

Annapolis Friends Monthly Meeting (AFM)
Meeting for Worship with Attention to Business (MfW wAtB)
11th Month, 7th Day, 2021
(11/07/2021)
Meeting Minutes – Approved

Note: The MfW wAtB was conducted in the meetinghouse using Zoom to include remote participants; a “blended” meeting.

Present in meetinghouse: Martha B. (clerk), Ellen M. (recording clerk), Karen C., Marcia O., and Jo Anne S.

Present on Zoom: Carl B., Julie R., Judy B., Terry D., Jean C., Joan M., Cairn K., Ann R., Will C., Margaret C., Jeanne W., Peter M., Martha L., Wes J., Diane S., Jack L., Dot W., Larry M., Lisa H., Sheila M., Ria H., Sky E., Nan E., Barb T., Minette S., Kim F., and Pat S.

9:00 am Opening: The clerk welcomed all and invited us to settle into some silent centering worship as we considered the Baltimore Yearly Meeting 11th month queries that were shared on the screen.

Do you provide religious education, including study of the Bible and of Friends' history and practices, in your Meeting?
Do you ensure that schools under the care of Friends exemplify Friends' principles? Do you support and strive to improve the public schools?

To start the meeting, the clerk both displayed and read aloud the AFM Anti-Racism queries.

Agenda:

1) 10th Month 2021 MfW wAtB Meeting Minutes Reviewed & Approved:

The draft meeting minutes from the previous meeting held on October 5, 2021 were distributed after that meeting and again with the invitation to the November 7th MfW wAtB. With no requests for changes, the 10th month minutes were approved. See the attached.

2) Communications Contacts:

- a) Ellen M. will be away from November 15, 2021 to February 8th, 2022. The following contact list was provided as a resource.
 - i) For scheduling and setting up Zoom meetings and Zoom hosts, send an email to communications@annapolisfriends.org
 - ii) To get an event onto the AFM calendar, send an email to calendar@annapolisfriends.org.
 - iii) To add an event to the Weekly Announcements email, send the information to info@annapolisfriends.org.

iv) For AFM website questions and change requests, send an email to communications@annapolisfriends.org.

3) Meetinghouse & Land (MH&L):

- a) On behalf of MH&L, Kim F. provided an update about activities at the meetinghouse, landscaping and sustainable gardening that attracts birds and pollinators. Recently, Kim provided a connection to a good introductory resource related to sustainable gardening through the AFM-Discuss email list. Kim talked about a short course on sustainable gardening that is available through Cornell University that she is looking into sharing with Friends as part of a MH&L educational series. The hope is that, in the Spring, a group of Friends might come together with a common vision for the AFM landscaping. More information will come in the future. The clerk expressed her appreciation for all the hard work of MH&L and their dedication to teaching all of us about their plans to help the environment.
- b) Kim shared that one of the new digital locks was installed on the Audio closet in the meetinghouse with the code on a sticky-note above the lock. Friends were encouraged to “test-drive” the lock to become familiar with how it works. A second digital lock will be installed on the front door in the future and Friends will be informed about the lock being installed and the code to open the lock.
 - i) On behalf of MH&L, Jeanne W., the in-coming 2022 co-clerk for MH&L, requested that Friends who have a physical key to the meetinghouse let her know.

4) Stewardship & Finance (S&F)—2022 Budget, 1st Reading:

- a) On behalf of S&F, Julie R. provided additional information about the Updated 2021 Treasurer’s report dated October 31, 2021 (see the attached), which was distributed with the invitation to the November MfW wAtB. Financially, it was shared, AFM is a little behind where we have been in the past at this time of year. However, there are often additional contributions received in the month of December. Committees were asked not to make large purchases or expenditures or any additional or extra spending. Although budgets were approved at the beginning of the year, that was an estimate and it will not be possible to spend-down all the approved funds due to the reduced income (e.g., no rental income). Julie emphasized that the suffering funds, which are set aside for someone who is in need, will be available.
- b) Julie R. provided highlights of the proposed 2022 budget (see the attached) which is lower than the committees’ aspirational budget requests. Realistic reductions were made by S&F and S&F is recommending that the committees review their aspirational budget requests to see if they can reduce their expenses further. The Communications Committee (CC), a new committee as of January 2021, was provided with a \$100 budget for 2022; however, most of the anticipated CC expenses actually fall under the MH&L budget for equipment that remains at the meetinghouse.
- c) It was noted that Friends will sometimes use their own personal funds to purchase things and then donate them to AFM. S&F would like to be made

aware of these unrecorded expenses, so that they can be appropriately captured under the AFM budget and accounts.

- d) Julie R. shared a friendly reminder from the Treasurer that Holiday Sharing and Quaker Market donations will not be entered into the general operating accounts and are not included in the AFM end-of-year contribution letter. The money collected for Holiday Sharing will be used to purchased items that will be disbursed to Anne Arundel County Family Services and the Light House.

5) Peace & Social Concerns (P&SC):

a) Holiday Sharing:

- i) The clerk provided the back-history of how Holiday Sharing got started and how it was transformed due to the pandemic. The need to temporarily move to cash purchases, instead of in-kind gifts, necessitated an exception to our fiscal policy regarding pass-through donations and caused extra burdens on the Treasurers.
- ii) On behalf of the Holiday Sharing, an ad hoc group under P&SC, Terry D. shared that there are three families from Anne Arundel County Social Services and one family from the Light House. There is a red plastic envelope in the Office of the meetinghouse where F/friends can drop off their checks or the check can be mailed to AFM. The memo on the check and envelope must have "holiday sharing" written onto them. The money collected will be provided to the two organizations and a contactless shopping process will be used to deliver food to the families.
- iii) Dot W., one of the Treasurers, explained the IRS rules and that all contributions at or under \$250 to any 501(c)3 is tax deductible and the cancelled check is proof of the contribution. The organization receiving the donation would be the appropriate entity to identify as the recipient (not AFM).
- iv) The clerk asked if the Meeting approved the request to allow monies for Holiday Sharing to pass through AFM with the understanding that:
 - a. This approval will be for this year only, an exception necessitated by the pandemic (as it was for last year). The intent is to return to an in-kind donation system in 2022.
 - b. Suggested update to a slide: Individual donations made out to AFM will not be considered a donation to AFM's general operating account, which means they are not included in the AFM end-of-year contributions letter.
 - c. All monies collected will be distributed by the end of this fiscal year and not carried over to 2022.
 - d. Given the evolving nature of our Holiday Sharing program, P&SC would develop a written procedure in conjunction with S&F to outline the Holiday Sharing donation process for future years and that the procedure would be brought to a MfW wAtB in the summer of 2022.
- v) The clerk noted that the Holiday Sharing is in-keeping with the Anti-Racist Declaration that encourages AFM to build relationships with our neighbors.
- vi) The Holiday Sharing donation process was approved as per the clerk's requested considerations with two (2) Friends recorded as standing aside.

- b) On behalf of the group considering how to support Afghan refugees, Jo Anne S. requested approval from Meeting to put information on the AFM-Announce email list with regards to their initiative to collect gift cards and as a means to invite those interested to contributing. Minette S. shared that the AFM ad hoc group, which is under P&SC, selected Church World Service (CWS) out of Pennsylvania to work with for this effort because CWS is moving forward more quickly than other organizations. Church World Service is a faith-based organization who strives to transform communities around the globe through just and sustainable responses to hunger, poverty, displacement and disaster. The gift cards will be sent to CWS who will distribute the cards.
 - i) Approval was granted to share the opportunity to support Afghan refugees using the AFM-Announce email list.
- c) On behalf of the Change Group, Lisa H. was going to present the 2nd reading of the proposed minute on Restorative & Retrospective Justice for Racism, but time for adequate discussion was running out and the plan is to bring it forth at the 12th month MfW wAtB. Since the document was prepared and circulated this month, the clerk requested that Friends send their comments, suggestions or questions to Lisa H, Mary D, or Sheila M., as soon as possible, so that the committee would be able to address them prior to the December meeting.

6) Nominating Committee:

- a) On behalf of the Nominating Committee, Wes J. made some quick general comments as the clerk shared a copy of the first reading of the 2022 slate on the screen.
- b) Wes applauded the Nominating committee for all of their effort with assembling the 2022 slate (see the attached).
- c) Friends were asked to review the proposed 2022 slate in detail for accuracy at their leisure and let Nominating Committee know of any changes.

Closing:

The MfW wAtB closed with a brief moment of silence and gratitude to all participants and Spirit, so that we can carry forward.

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 on December 5th.

Respectfully submitted,

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

ATTACHMENTS:

- Meeting Minutes (approved) from the 10th Month MfW wAtB
- Treasurers' Report Updated October 2021 Report

- Proposed 2022 Budget – 1st reading
- Nominating Slate – 1st reading

Treasurer's Report
31 October 2021

Operating Budget:

This is an updated report to the report provided to Meeting for Business on 3 October. Information is correct as 28 October .

The operating budget income is derived from two sources – Unrestricted Contributions and Rental Income. The expenditures are based on the general operating budget (and do not include expenditures from ID funds).

Totals effective 10/1:

<u>INCOME</u>		<u>EXPENDITURES:</u>	
Unrestricted Contributions:	33,138	2021 budget approved plus up for ID funds:	7,080
Rental Income:	0	Other Expenditures:	<u>34,229</u>
Total Operating Budget Income:	33,138		41,309

We have currently spent 8,171 more than we have brought in and have an additional \$4,321 in committed expenditures to send out.

Notes:

- (1) The majority of the expenditures have been for Meeting House and Lands responsibilities.
- (2) We have fully paid the following significant Budget expenditures at the request of Committees responsible:
 - Light House Shelter: 2,000
 - ACT Membership: 1,350
 - BYM Apportionment: 14,370
- (3) We have the following expenditures remaining:
 - Quaker Causes: 4,321
- (4) We expected to receive \$48,531 in Unrestricted Contributions.

**Annapolis Friends Meeting
Stewardship and Finance Committee
2022 DRAFT BUDGET - November MfB**

	2019 Actual	2020 Actual	2021 Actual YTD	2021 Budget	2022 Requested	2022 In Kind	2022 Suggested
Income							
Contributions	54,011	49,579	33,138	48,531	54,323		46,333
Rentals	17,519	5,665	0	5,000	20,000		0
Other	541	0	0	0	0		
Total Income	72,071	55,244	33,138	53,531			
Expenses							
Committee activities							
CREC	188	0	0	200	500	200	300
Library	477	220	149	400	420	20	400
Market	450	0	0	500	500		500
Meetinghouse and Lands	16,733	18,323	15,812	21,010	28,315		22,000
Ministry and Worship	638	0	0	300	300		300
Outreach	470	368	153	950	950		950
Communications					600	500	100
Pastoral Care	245	134	156	500	500		500
Peace and Social Concerns	3,400	3,350	3400	3,400	3,400		3,400
Stewardship and Finance	382	10	189	500	1255	955	300
Independent Designated Funds	30,033	13,464	7080	7,080	20,992		992
Quaker Causes	4,478	4,485	0	4,231	3,966		3,966
Apportionment	12,625	14,889	14,370	14,370	12,625		12,625
Total Expenses	72,070	55,243	41,310	53,441	74,323	1,675	46,333

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 2020 contributions. 20% of this goes to ESC (3,966/992)

Apportionment is 12,625

A budget of 74,323 has been requested. These is risky given the fact that we cannot count on rental income.

Reduce the amount distributed to ID funds to 0. Reassess this amount at midyear based on possibility of rental income.

Reduce the MH&L approved budget to around 22K. Allow MH&L to detemrine what line items should be adjusted.

This 22K 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 46K which is more reasonable.

	2022 Expected Start	2022 expected change	2022 Expected End	Target Floors
Independent Designated Funds (IDFs)				
Peace and Social Concerns				
Emergent Social Concerns	4092	992	5084	5,000
Peace & Justice Center	2,928		2928	4,000
Meetinghouse and Lands				
Building Fund	194,718		194718	.+ 10K/yr
Capital Improvement	27,131		27131	as is
Capital Replacement	43,240	-10,000	33240	.+ 10K/yr
Memorial Garden	3,110		3110	2,000
CREC				
Young Friend's Opportunity	1,005		1005	2,000
Camping	2,000		2000	2,000
Pastoral Care				
Suffering & Individual Emerg	6,171		6171	5,000
Ministry and Worship				
Embraced Ministry	2,000		2000	2,000
Stewardship and Finance				
Adult Scholarship	2,000		2000	2,000
Committee Contingency	13,097		13097	as is
Founder's Fund	10,854		10854	as is
Total Independent Designated Funds	312,346		303,338	

Suggestion: reallocate 1,171 from individual suffering (emergent social concerns/youth opportunity)

Note: potential expenditures from Capital Replacement fund that will be approved by MfB

AV Upgrade: 500

Floor Replacement: 10,000-15,000

Roof Replacement : 20,000

Furnishing Upgrades: 2,500

Annapolis Friends Meeting
Officers and Committee Members, and Representatives Slate for 2022
1st Reading

Committee positions are volunteer with nominal two-year terms beginning in January—e.g., (22) means that a member will serve starting in January 2022 and complete the term in December 2023. (21) means that member began in 2021 and has one more year in the 2-year term. A term in which a member has served as clerk is designated by an underline. Each committee has subcommittees for which it serves as support and resource.

Clerk [AFM member]: Martha Baer (19) (21) **Asst. Clerk** [AFM member]: Karen Cunnyngham (19)(21)
Co-Treasurer: Dot Walizer (20)(22) **Co-Treasurer:** Julie Rouhi (19) (21)
Recording Clerk: **TBD** **Recorder:** Karen Cunnyngham (17)(19) (21)

CHILDRENS' RELIGIOUS EDUCATION

Clerks: Committee

Members: Tim Mullady (19) (21), Nancy Jo Steetle (20)(22), Martha Lurz (20)(22), Amy Ksir (21), Sylvia Oliva (22)

Subcommittees:

Nursery Coordinator: Sylvia Oliva

Homeschooling: Clerk: Kimberly Benson (since 2011)

COMMUNICATIONS COMMITTEE

Clerk: Ellen McBride (21)

Members: Sheryl Grier (22), Wes Jordan (21), Diane Evartt (21), Arielle Jordan (21), Carl Benson (21), Larry McNeely (22), Jennifer DeLorge McKeown (22), Christina Fiedler (21)

Subcommittees:

- Web Manager -- Sheryl Grier
- Email List Manager -- Doug McClelland
- Calendar -- Mary Barbera
- Directory Coordinator—Wes Jordan
- Zoom Hosting -- Martha Baer, Carl Benson, Cairn Krafft, Larry McNeely, Ellen McBride, Patty Robinson, Barb Thomas
- OWL—Karen Cunnyngham, Ellen McBride, Martha Baer, Jeanne Ward
- Social Media (Facebook, Twitter, Instagram, etc.) — Jennifer DeLorge McKeown, Bonnie Peregoy, Arielle Jordan, and Ellen McBride

LIBRARY

Co-Clerks: Nan Elsbree (19)(21) and Martha Lurz (17)(19)(21)

Members: Susan Dapkunas (15)(17)(19)(21)

Subcommittee: Friends Writing Together: Facilitator: Mary Barbera (22)

MEETINGHOUSE AND LAND

Co-Clerks: Kim Finch (15)(17)(19)(21) and Jeanne Ward (20) (22)

Members: Doug McClelland (12)(14)(16)(18)(20)(22), Ron DeAbreu (16)(18)(20)(22), Stephen Poe (19)(21), Diane Evartt (20)(22), Jack Hogsten (22), Bob Bruninga (22), Diana Klein (22), Eric Wizen (22)

Subcommittees:

Hospitality: Clerk: Marcia Ormsby (16)(18)(20)(22)

Members: Joan Miller (20)(22), Margaret Candler (18)(20)(22), Peter Meredith (19)(21)

Building Use Coordinator (BUC): Sheryl Grier (18)(20)(22)

Ad hoc Building for the Future Committee: Kim Finch (since 2015)

MINISTRY & WORSHIP

Clerk [RSF member]: Ann Riggs (21)

Members: Peter Meredith (19)(21), Margaret Candler (20)(22), Dot Walizer (22)

Subcommittee:

Adult Education Committee: Clerk: Ann Riggs (21),

Members: Peter Meredith (21), Margaret Candler (21), Karen Pell (21), Pat Schenck (22), Dot Walizer (22)

Liaisons:

BYM Contact: Barb Thomas (20)(22)

Quarterly Meeting Contact: Canby Robertson (20)(22)

Interchange Contact: Karen Cunyningham (20)(22)

Quaker History & Heritage: Kim Finch (since 08)

Quaker Burial Ground: Phil Caroom (since 2013)

Silent Retreat Convener: Jean Christianson (since founding)

Deconstructing Racism Convener: Jean Christianson (since founding)

FUM, FGC, FWCC: (present liaisons are Dot Walizer and Ann Riggs)

NOMINATING

Clerk: Wes Jordan (19)(21)

Members: Barb Thomas (19)(21), Cairn Krafft (21), Marcia Ormsby (21), Martha B (22)

OUTREACH

Co-Clerks: Tom Wolfe (21), Joan Miller (20)(22)

Members: Cécile Taylor (19)(21), Fran Palmeri (21), Patty Robinson (21)(22)

Subcommittees:

Interfaith Outreach: Tom Wolfe (21)

PASTORAL CARE

Clerk [RSF member]: Barb Thomas (20)(22)

Members: Minette Clarke-Swindle (18)(20)(22), Jo Anna Schneider (20)(22), Stephanie DeAbreau (21), Beth Chandler (22), Jackie Paterson (22)

Subcommittees:

5th Night Light: Mary Barbera

Memorial Garden: Mary Barbera

Helping Hands Care Team: Jack Hogsten

Quaker Dudes Convener: Phil Caroom

Meditation Group: Patty Robinson (20)(22)

PEACE & SOCIAL CONCERNS

Clerk: Phil Caroom (20)(22)

Members: Christina Fiedler (20)(22), Mary Dadone (17)(19)(21), John and Lisa Hall (21), Sarah Blaser (21), Susan Dapkunas (21), Will Candler (22), Ria Hawkins (22)

Subcommittees:

Change Group: Convener. Phil Caroom (19)(21)

Peace & Justice Center: Clerk: Sheila Murdock (19)(21)

AFSC contact: Joan Miller (20)(22)

FCNL contact: Amy Southwick (22)

Lighthouse Shelter Liaison: Marcia Ormsby (since 2007)

MAJR Representative: Phil Caroom (since founding)
Climate Stewards of Greater Annapolis Liaison: Wes Jordan (19)(21)
Green Team: Convener Wes Jordan (19)(21)
Friends Wilderness Center Liaison: Christina Fiedler (22)
ACT: Lead, Mary Dadone (20)(22)

QUAKER MARKET

Clerk: Cairn Krafft (12)(14)(16)(18)(20)(22)

Members: Margaret Holmes (07-17)(19)(21), Jean Christianson (14)(16)(18)(20)(22), Ruth Slavin (16)(18)(20)(22), Al Baumann (19)(21), Martha Lurz (20)(22), Canby Robertson (20)(22), Karl Richmond (21), Marjorie Kehoe (21)

STEWARDSHIP & FINANCE

Clerk: Wes Jordan (20)(22)

Members: Phyllis Singer (16)(18)(20)(22), Julie Rouhi (20)(22)

Ex officio: Co-treasurers: Dot Walizer (20)(22) and Julie Rouhi (21)

TRUSTEES [RSF members]

Clerk: Jack Lahr (14)(16)(18)(20)(22)

Members: Wes Jordan (15)(17)(19)(21), Karen Cunnynggham (18)(20)(22), Martha Baer (19)(21)

Ex officio: Co-Treasurers: Dot Walizer (20)(22) and Julie Rouhi (21)

**Available to hold committees in the Light during meetings: Jean Christianson

ACKNOWLEDGEMENTS:

Path Forward: Karen Cunnynggham, etc.

2nd Circles: many Friends

Annapolis Friends serving on Baltimore Yearly Meeting committees or as BYM Reps to Quaker groups:

- Phil Caroom: Reparations Working Group and Peace and Social Concerns
- Ann Riggs: Faith and Practice and Friends United Meeting General Board
- Barb Thomas (clerk), Martha Baer, Jenn DeLorge McKeown: Program Committee
- Karen Cunnynggham: Stewardship and Finance
- Kimberly Benson: Indian Affairs
- Carl Benson: Unity with Nature
- Kallan Benson: Rep. to Friends Committee on National Legislation
- Bethanne Bruninga Socolar: Rep. to American Friends Service Committee
- Dot Walitzer: Rep to Friends General Conference Central Committee
- Jack Lahr: Rep. to Interfaith Action for Human Rights