

Minutes
FMSA Meeting for Business via Zoom
December 16, 2020

Attending: Bill Sweet, Pat Sweet, Pam Spurgeon, Julie Crum, Joni Mize, James Mize, Val Liveoak, Gretchen Haynes, Bill Wilkinson, Oliver Gerken, Carol Redfield, Greg Koehler, Peggy Dial,

Opening Worship: *Jim Spickard*

Meeting began with silent worship.

Clerk's Comments: *Jim Spickard*

Jim read a short quote about seeing magic everywhere in this world.

Prior Minutes

Friends approved November 2020 Minutes with corrections.

Treasurer's Report: *Bill Sweet*

Balance Sheet

☐ Expenses exceeded contributions this month, thus the negative balance in Operating Cash increased. The checking account balance remains positive because of the other subaccounts.

Statement of Activities

☐ Contributions for the month totaled \$810.00. Contributions, excluding the special contribution of \$11850.00 in April, total \$15,700.00 for the year. Thus, about 51% of the budgeted general contributions have been received through 92% of the year. Total expenses are somewhat below the pro rata, with 84% of the budgeted expenses expended (again excluding the special contribution for tree work).

☐ The deficit of \$5847.65 in the Operating Cash account leaves \$152.51 remaining in the Cash Flow Reserve account at the end of November. Thus, the Meeting is in serious financial situation nearing the end of the fiscal year.

☐ The rebate on the insurance premium of \$463.68 appears in Other Income, Miscellaneous.

☐ Friends Journal has changed their business model: institutions are charged a blanket \$280 for the subscription, support of the QuakerSpeak video series, and the classified listing. The subscription cost of \$55 was assigned to Religious Education, Library; the remaining \$225 to Outreach (i.e., Community Engagement), FJ/QL Advertisement.

☐ Our Big Sun Community Solar off-site photovoltaic panels gave us a credit of \$192.94 against a charge of \$85.35 in November for CPS-generated electricity. Additional charges for Service Availability, city services and additional products and services gave an account credit balance of \$140.23 for the November bill. The bill in November 2019 was \$205.89.

☐ The leak in the water supply during the November-December 2019 billing period resulted in a charge of \$3,391.52. An adjustment of \$2199.15 was granted. The invoice for November showed a credit of \$1214.16 remaining after deducting \$106.96, a constant, prorated amount until the balance is expended (November 2021).

☐ The invoice of \$471.77 for security patrol service, StateWide Patrol, Inc., in December was received and paid in November.

- Contributions to other organizations, as specified in the Minutes for Meeting for Business on 17 November 2019, were paid in November.
- Other expenditures were routine or less than typical because of public health measures taken for the COVID-19 pandemic.

Faithfully submitted,
William D. Sweet, Treasurer

A Friend had a question regarding what the \$3000 contribution to SCYM goes to. Val explained that the budget for SCYM is about \$20,000 per year, which comes from monthly meetings. While this year's meeting was smaller, there were still some costs. Other Quaker activities are funded as well. Typically we calculate 10% of our budget to go to SCYM.

Jim explained that our Minute in the early 1990s was to tithe our budget to support the yearly meeting of which we are a part.

Joni had a question regarding the \$500 difference in the sinking fund. Bill explained that the sinking fund is funded by a fund transfer from the operating fund each month. Carol explained that the sinking fund is for irregular maintenance. Bill explained that our insurance has gone up each year a smaller amount due to tornadoes near us a few years ago.

Greg asked about whether we should reconsider our charitable giving with our current budget issues, but that is a proposed budget issue that will come up with Finance.

Report accepted.

Finance: Pat Sweet

First reading of the 2021 budget.

As repeatedly explained by the treasurer, expenses have far exceeded contributions, even if the average December contributions are received this December, we will still be \$5000 short of the budgeted contributions.

There was a question about whether the quarterly meeting amount should stay in, and Finance will take it under consideration, but it was pointed out that the meeting could be held virtually and save the need to expend money there.

The security costs were not budgeted separately but are included under minor maintenance under Property.

Greg had a question as to whether it was prudent to budget for charitable giving when we are experiencing our own stewardship issues. Bill Wilkinson offered that the charitable giving budget reflects Quaker values, and he would rather feel discomfort in other areas of the budget before cutting giving to other groups. Greg's follow up question was whether the committees should be asked to revisit their own proposed budgets with a view of austerity.

The proposed budget will be in the minutes wholesale and anyone can request it from Bill Sweet or the Finance Committee.

Upcoming proposed Minutes for the JANUARY meeting:

1. Given the current lack of use of the RAICES Fund, the current addition to that fund of 50% of the Friends Fiduciary distribution, paid in June and December, will be added to Operating Cash in 2021. This change is for 2021 **only**. Continuing current practice, the remaining 50% will be deposited to General Maintenance.
2. Given the substantial balance in the Sinking Fund, addition to this Fund, which has been \$500 per month for some years, is suspended in 2021.

*Please see attached 2021 proposed budget at the end of the minutes.

Report accepted.

Committee Reports:

Nominating: Kellie Price

Second reading of the 2021 Roster.

Under monthly meeting: Jim Spickard returning for a full two year term as clerk. Kellie Price returning for a one year term as Recording Clerk or until someone else is led to take up recording clerk duties. For Ministry and Oversight, second readings for David Bristol and Joni Mize. For Property, David Hayes for a two year term as clerk. Peace and Social concerns, second reading for Donna Dickerson as Interfaith Welcome Committee representative, and Oliver Gerken as committee member. Religious education, Joni Mize and Ben Hernandez continuing for two year terms. The clerk positions remain vacant at this time for Community Engagement, Peace and Social Concerns, and Religious Education.

Peggy had a question as to whether David Hayes has proper supports and scaffolding as clerk of the Property committee, given that he is newer to the meeting. Jim responded that there will be a clerks and conveners meeting specifically to provide that guidance for all committee clerks and conveners. Jim indicated that it would be prudent for the meeting as a whole to start preparing the next generation to take over.

Second reading approved.

Ministry & Oversight: Val Liveoak

M&O met on Dec. 8 with all current members attending except James Goslin. We were joined by Jim Spickard, Clerk.

We reviewed the pause on hybrid Meetings for worship, with the porch part on hold due to both weather and high COVID rates locally. We agreed that Jim, who has scrutinized the data deeply, will make a recommendation to M&O and to some of the regular porch attenders each Tuesday after the weekly City data are released. After this consultation, he will inform the Meeting Announcements list about whether the following Sunday's meeting will be hybrid or Zoom only.

Though a return to holding hybrid Meeting for Worship inside the Meetingroom is still in the future, we believe that members and attenders need to participate in plans to do so. Please notify M&O if you can participate in this effort--Ministry@saquakers.org

We planned a Meeting for Worship via Zoom on Dec. 24th at 6:00pm.

We have also planned an extended time of Holiday interaction and fellowship after Meeting for Worship on Dec. 27th. Even those who do not attend Sunday Meeting are invited to join at 11am to greet and reconnect with other Friends.

We planned the annual Clerks and Convenors' meeting for Jan. 27, by Zoom, 7:00-8:30pm. All committees are urged to have at least one representative attend.

We hope to refine and troubleshoot the Last Wishes document so that Friends may begin to fill in their important data and their wishes for FMSA's actions following their death. In light of the current crisis and other recent activities, we believe this will be an important New Year's activity.

We thanked Laura Claghorn for her service on M&O.

Report accepted.

Property: James Mize

The following Committee members were present: Pam Spurgeon, Joni Mize, James Mize and David Hayes

We had a leaky water faucet and we are thankful to James Mize for his swift and knowledgeable response within 48hrs from discovery. Had it not been for his expertise we probably would have had a costly repair bill, lots of gratitude.

Luciano finished painting the stucco in the meetinghouse along with the light pole out front and the porch in the back of the meetinghouse, everything looks beautiful, we cannot wait for you to see it.

Security patrol service continues through January as the property remains vacant. We remain grateful for the safety of our beloved meetinghouse as it's sat largely vacant for ten months.

We continue working on the HVAC contracts and the clearing of the space for the monument sign.

Faithfully yours,

Pam, Joni, James and David

Gretchen brought up her concern for the continued security patrol, for which the annual rate is over \$5000. She questioned whether the cost of replacing doors and windows was more than what we were paying. The Property Committee is in unity on the continued patrol through January, and expects to revisit then and to end it in February.

Jim explained that a few years ago the Meeting discussed whether we should patrol the property ourselves, but few of us are trained in the type of conflict resolution skills needed to deal with issues that might arise after hours.

Several Friends spoke in favor of continuing through January.

Report accepted.

Community Engagement: Gretchen Haynes

We consulted via email in Dec. The Jan 22 plans for the Martin Luther King Jr, event are progressing for Dream Week online dialogue with Pamela Boyce Simms via Zoom. No other business came to the committee.

There are opportunities for Friends to volunteer for several tasks with Community Engagement, including phone whisperer, Facebook/Instagram, community events blog.

Gretchen Haynes, Convener

Report accepted.

Religious Education: No Report

Report accepted.

Peace and Social Concerns: *No Report*

Other Concerns

Announcements:

Our COVID risk level in San Antonio is MODERATE and WORSENING. Our positivity rate is increasing, but we do have plenty of testing capacity and our hospitals are not at critical capacity. These are the indicators considered in determining whether to have porch meeting each week.

Christmas Eve meeting for worship via Zoom using the Friday morning worship link. A notice will be sent out. Bring candles if you can do so safely.

January 22 business meeting. Meeting of the Corporation on January 20, which is a very short meeting to identify the trustees of the corporation.

Clerks and conveners meeting January 27 at 7.

Interfaith San Antonio Alliance "Faith Leaders" Vaccination Pledge to build confidence in the vaccine effort

Closing Worship

Meeting closed with silent worship.

Respectfully submitted,

Jim Spickard
Clerk

Kellie Price
Recording Clerk

FMSA Statement of Activities

Finance Committee Worksheet for 2021 Budget

	<u>2020 Jan-Oct</u>	<u>2020 Budget</u>	<u>2021 Proposed</u>	<u>1st revision</u>	<u>2nd revision</u>	<u>Footnote</u>	<u>3rd revision</u>
Ordinary Income/Expense							
Income							
43400 · Contributions							
43410 · General Contributions	\$ 26,740.00	\$ 30,700.00	\$ 32,550.00	\$ 26,370.00	\$ 26,030.00		
43440 · Designated Contributions	\$ -						
43441 · General Maintenance	\$ 2,506.42	\$ -					
43442 · Immigrant Aid	\$ -	\$ -					
43443 · Meetinghouse	\$ -	\$ -					
43444 · RAICES Bond Fund	\$ 2,506.42	\$ -					
43445 · Miscellaneous	\$ -	\$ -					
Total 43440 · Designated Contributions	<u>\$ 5,012.84</u>	<u>\$ -</u>					
Total 43400 · Contributions	<u>\$ 31,752.84</u>	<u>\$ 30,700.00</u>	<u>\$ 32,550.00</u>	<u>\$ 26,370.00</u>	<u>\$ 26,030.00</u>		<u>\$ -</u>
45000 · Bank Interest	\$ 11.89	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00		
46400 · Other Income							
46431 · Facilities Use	\$ 1,535.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 500.00	1	
46432 · Yard/Online Sales	\$ 72.00	\$ -		\$ -	\$ -		
46433 · Miscellaneous	\$ -	\$ -		\$ -	\$ -		
46434 · Festival	\$ -	\$ 1,000.00	\$ 500.00	\$ -	\$ -	2	
46434.1 - Festival In-kind	\$ -	\$ -		\$ -	\$ -		
46499 - In-kind	\$ 1,273.55	\$ -					
Total 46400 · Other Income	<u>\$ 2,880.55</u>	<u>\$ 6,000.00</u>	<u>\$ 1,000.00</u>	<u>\$ 500.00</u>	<u>\$ 500.00</u>		<u>\$ -</u>
Total Income	<u>\$ 34,645.28</u>	<u>\$ 36,720.00</u>	<u>\$ 33,570.00</u>	<u>\$ 26,890.00</u>	<u>\$ 26,550.00</u>		
Expense							
62100 · Ministry & Oversight							
62110 · FJ/QL Subscriptions	\$ 40.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 50.00		
62140 · Relief Fund	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ -	3	
62150 · Travel Fund	\$ 165.00	\$ 300.00	\$ 300.00	\$ -	\$ 150.00		
62100 - M&O Other	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -		
62199 - In-kind	\$ -	\$ -					
Total 62100 · Ministry & Oversight	<u>\$ 205.00</u>	<u>\$ 550.00</u>	<u>\$ 550.00</u>	<u>\$ 100.00</u>	<u>\$ 200.00</u>		<u>\$ -</u>

	<u>2020 Jan-Oct</u>	<u>2020 Budget</u>	<u>2021 Proposed</u>	<u>1st rev</u>	<u>2nd re</u>	<u>Footno</u>	<u>3rd rev</u>
62500 · Religious Education							
62510 · Childcare	\$ 1,800.00	\$ 3,270.00	\$ 3,270.00	\$ 3,270.00	\$ 1,600.00	4	
62520 · Library	\$ 59.00	\$ 100.00	\$ 150.00	\$ -	\$ 150.00	5	
62525 - Materials & Activities	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	5	
62530 · Supplies & Misc	\$ 3.20	\$ 700.00	\$ 700.00	\$ -	\$ -		
62599 - In-kind	\$ -	\$ -					
Total 62500 · Religious Education	\$ 1,862.20	\$ 4,870.00	\$ 4,920.00	\$ 3,270.00	\$ 2,550.00		\$ -
62800 · Building & Grounds							
62810 · Cleaning Services							
68811 · Supplies	\$ -	\$ 200.00	\$ 250.00	\$ 100.00	\$ 100.00		
62810 · Cleaning Services	\$ 2,800.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00		
Total 62810 · Cleaning Services	\$ 2,800.00	\$ 3,600.00	\$ 3,650.00	\$ 3,500.00	\$ 3,500.00		\$ -
62830 · Grounds Maintenance	\$ 15,190.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	6	
62840 · Major Repairs	\$ 922.26	\$ -					
62870 · Minor Repairs & Maintenance	\$ 4,496.64	\$ 2,500.00	\$ 4,500.00	\$ 3,000.00	\$ 3,000.00	6	
62890 · Utilities							
62891 · Electric & Gas	\$ 721.89	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 500.00		
62892 · Phone	\$ 839.37	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00		
62893 · Water & Sewer	\$ 232.46	\$ 2,000.00	\$ 250.00	\$ 250.00	\$ 250.00	7	
Total 62890 · Utilities	\$ 1,793.72	\$ 4,500.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00		\$ -
62899 - In-kind	\$ 1,183.55						
Total 62800 · Building & Grounds	\$ 26,386.17	\$ 14,600.00	\$ 14,100.00	\$ 12,450.00	\$ 12,450.00		\$ -
63000 · Contributions to Others							
63100 · Emerging Issues	\$ 336.65	\$ 400.00	\$ 400.00	\$ 400.00	\$ 300.00		
63200 · Designated Gifts (Unbudgeted)	\$ -	\$ -					
63300 · Local Organizations	\$ 100.00	\$ 1,600.00	\$ 1,600.00	\$ 1,000.00	\$ 1,000.00		
63400 · Quaker Organizations	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
63500 · RAICES	\$ -	\$ -					
Total 63000 · Contributions to Others	\$ 436.65	\$ 3,000.00	\$ 3,000.00	\$ 2,400.00	\$ 2,300.00		\$ -
65000 · Outreach							
65010 · FJ/QL Advertisement	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ 225.00	8	
65020 · Website/New Media	\$ 401.88	\$ 100.00	\$ 600.00	\$ 600.00	\$ 600.00		
65030 · Publications, Printing, Copying	\$ 28.43	\$ 100.00	\$ 100.00	\$ 100.00	\$ 75.00		
65040 · Supplies	\$ 214.99	\$ 100.00	\$ 200.00	\$ 100.00	\$ 100.00	9	
65050 · Refreshments	\$ 202.19	\$ 250.00	\$ 200.00	\$ 100.00	\$ 100.00	9	
Total 65000 · Outreach	\$ 847.49	\$ 700.00	\$ 1,250.00	\$ 1,050.00	\$ 1,100.00		\$ -

	<u>2020 Jan-Oct</u>	<u>2020 Budget</u>	<u>2021 Proposed</u>	<u>1st rev</u>	<u>2nd re</u>	<u>Footno</u>	<u>3rd rev</u>
65100 · Other Types of Expenses							
65120 · Property/Liability Insurance	\$ 4,350.00	\$ 2,800.00	\$ 5,000.00	\$ 4,500.00	\$ 4,750.00	10	
65140 · Bank Charges	\$ 48.00	\$ -	\$ 50.00	\$ 50.00	\$ 50.00		
65160 · Miscellaneous	\$ 131.89	\$ 200.00	\$ 200.00	\$ 100.00	\$ 150.00		
65180 · Festival	\$ 48.38	\$ 500.00	\$ 500.00	\$ -	\$ -	2	
65180.1 - Festival In-Kind	\$ -	\$ -					
Total 65100 · Other Types of Expenses	\$ 4,578.27	\$ 3,500.00	\$ 5,750.00	\$ 4,650.00	\$ 4,950.00		\$ -
66900 · Reconciliation Discrepancies	\$ -	\$ -					
68300 · Yearly & Quarterly Meeting							
68310 · Cielo Grande Quarter	\$ -	\$ 500.00	\$ 500.00	\$ -		11	
68320 · South Central YM	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00		
Total 68300 · Yearly & Quarterly Meeting	\$ -	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00		\$ -
Total Expense	\$ 34,315.78	\$ 30,720.00	\$ 33,070.00	\$ 26,920.00	\$ 26,550.00		\$ -
Net Ordinary Income	\$ 329.50	\$ 6,000.00	\$ 500.00	\$ (30.00)	\$ -		\$ -
Sinking Fund	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ -			
Net Income	\$ (4,670.50)	\$ -	\$ (5,500.00)	\$ (30.00)	\$ -		\$ -

Footnotes

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| 1 | Assumption that limited use by outside groups will not occur until late in 2021 |
| 2 | Assumption that a festival will not be possible in 2021 |
| 3 | Unused budget for M&O Relief Fund is transferred to the Relief Fund (line 10030) at the end of the year. With \$1495 available from that fund, budgeting more is unnecessary |
| 4 | This is based on an optimistic assumption that Religious Education for children can resume in the middle of 2021 |
| 5 | Rel Ed, Library and Materials and Activities supports the adult activities that the committee wishes to have. |
| 6 | Given the financial situation, Property Committee must undertake only the most necessary work and must not exceed the budget. |
| 7 | This amount will increase substantially in 2022, after the "prepayment" from the adjustment to the post-leak charges is exhausted. |
| 8 | This is the advertising portion of the Meeting's subscription to <i>Friends Journal</i> . The magazine cost is in the Rel Ed Library budget line |
| 9 | This is based on the optimistic assumption that meeting in person will be able to occur in the latter part of 2021 |
| 10 | This is based on a conversation with the insurance agent regarding the expected increase in premium |
| 11 | Given the inactivity of Quarterly Meeting, a budget for this activity seems superfluous |