

Minutes
FMSA Meeting for Business
January 19, 2020

Attending: Michelle DiGiacomo, Pat Sweet, Carol Redfield, Lydia Ramirez, Pam Spurgeon, Gretchen Haynes, Marian Carter, Joni Mize, James Mize, Julie Crum, Julia Hitz, Veronica Gard, David Hayes, Peggy Dial, Stephen Shearer, Greg Koehler, Oliver Gerken, Val Liveoak, Kellie Price

Opening Worship: *Val Liveoak*

“Let no man pull you so low as to hate him.” --Dr. Martin Luther King Jr.

Clerk’s Comments

December minutes were approved.

Treasurer’s Report: *Bill Sweet*

Balance Sheet

- ✓ No unusual activity to report.

Statement of Activities

- ✓ As is typical, contributions surged at the end of the year. However, General Contributions fell slightly below budget at 97.6% of budget. Adding in other income sources, total income is about 0.4% above budget, largely due to income from the Festival, and prepayment of Facilities Use for 2020. Therefore, income from facility use will likely fall short in the 2020 financials.
- ✓ A leak in the incoming water like during the period between the reading the meter on 10 November and 10 December resulted in the metered use of 296,996 gallons, resulting in a charge of \$3390.52. The water was shut off within 20 minutes of discovery and the leak was repaired within 27 hours thereafter. Application for adjustment per SAWS rules was made promptly. A decision on the adjustment request takes 1 to 2 months. If approved, the charge will be reduced to 125% of typical usage and applied as a credit over subsequent months.
- ✓ The Meeting was informed by email on 26 December that our solar panels were connected. This is in the middle of the CPS Energy billing cycle, so the full effect will not be felt until the January-February billing cycle.
- ✓ All other expenditures were routine.

Other

- ✓ There have been three instances of problems with requests for reimbursement of expenses in less than 3 months. As a trial solution to expediting payment, a Request for Reimbursement form has been created. Use of the form is optional. It is available in paper and electronically from the Treasurer. Comments have been solicited and received from the Finance Committee, the past Treasurer, and one person who recently requested reimbursement, to somewhat mixed reviews. After about six months of use, a decision to continue, modify or abandon the form will be made.

There was a question about the reimbursement form as to whether committee approval was necessary before being reimbursed. It is built into the form: there is a section to refer to the minute or committee approval. Bill Sweet added that because reimbursements also have to be connected to a line item in the budget, if one could help him identify which line item, that would be helpful.

Reminder that in-kind donations are problematic in Quickbooks, but is also important to track. The form for reimbursements can also be used for reporting in-kind donations.

Report accepted.

Committee Reports:

Peace & Social Concerns: David Hayes

Greg facilitated a forum based on collecting thoughts and concerns members of Meeting would like the committee to address.

The forum began with the statement of Self, Family, Community, World and how we as individuals hold on to and present our values?. Focusing on SPICES, how do we see ourselves as Quakers being involved and promoting change?

There were some wonderful ideas and P&SC will work to create a plan to incorporate the wide range of topics to move into action.

The question was whether FMSA wants to commit to a year of providing lunches to migrants passing through the bus station on a once per month basis. The responsibility includes obtaining the materials (food and packaging), recruiting volunteers to assemble, and delivering them to the bus station, and filing for reimbursement.

FMSA has undertaken the third Tuesday of each month. Interfaith Welcome indicates how many are necessary, and it has ranged from 10 double bags to 30 double bags. David Hayes will be the contact person and oversee that the other steps are undertaken each month. Funds for this would be from the Immigrant Aid pot of money that we fund from the Friends Fiduciary money.

MINUTE 2020.01.1: FMSA commits to making lunches for migrants passing through the bus station for the third Tuesday of each month with David Hayes coordinating and paid for from the Immigrant Aid Fund in the amount of \$1500.00 for the year. Approved.

There was question as to whether the sandwiches can be assembled the night before so as to include people who are working. It was determined that for the next month we will try Monday night, and Peggy reminded everyone that there is Yoga from 4:30 to 5:30 and that yoga participants could stay and do sandwiches afterwards.

There was the option to either add a new line item or to add the \$1500 to an existing line item.

Report accepted.

Finance: Pat Sweet

Second reading of the budget. For \$1500 just approved for the lunches, income will reflect \$1500 additional that comes from the Immigrant Aid fund, and for outgoing, that amount will be added to the Contributions to Others/Local Organizations.

Budget was approved as a second and final reading.

Report accepted.

Religious Education: Oliver Gerken

Present, Joni Mize, Gary Whiting, Oliver Gerken, Greg Koehler, Gretchen Haynes, clerk

- Orientation
 - We reviewed feedback from the fall sessions and drew valuable lessons for the next series. We settled on Wednesdays in the Library with perhaps one session in the Meeting room. [March 11, 18, 25 and Apr 1, 8, 15]. We will break at mid-point of each session.
 - Gretchen will develop a more standard format; same sequence [if presenters are available]; request that presenters attend as many sessions possible for continuity.
- Faith & Play volunteer training

- Jan 25, 9:30-1:30 [bag lunch]; Greg will announce it on Jan 5 and Joni on subsequent Sundays. Jan 5 will be the first of the Parables with the children and following 1st Sundays.
- We will move R E committee day/time to second Sundays at 9:00.
- Other concerns: Oliver raised the absence of a librarian; Gretchen will take this to nominating. Joni had asked M&O for a support committee. Our R E committee offers to provide support for her as she implements the Faith & Play program.
- Gretchen explained that she has been asked to serve on M&O and so needs to cut back her other commitments. She will continue on R E as a resource focused on the Orientation series. As a member of Nominating, she is planning a training session for prospective committee clerks in the near future.
- Forums: Gary proposed one on Fox and Naylor and one of Experiment with Light, the Rex Ambler project, to follow up on Orientation. Rick McClatchy offered to do one on the basic beliefs underlying most/all religions.
- Future Forums:
 - a. Jan 26: State of the Meeting preparation for the report
 - b. Feb 23: Last Wishes, M&O
 - c. March 22: Open
 - d. March 29: Fellowship
 - e. April 26: Experiment with Light, Gary
 - f. May 24: Quaker Spirituality and the Perennial Tradition, Rick
 - g. May 31: Fellowship

The forum on Last Wishes will focus on how Friends can involve Meeting in their final wishes.

Report accepted.

Ministry & Oversight: *No report*

Property: *James Mize*

The Property Committee met January 9, 2020 and discussed the following:

1. Workdays: Our next workday is Saturday, 25 January, 9:30-2:30. Helpers should bring their own lunch. There are indoor and outdoor projects. Although there was no workday in December, our November workday saw a small group of very dedicated helpers get all our new plants for the entryway into the ground. Temporary protective cages will be placed around vulnerable plants.
2. Grounds Care: On 8 January, Joni M, Pam S and Debbie R met with an Etter Tree Care representative to assess appropriate stewardship of trees and shrubs on the property. We received a comprehensive plan and bid and will schedule this project by end of month.
3. Electrical Maintenance: We are seeking bids to replace Phase I ceiling lighting. Addendum – On 11 January, a licensed electrician located, marked and disconnected the underground lines at the northwest corner of the property, making way for the new monument sign installation.
4. Parking Lot Maintenance: David H received a comprehensive bid for repair/refurbishment of both parking lots. We are considering doing the work in phases, large lot first, then small lot. Additional bids are being pursued.
5. Wall Repairs: Based on bids and recommendations, work to repair cracks in the wall at the entry and library was completed 15 January.
5. Gutter Follow-up: This is a work in progress.

6. Structural Repairs: Bids are being sought for repair of roof support rot.

7. HVAC Maintenance: Addendum – Our appreciation goes to Stephen S who negotiated with A/C Technical Services and finalized a new Preventative Maintenance Plan effective 1 January.

8. Piano Repair/Replacement: Another assessment is scheduled 18 Jan.

Addendum: suggestion to consider moving the piano diagonally in the corner. There was a concern as to whether the piano had to be against an “inside wall,” and that will be asked of the tuner. Any other concerns about the placement of the piano should be

The Treasurer asked that Property Committee be mindful of the budget in making decisions about projects. Treasurer is available to any committee at any time to discuss finances.

There was a general concern that Property Committee prioritizes with budget in mind.

Report accepted.

Nominating: Gretchen Haynes

A couple of changes since the final roster approved: First reading for Petra under Community Engagement. First reading for Gretchen Haynes under Ministry and Oversight.

Report accepted.

Community Engagement: Gretchen Haynes

Present: James Goslin, Bill Sweet, Petra Ramirez, Lidia Ramirez, Gretchen Haynes

1. Photos of F/friends need to be updated in the Community Room gallery. [GH will speak to James Mize and Jim Spickard.]

2. Hospitality: the roster for Opening, Closing & Greeting needs to be addressed. We recommend that:

- a. the clerk announce the need after the next worship and suggest that people can sign-up at the door;
- b. two people sign up for Opening, two for Closing, and one for Greeting for a month, i.e. four weeks and done;
- b. Petra will have the sign-up sheet and stand near the door to request F/friends add their names;
- c. Gretchen will hand each person a description of the task, taken from the Handbook;
- d. these F/friends will get and return keys from Joni;
- d. the roster will be posted in the Community Room, with the descriptions.

3. We note that celebrating the month’s birthdays on 3rd Sundays can delay Meeting for Business. We recommend that birthdays be celebrated on Pot Luck days [making allowance for Ivory’s availability to bake the cake.]

4. Bill reported that the new telephone answering service is operating smoothly.

5. We noted that two Friends mopped the Community room floor and wondered if that is a task included in Rita’s list. She is under the supervision of Property Committee, so they may have a better

idea.

5. The movie projection will be set up and run by James Mize. We will need help to move the benches and make the popcorn from 6:30. Volunteers from the Dream Week will have leaflets about other events. James G. offered the name of a possible speaker, but it was determined that he would be more appropriate for a full forum rather than as a 30-minute facilitator.

Report accepted.

Long-range Planning: No Report

Other Reports:

Spring Fair: *Gretchen Haynes*

Sixth Annual Quaker Fair

1. Do we want one? Do we have the energy and people to make it a success?
2. If yes, move the date to May 2 from 9am to 1 pm. RCG has the afternoon.
3. If yes, Gretchen will coordinate with David Hayes as Site Coordinator.
4. If yes, do we want the same combination of Meeting and community Yard Sale?
5. If yes, shall we invite service organizations such as Blood Bank mobile unit?
6. If yes, we will have information for the Feb newsletter and begin signing F/friends for tasks.

The Meeting will refer the matter back to Community Engagement for seasoning but there was a general feeling that this desired and enjoyable. There were concerns raised about combining it with the community yard sale, but support for including vendors and community organizations. There was a question about the core purpose/intent: is it to raise money or is it for community?

Report accepted and is referred back to Community Engagement for Seasoning.

Quarterly Meeting: *Greg Koehler*

Greg asked for input and assistance in planning for this and attendance. Questions can be directed to Greg.

Report accepted.

Announcements: No announcement.

Closing Worship

Respectfully submitted,

Val Liveoak
Clerk

Kellie Price
Recording Clerk