

Office & Administration 2020 Annual Report  
Meeting for Business, February 2021

Overview: The members of the Office Committee carry out our work with attention to the testimonies of integrity, through our efforts to develop consistent policies and fair rates; community, through our support of events held by the Meeting community, community organizations, and neighbors in the meetinghouse; and stewardship, through our care for the use of the meetinghouse.

In 2020 the Office Committee focused on responding to pandemic restrictions in the use of the meetinghouse. From year to year, the Office & Administration Committee supports the work of the meeting secretary, sets rental rates and policies, helps manage rental activities, and has care of the Meeting's records and telecommunications. New activities in these areas in 2020 included promoting the use of the online meeting directory (Breeze) by individuals and adding committee tags to directory entries; supporting secretary Robin Smith in her shift to working from home; determining responses to cancellations and inquiries in changing circumstances; and tracking city COVID-19 guidance.

Membership: The members of the Office & Administration Committee at the start of 2020 were George Benz, Storm Evans (*ex officio* as recording clerk), Rich Gilbertie, Amey Hutchins (*ex officio* as recorder), Meg Mitchell, Robin Smith (*ex officio* as meeting secretary), Sarah Sweeney-Denham, Thomas Taylor, and Carla White. We were happy to welcome Jude Brandt and Pete Winebrake as new members of the committee in April, even as we said good-bye and thank you to Sarah, with particular thanks for her service on the secretary hiring subcommittee, and to Carla, whose leadership and experience helped anchor the committee from its beginning. Carla and Amey co-clerked the committee until March; Thomas has since joined Amey as co-clerk.

Looking ahead to 2021, we anticipate determining the circumstances under which existing renters can return to the meetinghouse as the COVID-19 epidemic recedes; supporting Robin in navigating inquiries from potential renters under uncertain reopening circumstances; completing the manual of policies and procedures that Robin drafted while working from home; assisting with technology purchases or subscriptions for hybrid meeting for worship; and possibly developing a rental cancellation policy for a future when events are less likely to be cancelled.

### Safety Policies and Procedures

The Office & Administration Committee supports the functions of the meeting office, including coordination of rentals. We attend to safety concerns in the Meeting in the following ways:

- Making safety information available to tenants by posting it in the building and distributing it to tenants as part of rental paperwork.

- Developing and enforcing building use policies that protect the meetinghouse and the people in it, such as prohibiting open flames and alcohol.
- Changing renter key codes at least annually to limit the number of people with access to the building when it is closed.
- Protecting our historical record by sending copies of our business meeting minutes to the PYM repository at Quaker & Special Collections at Haverford College when either the clerk of meeting or recording clerk steps down.
- Developing and following policies for handling cash and check donations received at the meetinghouse.
- Caring for the safety of Meeting employees by having clear personnel policies, making those policies easily accessible to employees, and including discussions of job conditions in annual reviews.
- Raising awareness among Meeting committees of privacy concerns related to Meeting publications, the Meeting website, and the Meeting directory.