

**FRIENDS MEETING OF SAN ANTONIO**  
**Meeting for Worship with Attention to Business**  
**December 16, 2018**

Attending: Kellie Price, Bill Wilkinson, Greg Casillas, Steve Brink, Marian Carter, Pam Spurgeon, Jim Spickard, Nick Reynolds, Greg Koehler, Jillian Randles, Mari Montemayor, Laura Claghorn, James Goslin, James Mize, Joni Mize, Bill Sweet, Pat Sweet, Gretchen Haynes, Juan B. Vela, Val Liveoak

The Meeting opened with the following quote: "...Friends attend meetings for business in a frame of mind that expects that the meeting will issue [result] in unity, that guidance can come from anyone there and therefore the participation of everybody is important." *Encounter with SILENCE*, John Punshon, London 1987, p.98

Opening Worship

"May the words of the Spirit be spoken. May the words of the Spirit be heard."

**Agenda Preview: Val Liveoak**

Signage Committee report was added.

**Clerk's comments:**

FMSA has received thank yous for donations to Friends Journal, Friends World Committee for Consultation, and FCNL, and these will be posted in the common room.

Minutes from November 2018 were approved with addition of Joni Mize as attending.

**Treasurer's Report: Bill Wilkinson**

**Balance Sheet**

- ✓ The Meeting's Balance Sheet has declined by \$11,073.08 since December 31, 2017. A one-time donation to the FCNL capital campaign represents \$10,000 of that change.
- ✓ The remaining change is accounted for by slow contribution rates and unexpected expenses. Contributions have picked up significantly in December, which is typical.
- ✓ There has been no unusual activity.

**Statement of Activities**

- ✓ November contributions remained slow.
- ✓ The only unusual expense was an invoice from Persyn Engineering related to structural repairs to the Meeting Room.

**2019 Proposed Budget, First Reading: Bill Wilkinson**

- ✓ The total budget of \$35,770 represents an increase of \$7,345 over the 2018 budget (+25.8%). If we add the cost of monthly transfers to the Sinking Fund, which is not a budgeted item, the difference between 2018 and 2019 is \$4,945 or a 16.0% increase.
- ✓ Last year, the Meeting agreed to have the Meeting Contributions to Others and SCYM benchmarked at approximately 10% of contributions, respectively. This decision is reflected in this budget. Additionally, the Meeting asked that we consider increase the monthly transfer to the Sinking Fund

from its present level of \$200 to \$500/month; which is also included in this proposed budget. All other expenses are basically being held level.

- ✓ The majority of the increased budget is expected to come from contributions by Meeting members and attenders. This could be a challenge given the Meeting has lost critical contributors. Through the end of November, 83.8% of contributions came from 13 individuals and families.

Faithfully submitted,  
Bill Wilkinson, Treasurer

Treasurer's Report Accepted.

Under 2019 Proposed Budget, there was a concern about the number of weeks (40) for child care services. It was explained that the anticipation was originally that there would be no child care from Memorial Day to Labor Day. Friends were supportive of increasing this to 52 weeks, as it is expected that children will attend year long.

It was suggested that perhaps the cleaning supplies item might need to be increased. Bill Sweet will check his spreadsheet and alert Finance Committee if this needs to be increased.

The increase in phone category is because the lowest phone plan price went up. WI-FI will be an additional amount, and is still being discussed in M&O committee.

As to Religious Education, Gretchen Haynes had a concern that she would go over what was budgeted. That is okay, the purpose of the budget is not to say "don't go over this." The budget overages are usually very minor and small. For example, it would not cause hardship to spend \$100 on a field trip that wasn't previously budgeted with a line item.

This is the First Reading of the Budget. We will read it again next month for final approval. Any suggestions for changes should be communicated to the Finance Committee.

#### **Property Committee: James Mize**

1. Joe Redfield consulted with Bill Sweet December 4 at the Meetinghouse to explore a possible electrical issue (non-safety) with the Phase 1 HVAC system. Joe indicated he would provide a written report of findings.
2. On December 13, under our service contract with A/C Technical Services, a semiannual inspection of both HVAC systems was completed. Both systems are operating as specified. Also, a successful mini workday was accomplished.
3. Malitz Construction is scheduled to begin contracted work on rotted wood this week.
4. Memorial Garden planning continues.
5. A detailed plan of the Eagle Scout project for parking lot steps is expected early in the new year.

Stephen Shearer, James Mize, Bill Sweet, Joni Mize

Not on the report, but after first of the year, we will be working on getting the trees cut as it's the time of the year for it.

Report accepted.

### **Ministry and Oversight: Jim Spickard**

The Ministry and Oversight Committee met on Wednesday, December 12<sup>th</sup>, at the Meetinghouse. We discussed:

1. Memberships:
  - The Clearness Committee for Peggy Dial and Stephen Shearer enthusiastically recommends that they be approved for membership.
    - **MINUTE 2018.12.1: *Friends Meeting of San Antonio welcomes Peggy Dial into membership of the Religious Society of Friends. Approved.***
    - **MINUTE 2018.12.2: *Friends Meeting of San Antonio welcomes Stephen Shearer into membership of the Religious Society of Friends. Approved.***
  - We received an application for membership and have appointed Val Liveoak to create a membership committee.
  - We reviewed the status of other recent applications for membership in Meeting
2. A revised passage for the Handbook on the Memorial Garden. Here is our new version, incorporating suggestions and request from Meeting members:

**MINUTE 2018.12.3: *FMSA approves the creation of Annex G in the Handbook as follows:***

#### **ANNEX G: MEMORIAL GARDEN**

**This section contains information relating to the Memorial Garden approved in November, 2018.**

1. **Location:**

The Memorial Garden will be located along the south end of the limestone wall or in another place proposed by the Property Committee.
2. **Landscaping:**

The Meeting intends to landscape in such a way that we can remember Friends, attenders, and those otherwise associated with the Meeting who have passed on.
3. **Memorial Plaques:**

Small memorial plaques may be installed on the wall or in another permanent location approved by the Property Committee.
4. **Burial or Scattering of Cremains:**

Burial or scattering of human cremains is to be done in an environmentally sensitive manner. This may be: by mixing cremains with a buffering compost and burying the mix a biodegradable container; by mixing with a buffering compost and scattering the mix widely on the property; by burying the cremains in a hermetically sealed container; or by another environmentally sound method.
5. **Process:**

Ministry and Oversight Committee will receive and approve requests for the

**disposition of cremains and the placement of memorial plaques. Property Committee will decide the location for burial or scattering of cremains.**

**6. Funding:**

**Surviving family members, if any, will be asked to cover the costs of the burials and/or plaques. If they are unable to do so, Ministry and Oversight will consider covering the costs for Meeting members.**

**Approved.**

3. Upcoming forums:

- As announced in the Calendar, we have planned two Forums for this month
  - December 23<sup>rd</sup> will be a Worship Sharing on the topic: “Why do we sit in silence?”
  - December 30<sup>th</sup> will be a Worship Sharing on the topic: “Our wishes for the New Year”
- Our January 27<sup>th</sup> Forum topic will be: “What is the state of our meeting?” It will help us write the State of the Meeting Report.

4. We resolved the following items of unfinished business:

- a. A system for allowing members and attenders to record their last wishes, next of kin, and other information needed in case of death or illness:
  - We now have storage space provided by our web hosting service.
  - We will have a forum this spring about end-of-life decisions and what we should store
- b. An M&O appointee to the Long-Term Planning Committee:
  - Suzanne Wright Crain will be joining M&O in January.
  - She is already on Long-Term Planning, so she fills the empty slot.
- c. The status of Quarterly Meeting:
  - Howard Hawhee still intends to organize some sort of Quarterly Meeting in January
  - Whether or not this happens, it will be our turn to host Quarterly in 2019.
  - M&O suggests that we tentatively plan to hold Quarterly on the Friday-to-Sunday of Labor Day (Aug 31-Sep 2) and that we organize a planning committee that includes members of other meetings. We will season this suggestion until early next year.

5. Remaining unfinished business:

- a. As-needed WiFi for the Meeting property.
- b. Revising the directory and getting in touch with long-absent members.
- c. What name to use in place of “Oversight”  
NOTE: It was suggested that we use the term “Ministry and Stewardship”. We like this, but we need to season it.

James G will continue to seek monthly Queries, which will be considered and approved via email.

Respectfully submitted,

Jim Spickard

Report accepted.

### **Nominating Committee: Laura Claghorn and Greg Casillas**

Item 1. The Nominating Committee submits for 1st Reading and 2nd Reading, the following 2019 Roster. See handout (to be emailed with Minutes).

Item 2. The Nominating Committee has been unable to fill the position of Monthly Meeting Treasurer, which is also Trustee Treasurer. Two individuals have reluctantly agreed to fill the position but that would entail their giving up other positions that they have been led to fill. On December 9th, we met with the Finance Committee to discuss hiring a bookkeeper and possible ways to simplify the accounting process and related documents. The Finance Committee with the assistance of members of Meeting and in consultation with the Yearly Meeting would be responsible for hiring a bookkeeper. We would welcome the Meeting's thoughts and suggestions regarding this matter.

Item 3. The Nominating Committee has a sense that there simply aren't enough people who are ready or available to participate in the volunteer running of FMSA. With this in mind, we recommend the positions, Co-Clerk of Peace & Social Concerns and Member of Property Committee, remain open until someone feels called to active service in these areas.

Respectably submitted by Laura Claghorn, Greg Casillas & Peggy Dial

There were some misspellings on names that will be corrected for final roster.

Greg Koehler was added as a first reading for Religious Education Committee.

Marian Carter noted that she is still willing to be a resource for the new Community Engagement Committee. Those willing to be resources to committees are not listed on the Roster, but their names will be provided to the committees.

Second readings were approved. Friends are reminded that if there are concerns with the First Readings to speak to Nominating Committee.

There was discussion regarding hiring a bookkeeper. The intention was not to replace the Treasurer. Friends were reminded that the Treasurer must be a member and also serves as a Trustee. The intention was to lessen the load of the Treasurer by separating the bookkeeping responsibilities. Bill Wilkinson indicated that he currently spends about 8 hours per month on the Treasurer job. It was asked whether there can be training. Friends were reminded that the Treasurer does not hold all of the fiduciary responsibility, the Trustees do. He also added that we have D&O insurance and that because we are volunteers, there are laws that protect against law suits.

Report accepted.

**MINUTE 2018.12.4: FMSA notes gratitude to outgoing officers and committee members for their service to the Meeting. Approved.**

### **Peace and Social Concerns: Jim Spickard**

Margaret, Jim, Val, and Greg met at the Meetinghouse on Wednesday, December 5th. We reminded ourselves of the status of various issues we have been following and we propose two minutes to Business Meeting for possible adoption. We also considered other pressing issues:

1. We considered again current needs of refugees and asylum seekers fleeing violence and seeking safety in the U.S. We looked at some ways we might help, beyond simply giving money to others who work with them—though this is a good thing, too.
  - a. We decided that the recent and punitive changes in U.S. border practices call for a minuted response, beyond what we have previously said. We thus propose the following minute, modeled on one approved by Santa Fe Monthly Meeting on November 18, 2018:

**Minute 2018.12.5: Friends Meeting of San Antonio affirms the rights of all peoples to be safe from violence of all kinds. We further affirm the duty of all peoples and nations to help the victims of violence. We affirm the right of those seeking asylum to be treated with respect, dignity, and timely due process during the application procedures. We call upon the U.S. government to honor its legal obligations under the Refugee Act of 1980 and the 1967 United Nations Protocol on Refugees to provide protection to those who qualify as refugees. Approved.**

- b. Per Minute We will find out from RAICES whether they still need our contribution to their Bond Fund. This is part of the fall review specified in **MINUTE 2018.07.3**, which directed the July contribution to four other organizations working with refugees.
  - c. We got a short update about the recent work of the Interfaith Welcome Committee and about the Forum that Val, Margaret, and Sara presented on November 11<sup>th</sup>. Two days after our meeting, Margaret received (and forwarded) a circular email from the Interfaith Welcome Coalition. It asked participating congregations and groups for a space, ideally near the airport, where they could put together backpacks for families traveling to unite with relatives and sponsors in other parts of the country. Meeting is near the airport, but we do not appear to have the kind of space they need.
2. We received a notice about two marches for justice in January. One is the annual MLK March on January 21<sup>st</sup>. Some years ago, Meeting formally minuted its approval of our corporate participation in that march. This lets us use the Quaker Banner and march as a formal group.

The second march is the Women’s March in Austin, which has finally been set for Saturday, January 19<sup>th</sup>, starting at 2pm at the state capitol.

  - a. In the interest of letting Meeting participants use the banner, we propose the following minute:

**Minute 2018.12.6: Friends Meeting of San Antonio approves the use of the FMSA banner by participants in local marches for women's equality and rights. Approved.**

3. We have received several minutes from other meetings about the importance of climate change as a social and political issue. We agree, but we found the suggested minutes wordy, overlong, and tedious. We realized that we did not know whether the Meeting had already approved a minute on climate change, so we tasked Jim with asking Bill Sweet. Bill reported back that we have not. He then drafted a suggested minute, which we will take up at our next meeting.

- a. It occurs to the soon-to-retire P&SC co-clerk that we should deposit our minutes in an easily searchable location, so that we have a record of them and do not have to reinvent wheels (or flat tires). We now have an online location to do this. Said co-clerk has constructed the beginnings of a sorting system and has uploaded the 2018 minutes he had available in his inbox: Nov, Sept, and July.

-- Jim Spickard

Report accepted.

Friends desire to send the Minute on refugees and asylum seekers to elected officials. Jim Spickard will do so.

There was discussion regarding the use of the banner in the Women's march here or Austin. P&SC intent was to take the banner to the march in San Antonio. It was suggested that the Austin march would be bigger since it was at the capitol and that the banner should go with the bigger group. Val Liveoak gave some insight on the history of social concern groups between Austin and San Antonio. Other friends indicated concerns that the banner stay local so that San Antonio marches have presence and numbers. It was confirmed that San Antonio is indeed having a women's march on January 19, 2019.

There was discussion about the need for a minute before taking corporate action, whether that be by displaying the banner, or using letterhead, etc. It was decided that it was not necessary to list all of the possible situations which would require a minute, but that it would be helpful for a number of reasons to have all of the minutes in a searchable electronic format so that Friends are able to easily check on what has been previously approved.

#### **Religious Education Committee: Gretchen Haynes**

**INSERT REPORT.**

Reminder that the ten minute latecomer rule will be revisited at the State of the Meeting forum, but children can still come for the first ten minutes.

There was a question about the difference between the line item for adult books under religious education and the line item for library. Friends seemed to prefer adding a line item for adult education (under religious education section) rather than combining it with library to differentiate between items bought for the purpose of the adult education versus items bought for the library. Religious education committee will discuss further with Treasurer.

Gretchen suggested a gratitude gift to Renata, and Friends were in agreement.

**MINUTE 2018.12.7: FMSA approves a gift of gratitude to Renata in the amount of \$100. Approved.**

Report accepted.

#### **Signage Committee: Laura Claghorn**

Due to personal commitments, the final designs and their proposed cost were not posted in an Announcement format for all Friends to view and comment on, as was our intention last Meeting for Business.

It is our hope that such announcement will be forthcoming.

Respectfully submitted ~ Laura Claghorn, Joni Mize & Peggy Dial

Report accepted.

**Other Concerns**

Val Liveoak officially announced the Trustee's Meeting will be held on January 20 either immediately before or after Business Meeting.

The Meeting closed with silent worship.

Val Liveoak, Co-Clerk

Kellie Price, Recording Clerk