

Meeting for Worship with attention to business
Asheville Friends Meeting
12th Month 13, 2020

Present: Bob Lackey, Clerk: Beth Eddy, Recording Clerk

Present via Zoom: Morgan Murray, Mike Eddy, Margaret Normile, Patricia Johnson, Gita Larson, Sarah Thomas, Patti Hughes, Pat Campbell, Margaret Farmer, James Barham, Susan Oehler, Rylin Hansen, Robin Wells, Barbara Esther, Jim Cavener, Jane Fernandez, Bobbie Carter, Ellie Cox, Hannah Burgess, Patty Burgess.

Meeting opened with Silent Worship.

The Clerk shared a reading out of the silence. This month it is from Quaker Faith and Practice of the Yearly Meeting of the Religious Society of Friends in Britain, 5th edition

There is a principle which is pure, placed in the human mind, which in different places and ages hath different names; it is, however, pure and proceeds from God. It is deep and inward, confined to no forms of religion nor excluded from any where the heart stands in perfect sincerity. In whomsoever this takes root and grows, of what nation soever, they become brethren.

John Woolman, 1762

Minute #1: Friends Approved the 11th month business meeting minutes as written.

Announcements:

SAYMA Memorial Announcements: Bob Lackey

Cookeville Friends Meeting will host a Zoom memorial for Turtle Keintz on December 20th at 10:00 am. Link to follow soon.

The Black family has decided to postpone Hector Black's celebration of life until we can meet in person safely again and have a large party which is what he wanted.

Annie Black

Thank you from Just Us: Bob Lackey

Dear Asheville Friends Meeting,

On behalf of everyone in the Just Us group, thank you for your organization's support of the Amicus Brief that argued for an extension of Chris Hickman's probation so the community could have an opportunity for meaningful engagement and healing. As you may know, Judge Powell ruled on Nov. 3rd that Chris Hickman had fulfilled the requirements of his probation, and the Judge chose not to hear arguments in support of the brief. At this point there are no additional legal paths to pursue. Just Us continues to be committed to community healing and centering the voices of those who are most impacted by harm. We are not sure what our next steps are as a group, but we are certainly grateful for you and the work of your organization in our community.

In Gratitude,
Just Us

AFM members involved: Patti Hughes, Nick Mimken, Steve Livingston, Catherine Kowal, Bob Smith, Sarah Jane Thomas, Jim Cavener.

Nativity Play: Robin Wells

Join us on December 20th, at the rise of meeting, as we attempt to re-create our nativity play through Zoom. People who take parts in the play will receive a script by email with their part highlighted. Audience participation will be encouraged during the sing-along parts of the play. Everyone in Meeting will receive a song sheet by email, so they have the words for the sing-along. Please plan to join us as we show COVID that it can't stop us from feeling the Spirit.

RJC Book Group : Bob Lackey

We will be reading Chapters 11 and 12 in My Grandmother's Hands Tuesday from 7 – 8:30pm

Letter from Ellie Cox: Bob Lackey

Bob read a letter AFM received from Ellie Cox asking to have her membership transferred to AFM from Brevard Monthly Meeting. Communication between Brevard and Asheville Monthly meetings has started. We will finalize the process of transfer in the January, 2021 Business Meeting.

COMMITTEE REPORTS:

Board of Directors report: Bob Lackey

See attachment #1

Minute#2 Meeting Accepted the report as read.

Nominating Committee: Bob Lackey

Bob reported the following changes to the AFM BOD:

Board of Directors Chairman - Bob Lackey

Pat Campbell and Ellen Carr were elected to the Board subject to approval by Meeting.

Treasurer will remain Satchel Loftis and Secretary will remain David Clements.

Minute#3 Meeting approved changes as proposed.

Finance Committee : Satchel Loftis

Attachment #2 shows AFM finances through 11/30/2020.

Satchel told us that we currently are \$1,000 on the positive side, and that transfers from the beginning of the year are included in the report.

Reviewing expenses: all utilities and other regular meeting expenses are included and paid; Quaker outreach checks have been sent; RJC workshop was prepaid and will be presented in 2021; the general outreach monies have not been used to date.

Reviewing the income: our income to date is \$19,000 vs the budget of \$25,000. if we get the same EOY contributions of \$5,000 and we save an additional \$500 from our expenses, we should be able to cover all our outreach expenses.

Gita Larson told us that RJC & P&E has deferred their \$3000 outreach to EOY the RJC and P&E committees have duplicate lists of donors and they will be reviewing and looking to not duplicate going forward. The RJC has an additional \$500 of expenses they used this quarter for books which has not been reimbursed yet.

RJC and P&E will wait to January 2021 to send checks

Pat Johnson reported that there have been no contribution checks received in the last week, but a check for \$50 was received in the prior week.

Treasurers report: Satchel Loftis

Attachment #3 proposed 2021 budget.

Satchel provided a proposed 2021 budget as a starting point for discussion. Starting with the 2020 budget and current results, he set the 2021 income to equal 2020 income. He tabled the expense for an internet service at the MeetingHouse since the use of Hot Spots is working for our needs and incurs no additional expense. He included expenses for a transcription service (comment capture). Plus Satchel kept the transfers and meetinghouse expenses the same as 2020. The 2021 utilities show an increase of \$20. all outreach and committee support were kept the same as 2020. His projection shows a \$9,000 shortfall. This is just a projection using preliminary numbers, and is a conversation starter. He asked all to review and be prepared for a discussion to finalize the budget at the next AFM meeting for business in January.

End of the Year Budget Requests: Pat Campbell

Pat reported that there are some new requests for House And Grounds especially since it is hoped that we will be meeting in the MeetingHouse next year. The expense for the Friends Journal and Pendle Hill will now go through the Library Budget. Pat reminded us that \$2600/year was to be put aside for the meeting house use ONLY and that that money needs to be protected. It is a privilege to be able to have a reserve fund.

She reminded all to send their contributions via check to the AFM meeting house, as the on-line credit card use via our website is not available at this time. Mike Eddy reported that the problems with the website have recently been reviewed by the web support group and the problem source has not been found. He is in the process of rewriting the site to make it less complicated and removing the unnecessary links.

Pat Campbell will be sending out a letter to members to remind all about EOY contributions.

Need for a procedure to Discuss non- budgeted Expenses : Bob Lackey

Bob raised the need for a procedure to handle non budgeted expenses.

Minute#4 The meeting approved the development of a process for non budgeted expenses to be created by the long range planning committee working with the finance committee.

Peace and Earth committee: Susan Oehler

She brought the following minute (expressing a concern about a new Arden Raytheon facility) from the committee:

The Religious Society of Friends believes in a Peace Testimony. The Peace Testimony is against all violence and all wars, believing that violence is against God's wishes and a violation of the "inner light" present in all people.

Friends do not believe in war or preparation for war. Friends do not believe in production of weapons or weapon delivery systems. Asheville Friends are opposed to building a Pratt & Whitney/Raytheon plant in south Asheville or anywhere else for these reasons. We are also opposed to tax incentives or rebates or assistance coming from our local, state and federal government for any military industry.

She presented a proposed a letter to the editor (P&E thinks that the clerk should send it in to the Asheville Citizen Times):

The Religious Society of Friends believes in a Peace Testimony. The Peace Testimony is against all violence and all wars, believing that violence is against God's wishes and a violation of the "inner light" present in all people.

As stated by Friend Margaret Fell in 1660: "All bloody principles and practices we do utterly deny, with all outward wars, and strife, and fightings with outward weapons, for any end, or under any pretence whatsoever, and this is our testimony to the whole world. That spirit of Christ by which we are guided is not changeable, so as once to command us from a thing as evil and again to move unto it; and we do certainly know, and so testify to the world, that the spirit of Christ, which leads us into all Truth, will never move us to fight and war

against any man with outward weapons, neither for the kingdom of Christ, nor for the kingdoms of this world.”

Friends do not believe in war or preparation for war. Friends do not believe in production of weapons or weapon delivery systems. Asheville Friends are opposed to building a Pratt & Whitney/Raytheon plant (a provider of military and weapon delivery systems) in south Asheville or anywhere else for these reasons. We do not wish to expand military presence in our area. We are also opposed to tax incentives or rebates or assistance coming from our local, state or federal government for any military industry.

Minute #5 Meeting approved the P&E minute as well as a letter to the Editor where we state that this is coming from the Asheville Religious Society of Friends and that we do not want to expand military in our area.

SAYMA Ministry and Nurture - Margaret Farmer

SAYMA 's Ministry and Nurture Committee met virtually on December 5, 2020. We were joined by SAYMA clerk Bob McGahey, Wood Bouldin, and Barbara Esther for a discussion to discern next steps for yearly meeting's antiracism work. After a thoughtful exploration of possible options, we agreed (with one Friend standing aside) that a threshing session would be less helpful at this time than Crossroads virtual antiracist training. There was a strong sense that we, as our meetings would benefit from having a common language and framework from which to move forward together. It was agreed our interim clerk will contact the clerk of the ad hoc Support Committee for SAYMA-URJ as an initial step in setting up Crossroads antiracism training.

After a break, we formulated queries for monthly meetings' state of the meeting reports, from which we will derive SAYMA's state of the yearly meeting report.

We also planned support contacts for our monthly meetings and worship groups. AFM's representative will maintain contact with Friends in Brevard and Canton, Georgia.

Respectfully submitted,
Margaret Farmer

She told us the state of the meeting queries will require a response from the body of our meeting before the March Representatives meeting (specific date TBA.)

SAYMA's WQO Allocations Committee to SAYMA MMs – Bob Lackey

Dear Friends,

SAYMA's Wider Quaker Organizations (WQO) Allocations Committee was created because the Finance Committee had come to think that, while it was responsible for budgeting some amount for WQO funding, it was inappropriate for it, rather than Friends gathered in YM, to say how these funds should be allocated to individual WQOs. Our committee is charged with applying YM approved criteria to prepare a proposal for such allocations and present it to Spring RM and, after seasoning and consideration of recommended changes, to YM in the summer.

We are now preparing to formulate a proposal for budget year 2022 and are seeking to involve SAYMA MMs (and their worship groups) from the beginning of our deliberations. Specifically, we would like to know what Friends think about how the WQOs on our list (see below) seem to rate with regard to the following three of our decision criteria:

1. How important is this organization in serving as the (public) face of Quakers?
2. How are the YM and members of MMs involved in the organizations work?
3. What is the degree to which the work of the organization fits within a social issue important to SAYMA?

We also want to be sure you know that YM has approved a procedure for adding and removing organizations to/from our list. An MM can send the WQO Allocations Committee a minute stating the action it would like to see

and the reasons for it. After investigation and further seasoning with your meeting the Allocations Committee brings the concern to YM for decision.

The Committee must have its proposal ready before mid-March so it would be a great help to have your responses by mid-February or as soon as may be after your February business meeting. You will also have an opportunity for more input before YM in response to the draft proposal we present to Spring RM. (Among such inputs might be a recommendation to the Finance Committee for an increase in the WQO budget.)

For SAYMA's Allocations Committee

Wood Bouldin, Clerk

wd.Bouldin@gmail.com

Wider Quaker Organizations (Excluding Membership Bodies) Supported by SAYMA

1. American Friends Service Committee
2. Bolivian Quaker Education Fund
3. Friends Committee on National Legislation
4. Friends Peace Teams
5. Friends for Lesbian, Gay, Bi, Trans and Queer Concerns
6. Friends Journal
7. Quaker Earthcare Witness
8. Quaker House
9. Quaker Voluntary Service

10. Right Sharing of World Resources

All these organizations have websites that can provide you with information and insights.

Bob told us that SAYMA's WQO needed feedback. Pat Campbell will check to see what all is needed and will schedule a second hour discussion after meeting for worship in the new year.

SAYMA Nominating Committee: Bob Lackey

Concerning Current Open Positions in SAYMA, 12.3.21

Friends in all SAYMA Meetings,

Greetings and seasonal best wishes from SAYMA's Nominating Committee. We write at this time to enlist your aid in filling open positions of service to SAYMA. As the list here included indicates we have a lot of work to do.

While help with any of these positions will be much appreciated, the death of Carol Lamm, Treasurer Emerita, makes it especially urgent that an assistant treasurer be found as soon as possible. As you probably know the position of treasurer in SAYMA is now a four-year commitment designed to provide continuity of practice and ready emergency help if the current treasurer is for any reason unable to attend to the task. We are thus looking for a person who is familiar with the program Quick Books and able to sign on for a year as assistant, learning by working with the treasurer, two years as treasurer and one year assisting when needed while the new assistant treasurer is training. This assistant should be working now with our current treasurer so we hope to have someone in place at least by the end of January and must have a suitable candidate by the next RM, which is traditionally held in March but in the current regimen might be considerably earlier.

With regard to the recent minute about SAYMA's website, special mention may be made of the need for members for the Outreach Committee which, it is proposed, would be principally in charge of the content of the public side of the reorganized website. If something like this proposal is accepted Friends with some computer skills and experience with what works in social media will be much needed.

The Nominating Committee has been asked to provide a brief statement of qualifications for each nominee brought forward. To further this goal it would be helpful if persons in your meeting who are suggested for consideration would provide us with a very brief

statement about their committee work and other activity in the MM and SAYMA and any training, experience and interests relative to the particular position. Information about positions can usually be obtained from the online SAYMA Handbook. The SAYF Handbook is presently being revised and is not online. All the WQOs have websites.

We hope to be working up a list of nominees by late January or early February; your responses within that time frame will be appreciated. If you should discover an assistant treasurer let us know ASAP.

All responses and questions should be directed to the Nominating clerk as indicated below.

For SAYMA's Nominating Committee

Wood Bouldin, Clerk

wdbouldin@gmail.com

1.304.832.6020

Open Positions In SAYMA at Conclusion of RM 145b 11.14.21

Officers

Assistant Treasurer

Committees

WQO Allocations: 1 member

Personnel: 1 member

SAYF Steering: 3 members

SAYF Support: 1 member

JYM Support: 1 member

Yearly Meeting Planning: Clerk, Adult Programs, Asst. Bookstore, YAF Rep,
Layout Editor

Peace and Social Concerns: 4 members

Outreach: 3 members (at least 1 YAF)

Representatives to Wider Quaker Organizations

AFSC: 2 reps

Friends Peace Teams: 2 reps

Quaker Earth Care Witness: 2 reps

Right Sharing of World Resources: 1 rep

Representatives to Membership Organizations

FGC: 2 reps

Bob Lackey asked AFM nominating committee to look at this request and come up with a suggestion from AFM

A Friend suggested Satchel provide help and training for the SAYMA treasurer as their current SAYMA treasurer needs support.

SAYMA Website: Bob Lackey

He reported that FGC sponsors websites for MM. Mike Eddy will comment on this at next Business Meeting.

See attachment #4 for details.

The Meeting closed with silent worship until the way opens for our next business meeting in the 1st month of 2021.

ATTACHMENTS:

ATTACHMENT #1

Report of Asheville Friends Meeting Board of Directors, 11/8/2020.

The Board of Directors requests that the minutes of its 2020 annual meeting be incorporated into the minutes of Asheville Friends Meeting.

Meeting of the AFM Board of Directors took place by Zoom on 11/8/2020 at 9:00 am.

Present were Board members Satchel Loftis (Member of the Board *ex officio* as Treasurer of Meeting), Robert Lackey (Member of the Board *ex officio* as Clerk of Meeting), Pat Johnson, David Clements. Absent: Julia Dorn (Member of the Board *ex officio* as Assistant Treasurer of Meeting).

Pat Campbell and Ellen Carr were elected to the Board, subject to approval by the Meeting.

Bob Lackey was elected as Chairperson. David Clements was elected as Secretary.

Pat Johnson, David, Adrienne, Patti, and Satchel are signatories for the Self Help Credit Union accounts.

The Treasurer reported that the Meeting's finances are in good order.

We request to Meeting that the minutes of this meeting be recorded in the Minutes of Business Meeting.

There being no new business, the Annual Meeting concluded at 9:41 am.

The Bylaws specify, "The Annual Meeting of the Board of Directors shall be held at the office of the Friends Meeting on the second Sunday of October of each year." The 2021 Annual Meeting of the Board of Directors is scheduled for October 10, 2021 at 9 am.

Respectfully Submitted, David Clements, Secretary of the Board of Directors

ATTACHMENT #2

FINANCE REPORT TO 11-31-20 AFM 2020 Operating Activity (PRELIMINARY) through November 30,2020

__Overview

As we approach the end of the budget year for 2020, the finance committee provides this report on operating activity through the end of the eleventh month. Influenced by financial uncertainty due to the coronavirus pandemic, Meeting for Business may choose to adjust year-end spending based on actual, as opposed to budgeted, income.

Operating Activity

Through the first eleven months of 2020, Meeting has recorded income-plus-transfers of approximately \$22,000, against expenditures-plus-transfers of approximately \$21,000. As is always the case with

interim financial reports, the resulting \$1,000 surplus must be regarded skeptically because significant budgeted expenditures have not yet been released. That said, it is worth noting that current-year contribution income of approximately \$19,000 is 76% of the annual budgeted amount. That compares well to the previous year's income at the same point in the year (~\$20k and 81% of budget).

The Outreach portion of the budget includes four groups of recipients. Two of the four have been fully spent, whereas the other two are on hold until Meeting decides how to proceed.

Budget for 2021

The second portion of this report concerns the development of the operating activity budget for 2021. The current Treasurer likes to use the term "version zero" for the starting point of a budget. The budgeted amounts are intended as recommendations or minimum amounts, which are usually based on prior/current year results. Readers should expect that the final budget may be substantially different than what is in the "version zero" budget.

For 2021, the contribution income and the rental income items have been highlighted. Current times make difficult the planning of contributions during the second year of the coronavirus pandemic. Offering the Meetinghouse and grounds for rent as in past years will prove difficult.

The line items that are highlighted in grey are based on committee clerks' budget requests. Items not explicitly budgeted have been included at their 2020 levels to start the planning process.

[Please note that the Meeting House section's total budget amount of \$9,000 includes a downward correction to the \$10,800 originally presented during Meeting for Business. Likewise, the projected net deficit has been adjusted downward from \$10,800 to \$9,000 as a result of this correction. -SL]

The projected net deficit of \$9,000 is driven primarily by a reduction in projected contribution income (\$5,250) and rental income (\$1500). The contribution income budget for 2021 is constrained by the amount received in 2020, per finance committee guidelines. It is likely that several thousand dollars in contribution income will be received during the final month of 2020. If that is the case, we can adjust the budgeted amount upwards, directly reducing the net deficit.

The finance committee will present an updated version of this report in the first two weeks of 2020 to reflect additional contributions received and expenses captured.

Caveats and disclaimers

What is included and what is not?

We know about it: The report only includes activity that has been reported to the finance committee and/or treasurer. If anyone has

personally paid for budget expenses related to Meeting but has not submitted a request for reimbursement, those expense are understandably not included.

We do it regularly and budget for it: The report includes activity that is related to ongoing activities of the Meeting, such as monthly house utilities or financial outreach to a local community group. The report includes, where possible, gift-in-kind activity, such as This report does not include expenditures for “capital activity” such as the installation of a new furnace. The report does not include restricted activity such as one-time fundraising for coronavirus pandemic outreach (usually the amount brought in equals the amount paid out).

Definitions and background notes

Income

Unrestricted gift contributions, rental fees, and interest earned on banked cash.

Gifts-in-Kind

Contribution of non-cash items, such as expenses that are not reimbursed with cash from the Meeting. Recording such activity allows the Meeting to capture the true cost to support the Meeting’s activities, even though the Meeting does not pay cash for the item. While we appreciate all gifts, including items that are not planned in the operating activity budget, we do not include such in-kind gifts for annual reporting purposes.

ATTACHMENT #3
PRELIMINARY 2021 BUDGET

ATTACHMENT #4

Ad Hoc SAYMA Website Committee to guide the committee in its seasoning and further revision of the proposal for reorganizing our web presence.

Asheville Friends Meeting
2020 Operating Activity (PRELIMINARY) through November 30

Operating Activity	2020 Actual (Preliminary)	2020 Budget	Actual / Budget	2021 Budget (version zero)
Income				
Unrestricted Contribution Income	19,100.35	25,250.00	76%	20,000.00
Rental Income	690.00	1,500.00	46%	-
Interest Income - Unrestricted	157.48	310.00	51%	150.00
Total Income before Transfers	19,947.83	27,060.00	74%	20,150.00
Transfer FROM General Fund**	2,600.00	2,600.00	100%	-
Total Income & Transfers from Other Funds	\$ 22,547.83	\$ 29,660.00	76%	\$ 20,150.00
Expense				
Total Transfers TO Other Funds**	3,488.00	3,505.00	100%	3,505.00
Meeting House				
Total House and Grounds	2,510.44	3,300.00	76%	3,300.00
Insurance	3,781.00	3,750.00	101%	3,750.00
Total Utilities	1,565.32	1,850.00	85%	1,850.00
Total Meeting House	7,856.76	8,900.00	88%	8,900.00
Meeting Support				
Care and Nuture Committee	-	200.00	0%	200.00
Communications Committee (website)	120.00	125.00	96%	125.00
Total Finance Committee	136.99	505.00	27%	505.00
Hospitality Committee	-	500.00	0%	250.00
Library Committee	-	100.00	0%	150.00
Ministry and Counsel Ctte	-	50.00	0%	50.00
Total Peace and Earth Ctte	-	100.00	0%	90.00
Total Racial Justice Committee	1,500.00	500.00	300%	500.00
Total Religious Education Ctte	1,790.00	2,500.00	72%	2,200.00
Spiritual Enrichment Ctte	-	100.00	0%	100.00
Total Meeting Support	3,546.99	4,680.00	76%	4,170.00

Corrected amount

Prepaid speaker

** These items are transfers to/from other funds, not cash out/in.

Asheville Friends Meeting
2020 Operating Activity (PRELIMINARY) through November 30

	2020 Actual (Preliminary)	2020 Budget	Actual / Budget	2021 Budget (version zero)
Outreach				
General Outreach	-	3,000.00	0%	3,000.00
Racial Justice Outreach	-	3,000.00	0%	3,000.00
Quaker Outreach	3,000.00	3,000.00	100%	3,000.00
SAYMA Dues	3,575.00	3,575.00	100%	3,575.00
Total Outreach	6,575.00	12,575.00	52%	12,575.00
Total Expenses & Transfers TO Other Funds	\$ 21,466.75	\$ 29,660.00	72%	\$ 29,150.00
Net Operating Surplus/(Deficit)	\$ 1,081.08	\$ -		\$ (9,000.00)

Corrected amount
(was \$10,800)

Year-to-year Comparison

Income		Actual, as of 11/30	Budget for 2020	% of Year
Contributions	2020 - Current Year	19,100.35	25,250.00	76%
	2019 - Prior Year	20,382.93	25,306.93	81%
		Actual for 2019		

Period covered 2020-01-01 through 2020-11-30 (preliminary)
Activity reported Basic Operating Activity
Activity not reported Restricted Activity

Please refer to the attached activity report for additional detail.

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The line items that are highlighted in grey are based on committee clerks' budget requests. Items not explicitly budgeted have been included at their 2020 levels to start the planning process.

[Please note that the Meeting House section's total budget amount of \$9,000 includes a downward correction to the \$10,800 originally presented during Meeting for Business. Likewise, the projected net deficit has been adjusted downward from \$10,800 to \$9,000 as a result of this correction. -SL]

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Proposed Minute

Reorganization Of SAYMA Use of Internet Resources

The Website Ad Hoc Committee proposes a reorganization and modernization of SAYMA use of internet resources in ways that allow us to better grow as a community while also allowing us to connect with the public in ways that better communicate who we are and what we are doing.

The reorganization has 3 main perspectives: our Public internet presence, our Private internet presence, and Management of our internet presence.

For purposes of short summary (only):

Our Public internet presence will be for sharing information with the public. The SAYMA Outreach Committee, already tasked with resurrecting the Southern Appalachian Friend, will have responsibility for selecting and display information on those sites.

Our Private internet presence will have spaces for committees to work, places for SAYMA documents in draft or final stages to reside, a place for members to easily access SAYMA documents, and places for interaction among SAYMA members. This private site will be protected though use authentication on login.

The Private Internet site will be administered the the person filling the position that we have previously called "Website Manager." In recognition that what we will have is much more than a website, that position is now described as "Digital Services Manager." This position may run into a committee if the workload requires that, or the DSM may (and is expected to) as needed recruit volunteers.

Fuller descriptions of the above follow.

Management of SAYMA's Public-Facing Website

The goal of SAYMA's public facing website will be to inform people about Quakers, SAYMA, and SAYMA meetings in a positive light. The audience will be both the general public and SAYMA Friends. Items will be edited so as to be understandable to people unfamiliar with SAYMA or Quakers and to invite inquiries and participation by seekers.

Content of SAYMA's public-facing website will be as shown in the table below:

Website component	Posting/removal responsibility	Examples of Content
1. Factual material related to SAYMA and Quakers	Outreach Committee	-SAYMA history -Quaker history -Friends beliefs and testimonies -Information and links to meetings and worship groups within SAYMA -Information and links to wider Quaker organizations -Description of SAYMA's organizational structure and links for contacts and information -Current approved version of <i>Faith and Practice</i>
2. Announcements and schedules	Administrative Assistant	-SAYMA annual session -SAYMA representative meeting -Other events SAYMA sponsors
3. Public-facing SAYMA minutes	Yearly Meeting (Representative Meeting)	-if specifically directed to be posted when approved
4. News of SAYMA's monthly meetings and committees	Outreach Committee	-Curated and edited reports

1) Materials should comply with SAYMA's website policies posted at https://www.sayma.org/online_documents/Web_Policy_Sep2006.pdf at the time of this minute, and available on the new website when it is ready.

2) SAYMA Outreach Committee determines what materials are posted on SAYMA's website and when to remove or modify them.

SAYMA's Private Web Space

Purpose: SAYMA's private web space serves several functions:

- Repository of historical documents, including minutes of Yearly Meeting and Representative Meeting
- Reference source for documents related to SAYMA's governance and membership such as *Faith and Practice*, the *Handbook*, and lists that contain personal information such as the directory and the list of Positions of Responsibility
- Work space for SAYMA committees, including minutes of committee meetings, drafts of committee reports, and reference materials committees use
- Minutes and other communications from monthly meetings for action or information of SAYMA
- Forms and instructions for specific purposes, if not included in the *Handbook*
- Repository of recent communications and notices from the Clerk and SAYMA Office

Who may have access: any member or attender of a SAYMA meeting or worship group or another recognized affiliation with SAYMA (e.g., YAF) may have read-only access. The administrative assistant will determine access privileges. The Web Manager will assign them as determined by the Administrative Assistant. Access privileges will expire after [1 year] of inactivity. A committee may have a private area for committee-only access if requested, e.g., Ministry and Nurture Committee.

Who may authorize posting:

- The Clerk and Administrative Assistant may post minutes of Yearly Meeting and Representative Meeting and other historical documents identified by the Archivist or the Yearly Meeting.
- The Administrative Assistant will post documents related to SAYMA's governance and membership and minutes and communications from monthly meetings that are sent to SAYMA for action.
- Persons in positions of responsibility within their monthly meeting may post items for information of SAYMA members
- Clerks and members of SAYMA committees may post and edit documents in committee work spaces

Committee posting privileges will expire when the individual ceases to be a committee clerk or member.

- **Expectations:** We intend the internal site to be a safe place for all, and to allow free expression of individual views. Recognizing that these may sometimes conflict, we propose to develop guidelines.

DIGITAL SERVICES MANAGER (DSM) Job Description

Preface:

This preliminary job description is based on the expected duties and responsibilities found in creating and maintaining a proposed structure for SAYMA's digital presence that can meet both public and private needs.

- 1) Public Facing publication and presentation spaces that initially include
 - a) A fully public web site for vetted and approved content
 - b) A companion "view only" Social Media page for vetted announcements
- 2) A Private Google Workplace account supporting
 - a) An internal web page for group announcements, content in process, and items for group vetting
 - b) Password accessed committee work spaces for collaborative work on SAYMA documents and business

The position is primarily technical in scope, and defers responsibilities for assuring that published and private content complies with SAYMA policies to administrative oversight.

DSM General Duties:

- Maintain technical functionality and user access for all Digital Services resources
- Post and maintain Public content in coordination with the SAYMA Admin Assistant and Outreach Committee
- Arrange and Manage supporting volunteers to assist with DSM duties as needed

Specific DSM Duties:

1. Oversee and maintain the technical design and features of the SAYMA public spaces employing technologies with concern for accessibility, security and privacy. Stay current on the software tools employed to utilize digital resources and present content. Install software updates and modifications as necessary. Supervise contract web developers as needed when and if SAYMA employs them.
2. Expediently post and update vetted and approved content as requested by the Admin Assistant and the Outreach Committee. Regularly review posted content for dysfunctional links and outdated material and remove or archive it as appropriate. Correct obvious spelling or grammatical errors as found, though concerns of factual error or items needing significant content editing should be referred to the Admin Assistant.
- 3 Stay informed of current SAYMA published content policies and report to the SAYMA Clerk any directly posted or linked content that the DMS deems questionable or potentially offensive. Additionally, the DMS will relay any and all received concerns of factual errors or potential content policy violations to the SAYMA Clerk for proper processing and discernment on necessary actions.
4. Manage passwords and services access for all approved users of SAYMA Digital Services. Provide basic technical support as requested and assist users with concerns regarding access and services usage, directing them to technical training documents or other resources where appropriate.

5. Periodically evaluate Digital Services usage in collaboration with the Outreach Committee and annually report metrics and general state of usage to the meeting. Conduct periodic user satisfaction surveys of SAYMA's Digital Services including Committee Clerks and, where possible, website visitors. Coordinate with the SAYMA Outreach Committee to address issues or implement recommended improvements. Periodically consult with committee clerks to insure that work space are meeting their needs and requirements.

6. Keep all digital services account payments current and active. Prepare budgets of annual website expenses for domain name registration, site hosting, consulting, design services, and other website costs and coordinate budget needs and payments with the SAYMA Clerk of Finance.

7. Assess needs for additional assistance with regular DSM duties or special technical projects, then solicit volunteers or arrange for contractors as the specific scope of work requires.