

**Minutes**  
**FMSA Meeting for Business**  
**January 16, 2022**

**Attending:**

- In Person: Jim Spickard, Rachael Cundey, Julie Crum, Bill Wilkinson, Julia Hitz, Val Liveoak, Oliver Gerken, George Feden, Gretchen Haynes
- On Zoom: Rebecca Cole-Sullivan, Peggy Dial, Stephen Shearer, David Hayes, Carol Redfield, Pam Spurgeon, Pat Sweet, Bill Sweet

**The meeting opened with silent worship.**

**Clerk's Comments:** None this week.

**Prior Minutes**

Friends approved the Minutes from the December 21<sup>st</sup> Meeting for Business without corrections.

Friends approved the Minutes from the January 9<sup>th</sup> Called Meeting for Business without corrections.

**Treasurer's Report: reported by Bill Sweet**

**Balance Sheet**

✓ The Property Committee Minor Repairs & Maintenance line was \$5,294.71 over the budgeted \$3,000. Per procedure, \$5,294.71 was transferred from General Maintenance to Operating Cash and the remaining \$830.81 was transferred to the Sinking Fund.

✓ Per Minute 2021.12.01, the entirety of the Friends Fiduciary distribution of \$5,329.03 was deposited to General Maintenance.

✓ The Janet Southwood Hospitality Fund line has been added, per Minute 2021.11.01.

✓ The Friends Fiduciary Quaker Growth & Income Fund gained \$35,984.13, whereas the Short-Term Investment Fund lost \$356.28 in the fourth quarter.

✓ The solar panels were depreciated on the 25-year straight line depreciation.

**Statement of Activities**

✓ Undesignated contributions in December totaled \$5971.00. Thus, contributions were \$2,328.50 over, or 109.1% of, the 2021 budgeted general contributions. However, the budget for 2021 is \$4770 lower than, or 81.4% of, the 2020 budget.

- ✓ Contributions totaling \$750.00 designated for Zoom/virtual meeting equipment were received, deposited to Designated Contributions, Miscellaneous. The contributions to and expenditures from this account are on an added third page.
- ✓ \$245.00 rent was received in December. Rental income for the year is 574% of budget.
- ✓ The CPS bill in October is \$126.45 for 1.073 MWh of electricity. The Big Sun Community Solar off-site photovoltaic panels gave us a credit of \$169.70. After charges for additional services, FMSA has a credit of \$129.04.
- ✓ The December bill for San Antonio Water System was \$350.23, which is higher than the \$110.00 of a typical month, probably due to the broken pipe to a faucet.
- ✓ The Miscellaneous expenditure under Other Types of Expenses is for office supplies.
- ✓ The budgeted contribution to South Central Yearly Meeting was paid in December.
- ✓ 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 brings the following items to Meeting for Business:

1. Last month we approved 2 minutes updating instructions to the Treasurer to fit this year's budget and had the first reading of the 2022 Budget. We have had no questions or comments during the month.

We did not have time to formulate a minute during that Meeting to combine the 2 Immigrant Funds, Immigrant Aid and Immigrant Assistance which overlap and cause confusion. We present it now.

The Finance Committee Proposes the following Minute.

**MINUTE 2021.01.02:** Meeting approves combining The Immigrant Assistance Fund and The Immigrant Aid Fund into the Immigrant Aid Fund. This Fund will be under the care of the Peace and Social Concerns Committee. Any planned disbursements above \$500 must have the approval of the Meeting. APPROVED

2. The second reading of the 2022 Budget and final approval.
3. Auditor for the 2021 books

We received a recommendation from our Treasurer, Bill Sweet

Julie Smith, CPA, known to Bill Sweet from an outside group, helped him with proper addition of the land and buildings to the financial report. She has volunteered to audit our financials for 2021, which have not been audited since 2018 because of the SARS-CoV-2 pandemic. Finance Committee has determined that audits of 2019 and 2020 are unnecessary if no issues of concern are identified in the audit of 2021.

Finance Committee approves Julie Smith, CPA, as auditor for the 2021 financials and recommends her to the Board of Trustees.

DISCUSSION: Some Friends found the elimination of budgeted hospitality expenses problematic. Although the Janet Southwood Hospitality Fund has been established, relying solely on contributions designated to that fund could result in less, rather than more, capacity to provide hospitality. It was suggested that the meeting could make an annual contribution to the Janet Southwood Hospitality Fund in the amount typically budgeted for hospitality. Finance Committee and the Treasurer will work together and bring a potential solution to this concern to the Meeting.

It was clarified that any in-kind donations to the Janet Southwood Hospitality Fund could be reflected in the Statement of Activities, but only money could be credited to the account.

There was a concern about the requirement that Peace & Social Concerns have any disbursements over \$500 approved by the Meeting, specifically that this procedure could discourage disbursement of the funds. It was noted that this limit parallels that of Property Committee expenditures and that a called business meeting could approve urgent requests.

Friends approved the proposed minute.

A summary of changes to the budget was provided for those who were not able to view it.

Friends approved the budget.

Friends accepted the committee's report.

**M, C, & G Report: reported by Val Liveoak**

The newly renamed Ministry, Care, and Guidance Committee met on Jan. 10th. Present were: Oliver Gerken, Stephen Shearer, Julie Crum, Gretchen Haynes, Val Liveoak and FMSA Clerk, Jim Spickard.

We began with worship.

1. Reviewing worship since our last committee meeting, we noted that for some members of the committee, worship had deepened recently, that in-person attendance was stable or increasing slightly (mostly due to the special Christmas Eve worship service and to attendance of parents of children in two families on Jan. 9). On-line attendance has remained stable with about 15 people joining on Sunday mornings.
2. We need Friends to step forward to facilitate the early worship. Julie Crum will commit to doing it through Feb. We need to be able to let folks know if there won't be early Meeting if other Friends do not volunteer. "If this is important, then who's going to do it?" is a question we ask Friends to consider. As far as the attenders of early worship, we don't know if people prefer it because it is Zoom-free or for the timing—feedback would be useful. Would Friends want to form a team to spread the commitment to 1 or 2 Sundays a month?

3. Regarding the current surge in Covid spread, Jim stated that with our current filters and masked participants, he believes that healthy, vaccinated and boosted attendees should be safe, and that those who are unvaccinated should be asked to join via Zoom until the surge declines. We need to encourage social distancing, also. Jim will send out a statement to that effect in the weekly Announcements. Also we want to reduce the amount of time Friends spend in the Community Room, and do most activities outside— coffee and refreshments can be set up on the patio, weather permitting.
4. We reviewed planned Forums:
  - Jan. 23: Preparation for the State of Meeting report. Jim will facilitate, Julie will draft a SoM report based on the input.
  - Jan. 30: (With CGQM) Spoken Ministry. Facilitated by Jim and Gary.
  - Feb. 27: Address problematic issues brought up in the State of Meeting process. Val will facilitate a worship sharing/brainstorming session.
5. Update on children's program: Gretchen can take the 'reservations' of families that want to attend on any given Sunday. There are 3 families with a total of seven children who want to attend next week, and even with Renata and maybe another helper in addition to Gretchen, there is a need for other Friends to volunteer to commit to working regularly with the Children. Any volunteer will pair with Gretchen or Hannah for sessions until she/he feels ready to go solo. Renata will join when there are more than three children.
6. Members of the Nominating Committee said they are proceeding with approaching Friends to consider service as Assoc clerk.
7. MC&G approved the following draft Minute:

**Minute 2022.01.03:** FMSA authorizes the purchase of two Oransi MOD Jr. HEPA filters at the estimated price of \$718 – plus tax, if this California corporation fails to recognize our Texas tax-exempt status. These filters will be used in the Children's Room and the Library, supplementing our current filters in the Meeting Room (3) and the Community Room (1). This will be regarded as an off-budget depreciable capital expense, using money from whichever accounts the Treasurer and Finance Committee deem wise.
8. Memorial for Mark Hickman: We reviewed the arrangements for the Memorial. Memorial Minute: Gary, Brochure layout, Jim, tech clerk, Val. We do not plan a light lunch following the Memorial, but we'll have usual coffee, etc.
9. We deferred the planned Book Exchange to March 6, since we will have the Memorial Meeting for Mark Hickman on Feb. 5.
10. If volunteers to do coordination, set-up, publicity, and other details come forward, we propose holding a Spring Fair on May 7. If any of our tenant groups ask to use the Meetinghouse on that date, Jim, who schedules the Meetinghouse will ask them to plan on another date. Gretchen will be unable to do active coordination, but will happily mentor others.

11. Announced an opportunity to participation in Interfaith SA Alliance, and an on-line event on Jan. 11. Jim said he intends to attend a part of the event.
12. Queries: We invited James Goslin to continue to draft queries for each month.
13. We discussed concerns re: Individual Friends.
14. We scheduled an open Worship Sharing meeting on-line to consider “How to deal with burnout in the Meeting,” on Mon. Jan. 24th 7pm. We hope all Friends who are concerned with the health of FMSA will participate.
15. We deferred discussion of Open carry law/signs for several months.

Our next regular meeting is scheduled for Feb.7 at 7pm on-line. Please contact us with any concerns you have for us to consider.

Respectfully submitted by Val Liveoak, Clerk MC&G

DISCUSSION: Friends approved the proposed minute.

Friends accepted the committee’s report.

**Nominating Committee: reported by Jim Spickard**

**Nominating Report - January 2022**

The Nominating Committee met on January 5th via Zoom. In attendance were Oliver Gerken, Julie Crum and Stephen Shearer.

We discussed a need for a Co-Clerk to help our Clerk with his responsibilities, we welcome any friends interested in the co-clerk position to step forward.

We are offering for 2nd reading in red

Position	Name	Through	Position	Name	Through	Position	Name	Through
<b>Trustee [1 year]</b>			<b>Nominating Committee* [3 years]</b>			<b>Ministry &amp; Oversight Committee [3 years]</b>		
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
<b>Monthly Meeting [2 year]</b>			*Naming 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		<b>Peace &amp; Social Concerns [2 years]</b>			<b>Religious Education [2 years]</b>		
Treasurer	Bill Sweet	2023	Clerk			Member	Gary Whiting	2022
Recorder			Member	Val Liveoak	2022	Member	Grog Koehler	2022
<b>Finance Committee [2 years]</b>			Member	Donna Dickerson	2022	Member	Joni Mize	2022
Clerk	Pat Sweet	2022	Member	Oliver Gerken	2022	Member	Gretchen Hayes	2023
Member	Carol Redfield	2022	Member	Karen Ball	2023			
Member	Bill Wilkinson	2022	<b>SCYM [2 years]</b>					
Ex-officio Treasurer			Member	Val Liveoak	2022			
<b>Property Committee [2 years]</b>			Member	Bill Sweet	2022			
Clerk	David Hayes	2022	<b>FCNL [2 years]</b>					
Member	James Mize	2023	Member	Julia Hitz	2022			
Member	Joni Mize	2023						
Member	Pam Spurgeon	2023						

DISCUSSION: The Clerk noted there are some positions that nominating committee is still working to fill.

Friends approved this second reading and accepted the committee's report.

**Property Committee Report: reported by David Hayes**

The property committee met on Wednesday 1/13/22 at 4pm

The meeting was attended by: Joni Mize, James Mize, Pam Spurgeon, and David Hayes

- a) Our January Workday has been postponed for January 22nd.
- b) Water monitor for the property will be purchased and installed to mitigate water waste.
- c) The thermostat in Phase 1 has been reprogrammed for winter temperatures and scheduled property usage.
- d) We continue to seek bids for repair and/or replacement of doors throughout the property.
- e) We also continue to seek bids and information for the memorial garden.

In gratitude and love,  
-Property Committee.

DISCUSSION: The Property Committee is in the early stages of seeking bids to determine what the estimated cost of the memorial garden will be. Funds will need to be raised/designated for this project.

There was an issue with the thermostat this morning, and it may need to be programmed again.

Friends accepted the committee's report.

**Peace and Social Concerns:** No report this week.

**Report on reopening the Children's Program: reported by Gretchen.**

After my suggesting that we postpone the restart until February, a Friend wrote that her family and another wanted to come Jan 9. I agreed and we're off to a grand start with 5 children from 4 to 9 years. A Friend, our long-time childcare worker, and I worked together to provide a stimulating, spiritual experience. Both families want to come back NEXT week, possibly to be joined by another Friend and her family.

This means it is even more important to gain more volunteers for a day a month. Your cooperation is greatly appreciated.

DISCUSSION: Any Friend who wants to volunteer can sit in on sessions with Gretchen and/or Hannah until they are comfortable. The current volunteers are greatly appreciated, and more are needed.

The Children's Program requests guidance on how to present the Quaker perspective on Easter. A support group for parents is also being considered for the future.

The Meeting thanked Gretchen for this work.

#### **Other Business:**

- The Clerk will temporarily step aside following this meeting until unforeseen personal circumstances have resolved. MC&G will coordinate to keep the Meeting running. Friends who could assist with announcements or the newsletter are encouraged to reach out.

#### **Meeting Announcements:**

- January 16th: **The annual Trustees Meeting** (*after Meeting for Business*)
- 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**
- February 4<sup>th</sup>, 10am at the Meetinghouse: Memorial Meeting for Mark Hickman, a long-time Friend

**The Meeting closed with silent worship.**

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***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."

