

Annapolis Friends Monthly Meeting (AFM)  
Meeting for Worship with Attention to Business (MfW wAtB)  
2<sup>nd</sup> Month, 7<sup>th</sup> Day, 2021  
(02/07/2021)  
Meeting Minutes - Approved

Note: The MfW wAtB was conducted using Zoom.

Present: Martha B. (clerk), Ellen M. (recording clerk), Jack L., Pat S., Sylvia O., Fran P., Barb T., Jenn D-L, Peter M., Carl B., Sky E., Nan E., Karen C., Al B., Ann R., Cairn K., Dot W., Jean C., Jeanne W., Julie R., Marcia O., Margaret C., Ted R., Phil C., Ria H., Will C., Minette S., Pat H., Sheila M., Wes J., Ruth S., Patty R., and Larry M.

9:00 am Opening: We began with centering silent worship. Displayed on the screen were the 2<sup>nd</sup> Month Queries from Baltimore Yearly Meeting Faith and Practice (revised 2001). The queries were focused on Meeting for Business. The clerk provided her insights and how these queries help to ground us and leads us to diversity and generosity of heart. All were welcomed to the meeting.

Next, the clerk shared on screen the queries with regards to our Declaration to be an Anti-Racist Faith Community. Three Friends took turns reading the three queries aloud. The clerk noted that there was a discussion at the recent committee clerks meeting on how we are putting these queries into practice in committees and throughout our meeting. We were invited during MfW wAtB to return to these queries as we make decisions.

Agenda:

1. 1<sup>st</sup> Month 2021 MfW wAtB Meeting Minutes Reviewed & Approved:  
The meeting minutes were approved from the previous meeting held on 01/03/2021. See the attached. The minutes were sent prior to the meeting via email.
2. Treasurer's Report:
  - a. On behalf of the Treasurers, Julie R. presented a summary of the final 2020 Treasurer's report (see attached), indicating that we covered all obligations and had a surplus that was disbursed to Emergent Social Concerns and the Emergency/Suffering Fund.
  - b. Tax receipts were sent out last week. The treasurers expressed gratitude for Friends who provided both financially and with their time, talents, skills and other gifts that were beneficial for Meeting. As one of the Treasurers, Dot W. expressed that she felt privileged to watch the community step up to ensure that Meeting met their obligations, but especially that Holiday Sharing worked so well and that it was amazing!! Phil C. expressed thanks to all Friends who contributed with special thanks to the three (3) Friends who coordinated the Holiday Sharing effort, Terry D., Denise F., & Phil C.

- c. For the year 2021, AFM has not had any expenses to date to report.
- d. Note: The 2021 Final Budget was distributed using the AFM-Announce email with the agenda for February MfW wAtB and is attached to these minutes.

3. Quaker Holiday Market:

- a. On behalf of Quaker Holiday Market, Cairn K. announced that, with heavy hearts, the committee decided that in-person Quaker Spring Market must be canceled. A modified Spring Market will be conducted, similar to the Holiday Market. The committee is in the planning stages and will determine ways to safely conduct a modified Spring Market on May 1<sup>st</sup>.
- b. The committee is in the process of collecting suggestions for the causes and requested that all suggestions be provided to the committee no later than February 19th. Cairn K. expressed how heartwarming it is to see what we as a community have put into helping others and she expressed thanks to all who participated. Recently, there was a collection of men's clothing for Voices for a Second Chance, an organization that supports returning citizens after incarceration. The clerk expressed appreciation that the committee was able to transform the Holiday Market due to the pandemic and what a wonderful event it was.

4. Trustees:

- a. On behalf of the Trustees, Jack L. presented the AFM Advocacy & Lobbying Guidelines (see attached) for review and approval. The meeting was in unity to approve the guidelines. Based on the discussion, the clerk summarized by saying that there appears to be a desire for more conversation related to the differences between the letter of the law and the Quaker philosophical standpoint. Committees were encouraged to continue these conversations.
- b. The presentation provided context for why these guidelines are important for the meeting, a religious organization, that may be involved in the area of political activity. Jack expressed thanks to the Trustees and to Phil C. & Carl B., who provided their legal perspectives. The guidelines define what we, as a religious organization, can and cannot do with regards to political activities related to our tax-exempt status. AFM had requested Trustees to develop the guidelines from an internal desire to clarify how to comply with the law. As outlined in the Guidelines, legislative activity that is focused on causes, not on politicians, candidates or political groups, are well within allowable activities. With the clause of "substantial activity", Jack indicated that AFM is relatively clear of problems advocating for legislative causes and that AFM is not engaged in any of the areas that would create issues with the law. These guidelines help us to understand the legal boundaries. Outside of AFM, individuals can legally advocate for a candidate or political organization, so long as they are not representing AFM. It was pointed out that the Internal Revenue Service (IRS) has a document that is worth the read on what is considered legal and illegal for religious organizations.
  - i. Discussion:

1. Friends expressed appreciation to Jack, the Trustees and the input from Carl B. and Phil C. in preparing these Guidelines.
  2. It was noted that there are differences between AFM making a commitment and agreeing to follow the letter of the law and AFM agreeing to follow the expectations of the Religious Society of Friends (Quaker). This perspective includes the expectation that all Friends are prophets, priests, ministers, pastors, clergy or whatever other title could be place on the leaders of a religious organization. We are all leaders of this body of Quakers.
  3. A question was raised about garments that offer a political message or support a politician, political group or other perspective that is not a “cause”, but a focused political statement. Jack clarified that garments are not problematic from the viewpoint of the law. Others spoke to the appropriateness of these garments, since we are giving messages by our actions, our clothing and our speech, and there is need to be mindful of our Quaker testimonies and how we are presenting, messaging as Quakers.
    - a. A Friend stated that she felt that it would be inappropriate for one of our members to wear garments that had political messaging due to our relationship with our Quaker organization. Another Friend agreed and added that wearing political garments during Meeting for Worship would be the same as giving a message from a pulpit and should be avoided.
    - b. Another Friend noted that we benefit from all who attend and that opportunities for conversation and understanding can emerge without being “clothing police.”
  4. The clerk encouraged committees continue this conversation and understand the differences between the law (causes vs politicians/political groups) and Quaker theology with regards to advocacy, especially Peace & Social Concerns, Pastoral Care, Outreach and Ministry & Worship.
5. Peace & Social Concerns (P&SC):
- a. On behalf of P&SC, Phil C. used the previous discussion to acknowledge that P&SC is the most likely committee that could get the Meeting into trouble with the advocacy laws related to religious organizations. Therefore, P&SC has been designated in the Guidelines to keep records of our actual lobbying activities, so that we can quantify if there have been “substantial activities”, a term within the law that would indicate a violation, and provide those records annually to MfW wAtB. To that end, Phil provided a report prototype of the P&SC activities for 2020 (see attached). The summary indicated that in the past 12-months, P&SC brought three Minutes to MfW wAtB that were

- approved. Two of the Minutes were for causes and one was a request to legislators to make changes to legislation. Although a request to change legislation could be considered within the legislative clause for the IRS, the Minute was not focused on a political party or on a specific politician. The committee also offered support of Maryland Alliance for Justice Reform (MAJR) with their efforts to receive a grant. It was concluded that the activities did not amount to “substantial” activities for AFM in terms of IRS requirements.
- b. Phil reported that the Holiday Sharing effort was a huge success and that three families were served. The Holiday Sharing coordinators are considering splitting the surplus from the Holiday Sharing, that amounted to \$200, between the Light House and a local food bank program.
    - i. It was noted by the Treasurers that the procedure for collecting and disseminating funds that was followed for the Holiday Sharing was a one-time exception due to the pandemic and not part of the normal budget process. As such, this will not be repeated in future years. Given this, it is the responsibility of the Holiday Sharing coordinators to discern the appropriate distribution of the remaining fund and does not involve the Treasurers or any need to be approved by MfW wAtB.
  - c. With regards to the Zero Fossil Fuel Use Minute that was approved at the January MfW wAtB, there were recommended actions included in the Minute. One of the actions was to write to our elected officials and P&SC drafted letters. P&SC requested and received AFM support to send letters to Maryland legislators signed by the clerk on behalf of AFM.
    - i. A Friend asked if the letters spoke for the greater Religious Society of Friends (Quakers) or for AFM. It was confirmed that the letters were the voice of AFM and not any other organization. Another Friend expressed discomfort with not having seen the letter prior to granting support, at which time a sample was shown. Another Friend expressed that when she speaks or writes from a leadership role for other Quaker organizations, they trust that she has discerned and captured their ideas in what she is expressing.
    - ii. Several Friends agreed that we need to trust that the committee members are discerning appropriately and to trust our clerk to only sign letters that she feels are appropriate and speak well for AFM as a community.
  - d. Also aligned with the recommended actions identified in the Minute on Zero Fossil Fuel Use, P&SC invite Friends to reach out to young people to support them as they become involved as leaders in the world, including providing support for Fridays for Future and to organize an educational event that will reach out and connect with local colleges.
    - i. Friends who are interested in joining this effort can contact Phil or P&SC at [social-concerns@annapolisfriends.org](mailto:social-concerns@annapolisfriends.org)
  - e. On behalf of P&SC, Phil provided some quick highlights from the recent Meeting for Learning (MfL) on the topic of Reparations. The committee felt that it was a successful MfL with more than 40 people participating. The

majority of participants felt strongly that AFM should continue to have meetings on this important concern. Friends willing to participate in another meeting about Reparations can look for the Doodle Poll in an email from Phil, so that a date can be selected or contact Phil to receive the link to the poll.

- i. A Friend expressed thanks to the P&SC committee for all their work this year and said that the committee created a pathway to bring out individual stories together for a collective impact and a way of connecting with “our (cosmic) story. This was a reference to a recent posting from Richard Rohr. In response, Phil expressed gratitude for all the work that Barb T. did as a past P&SC clerk that gave P&SC a template for their current work.

6. Path Forward Committee (PF):

- a. On behalf of the Path Forward Committee, Karen C. shared a brief update about the efforts going forward, including the pulse survey that will be sent within the next week or two. The committee is interested in how Friends feel about several broad areas, including:
  - i. When are we going to open up? e.g., Are we going to wait until everyone is comfortable? Or are we going to allow for individual discernment of their own safe & risk/benefit? Will we let people make their own decisions?
  - ii. Acceptance of technology in MfW? e.g., Might there be a blended meeting (i.e., in-person & Zoom) for Business and committee mtgs? How about MfW? Would we have blended MfW some of the time, all of the time or never?
- b. As we approach this discernment, the clerk noted the need to focus on the greater Truth, to let our individual truths unite with the greater Truth.

7. Easter, April 4, 2021

- a. The clerk brought to our attention that Easter falls on April 4<sup>th</sup> this year and that is also the same day that AFM is scheduled to hold the 4<sup>th</sup> Month MfW wAtB. At the next MfW wAtB March 7<sup>th</sup>, we will decide if we feel that we should go ahead or hold off until a different time. In the past, there were other activities conducted in celebration of Easter. Friends were asked what, if anything, is planned for Easter this year and to let the clerk know as soon as possible. No comments were collected during the meeting with regards to plans for Easter.

Closing: The clerk asked us to settle into some silence, our final worship for this meeting. She thanked everyone and said that she hoped to see us in worship.

The recording clerk will send the draft meeting minutes to the AFM-Announce email list, so that Friends can review the draft minutes and provide feedback. The minutes will be brought forth for approval at the beginning of the next MfW wAtB.

Respectfully submitted,

Ellen M., Recording Clerk  
recording-clerk@annapolisfriends.org

ATTACHMENTS:

- Meeting Minutes (approved) from the 1<sup>st</sup> month MfW wAtB
- 2020 Final Treasurers Report
- 2021 Final Budget
- Advocacy Guidelines (approved)
- P&SC 2020 Activities Summary

1/31/2021

**Annapolis Friends Meeting 2021**  
Treasurer's Report run on January 31

<b>Operating Budget</b>			
<b>Income</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
Contributions	48,531	0	48,531
Rentals	5,000	0	5,000
Other Income (interest)		0	
Approved mid-year budget increase- from CC			
<b>Total Income</b>	<b>53,531</b>	<b>0</b>	<b>53,531</b>
<b>Expenses</b>			
Committee activities			
CREC	200	0	200
Library	400	0	400
Market	500	0	500
Meetinghouse and Lands	21,010	0	21,010
Ministry and Worship	300	0	300
Outreach	950	0	950
Pastoral Care	500	0	500
Peace and Social Concerns	3,400	0	3,400
Stewardship and Finance	500	0	500
Restricted Funds	7,080	7,080	0
Quaker Causes	4,321	0	4,321
Apportionment	14,370	0	14,370
<b>Total Expenses</b>	<b>53,531</b>	<b>7,080</b>	<b>46,451</b>
<b>Net</b>	<b>0</b>	<b>-7,080</b>	<b>7,080</b>
<b>Bank Account Balances</b>			
BB&T CD	101,340		
BB&T Checking	50,443		
Capital One Savings (old ING)	103,593		
Friends Fiduciary Corp as of 11/20/2020	112,827		
Sandy Springs Savings Bank CD	10,759		
<b>Total</b>	<b>378,962</b>		

<b>AFM Fund Balances</b>				
<b>Internally Designated Funds</b>	<b>Start</b>	<b>Additions</b>	<b>Expenses</b>	<b>Total</b>
Social Justice				
Emergent Social Concerns	2,712	4,080	0	6,792
Peace & Justice Center	2,928	0	0	2,928
Meetinghouse and Lands				
Building Fund	194,718		0	194,718
Capital Improvement	28,330	0	0	28,330
Capital Replacement	43,240		0	43,240
Memorial Garden	3,110	0	0	3,110
Individuals				
Adult Scholarship	2,000	0	0	2,000
Camping	2,000	0	0	2,000
Embraced Ministry	2,000	0	0	2,000
Suffering / Individual Emergency Fund	6,171	0	0	6,171
Young Friend's Opportunity Fund	2,005	0	0	2,005
Other				
Committee Contingency	10,097	3,000	0	13,097
Founders Fund	10,713	0	0	10,713
<b>Total Internally Designated Funds</b>	<b>310,023</b>	<b>7,080</b>	<b>0</b>	<b>317,103</b>
<b>Other Off-Budget Activities</b>	<b>Start</b>	<b>Income</b>	<b>Expenses</b>	<b>Balance</b>
Quaker Market	0	0	0	0
CREC				0
Holiday Sharing	206	0	0	0
Bank account balances	378,962			
minus designated funds	317,103			
minus other off-budget activities	0			
unrealized gains/losses this year				
other balance items				
Reserves	<b>61,858</b>			
remaining approved budget	46,451			
Undedicated Reserves	15,407			

**Annapolis Friends Meeting  
Stewardship and Finance Committee  
2021 FINAL BUDGET**

	<b>2019actual</b>	<b>2020 YTD</b>	<b>2020 Budget</b>	<b>Requested</b>	<b>Suggested</b>		<b>Expected Balance End of FY20</b>	<b>2021 expected expense</b>	<b>2021 increase</b>	<b>Expected FY21 year end balance</b>	<b>Target</b>
<b>Income</b>						<b>Internally Designated Funds</b>					
Contributions	54,011	49,579	48,175	78,111	48,531	Social Justice					
Rentals	17,519	5,665	18,500		5,000	P&SC Emergent Social Concerns	0		4,080	4,080	5,000
Other	541	0				P&SC Peace & Justice Center	3,405			3,405	4,000
						Meetinghouse and Lands					
<b>Total Income</b>	<b>72,071</b>	<b>55,244</b>	<b>66,675</b>	<b>78,111</b>	<b>53,531</b>	MH&L Building Fund	189,718			189,718	add 10K/yr
						MH&L Capital Improvement	28,330			28,330	
<b>Expenses</b>						MH&L Capital Replacement	36,400	10,500		25,900	add 10K/yr
Committee activities						MH&L Memorial Garden	3,110			3,110	2,000
CREC	188	0	250	200	200	Individuals					
Library	477	220	350	400	400	S&F Adult Scholarship	2,000			2,000	2,000
Market	450	0	500	500	500	CREC Camping	2,000			2,000	2,000
Meetinghouse and Lands	16,733	18,323	28,000	29,415	21,010	M&W Embraced Ministry	2,000			2,000	2,000
Ministry and Worship	638	0	900	0	300	PC Suffering & Individual Emerg. Fun	5,000			5,000	5,000
Outreach	470	368	1,200	950	950	CREC Young Friend's Opportunity Fun	2,005			2,005	3,000
Pastoral Care	245	134	500	500	500	Other					
Peace and Social Concerns	3,400	3,350	3,650	3,400	3,400	S&F Committee Contingency	10,097		3,000	13,097	
Stewardship and Finance	382	10	830	830	500	Trustees Founders Fund	10,713			10,713	
Restricted Funds	30,033	13,464	11,121	23,225	7,080						
Quaker Causes	4,478	4,485	4,485	4,321	4,321	<b>Total Restricted Funds</b>	<b>294,777</b>	<b>10,500</b>	<b>7,080</b>	<b>291,357</b>	
Apportionment	14,576	14,889	14,889	14,370	14,370		start	minus	plus	equals	
<b>Total Expenses</b>	<b>72,070</b>	<b>55,243</b>	<b>66,675</b>	<b>78,111</b>	<b>53,531</b>						
<b>Net</b>											

P&SC includes \$2000 for lighthouse and \$1,400 to split ACT membership with NAACP  
 Ministry and Worship includes \$250 for Quaker Burial Ground  
 Outreach includes \$350 for festival fees, \$500 for internal expenses, \$100 GAIN dues.  
 Quaker Causes is 10% of 2019 contributions. 20% of this goes to ESC  
 Apportionment is estimate.

Capital Replacement:  
 On-going AV audio upgrade (\$500)  
 Floor replacement in MPR (\$10,000)

Note:  
 Anticipating roof replacement in next five years

Treasurer suggested:

A budget of 78,630 has been requested. This is risky given the fact that we cannot count on rental income. Two recommendations for a more realistic budget:  
 Reduce amount given to ID funds. Use any FY20 surplus to replenish these funds rather than including them in next year's budget.  
 Suggestion that we move forward with a FY21 contribution of 3K for committee contingency and 4080 for ESC (1080 QC, 3K other). FY20 surplus to be split between ESC and Suffering  
 Reduce the MH&L approved budget to around 21K. Allow MH&L to determine what line items should be adjusted.  
 This 21K MH&L figure is a significant reduction, but still higher than true expenditures from the committee in the past.  
 These two steps would give us a budget of 53K which is more reasonable. If way opens, MfB can approve a budget adjustment to increase ID funds later in 2021



**MINUTE –  
GUIDELINES FOR ADVOCACY AND LOBBYING  
BY ANNAPOLIS FRIENDS MEETING**

Draft for Meeting for Business, 2.7.2021

**AFM status as a religious organization - history and introduction**

When Annapolis Friends agreed in 1979 to register as a Maryland religious corporation, we publicly committed to apply certain legal standards to our collective actions.

While a violation of such legal standards could carry adverse tax consequences, Friends also should consider it as part of AFM's Quaker integrity to fulfill this commitment.

Part of AFM's corporate charter (or "articles of incorporation") claims the benefits of federal law for organizations exempt from taxation under sec. 501(c)(3) of the Internal Revenue Code. AFM by-laws (or "Plan") and **these** later-adopted guidelines are written to continue this commitment.

As of 2021 when this minute is approved, our Trustees have found that AFM is and may continue to be **in** substantive compliance with all these laws, rules and regulations by observing the following guidelines:

**GENERAL GUIDELINES**

1. AFM should not engage in partisan political activity, either to support or oppose candidates for public office, to join partisan political rallies or campaigns, nor should we permit use of our Meeting House or other assets for such partisan political purposes.
2. Nevertheless, AFM does not jeopardize its tax-exempt status by engaging in educational and advocacy activities such as public meetings or forums related to social action issues, however controversial.
3. AFM also is permitted to engage in "some" lobbying for or against specific legislation so long as it is "not a substantial part" of our overall activity. This admittedly vague IRS-standard has not affected AFM over the years because the amounts of money or collective activities have been miniscule, compared to the much greater uses of our Meeting House, AFM functions and activities, and AFM funds for nonlobbying purposes.
4. AFM, with these guidelines, does not seek to restrain individual members and attenders from free exercise of their Constitutional First Amendment participation in lobbying, political activity, partisan and otherwise, individually or collectively.
5. AFM recognizes that members of the Religious Society of Friends or "Quakers," since our beginnings in the 1600s, have sought the Light in our individual lives and our Meetings. But, Quakers also long have committed to sharing this Light with others in our communities and to faithfully following our individual consciences or "leadings," often to oppose government policies discerned to be immoral (e.g., war, slavery, and racial discrimination) or to seek government support envisioned to be essential (e.g., public schools, prison reform, and LGBTQ rights).
6. Quakers have pursued these lobbying leadings in modern times with support for the Friends Committee on National Legislation (FCNL) and of the Quaker United Nations Office (QUNO). We also recall that part of AFM's motivation in joining Baltimore Yearly Meeting (BYM) involved the desire to help Maryland Quakers have a stronger voice in the capital for improvements of public policy consistent with Friends' testimonies.

## **RECORD-KEEPING AND RELATED GUIDELINES**

Consistent with our corporate commitment to be nonpartisan and to have only “some” limited corporate lobbying, AFM has observed a line between permissive social reform activity (e.g., Black Lives Matter, Climate Change, Criminal Justice Reform, for example) by keeping legislative lobbying at a level that we can readily defend as “insubstantial.” To ensure that this balance is consciously observed, AFM should adopt practices such as:

7. **LOBBYING**- Requesting AFM’s Peace & Social Concerns (PSC) Committee primarily to assist Friends in organizing community service and educational functions as to social issues; more rarely, PSC may seek AFM endorsement of particular items of legislation. PSC should keep records of its actual lobbying activities, noting the proportion of educational vs. lobbying for annual review by AFM’s Meeting for Business and its Trustees.
8. **COMMUNICATIONS** - AFM’s Announce List, Discuss List and online presence (website, Facebook page, or similar) can help to educate and inform both Friends and others in our communities, and to provide opportunities for communication between Friends and other individuals.
9. **INTERNAL GUIDANCE**- AFM members, committees and officers should advise individual Friends and attenders that AFM generally cannot endorse a political candidate or party, and that AFM only occasionally may lobby for a particular piece of legislation. A request for legislative lobbying ordinarily should be seasoned
10. **EMERGENCIES**. Under emergency circumstances, AFM committees may urge individual Friends and attenders to participate in an event that contemplates advocacy in a community emergency, such as civil disorders or racist attacks on community members. Such events, it is hoped, will remain exceedingly rare and, therefore, not a “substantial part” of Meetings regular activities.
11. **TRUSTEES’ REVIEW** - Trustees should review this Minute and its recommendations periodically to ensure that AFM faithfully is maintaining our commitment and pursuing these guidelines. If the guidelines are not being followed, Trustees may consider whether to suggest changes in AFM activities or in these guidelines.

Annapolis Friends Meeting (AFM)  
Peace & Social Concerns Committee

2020 Activity Summary as of February 7, 2021:

*"AFM's Peace & Social Concerns Com. brought 3 minutes to MfB for approval:*

- Anti-Racist Declaration;*
- Anti-Drone minute;*
- Zero Fossil Fuel minute.*

*We requested:*

- Anti-Drone letters to Congress; and*
- Police use-of-force letter to the editor.*

*We've requested:*

- One petition in support of proposed state legislation (Health Equity Resource Communities) although not a specific bill filed at that time; and*
- One action in support of MAJR seeking grant funding, although not related to any specific piece of legislation.*

*We've spend a LOT of time discussing and arranging COVID-related donations to homeless shelters and food banks, as well as other supports to indigent neighbors via ACT.*

*We've spent much more time internally discussing initiatives in the best interest than any specific partisan candidates or specific pieces of legislation."*