00	\$725.00	72.50%	\$ 1,000.00	\$ 275.00
8600	Grants	\$ 10,500.00	\$12,375.00	77.95%	\$ 15,875.00	\$ 16,000.00
9000	Pendle Hill S.F. Award	\$ 7,500.00	\$0.00	0.00%	\$ 6,900.00	\$ 6,900.00
TOTAL CHARITABLE ACTIVITIES		\$ 26,470.00	\$16,493.15	47.85%	\$ 34,465.00	\$ 17,971.85
TOTAL EXPENSES		\$ 83,450.00	\$61,651.79	69.58%	\$ 88,601.00	\$ 26,949.21

General Fund 2016 Budget

Revenue	\$74,394.34
Expenses	\$61,651.79
Received from Trustees for 2016	\$66,225.00
SEYM Budget for FY2017 will be:	\$5,998.00

General Fund Assets AS of 9/30/16

Checking Acct. Bal.	\$16,129.16
Savings Account	\$30,125.97
TOTAL	\$46,255.13

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 2017-2019

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, 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. The Assistant Clerk position can be an apprenticeship in clerking.

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

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

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 may appoint one of its members to assist the Membership Recorder when needed. Works with Worship & Ministry to nominate members for the Naming Committee, and for discernment of membership of long-absent Friends. 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): *See changes for 2017-2019 term. 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. Responsible for the Property Manager position, making recommendations to Meeting for Business 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 and 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

Property Manager: Monitors the Meeting House & Cottage and works to maintain the security, smooth operation, and good condition of the property. Oversees contracted services, including landscaping, housekeeping, and maintenance/repair services.

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.

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.

NOTES

***Young Friends Committee for 2017-2019 term**

10-2016.01 Friends approve the following organizational changes:

Young Friends scheduler and Young Friends Committee responsibilities are under the care of Worship & Ministry, instead of having a Young Friends Committee. This change would be experimental for the 2017-2019 term.

Young Friends will be on the Worship & Ministry agenda each month. The committee would help the Young Friends scheduler test and develop ideas for curriculum, discern behavior agreements, and address other issues that may arise.

The Young Friends scheduler will work with teachers, parents, and young friends to understand what they would like to do or contribute to the Young Friends Program.

Young Friends Committee is temporarily laid down as of December 31, 2016

Nominating Committee Report, December 2016

Proposed Slate of Officers & Committees for 2017-2019

<u>Clerk/Committee</u>	<u>Name</u>	<u>Term</u>
Clerk	Stephanie Preston	2018
Assistant Clerk		
Recording Clerk	Ed Lesnick	2018
Membership Recorder	Vicki Carlie	2019
Treasurer	Tom Gottshalk	2018
Worship & Ministry	Minerva Glidden (co-clerk)	2019
	Vicki Carlie (co-clerk)	2019
	Liz Jenkins	2019
	Jerry Knutson	2019
Care & Community	Minerva Glidden (clerk)	2019
	Martha Morris	2019
	Bil Meeler	2019
	Kay Lesnick	2019
	Liz Jenkins	2019
Peace & Social Concerns:	COMMITTEE OF THE WHOLE	
P&SC Contact person:	Martha Morris	2019
Library	Kate Joseph	2019
	Robin Sibley	2019
Property	Ray Jenkins (clerk)	2019
	Chris Laning	2019
	Gary Evans	2019
	Bil Meeler (ex-officio)	
Fellowship & Hospitality	Kate Joseph (clerk)	2019
	Martha Morris	2019
	Mary Ellen Meagher	2019
	Ray Jenkins	2019
	Greg Allen Anderson	2019
Communications	Michael Luke	2019
	OPEN	
	OPEN	
Grants	Kate Joseph	2019
	Bill Carlie	2019
	Minerva Glidden	2019
	Greg Allen Anderson	2019
Nominating	Liz Jenkins (clerk)	2018
	Minerva Glidden	2018
	Vicki Carlie	2018
	Bil Meeler	2018
<u>Paid positions</u>		
Property Mgr.	Bil Meeler	
Child Care	Florance Rezeau	
<u>Inc. Trustees Officers</u>	Chris Laning, clerk	
	Minerva Glidden, treasurer	
	Vicki Carlie, secretary	
	Tom Gottshalk	
	Bill Carlie	