

**Minutes**  
**FMSA Meeting for Business**  
**September 15, 2019**

Attending: Laura Claghorn, Judy Grant, Greg Casillas, Marian Carter, Val Liveoak, Petra Ramirez, Lydia Ramirez, Julia Hitz, David Hayes, Tessa Martinez Pollack, Jillian Randles, Joni Mize, James Mize, Bill Sweet, Suzanne Wright Crain, David Novogrodsky, Carol Redfield, Danielle Linde  
Clerk: Jim Spickard; Recording Clerk: Kellie Starr Price

Opening Worship: Gretchen read this month's query.

Clerk's Comments: *Jim Spickard*

Review of the agenda. Jim emphasized the difference between meeting for worship with attention to business and a regular meeting. He reminded us that the time Quakers take to reach a decision is a feature not a flaw, but did remind Friends that if another Friend speaks one's mind, there is not always the need to repeat the point.

Approval of June, July, & August Minutes: *Jim Spickard*

The Minutes are now going out via the announcements list to be reviewed online prior to Meeting for Business.

June 2019 Minutes were **approved**.

July 2019 Minutes were **approved**.

August 2019 called Meeting for Business were **approved** with the addition of adding Suzanne Wright Crain as having attended.

Friends like the new system of reviewing the Minutes, but would request they be posted soon after the Meeting to accommodate everyone's memories.

Treasurer's Report: *Bill Sweet*

**Balance Sheet**

- ✓ The Meeting's investment of \$39,420 in Solar Panels has been added to the balance sheet as a fixed asset. The agreement is for 25 years and this panel have a tangible value to the Meeting. As a result, they will be depreciated on the balance sheet using a straight-line method. This simply means that beginning in 2020 the value of the panels on the balance sheet will be reduced by \$1,576.80 annually.
- ✓ Because the Meeting does not include the value of land and buildings on its balance sheet, it should consider obtaining an appraisal of the existing property, so it can be added to the balance sheet as well. This will serve to give the meeting a more accurate representation of its financial position and allow it to ensure its insurance coverage is sufficient. This will be referred to the Finance Committee.
- ✓ No other activity to report.

**Statement of Activities**

- ✓ Friends have made a number of in-kind contributions. These are tracked as income and then expensed the result of which is a "wash" in terms of the Meeting's finances.
- ✓ The \$718.29 expense under Religious Education allowed a Friend to attend a Faith & Play Training in Fort Worth that can be used with the children of the Meeting.
- ✓ The \$148.30 expense under Minor Repairs & Maintenance was for HVAC repair.
- ✓ The \$118.04 under New Media was to renew the Meeting's Internet domains.

✓ All other expenditures were routine.

Faithfully submitted,

Bill Wilkinson, Treasurer

The Treasurer position is still in transition, however there is progress being made. For being 2/3 of the way through the year, our income is about on track with our budget. The buildings and grounds is about on track (does not include major repairs). The donations to other designated organizations have not yet been made for the year. Outreach is a little over budget, but this is not alarming.

There was a question about how the sinking fund is budgeted. By Minute, there is an amount that goes to the Sinking Fund each month. Greg Casillas asked whether the Yoga money that he used to pay for the Interfaith Welcome Committee lunches for the purposes of finance reporting. Bill Sweet indicated that the Yoga money has historically never been included on the financial sheets, but perhaps that it should. It was suggested that it be discussed with Finance Committee. It was pointed out that in the past the donations to other groups were made early in the year, and Finance Committee will look at getting back to that.

Report accepted.

Reminder from Clerk that committees need to send their budget requests to Finance Committee.

#### Committee Reports:

- Community Engagement: Greg Casillas  
Members in attendance Jillian Randles, James Goslin, Jim Spickard, Bill Sweet & Greg Casillas

We continue to work on the website with regard to contact information, ease of use and a new tab "Community Bulletin Board". This tab will provide information about events that are in line with Quaker interest or Quaker inspired. We will also take the step to place the scheduling calendar online for Clerk access.

We are developing a process for distribution for the FMSA Directory and to whom.

Regarding telephone / internet options, it appears that Spectrum will be the best option with regard to this service. \$75 will be the monthly rate with no contract requirements.

World Quaker Day is October 4, so stay tuned for forum details.

Our next meeting will be October 7, 2019 @ 5:45pm

There was a question about what is World Quaker Day. Val Liveoak explained the background and purpose as a method of outreach and for meetings to promote themselves. It's relatively new, less than a decade old.

Report accepted.

- Special Report on Telephone and Internet Service: *Jim Spickard*

Friends Meeting current contracts landline telephone service from AT&T at a cost of \$65/month. A number of Friends have inquired about installing Internet service. This would facilitate Friends' access to online information during forums, committee meetings, and public events. It would also allow a few Friends who lack home office space to use the Meetinghouse during the day.

Spectrum Business Services wishes to expand into our area. They propose stringing fiber-optic cable from their current terminus at the corner of Spring and Eisenhower to Pole 5 on our property, then undergrounding it to the current telephone connection at the back of the Community Room. They would pay the entire cost of this installation. (*See the photo map on the back of this sheet.*)

Friend Meeting would have two choices of service:

1. Telephone service costs \$30/month. This is VOIP service. We would have a landline handset, but we would replace our current answering machine with an online service. We can most likely have this service send us voice messages by email.
2. Adding unlimited internet service to this package would bring the total to \$75/month. The speed is approximately 200mbs both up and down.

A Friend has a high-quality Wi-Fi router and several extenders to donate. These would allow us to extend the internet connection throughout our complex, while also allowing us to unplug all or part of the system when we wish. Some Friends do not wish to have Wi-Fi operating in the meeting room during worship; plugging in an extender only when we need covers this concern.

The only installation cost to the Meeting is running ethernet cable from the telephone input to wherever we place the router.

**MINUTE 2019.9.1: *FMSA approves the replacement of our current AT&T telephone service with Spectrum fiber-optic telephone and internet service. FMSA approves the expenditure of up to \$500 to install Ethernet and Wi-Fi capability, with the proviso that we be able to shut off the Wi-Fi when it is not in use. Approved.***

*NOTE: This proposal was written by the Meeting Clerk on behalf of the Community Engagement Committee, which is one of two entities tasked in the Handbook with providing telephone service to the Meetinghouse. The other is the Treasurer, who has been consulted. The Property Committee has also been consulted, because of the installation issues; M&O has been consulted because of the expressed wish to avoid Wi-Fi in the meeting room during Meeting for Worship. The Clerk has been in conversation with Spectrum.*

There was a question about whether the Minute should refer to the ongoing budget item for the monthly cost, but because it was the same or less, it was determined it didn't need to.

There was a question as to whether we had to go with the business side of Spectrum because we are considered a church and that was indeed the case.

There was a reminder that someone needed to stay on top of porting over the landline number.

There was discussion about turning the Wi-Fi off when not in use, and this is the intention, but the passwords will be difficult for anyone to crack and use without authorization.

Friends were clear on moving forward with Wi-Fi. Minute was approved. Report accepted.

- Peace & Social Concerns: Greg Casillas  
Members in attendance Val Liveoak & Greg Casillas

We discussed Meetings financial giving and will determine 2020 organizations by the end of the year.

On September 4, we were able to make lunches for migrants passing through San Antonio. IWC informed us that the number of migrants has drastically reduced and future opportunities will be determined.

The committee supports the Community Bulletin Board tab on the website.

We will be seeking an updated Quaker map from FWCC to display in the Meeting House.

Peace & Social Concerns presents the following Minute to FMSA for approval.

- **MINUTE 2019.9.2: *FMSA supports the Global Climate Strike and encourages its members and attenders to participate in events locally. Additionally, Friends are invited to make changes beneficial to preserving the environment in their daily living practices during the week of the Strike, Sept. 20-27. Approved.***

Our next meeting will be Thursday, October 10, 2019 5:15pm

With the approval of the Minute, it is authorized that Friends can carry the banner.

As to World Quaker Day, Greg Casillas will reach out to Religious Education Committee this week.

Report accepted.

- Nominating: Laura Claghorn

See separate roster.

We have an opening for FCNL representative. Talk to Nominating Committee or Bill Sweet about what that includes. First reading for Karen Ball on Religious Education. Second Reading for Pam Spurgeon on Property Committee and Kellie Price for Long Range Planning Committee. Suzanne Wright Crain will be leaving the roster with her move to Kentucky.

It was suggested to waive the second reading for Karen Ball, but it was indicated that because committee meetings are open to everyone, Karen is able to participate and have a voice even prior to the second reading. The suggestion was withdrawn with that explanation.

There was a typo on the roster, and David Hayes as first reading for IWC was incorrect. He is already in that position.

Report accepted.

- M&O: Laura Claghorn

In our August 5th committee meeting, Val Liveoak, Laura Claghorn, and Jim Spickard focused on two important items: Last Wishes, a proposed repository for family and designated individuals about members' and attenders' wishes surrounding their deaths, and our Meeting for Worship with Attention to Business.

### 1. Last Wishes

We identified three different kinds of information needed for the Last Wishes file: first, the helpful details for a memorial minute, newsletter, and memorial pamphlet; second, information about the memorial meeting itself; and third, other information such as the executor's name along with other persons authorized to receive these instructions, the location of documents, and disposition of remains.

We also discussed the importance of security and privacy with password protections. People would themselves be able to enter and remove the data into their files.

The first draft of the information forms will be reviewed in our committee before we present a second draft at a forum or at a special session for comments and guidance.

### 2. Meeting for Worship with Attention to Business

We began our discussion with the following questions: How do we deepen our worship in our business meeting and how do we conduct our business meeting so that we remain mindful of people's time?

In our conversation, we reminded ourselves that we speak in worship in a business meeting, that we all are needed to clerk from the floor, and that issues and concerns are to be seasoned first within our committees. The two initial questions, deepening the silence and being mindful of the time constraints of other people, imply a spirit-led focus on what is truly essential in our deliberations. Engaging fully in the life of the Meeting means also participating in the business meeting, where concerns, leadings, and the practical demands of Meeting functions are addressed. To encourage full participation by members and attenders, we must therefore be considerate of their life and needs outside of Meeting.

An article with bullet points from "When Friends Attend to Business" will be written for the newsletter, a forum on Business Meetings will be held on September 29, and a relevant query will be read in our Meeting for Worship.

We will continue to season these concerns in our next committee meetings.

In our September 4th committee meeting, Val Liveoak, Laura Claghorn, James Goslin, and Jim Spickard focused on many items, the most important being whether to post specific state-mandated signs banning firearms.

1. The first matter M&O took up was whether to post state-prescribed wording for signs forbidding firearms on Meeting property. This concern was in response to an amendment to the

Texas Penal Code removing churches from the list of places where the licensed carrying of handguns is forbidden. The amendment took effect on September 1st and was widely reported in the media.

We looked into the Texas code and learned that, even before the amendment took effect, the law allowed licensed handgun owners to bring their handguns onto church premises if the church had not provided “effective notice” forbidding it. The amended law changed nothing in this regard.

We learned further that “effective notice” can be given in writing, typically by posting signs using wording and a format mandated by the State; or it can be given orally, by informing a visiting handgun owner that handguns are not allowed on church property. Since the law recognizes oral communication as a legitimate means of providing “effective notice,” we concluded that posting new signs with the state-mandated language and format was unnecessary and that a friendly word to a gun owner would suffice (and be legally enforceable) should the occasion arise.

We were also concerned that posting the large obvious signs required by law could be a provocation to someone who might feel the need to exercise his or her love of the Second Amendment by taking potshots at the posted signs.

Therefore, we are comfortable with the current Meeting-approved wording: *This is private property owned by the Friends Meeting of San Antonio. It is a place of worship and contemplation. Camping, overnight stays, and weapons are not allowed.*

2. We also discussed the following items, which will be further seasoned:

- a partial rough draft of three Last Wishes forms
- the needs and care of our members
- questions about how we give access to the directory and who, besides Gretchen, has access to the Meeting calendar when outside groups want to schedule events. Both questions were referred to Community Engagement.
- information on the Spectrum cost for telephone, \$30, and the price for fiber data and telephone, \$75
- Quarterly Meeting
- the importance of centering in the beginning of our Meeting for Worship. We continue to encourage people who arrive after Meeting has started to wait to enter together at 10:10. We will post a message on the door.

Report accepted.

- Property: Joni Mize

The FMSA Property Committee met 16 August 2019.

New member Pam S. was welcomed. Former member Bill S. attended to assist in the transfer of information and transition of responsibilities necessitated by his departure to become Treasurer.

Gretchen H. attended representing Nominating Committee to present for consideration a suggestion made to separate the Property Committee into two committees, one for Grounds Maintenance and one for Building Maintenance. The idea is seasoning.

The following subjects were then addressed:

1. A Community Workday was scheduled for 21 September starting at 7:30 with breakfast available. The mini workday for the month was cancelled because of anticipated weather.
2. Inquiries about a meadow fence yielded one estimate of \$2500 from Hill Country Fence and Ranch. This information is recorded for future reference.
3. A site survey of the property is being researched, to determine if one is on file or needs to be tasked.
4. It was reported that the gutter project was scheduled for 20 August 2019.
5. A new maintenance contract for the HVAC system is being considered to be more cost effective.
6. A landscape plan is in the works with monitoring by Pam S.
7. Key keeper tasks were turned over to Joni M.
8. WiFi availability was discussed.

Providing supplies for Housekeeping purposes has not yet been assigned.

A new point of contact in case of emergency is still to be determined.

The Property Committee also discussed endorsing/encouraging the installation of the new monument sign without further delay reasoning that if a meadow fence becomes a future project, its placement is more readily adjustable.

ADDENDUM: The gutter repair/replacement and new installation project was completed 20 Aug 2019. Reimbursement of paid invoice for \$3,207.00 occurred 2 Sep 2019.

Submitted by,

James Mize, Stephen Shearer, David Hayes, Pam Spurgeon and Joni Mize

Report accepted.

- Religious Education: *Joni Mize*

Meeting was held 1<sup>st</sup> of September about the Quaker Orientation classes and children's room changes.

Report accepted.

Gretchen learned from Gary that more people attended the orientation than had signed up for it. Some people who are not attending

Laura Claghorn thanked Joni Mize for the transformation of the children's room and taking the lead on that.

- Long-range Planning: *No Report*
- Finance Committee: *No Report*
  - Request that committees send 2020 budget requests to Finance Committee ASAP

Other Reports:

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Other Concerns:

Meeting room temperature: it was suggested that the Meeting Room temperature is set too low. It is believed to be currently set at 74. It will be referred to Property Committee to discern whether or not the temperature should be set a degree or two higher.

Yard Sale: only Saturday in October available is the 19<sup>th</sup>. If we're going to do a yard sale, it needs to be organized. We could also do the second Saturday in November. If anyone needs to store things for the purpose of selling at the yard sale, James and Joni Mize have space in their storage unit. Joni Mize volunteered to take the lead with Danielle and Pam offering to help. It will be October 19 from 9 to 1.

Announcements:

- Request for Items for the Newsletter: *Jim Spickard*
- Received a letter from a calligrapher who can do marriage certificates and other calligraphy.
- Gretchen offered to take the banner to the climate strike activity on Saturday if someone else will carry the other side.

The meeting concluded with silent worship.

Respectfully Submitted,

Jim Spickard  
Clerk

Kellie Price  
Recording Clerk