

**Eleventh Month**  
Asheville Friends Meeting  
Meeting for Business  
11/12, 2006

Opening Reading  
Worship  
Attendance 1<sup>st</sup> hour:

Steve Livingston—Clerk  
David Clements—Recording Clerk

Introductions

Betsy Rose Weiss introduced herself as a first time attender at meeting for business, although she is very familiar as a regular attender at worship each First Day.

Agenda

Friends approved the agenda as presented

Peace and Earth Report

Report was read by Kitti Reynolds.

“Peace and Earth Report

“Eleventh month, 12<sup>th</sup> day, 2006

“Peace and Earth has not met recently, due to schedule conflicts among our members.

“However, we have stayed in touch via email. Our mission has continued, and includes:

1. co-sponsorship of showing Al Gore’s movie on Global Climate Change at the Unitarian Universalist Church in October
2. participating in Climate Connection: Interfaith Eco-Justice Network
3. sponsorship of an ad in the MLK Breakfast program, for January 2007.
4. SaraJane Thomas helping to feed women in the Asheville Women’s Shelter
5. lobbying in Washington DC for peace in Iraq by Susan Oehler.

“We await word on our budget before we disburse whatever remaining funds we will have from the Meeting.”

Kitti added that 560 people in NC Congressional District 11 have signed the voter's peace pledge..... the highest number in all districts in the state. She said that peace and Earth anticipates working with our new Congressman, Heath Shuler, concerning ending the war in Iraq.

Kitti advised Friends that Bob Smith would likely have tickets to the MLK Breakfast for those who wish to attend.

In response to a Friend’s concern, **Friends asked that the wording of the ad in the MLK Breakfast program be reviewed in a timely manner, and authorized Peace and Earth in consultation with Ministry and Counsel to change the wording if it seemed prudent.**

## **Friends accepted the report with thanks.**

### **Query:**

Friends shared some thoughts around the query: Do I come to meeting for worship with heart and mind prepared to wait upon the spirit and contribute to a shared experience of the light?

What does it mean to be “moved by the Spirit”? Is it more than mere spontaneity?

“Preparation” can include long labors in advance of meeting. The Spirit may speak in other venues besides meeting for worship.

In contrast to “preparation” in the temporal sense, where we get everything together and focus our thoughts on the things needed to complete a task, preparation for worship involves clearing things away, letting go of thoughts, “tenderizing” the heart to be open and receptive, letting go of any plan.

### *Break for Worship*

Subsequent to rise of meeting, Friends resumed the meeting for business with silent worship starting at 12:05 pm.

Attendance 2<sup>nd</sup> hour:

Peter Buck, Barbara Esther, Kristi Gjelfriend, George Gjelfriend, Phil Neal, Kitti Reynolds, Barry Master, Ellen Frerotte, Rusty Maynard, Gerry Smith, Eda Smith, Joy Gossett, Sam Rizzo, David Clements, Ellen Oldham

Steve Livingston—Clerk  
Lynnora Bierce—Recording Clerk

SAYMA Representative Meeting report

Report was given by Barbara Esther with some background about being a part of the larger Quaker community, and a chance to be involved with other Friends organizations that gather their members from yearly meetings rather than monthly meetings.

## **Report of the SAYMA Representative Meeting**

### **Berea, Kentucky on Sept. 10, 2006**

There are 6 points to pass on to Asheville Friends Meeting from the day’s business at the Berea Representative Meeting of the Southern Appalachian Yearly Meeting and Association (SAYMA):

1. We are hosting SAYMA’s next representative meeting. We need to organize hospitality for Friday, December 1 and Saturday, December 2 as well as a noon meal on Saturday for Friends. Swannanoa Valley Friends may be able to help us

- with this task. The April representative meeting will be hosted by Nashville Friends. While I have represented the monthly meeting for some time, every Friend is welcome to attend the meetings. I hope those of you interested will register to attend and get to know a larger group of Quakers a little better. Action Item: The meeting needs to appoint a group of Friends to organize hospitality and Saturday lunch for the December 2, 2006, representative meeting to be held in our meetinghouse.
2. Several opportunities are available to Friends to serve our yearly meeting: editor of the quarterly Southern Appalachian Friend; Assistant Treasurer to train under the current Treasurer, Dennis Gregg, for the position of Treasurer next year; local arrangements person to train under Steve Livingston; Faith and Practice Ad Hoc Revision Committee member; Peace and Social Concerns Committee member and Personnel Committee member. Our meeting also has an opportunity to serve on the Ministry and Nurture Committee if any member is moved to do so.
  3. Ecological Concerns Network (ECN) is looking for a meeting contact person for each monthly meeting. Anyone interested can contact Roy Taylor at [wrldeas@mindspring.com](mailto:wrldeas@mindspring.com)
  4. We heard a moving report from Friends who attended the QUIT conference: Quaker Initiative to End Torture. A second conference is planned for June 1-3, 2007. Two books were recommended for meeting use as resources: *Trauma Recovery* by Judith Herman and *Answering Terror*, a compilation of *Friends Journal* articles. Friends may want to check out [www.quit-torture-now.org](http://www.quit-torture-now.org) as well as support efforts such as the School of the Americas Watch in November.
  5. The Ad Hoc Electronic Communications Committee wants subscribers to SAYMA's list-serve to know that they are on all three lists if they were on the original list before services were divided up into discussion, announcements and general lists. Visit [sayma.org](http://sayma.org) to find out more.
  6. Lastly, the yearly meeting theme for June 6-10 at Warren Wilson College is "Nurtured by Our Roots, Bursting Forth with Fruits". The talent show will be shelved this year, possibly replaced by folk dancing. We have a unique opportunity for greater participation with the current site being so close. I hope Friends begin planning to attend, reserving the dates for time spent with the larger community of Friends in our region.

### **Report Accepted**

Responding to item 1, Ellen Frerotte offered to coordinate the Reps luncheon, with Gerry Smith to cook. Steve Livingston offered to provide coffee and creamer/sugar.

### Finance Committee report

The Finance Committee proposes that Meeting adopt the following schedule and

plan for the 2007 budget process. Most of the details of this schedule have evolved over the last few years, especially a) waiting until the final results of the previous year are available before making final the next year's budget; b) limiting our planned expenses based on Meeting's recent history of donations and other income; and c) making sure that committees, not the Treasurer, are in charge of spending from the various budget lines.

1. In the January 2007 Business Meeting the Finance Committee will present preliminary results for 2006. At that time Meeting will make a final determination about allocation of income, including the funding of the 2006 General and Quaker Outreach Budget lines.
2. The Finance Committee will present a first draft of a 2007 budget at the January Business Meeting. We expect to be able to approve a final budget in the February or March Business Meetings.
3. Meeting adopts as a limit for General Fund spending (our "budget" is the General Fund Budget) the greater of 1) actual receipts in 2006; or 2) the amount available in the General Fund reserves as of 12/31/06, the end of the 2006 fiscal year. The General Fund reserves consist of all money not allocated to some other purpose, and is expected to be approximately \$20,000 to \$25,000. In 2006 spending was limited to the actual receipts in 2005.
4. In the first months of 2007, before the final 2007 budget is approved, committee will be able to spend assuming continuation of the 2006 levels, except that no expenditures will be made from the General and Quaker Outreach and SAYMA budget lines. This will allow the various committees to remain functioning. Historically, we spend little in the first few months of the year.
5. As with the 2006 budget, each budget line will be supervised by a specific committee, whose clerk will approve any expenditures from that line.
6. During 2007 Committees will be able to spend up to 110% of any budget line under their supervision after they have received permission of the Finance Committee. Exceptions to this provision will be the General and Quaker Outreach and SAYMA budget lines. The Finance Committee or Treasurer will report to the subsequent Business Meeting any such extra expenses. Any Committee wishing to spend more than 110% of a particular budget line must receive approval from Meeting. Our practice for 2006 was that any overspending had to be approved specifically by Meeting. This change will ensure that relatively trivial overspending can be handled outside of Meeting for Business.
7. Committees are encouraged to consider their budget needs for 2007 and contact the Finance Committee with these ([finance@ashevillefriends.org](mailto:finance@ashevillefriends.org)).

Discussion and clarification followed the report. David Clements clarified the process of committees setting a budget that do not have clerks—which will be either decided by members of the committee, deferred to another committee (for committees which are dormant) or given to the business meeting for discernment. David further clarification regarding the General Fund Reserves, and confirmed that we can know the

exact amount of contributions in a given year. A Friend expressed some unease with expenditures of General & Quaker Outreach seeming to be stalled, however, this wording was to mean that there would be no spending until the 2007 budget is approved in March/April.

**Friends approved the process proposed by Finance Committee.**

David continued with the report.

1. The Finance committee proposes to Meeting the following policy on emergency expenditures. The committee recently was asked to approve some reasonable expenditures that had inadvertently not been provided for in the budget. We did this, although we realized that Meeting had never explicitly given us this authority. The following formally gives the Finance Committee this authority. We do not expect that the situation will arise often.
  - (a) **Asheville Friends Meeting Policy on Emergency expenditures.** The Clerk of the Finance Committee, in consultation with the Clerk of Meeting, will have the authority to release funds from the contingency budget line that are a) pertaining to an emergency; or, b) intended to be spent by Meeting or to further goals decided upon by Meeting, but unintentionally not provided for by Meeting. The Finance Committee will report to the subsequent Business Meeting any authorization or expenses made under this provision.
2. Satchel Loftis has asked to resign his position of Bookkeeper for the Meeting. Thanks to Satchel for several years of work. The Finance Committee has hired Palin Spruance to work as Bookkeeper on the same terms by which we were employing Satchel (\$10/hour). Palin has extensive accounting experience. He is also the Treasurer of Meeting. We will be exploring and further defining his responsibilities for these two roles.
3. George Gjelfriend, the Assistant Treasurer, has taken on the task of preparing deposits of contributions.
4. Rusty Maynard has constructed a portable pedestal for donations for Meeting. The Finance Committee has taken on the supervision of the box. A member of the Finance Committee or the Clerk of Meeting will bring the locked box out of the office before Meeting and replace it after Meeting. We will attempt to keep track of the donations received in the donation box. So far we have not detected any change in donation patterns.
5. We were asked to gauge the effect on donations of making an announcement after meeting encouraging contributions. Satchel reports no significant effect on the number or amount of contributions.
6. The Finance Committee has developed and adopted a policy on Allocation of

Funds. We anticipate that Meeting has already authorized the Finance Committee to undertake all of the actions described in the policy, including investing in the specific accounts and institutions referred to here. Therefore, we do not think that Meeting needs to approve this policy. This will be an internal Finance Committee policy rather than a Meeting policy. We do want all in Meeting to be aware of our plans, and welcome comments from friends. We expect that this policy will not be read out in Meeting for Business, but will be printed with the minutes for the record.

Friends agreed that the remainder of the report need only be published as part of the minutes of the meeting rather than being read out.

**Friends accepted the report of the Finance Committee with thanks.**

Remainder of Finance Committee Report:

**(a) Asheville Friends Meeting Finance Committee Policy on Allocation of Funds.**

- i. This policy is intended to guide and empower the Treasurer to move money between our various investment accounts without the need for prior approval of each action by the Finance Committee.
- ii. The “Pooled Funds” comprises the General Fund plus all restricted Funds except the Building Fund. We intend to keep the bulk of the Pooled Funds in the Self-Help General account (# 108188), in the form of money market cash or CD's. A limited amount of the Pooled Funds will be retained in the Wachovia Checking Account. The exact balance of each fund is tracked in Quickbooks.
  - A. The Treasurer will maximize income from the Self Help General Account by purchasing 6 month or 1 year CD's at his/her discretion, leaving enough cash in the account for expected cash-flow needs.
  - B. Interest income from the Pooled Funds will accrue to the General Fund.
- iii. We will keep in the new Wachovia account enough for short-term cash flow needs, approximately \$5,000 or as otherwise determined by the Treasurer.
- iv. The Treasurer will transition us from the Wachovia CAP account by ensuring that all regular automatic drafts are changed to the new account. At his discretion, the CAP account will be closed and remaining money transferred to the new Wachovia checking account or the Self Help account.
- v. Cash, Check and Electronic Funds Transfer donations will be deposited into the Wachovia Checking Account.

- vi. Checks can be written either from the Wachovia Account or the Self Help Account, at the Treasurer's discretion. We can write up to 3 checks per month from each Self Help account free of charge, and 3 more per month at \$1 each. Self Help will not allow us write more than 6 checks per month per account.
- vii. The Self Help general account (# 108188) is distinct from the Self Help Building Fund account (#101518), whose balance is intended to equal the amount of the Building Fund. The balance of the Building Fund is maintained in Quickbooks as a separate "class." If necessary, the Treasurer will transfer money to or from the Self Help Building Fund account to make the Self Help Building Fund account's value equal to the value of the Building Fund. Income from the Self Help Building Fund account will accrue to the Building Fund. Currently most of the Building Fund is in the form of 5-year CD's, the remainder in a Money market account. The Treasurer is empowered to maximize the income in this fund by purchasing 6-12 month CD's with any available Money market funds, subject to any needs for cash from the Fund (As of 8/06 there are no proposed needs for 2006.)

#### Holiday Gatherings

- a. Orphans' Thanksgiving—Informal gathering ALLOWED by meeting rather than sponsored. No one has come forward this year to organize the Orphans' Thanksgiving.
- b. Christmas—Joy Gossett and Kitti Reynolds have put together a plan for the Christmas Party, which will take place on 12/24, a regular sandwich Sunday. Joy offered the following as a description of the gathering:

Celebrating together, caroling our favorite Christmas songs, sharing Friends'/families' acts and performances, and enjoying each other's company while eating good finger food will be among our festivities. Instrumental accompaniment will include keyboard, mandolin, and autoharp. And bring your recipes to share and we'll be able to eat more good food later!

All F/friends, particularly younger F/friends, are invited to share your music, dance, acting, poetry, theatre, readings, or other talents. If any F/friend wants to let us know you're willing to share a talent during the party, please contact Kitti Reynolds ([reynolds.barbara@gmail.com](mailto:reynolds.barbara@gmail.com)) or Joy Gossett ([joygossett@charter.net](mailto:joygossett@charter.net); 255-0375).

Let's bring a variety of substantial finger foods, including cookies, to enjoy and share. Yummy high protein foods and high fiber grains and veggies will be appreciated as well as holiday "sugarplums" and sweets.

If Friends get their cookie (or other) recipes to Kitti Reynolds in advance, she'll even make recipe copies! Or bring your recipes (in multiple copies) to the party.

Also please contact Kitti or Joy if you'd like to decorate/set up/clean up or in any way help create our festivities.

### 2007 Retreat

Clerk reminded Friends that we have not approved, scheduled or began to plan the 2007 retreat.

A Friend expressed appreciation of the 2006 retreat for its simplicity and outcome.

David Clements said that he would be willing to commit to getting the ball rolling on 2007 Retreat. As little as having an unprogrammed afternoon together.

### **Friends agreed that the retreat should be planned for early Fall.**

Clerk noted that the energy needed to plan a residential retreat was not apparent among Friends, and asked if we would choose to have a retreat that is not necessarily a residential retreat. A Friend stated that a residential retreat is very valuable. If we don't do it this year is okay, but not to drop the idea entirely. A Friend recognizes that what is happening now in meeting (adult/community building) takes more of his focus (than an annual retreat) in the terms that AFM is exploring new ways to build community through first day with its new structure.

Clerk expressed comfort that the community is opened to another one-day retreat in 2007, perhaps with some embellishment. And clerk thanked David Clements for his willingness to shepherd this concern for the meeting.

### Other Concerns (1:32)

**Phil Neal** would like some guidelines as to how the greeters are supposed to function in the new first day structure. Barbara Esther will present this to the Nuts and Bolts committee.

**David Clements & Barbara Esther** need some feedback about the Wiggle Room perhaps to change it to the Family Worship room? Need more adult presence. There is a feeling that each child needs to have a designated adult.

Also at the very beginning of worship to have an introduction about ground rules in the main worship room.

There is a felt need for more understanding of "worship" for parents as well as kids. Adults who are in the Family Worship Space are also need to worship, and therefore have the children worship as well. This is where the concern and need lie in making information available and understandable.

A Friend noted that making this announcement at the end of meeting is proactive for the following meeting. Do this as a greeting function geared toward families. This Friend felt that having an announcement at the beginning of meeting would not be very productive.

A Friend remarked that giving messages to children specifically is something that



we have done in the past.

**Barbara Esther:**

- 1) thank this community for being able to worship with the community every week
- 2) RE committee is working on revision of their tri-fold flyer, worship info can be part of that flyer.
- 3) Messages to the children during first day, about John Woolman, which carries over into worship as vocal ministry acts as a good example to our children.

Ministry & Counsel will take up some of these issues regarding the quality of worship.

Nuts & Bolts will take up some of these issues regarding furniture and announcements and etc.

**Kristi Gjelfriend** regarding Women's Song needing donations for their own outreach. Could we donate some of our AFM yard sale leftovers to Women's Song? Kristi will pick up and make the physical donation of these items on behalf of AFM.

Worship (1:48) ending at (1:54)