

**Asheville Friends Meeting  
Meeting for Worship for Business  
5<sup>th</sup> Month: 11 May 2008**

Clerk: Barbara Esther  
Recording Clerk: Jen Rhode ([jmrhode@yahoo.com](mailto:jmrhode@yahoo.com))

Present: Alan Robinson, Rylin Hanson, Bobby Carter, Jim Cavener, Philip Neal, Gary Briggs, Peter Buck, Steve Livingston, Adrienne Weir, Becca Dion, George Gjelfriend, Rob Waskon, David Clements, Pat Johnson, Joy Gossett, Barbara Esther

**Worship** We began with a period of silent worship.

**Reading**

“...To really know that you are a Child of the Light, you have to work at it. You have to read the holy texts. You need to fast. You need to pray. You need to get still. You may want to go out and liberate and save the world, but you are not going to be able to do it on your own. You are not going to do it with intellectual or physical strength; you can only do it spiritually. And if you are not taking time to nurture yourself spiritually, you will not be able to do the work that God is calling you to do. You must be grounded.”

**Excerpted from *Connected to the Vine*  
by Deborah Saunders**

from a talk given at the World Gathering of Young Friends, August 2005

**Agenda Review**

A report from the Finance Committee (sent via email yesterday) was added to the agenda. The agenda was then accepted as written.

**Review Minutes: 4<sup>th</sup> Month**

Minutes were approved and accepted as written, with no corrections or omissions. (Note that this month's Treasurer's Report is embedded in the minutes).

**Treasurer's Report (Adrienne Weir)**

Written copies of the Treasurer's Report were distributed by Adrienne Weir to attendees. She noted that revenue was at 27% of expected revenues, although we historically make this up near the end of the calendar year. Note that expenditures are also lower than expected.

Jim asked why rental income was lower than expected; Adrienne noted that it is actually a bit higher than expected, as the % value in the budget report is % for the *year to date*. Gary noted that we have lost one regular rental group. Gary asked if payroll expenses were nearly complete for the year. Adrienne clarified that the “payroll expenses” item on the budget is actually taxes, which are paid once yearly; actual compensation comes out of Religious Education (childcare) and House & Grounds (housekeeping) committees.

The Treasurer's Report was accepted as written.

**Asheville Friends Meeting: Budget Vs. Actual, January 1 – April 30, 2008**

<b>REVENUE</b>		<b>Budget</b>	<b>%</b>
Contributions	\$4,716.77	\$21,905.00	21.53
Dividends and Interest	\$1,206.80	\$1,200.00	100.57
Rental Income	\$1,500.00	\$4,200.00	35.71
<b>TOTAL</b>	<b>\$7,423.57</b>	<b>\$27,305.00</b>	<b>27.19</b>

<b>EXPENSES</b>		<b>Budget</b>	<b>%</b>
House & Grounds	\$317.87	\$5,000.00	6.36
Utilities	\$1,197.87	\$2,900.00	41.31
Insurance	\$2,405.00	\$2,800.00	85.89
Pastoral Care	\$0.00	\$120.00	0.00
Communications	\$114.80	\$635.00	18.08
Advertising	\$80.00	\$100.00	80.00
Finance	\$20.00	\$90.00	22.22
Library	\$132.85	\$400.00	33.21
Ministry & Council	\$0.00	\$300.00	0.00
Miscellaneous	\$640.28	\$2,300.00	27.84
Payroll Expense	\$386.94	\$550.00	70.35
Religious Education	\$519.52	\$2,800.00	18.55
Spiritual Enrichment	\$0.00	\$300.00	0.00
Peace and Earth Outreach			
	General Outreach: \$475.00		
	Quaker Outreach: \$2,500.00		
P & E Outreach Subtotal	\$2,975.00	\$5,000.00	59.50
Peace and Earth Projects	\$0.00	\$500.00	0.00
SAYMA Dues	\$0.00	\$3,510.00	0.00
<b>TOTAL</b>	<b>\$3,790.13</b>	<b>\$27,305.00</b>	<b>13.88</b>

### **Non-Budgeted Funds**

#### **REVENUE**

Coffee Sales \$109.00

#### **EXPENSES**

Residential Retreat Fund \$600.00

Scholarships \$137.50

College Age Friends \$3,050.00

### **Committee Reports**

#### **Ad Hoc Wedding Committee (George Gjelfriend)**

George noted that committee work was being done by email, as no discernment was necessary and the committee was mainly organizing and planning. To date, 23 volunteers have signed up to work on various tasks on Steve and Lynnora's wedding day. George said he would send out a summary to those who are involved in the next week. He also has 2 people signed up as "emergency" people, per his request during today's Meeting.

#### **Hospitality Committee (Jim Cavener)**

Jim noted that there needs to be a budget item for the Hospitality Committee, but no one present recalled the amount proposed. David Clements said that we could authorize an amount for the Hospitality Committee's use in the coming month and then update it in the future. Jim recalled an amount of \$130-150 had been discussed, and said that he felt that Margaret Normile and others would be reassured by an interim amount made accessible to their needs.

*Minute: \$150 will be budgeted today for the Hospitality Committee, to be added to their budget when the committee requests full funding. These monies will come from the "miscellaneous" category in the current budget.*

This minute was approved as written.

Barbara said that, in the future, Ministry and Counsel's budget might be reduced by some amount, as they had been buying coffee supplies that the Hospitality Committee will now be purchasing.

Phil Neal said that he volunteered to get refreshments for the wedding and asked if this cost would be charged to the Hospitality Committee. George Gjelfriend asked that Phil and others submit items to him for reimbursement from the Wedding Committee.

David Clements asked whether funds for the wedding were requested from the Meeting. George said that the wedding was under care of the Meeting, which implies that we cover the cost. Steve replied that he and Lynnora had budgeted for this and would reimburse George for all expenses submitted to him from other members of the Meeting. Steve said that they would receive any contributions with gratitude and joy but that they would be happy to reimburse those who needed it.

Barbara reminded us that the Meeting had always been able to reimburse approved expenses as needed.

### **Finance Committee (David Clements)**

#### ***AFM Finance Committee Report to Meeting, May 2008***

1. *The Finance Committee was asked to reconsider part of the Budget Procedure approved by Meeting in February 2008. The procedure provides for final approval of the budget in January. We were asked to consider changing this to February. We prefer to leave the policy as it is, with a goal of approving the budget in January, but understanding that there might be a delay if final figures for the preceding year are not available.*
2. *We are poised to ask the Communications Committee to put on our website a button which will allow us to accept credit card donations via the website [www.justgive.org](http://www.justgive.org).*
3. *The Finance Committee has revised the policy which guides our management of the money under our care. The major changes relate to the closing of one of our two Wachovia checking accounts. We would welcome any comments about the policy.*

*(a) AFM Finance Committee policy on Allocation of Funds. Approved 4/20/08. (This replaces previous policies, introduced in January 2008).*

*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. We currently have three accounts: Wachovia CAP account, SelfHelp General Fund Account, SelfHelp Building Fund Account.*

*iii. The "Pooled Funds" comprises the General Fund plus all restricted Funds except the Building Fund. We intend to keep a limited amount of the Pooled Funds in the Wachovia CAP Account (our \$20,000 minimum balance plus adequate cash for cash flow needs, as determined by the Treasurer). Any remainder will be transferred to the Self-Help General account (# 108188), in the form of money market cash or CD's. 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, with one exception:*

- the Finance Committee will determine a reasonable amount of interest to transfer to the College Aged Friends Support Fund at each years' end, based on the ratio of that Fund's balance to the total balance of the Pooled Funds.*

*iv. Cash, Check and Electronic Funds Transfer donations will be deposited into the Wachovia CAP Account.*

*v. Checks can be written either from the Wachovia CAP 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.*

*vi. The Self Help general account (# 108188) is distinct from the Self Help Building Fund account (#101518). The Building Fund Account's balance is intended to equal the amount of the Building Fund as tracked in Quickbooks. Income from the Self Help Building Fund account will accrue to the Building Fund. The Building Fund is mostly in a one-year CD, with a small amount as money market fund. The Treasurer is authorized to purchase 6- or 12-month CD with any excess in the SelfHelp General Fund account, to maximize the income.*

*Respectfully submitted, David Clements, Clerk of Finance Committee*

The full report is included in the minutes as requested by the Finance Committee.

Gary Briggs asked what Just Give's profit would be. David said it was 3%, which is low compared to amounts charged by similar organizations.

David Clements is also asking Ministry and Counsel to review our listing on GuideStar. David has posted information about us on this site. He will make this request directly to Katherine Kowal, clerk of that committee.

The Finance Committee Report was accepted as written.

Steve Livingston asked when we would pay SAYMA dues. Adrienne said that the first check had been written early in the month, on May 1. Per SAYMA's request, payments will be broken into 50%, 25%, and 25% of our total dues. Adrienne said that she had written the first (50%) check but was waiting for an address to send it to. Peter said he would give Adrienne contact information for David Ciscel, outgoing SAYMA treasurer, so that the check would reach the right people.

### **Other**

Adrienne shared that she and Katherine went for clerks training at Pendle Hill and it was wonderful. One thing that they kept getting a sense of was that, before attempting to do spirit-led consensus in business meetings, it was essential to have human connections in place. She and Katherine appreciated and expressed their appreciation for having so many seasoned Friends (with their wealth of wisdom) in their midst here in Asheville Friends Meeting.

Phil noted that, when he lived near Philadelphia, he was a member of Pendle Hill's Corporation and only left the board once he had moved away geographically. He affirmed that all Adrienne said about her Pendle Hill experience and AFM was true.

David Clements mentioned that, last month, we discussed passing on our Marriage Procedure to SAYMA. He wanted this done before Yearly Meeting. Barbara asked about a method for doing this. David said he thought it should be from our clerk to SAYMA clerk. Barbara said she would pass our information on to the SAYMA Clerk. (Note: We approved sending the Marriage Procedures Document from AFM to SAYMA at last month's meeting for Worship with Attention to Business).

Becca had a cell phone message from Robin saying that Kate Jayne left flowers in the lobby to give out to mothers. She encouraged mothers and others to take these lovely plants.

### **Closing Worship**

Meeting closed with silent worship.

After the close of Meeting, Phil asked why the Meeting for Worship with Attention to Business was now taking less time than previously (and added a "Hallelujah"). Barbara said that this was, in part, due to the fact that AFM committees were now working well, that committees did not have to report to Meeting for Worship with Attention to Business if they did not feel the need to do so, and that AFM now had a newsletter for sharing information among Friends (rather than having to report details of their discussions at Meeting for Worship with Attention to Business). Thanks were offered to all Friends for their good work.