

Minutes
FMSA Meeting for Business
December 19, 2021

Attending:

- In Person: Bill Sweet, Pat Sweet, Jim Spickard, Rachael Cundey, Julie Crum, Oliver Gerken, Pam Spurgeon, Gretchen Haynes, Val Liveoak
- On Zoom: David Hayes, Carol Redfield, Joe Redfield, Leo Gugerty, Dale Kearns, Yvonne Kearns, James Mize, David Novogrodsky

The meeting opened with silent worship.

Clerk's Comments:

My comment today is about how each of us has different skills and how a Quaker Meeting depends on all of them. It's like a team of gardeners. Some people are good with plants: starting them, nurturing them, shaping their growth. Others are good with infrastructure: paths, rock walls, mixing dirt. Yet others can dig good holes, ones that provide drainage for the plants they'll contain. And others weed, prune, and handle the inevitable clutter that all living things make in abundance. Entropy-tamers. They're all important to create a place of beauty that lifts our spirits.

These jobs and skills change over time, so we always need new gardeners, builders, writers, cooks, tech workers, setup artists, clerks, Friendly listeners, and others who do Quaker work in the community. There's room for everyone to share their skills.

This seems particularly relevant to me, as we hear and perhaps approve the Nominating Committee's list for the next year. Also the annual budget, a plan for reopening the Children's Program, and two other major projects.

Our Query: **"What skills and energy do I have at this moment that I can contribute to the Meeting's flourishing? What role can I play that keeps me centered in the Spirit while generating Light for us all?"**

Prior Minutes

Friends approved the Minutes from the November 21st Meeting for Business without corrections

Treasurer's Report: reported by Bill Sweet

Balance Sheet

✓ The RAICES Bond Fund line has been removed, as the funds were transferred to the Immigrant Assistance Fund.

✓ The inequality in Total Assets and Total Liabilities & Equity noted in the October Treasurer's Report has been resolved after a consultation with a Certified Public Accountant, whose time was donated at no cost. The Balance Sheet shows an increase in Unrestricted Net Assets between October and November because of the correction. The increase shown is an artifact of the correction.

Statement of Activities

✓ Undesignated contributions in November totaled \$7080.00. Thus, contributions were 85.8% of the 2021 budgeted general contributions, at 91.7% of the year. Note also that the budget for 2021 is \$4770 lower than, or 81.4% of, the 2020 budget.

✓ Contributions totaling \$1070.00 designated for Zoom/virtual meeting equipment were received.

✓ \$595 rent was received in November. Rental income to date is 525% of budget.

✓ An in-kind contribution of \$51.51 was made to the Ministry & Oversight Relief Fund.

✓ The CPS bill in October is \$90.08 for 725 kWh of electricity. The Big Sun Community Solar off-site photovoltaic panels gave us a credit of \$194.81. After charges for additional services, the bill has a credit of \$135.21.

✓ The November bill for San Antonio Water System was \$106.96, which is typical historically.

✓ Other expenditures were routine or less than typical, given the current pandemic conditions.

DISCUSSION: Friends accepted the treasurer's report.

Finance Committee Report: reported by Pat Sweet

The Finance Committee met by email the first weeks of December.

1) One year ago, two Minutes (2021.1.1 & 2021.1.2) were approved reallocating funds to provide more funds in Operating Cash. Both, included below for reference, were to be revisited before approval of the 2022 Budget.

The Finance Committee proposes two Minutes, for 2022 only.

MINUTE 2021.1.1: 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. Approved.

Minute 2021.12.01: Distributions from Friends Fiduciary Corporation, beginning with the December 2021 transfer and continuing through the December 2022 transfer, will be deposited to 10070 General Maintenance. The allocation of the Friends Fiduciary Corporation distributions will be reevaluated for the 2023 budget. *Approved*

MINUTE 2021.1.2. 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 only. Approved.

Minute 2021.12.02: Beginning January 2022, resume transferring \$500 monthly from 10020 Operating Cash to 10040 Sinking Fund. Raise the intended reserve for the 10040 Sinking Fund from \$20,000 to \$30,000. *Approved*

- 2) The Treasurer brought an issue with Minute 2021.11.01 to Finance Committee for clarification. Finance Committee asks the Meeting for guidance.

MINUTE 2021.11.01: FMSA approves the establishment of a Janet Southwood Hospitality Fund, to be used for 2 purposes: providing refreshments on Sundays and at other FMSA events and offering basic foods to needy visitors. The Fund will be administered by the Community Engagement Committee or whatever successor committee or arrangement the Meeting establishes to cover that currently inactive committee's roles. FMSA invites Friends and others to donate to this fund as they are led.

The Handbook gives responsibility for refreshments to Community Engagement and "maintaining a supply of non-perishable food and emergency funds for supplying to needy visitors at the Meetinghouse", i.e., "basic foods to needy visitors" to Ministry & Oversight. At this moment of Community Engagement temporarily subsumed under Ministry & Oversight. Assuming the organization and roles described in the Handbook returns, do the two committees each draw from the Fund? Because this Fund duplicates the refreshments line item under Community Engagement (Outreach), it was not funded in the 2022 proposed budget.

[THE PROPOSED BUDGET WILL BE ATTACHED AT THE END OF THESE MINUTES]

DISCUSSION: M&O is expecting an increase in expenses from the Relief Fund in the coming year and will communicate this estimate to the Finance Committee. This expense does not need to be listed in the budget. Both proposed minutes were approved. In response to the Treasurer's question, there is currently no Community Engagement committee, so only M&O may draw from the Janet Southwood Hospitality Fund. M&O will consider amending the handbook to clarify committee roles regarding refreshments and foods for needy visitors. The Treasurer, Clerk of Finance Committee, Clerk of Ministry and Oversight Committee, and Clerk of the Meeting will further discuss the logistics of the fund.

It was recommended to merge the Immigrant Aid and Immigrant Assistance Funds and/or clarify the purpose and administration of each fund. This issue will be further discussed in

committee. The Finance Committee requests that any Friends with information regarding the original purpose of these funds convey that to the committee.

Friends accepted the committee's report.

M&O Report: reported by Val Liveoak

Ministry and Oversight met by Zoom on Tues., Dec. 14. Gretchen Haynes, James Goslin, Julie Crum, Oliver Gerken, Val Liveoak, and Clerk, Jim Spickard attended. Stephen Shearer sent regrets and Joni Mize continues on leave from the Committee.

1. The Meeting began with worship and then considered our experiences of corporate worship during the last month. One Friend expressed concerns regarding a lack of spoken ministry. We considered the possibility that having to approach a microphone to give ministry in the blended Meetings might inhibit Friends, and noted that the ongoing efforts to upgrade the sound system within the Meetingroom would likely alleviate the need to use a standing microphone. Progress continues on the upgrade process.
2. Gretchen will end facilitating the early worship after end of Dec. If this worship is to continue, we will have to consult with MfB re how to address the issues of Clerking the Meeting, setting up, etc
3. The Committee has been considering re-naming itself following a growing awareness that the word, "Oversight" reminds some Friends of the brutality of enslavement of African and African American people. After multiple conversations, we offer to Meeting the suggestion of changing the Committee name to "Ministry, Care, and Guidance", which makes explicit the three functions of the Committee, as described in the Handbook.

Proposed Minute:

Minute 2021.12.03: FMSA approves changing the name of Ministry and Oversight Committee to Ministry, Care, and Guidance Committee. *Approved*

4. We approved asking Nominating Committee to look for an Associate Clerk, considering that our current Clerk does not intend to serve another term as Clerk after his current one ends next year.
5. We briefly reviewed the tasks involved in holding a Christmas Eve Meeting for Worship and Gathering. They seem to be taken care of. Reminder: We'll gather for set-up, snacks and fellowship at 5pm, worship at 6pm, and a simple meal at 7pm on Christmas Eve. Friends are invited to bring food and beverages to share.
6. Forums that the Committee will be involved in are:

Jan. 23: "Reflecting on the Meeting's Experience of 2021" for the State of the Meeting Report, facilitated by Jim Spickard.

Jan. 30: "On Vocal Ministry", facilitated by Jim Spickard and Gary Whiting. (Friends in Cielo Grande Quarterly have been invited to attend.)

Feb. 27: (Tentative) Brainstorming solutions to overcoming the challenges we face in 2022, facilitated by Val.

7. We listened to an update by Gretchen regarding re-starting the Children's Program. In cooperation with Joni Mize, she plans to start it on Jan. 2. As was discussed at the last MfB, we will request that parents who plan to attend with their children inform us of their plans by the Thursday preceding the Sunday they plan to attend. For now, Gretchen will be the person to contact in this regard,
8. We considered having a Book Exchange perhaps including a White Elephant exchange early in the year, with Feb. 6 being the date we agreed upon. Val will call Michelle DiGiacomo about this idea.
9. We considered arranging a Memorial Meeting and Memorial Minute for Mark Hickman.

We plan to change our meeting date and time to accommodate the work schedules of members, and plan our next meeting for Monday Jan. 10 at [6:30 or 7:00pm.] We invite Friends to bring any concerns they have to our attention.

DISCUSSION: The Clerk expressed his leading to clerk for the first three early Meetings for Worship of the new year, until the January business meeting, so that the Meeting has time to decide how to proceed regarding the 8:30 Meeting for Worship. The need for announcements on the website and in the newsletter as this situation develops was noted.

Friends approved the committee's name change. This change will also be made in the handbook.

Friends are encouraged to bring any interested loved ones to the Christmas Eve Meeting for Worship.

Friends accepted the committee's report.

Nominating Committee: reported by Oliver Gerken

Nominating Report - December 2021

The Nominating Committee met on December 13th via Zoom. In attendance were Oliver Gerken, Julie Crum and Stephen Shearer.

We are offering for 2nd reading in red and first reading in blue

Position	Name	Through	Position	Name	Through	Position	Name	Through
Trustee [1 year]			Nominating Committee* [3 years]			Ministry & Oversight Committee [3 years]		
Clerk	Carol Redfield	2022	Member	Julie Crum	2023	Clerk	Val Liveoak	2022
Secretary	Pat Sweet	2022	Member	Oliver Gerken	2023	Member	Gretchen Hayes	2022
Treasurer	Bill Sweet	2022	Member	Kellie Price	2023	Member	Joni Mize	2023
Member	Bill Wilkinson	2022	Member	Stephen Shearer	2024	Member	Julie Crum	2024
Monthly Meeting [2 year]			*Nominating Committee: composed of Clerk of the Meeting and Clerks of Finance and Ministry & Oversight Committees propose the members of the Nominating Committee			Member	Stephen Shearer	2024
Clerk	Jim Spickard	2022				Member	Oliver Gerken	2024
Recording Clerk	Rachel Cundy		Peace & Social Concerns [2 years]			We would like the Meeting to consider: if no one is called to produce the news letter, we revision it or hibernate it until our situation changes.		
Treasurer	Bill Sweet	2023	Clerk					
Recorder			Member	Val Liveoak	2022			
Finance Committee [2 years]			Member	Donna Dickerson	2022	Religious Education [2 years]		
Clerk	Pat Sweet	2022	Member	Oliver Gerken	2022	Member	Gary Whiting	2022
Member	Carol Redfield	2022	Member	Karen Ball	2023	Member	Greg Koehler	2022
Member	Bill Wilkinson	2022	SCYM [2 years]			Member	Joni Mize	2022
Ex-officio Treasurer			Member	Val Liveoak	2022	Member	Gretchen Hayes	2023
Property Committee [2 years]			Member	Bill Sweet	2022			
Clerk	David Hayes	2022	FCNL [2 years]					
Member	James Mize	2023	Member	Julia Hitz	2022			
Member	Joni Mize	2023						
Member	Pam Spurgeon	2023						

DISCUSSION: Rachael Cundey’s name will be corrected. The term for Recording Clerk will end in 2023.

Friends approved the second reading of nominations.

Many additional positions were previously on the nominating report which were then absorbed into the Community Engagement committee, which is currently not functional. Ministry, Care, and Guidance will be discussing these issues in the future.

The committee suggested that the meeting hibernate or change the newsletter until such a time as multiple Friends are interested in collaborating to produce it. It was noted that announcements are already available on the website, in emailed announcements, and other sources. Some Friends lack functional internet access and are currently not receiving announcements through the newsletter or other sources.

The Clerk responded that he would like to continue making the newsletter while redistributing some tasks to other Friends, such as sending out announcements.

Property Committee Report: reported by David Hayes

With all members attending, the Property Committee met December 15, 2021 on Zoom and gladly welcomed a new resource person to their first committee meeting. The following subjects were considered -

- 1) Thanks to follow-up interaction with Finance Committee members and the Treasurer, the proposed Property Committee budget for 2022 was discussed.
- 2) Plans for a possibly rainy December Work Day were offered, to include - replacing light bulbs, addressing minor damage to a Community Room door, and reprogramming the parking lot light. Also, preparations for the door project, see next item.
- 3) For 2022, the committee prioritized the maintenance of Meetinghouse doors and will begin requesting bids.
- 4) The committee was advised that recently, interested Friends have inquired a) about the status of the Memorial Garden Project and b) requested the creation of Meeting Guidelines for placing cremated remains on the Meetinghouse grounds. Committee discussion and discernment led to an agreement to begin work on the Guidelines. The committee also decided to kindly offer these reminders to Friends - the current Meeting budget cannot fund the Memorial Garden. When the idea of a Memorial Garden was originally introduced, it included the mention of some individual funding. A concept has been created. To move forward now, money is required that is separate from general contributions. Discernment about fundraising for this project is underway and open to suggestions and/or donations.

Submitted faithfully with love and gratitude,

Clerk-David Hayes, Pam Spurgeon, Diana Beardsley, James Mize, Joni Mize

DISCUSSION: Donations for the Memorial Garden could be categorized as a section of the Miscellaneous Fund, or a new line item could be created for this purpose. The Meeting approved guidelines for the Memorial Garden in 2018, and the Property Committee has developed a plan. The Property Committee will obtain a new bid for the cost of this project and bring it to next business meeting.

Friends accepted the committee's report.

Report on DDS Bid: reported by Jim

Report on a Bid for Installing Microphones & Sound (revised version)

(prices include installation)

Part I: Assisted Listening

1. Ceiling-mounted microphone & control hub  \$2,500
2. Cabling, router  \$ 600
3. Assisted listening Bluetooth WAP with 4 receivers  \$ 2,230

\$ 5,330

Part II: Zoom Integration

1. Pendant speakers  \$ 550 (for 2)
2. Adjustable video camera  \$1,220

\$ 1,770

Parts, shipping, & training **\$ 685**

\$ 7,785

DISCUSSION: The Bluetooth assisted listening system would also connect directly to Bluetooth-enabled hearing aids. The ceiling-mounted microphone would focus on the area of the room sound is coming from without moving/making a sound to do so.

Part I could be done independently of Part II, but this would leave substantial setup for each Zoom-enabled meeting. It is unclear whether the camera could be used for security of the meeting room. A Friend attending by Zoom has found the current sound quality hit-or-miss.

The bid will expire the day of the next regular business meeting. Payment must be made at the time the bid is accepted.

One Friend expressed a strong feeling that this equipment is important for accessibility and should be installed.

The equipment will be under warranty for one year and is expected to function for several years. Friends are encouraged to view the full proposal.

Some Friends wish to approve this bid today, while one requests to decide this issue at a called business meeting January 9th. There was some concern about permanently installing a camera.

A Friend noted that the previously designated funds for this project will not be sufficient, so the minute on this issue will need to specify where the rest of the money is coming from.

Friends will have a called business meeting Jan 9th at 11 am to consider this issue.

Peace and Social Concerns: No report this month.

Report on the planning for reopening the Children's Program: reported by Gretchen Haynes.

1. We wish to have a picnic early in Jan. with all the families to reunite and get to know the children almost two years later.
2. We request that any family that intends to attend worship contact us by Thursday of that week.
3. We anticipate two age groups: 4 to 7 and 8 to 14 and will provide programs accordingly.
4. We are actively seeking volunteers for one Sunday each month. We expect to have a paid child care person in addition to the Friend(s).
5. We will provide training for all volunteers in the Sparkling Still curriculum/process.
6. We will involve parents in developing the curriculum and field trips.
7. Until all weeks are covered, Gretchen Haynes will respond to the parent's request and provide age-appropriate activities.
8. We encourage Friends to offer one-time programs in their area of interest, such as photography.

Prepared by Gretchen Haynes

DISCUSSION: No volunteers have yet offered to help run this program. The need for volunteers will be announced in the newsletter and at future Meetings for Worship. There is a concern for the backup plan for the picnic in case of rain. The picnic is tentatively planned for a Saturday. There is also concern for the continuing spread of the Omicron variant of COVID-19. A suggestion was made that the children's program be suspended if schools are closed.

Other Business:

- Friends agreed that as planned the Christmas Eve Worship will not be broadcast on Zoom. This meeting will be held by candlelight, so Zoom attenders would not be able to see anything.

Meeting Announcements:

- December 24th: **Christmas Eve Worship & Simple Meal**
- January 16th: **January Meeting for Business, followed by the annual Trustees Meeting**

- January 23rd: **Forum on the State of the Meeting**
- January 30th: **Cielo Grande Quarterly joins us for 10am Meeting for Worship and 11:30 Forum on Vocal Ministry**

The Meeting closed with silent worship.

The Clerk will use these colors to assess the sense of the Meeting of the Zoom attendees:

- **White** signifies “I have a question calling for clarifications or facts.”
- **Blue** signifies “I can answer a clarifying question and/ or have relevant factual information.”
- **Green** signifies “I am generally positive about this and/or willing to move forward.”
- **Red** signifies “I have a doubt or concern.”
- **Yellow** signifies “I have something to say but it doesn’t fit any of the above categories.”

FMSA Statement of Activities

Proposed 2020 budget

	2021 YTD	2021 Budget	Proposed 2022
Ordinary Income/Expense			
Income			
43400 · Contributions			
43410 · General Contributions	\$ 21,987.50	\$ 25,630.00	\$ 30,305.00
43440 · Designated Contributions			
43441 · General Maintenance	\$ 8,751.04	\$ -	
43442 · Immigrant Aid	\$ -	\$ -	
43443 · Meetinghouse	\$ -	\$ -	
43444 · RAICES Bond Fund	\$ -	\$ -	
43445 · Miscellaneous	\$ 4,290.52	\$ -	
43447 · Relief Fund			
43440 · Designated Contributions - Other	\$ -		
Total 43440 · Designated Contributions	\$ 27,541.56	\$ -	
43400 · Contributions - Other			
Total 43400 · Contributions	\$ 49,529.06	\$ 25,630.00	\$ 30,305.00
45000 · Bank Interest	\$ 15.33	\$ 20.00	\$ 20.00
46400 · Other Income			
46431 · Facilities Use	\$ 2,625.00	\$ 500.00	\$ 1,000.00
46432 · Yard/Online Sales	\$ -	\$ -	
46433 · Miscellaneous	\$ -		
46434 · Festival	\$ 203.00		
46400 · Other Income - Other	\$ -		
46434.1 - Festival In-kind	\$ -	\$ -	
46499 - In-kind	\$ 570.66	\$ -	
Total 46400 · Other Income	\$ 3,398.66	\$ 500.00	\$ 1,000.00
Total Income	\$ 52,943.05	\$ 26,150.00	\$ 31,325.00
Expense			
62100 · Ministry & Oversight			
62110 · FJ/QL Subscriptions	\$ -	\$ 50.00	\$ 50.00
62140 · Relief Fund	\$ 5,222.20		
62150 · Travel Fund	\$ -	\$ 150.00	\$ 150.00
62100 - M&O Other	\$ -		
62199 - In-kind	\$ -	\$ -	
Total 62100 · Ministry & Oversight	\$ 5,222.20	\$ 200.00	\$ 200.00

62500 · Religious Education			
62510 · Childcare	\$ -	\$ 1,600.00	\$ 1,600.00
62520 · Library	\$ 45.00	\$ 150.00	\$ 150.00
62525 · Materials & Activities	\$ -	\$ 800.00	\$ 800.00
62530 · Supplies & Misc	\$ -		
62599 · In-kind	\$ -		
Total 62500 · Religious Education	\$ 45.00	\$ 2,550.00	\$ 2,550.00
62800 · Building & Grounds (Property Cmte)			
62810 · Cleaning Services			
68811 · Supplies	\$ -	\$ 100.00	\$ 350.00
62810 · Cleaning Services	\$ 3,080.00	\$ 3,400.00	\$ 3,400.00
Total 62810 · Cleaning Services	\$ 3,080.00	\$ 3,500.00	\$ 3,750.00
62830 · Grounds Maintenance	\$ 2,400.00	\$ 4,000.00	\$ 4,000.00
62840 · Major Repairs	\$ 6,584.00		
62870 · Mnor Repairs & Maintenance	\$ 8,267.45	\$ 3,000.00	\$ 6,000.00
62890 · Utilities			
62891 · Electric & Gas	\$ 650.21	\$ 500.00	\$ 650.00
62892 · Phone	\$ 1,211.88	\$ 1,200.00	\$ 1,000.00
62893 · Water & Sewer	\$ 125.65	\$ 250.00	\$ 2,000.00
62890 · Utilities - Other	\$ -		
Total 62890 · Utilities	\$ 1,987.74	\$ 1,950.00	\$ 3,650.00
62800 · Building & Grounds - Other	\$ -		
62899 · In-kind	\$ 348.46		
Total 62800 · Building & Grounds	\$ 22,667.65	\$ 12,450.00	\$ 17,400.00
63000 · Contributions to Others (P&SC)			
63100 · Emerging Issues	\$ -	\$ 300.00	\$ 300.00
63200 · Designated Gifts (Unbudgeted)	\$ 575.00	\$ -	
63300 · Local Organizations	\$ 2,400.00	\$ 1,000.00	\$ 1,000.00
63400 · Quaker Organizations	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
63510 · Immigrant Aid	\$ 1,000.00		
63000 · Contributions to Others - Other	\$ -		
Total 63000 · Contributions to Others	\$ 4,975.00	\$ 2,300.00	\$ 2,300.00
65000 · Outreach (Community Engagement)			
65010 · FJ/QL Advertisement	\$ -	\$ 225.00	\$ 225.00
65020 · Website/New Media	\$ 378.64	\$ 600.00	\$ 500.00
65030 · Publications, Printing, Copying	\$ -	\$ 75.00	\$ 25.00
65040 · Supplies	\$ -	\$ 100.00	\$ 100.00
65050 · Refreshments	\$ -	\$ 100.00	
65000 · Outreach - Other	\$ -		
Total 65000 · Outreach	\$ 378.64	\$ 1,100.00	\$ 850.00

65100 · Other Types of Expenses			
65120 · Property/Liability Insurance	\$ 4,726.00	\$ 4,750.00	\$ 5,225.00
65140 · Bank Charges	\$ 48.00	\$ 50.00	\$ 50.00
65160 · Miscellaneous	\$ 145.30	\$ 150.00	\$ 150.00
65180 · Festival	\$ -		
65100 · Other Types of Expenses - Other	\$ -		
65180.1 - Festival In-Kind	\$ -	\$ -	
Total 65100 · Other Types of Expenses	\$ 4,919.30	\$ 4,950.00	\$ 5,425.00
66900 · Reconciliation Discrepancies	\$ -	\$ -	
68300 · Yearly & Quarterly Meeting			
68310 · Cielo Grande Quarter	\$ -		
68320 · South Central YM	\$ -	\$ 2,600.00	\$ 2,600.00
68300 · Yearly & Quarterly Meeting - Other	\$ -		
Total 68300 · Yearly & Quarterly Meeting	\$ -	\$ 2,600.00	\$ 2,600.00
Total Expense	\$ 38,207.79	\$ 26,150.00	\$ 31,325.00