

## 2020-11-08 Frederick Friends Meeting for Business Minutes

In attendance were David Kunz, Karen Lockett, Greg Tobin, Kathy Funkhouser, Nick Funkhouser, Vincent DeMarco, Nikki Richards, Annette Breiling, Pat Beach, Michele Hartley, Carlotta Joyner, Karen White, Lynn Diviak, Steve White, Gabriel B, Tori Bolton, Richard Broadbent, Betsy Tobin

Zoom/In Person Hybrid Meeting began with worship

### **2020-11-01 Peace and Social Concerns (P&SC)** – Annette Breiling, Vincent DeMarco, Nikki Richards

P&SC brought a request for Frederick Friends Meeting (FFM) to sign onto the Health Equity Resource Communities Resolution. This program would make \$14 million available for local health initiatives in the first two years. These funds would come from a \$0.01 increase of the liquor tax. (Because of Covid-19, this tax would be waived for restaurants and bars for the first two years.)

There was a similar, but temporary, program several years ago and the data showed promising results. Among other things, the previous program provided funding for a health clinic in a public housing project as well as it seemed to decrease under-age drinking. This resolution would make the program a permanent line item with a designated funding stream.

Funds would be disbursed by the State Secretary of Health based upon proposals submitted. Groups receiving funds would need to reapply every 5 years and each proposal would include a requirement for evaluation.

Please see <http://healthcareforall.com/get-involved/equitycommunities/> for more information. For perspective, groups that have already signed on can be found at <http://healthcareforall.com/wp-content/uploads/2020/11/Coalition-Members13.pdf>. The actual resolution is attached.

Meeting **approved** signing onto the resolution. Betsy Tobin will be responsible for doing this.

### **2020-11-02 Search Committee Report** – Carlotta Joyner

Search committee - comprised of Carlotta Joyner, Susanna Laird and Betsy Tobin – met to find one or two new members for Nominating Committee. Dan Cole and Ruth Bruening have agreed to serve on Nominating Committee. Meeting **approved** their nominations. Meeting appreciates their willingness to serve on this committee.

It was noted that one benefit of the current pandemic is that we can welcome committee membership from far away Friends. Ruth Bruening now lives in North Carolina and has once again been able to fully participate in the life of Meeting.

Meeting **approved** laying down the current Search Committee with appreciation for their work.

### **2020-11-03 Nominating Committee Annual Report** – Tori Bolton

Meeting **accepted** the report with deep appreciation for the work Tori Bolton, Karen Lockett and Helen Tasker (until her term ended June 30) did assuring that FFM is able to function within our committee structure.

This year Nominating Committee met with each FFM committee to gain a better understanding of the committee's work, needs and to assist with committee processes. Report is attached

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The committee described some changes in committee responsibilities that were approved in previous meetings for business. They are incorporating those and any other changes into a revised Guidance document, which they will bring to the December meeting for business and distribute at that time.

**2020-11-04 Stewardship and Finance 3<sup>rd</sup> Quarter Report and Proposed Budget** – Michele Hartley Report and Proposed Budget attached.

Of note is that we are operating at an \$8,612 deficit as of the end of the quarter. Several factors impacted this – i.e. the pandemic, lost rent, rehabbing the third floor apartment. While this is a significant amount, we are in good financial shape due to our long-term savings. To reduce our projected deficit and to reduce expenses next year, we have reduced our mortgage payment to the minimum – a \$700/month savings – and our reserves are able for use if needed.

The spreadsheet shows our current budget/actuals for 2020 and the proposed budget for 2021. Please note that the right- most column is for folks to propose changes for the 2021 budget. Please send any suggested changes to Annette Breiling, [annette.breiling@gmail.com](mailto:annette.breiling@gmail.com), by November 29<sup>th</sup>.

We noted that Friends had donated \$760 to a designated “service auction” line item to make up for the service auction that was canceled because of the pandemic. Annette Breiling will invite the Meeting community again to donate what they might have spent at an auction. These contributions would help offset the \$2,300 we had hoped to receive from the auction in 2020.

Meeting **accepted** the report.

Meeting ended with Worship

Our next Meeting for Worship for the Conduct of Business will be 12-13-2020.

Respectfully submitted,

Kathy Funkhouser, Clerk

Betsy Tobin, Recording Clerk

Attachment 1

**Health Equity Resolution**

November 2020

Peace and Social Concerns Committee met in October with Nikki Richards and Vinny DeMarco to learn about a Health Equity Resolution for which they seek endorsement from our Meeting. Our committee was impressed with their proposal to vastly improve funding (amounting to more than \$20 Million) by adding another 1 cent to Maryland's alcohol tax in order to considerably expand programs that address health inequities in Maryland. Their proposed resolution is attached. **Our committee recommends that Meeting endorse this resolution.**

Following is part of Nikki's original email to our Meeting:

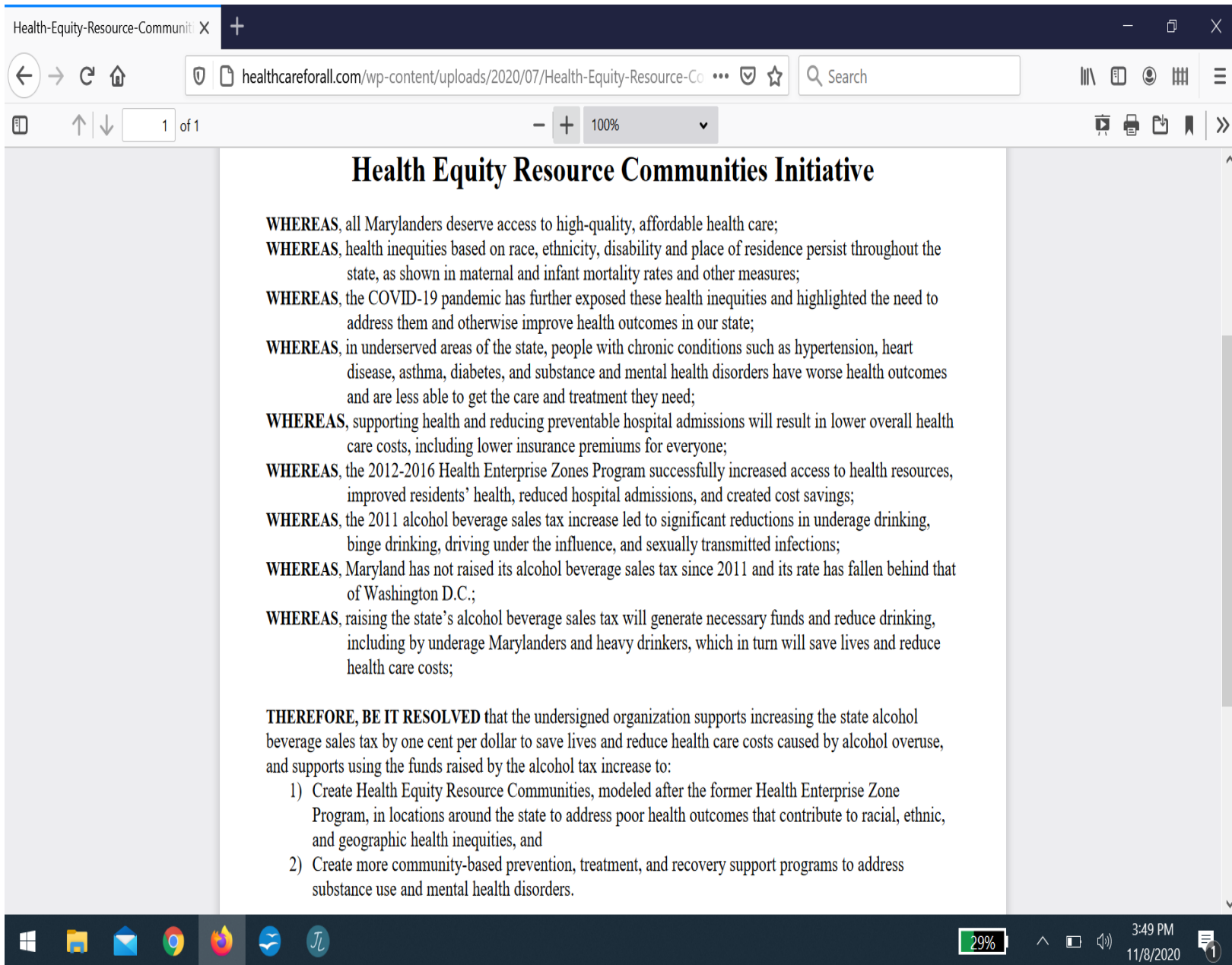
"We are asking for Frederick Friends' help on a new Initiative to improve health equity. Health inequities based on race, ethnicity, and place of residence persist throughout the state, and have been further exacerbated by the COVID-19 Pandemic. **So we're asking community organizations, faith groups, small businesses, and others around the state to sign on in support of this life saving initiative.....**

"Health Equity Resource Communities will be locations in the state with poor health outcomes that compete for grants, tax incentives, and health care provider loan repayment assistance to increase access to culturally competent care. Ultimately, these efforts will reduce racial, ethnic, and geographic health inequities. The Communities will be modeled after the successful 2012-2016 Health Enterprise Zones Program which increased access to health resources, improved residents' health, reduced hospital admissions, and created cost savings."

Respectfully submitted,

Annette Breiling, Clerk, Peace & Social Concerns Committee

Other committee and Meeting members present at our October meeting: Pat Beach, David Kunz, Julie Kunz, Ellen Lerner, Andrea Norouzi, Jim Carpenter, Jim Wagner, Betsy Tobin



<http://healthcareforall.com/wp-content/uploads/2020/07/Health-Equity-Resource-Communities-Resolution-1.pdf>

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Attachment 2

Ad Hoc Search Committee Report to Meeting for Business, November 8, 2020

In May 2020, the Meeting approved establishing a committee to identify and recommend one or more new members for the Nominating Committee.

**The committee recommends that Ruth Bruening and Dan Cole be appointed for 3-year terms to begin November 2020 and continue through June 2023.**

With this report, we ask that this ad hoc committee be laid down.

Committee members:

Betsy Tobin, Recording Clerk, Convener

Carlotta Joyner

Susanna Laird

Attachment 3

## Frederick Friends Meeting

Nominating Committee Annual Report, 10/24/20

The committee members: Tori Bolton and Karen Locket.

This report covers the time period from October 12, 2019 – October 24, 2020.

### Purpose of Nominating Committee

Nominating Committee is responsible for assisting the Meeting community to identify and propose Meeting attenders for service to the Meeting and larger community of Friends. The committee stays aware of the duties and responsibilities of each office and committee of the Meeting offers ongoing support to facilitate committees work.

### Guidance for Officers and Committees Document

In light of last year's goal to continue to discern reorganization, in combination with the extra demand of Co-Vid19; there have been changes in the duties of Property committee and Trustees as well as Program and Ministry and Council. The property committee transferred responsibility of tenant of liaison search and lease to Trustees while remaining in the role of property maintenance for tenants. In addition, program committee merged with Ministry and Council given changing demands during the pandemic.

### The Roster of Service

Nominating Committee produces the Roster of Service annually as a record of current roles and length of service on committees for Meeting. This year as always we feel deep appreciation for all service offerings to our Meeting community especially given the mammoth changes that we have and are still facing with the Pandemic. We continue to stay afloat due to the many Friends who offer time, talent and insight.

Those who took on new responsibilities this year include: **a new clerk and a new member on Trustees. Property committee welcomed a new clerk and 2 new members on the committee. The role of Tenant Liaison was transferred to Trustees, as stated before; Property committee will manage maintenance and repair tasks for Tenants under a new title of "Your Alert Property Person." Peace and Social Concerns welcomed 3 new members in the spring, and over the summer, a co-clerk retired from the committee leaving one person to clerk that committee.** We enjoy connecting with those facing choice points in their service.

We continue to work to fill positions on committees into these fall months, and have been called upon to support committee functioning and have opted for some temporary restructuring. On September 16th, we met with a committee to support them in taking time to reflect on their process, consider the increased stress and urgency many are experiencing during the pandemic, and to reaffirm each other's strengths and ability to work through differences. On October 9th, we met with Ministry and Council and two program members and decided together that program committee would merge with M&C during our Covid period since there are fewer public program activities and M&C is facing increasing demands. We continue seeking a clerk to relieve Annette Breiling of her clerking duties with Stewardship and Finance.

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In June we said goodbye with deep appreciation to Helen Tasker who retired from her role as clerk. We appreciate her many years of experience and the guidance she offered. Thanks to the work of the search committee, we hope to welcome Dan Cole to this committee this month.

**Nominating Committee future endeavors/challenges:**

We continue to struggle to balance needs for term limit recommendations (made with the intention to prevent burn out to keep the meeting healthy); and the need to respect volunteer preferences; for instance, when committee members prefer to continue in their roles rather than rotating to a new committee to offer service elsewhere. As we discern our way forward, the Nominating Committee intends to offer support to committees as we face changing times and changing needs within our community.

Presented by Tori Bolton and Karen Lockett(*Nominating Committee Member*)

10/30/20

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Attachment 4

## **Stewardship and Finance**

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### **3 Quarter Report and First Reading of the 2021 Budget**

The committee found nothing unusual within the third quarter report shown in the first two columns. The current \$8,612 deficit largely reflects the increased but necessary spending by Property Committee, lost rental income, and the inability to conduct planned fundraising activities. The Committee has kept Friends apprised of the Meeting's finances and we are grateful for Friends' generous contributions, which have exceeded our anticipated quarterly expectations. With one quarter left, we ask Friends, especially those who make one-time annual contributions, to please remember to do so. If Friends are able to do this and we meet our budgeted contributions for 2020, our deficit will drop by a few thousand dollars. While a deficit is never a goal and one that we would like to reduce, it is manageable when taking our long-term savings into account.

The second two columns show the first reading of the 2021 budget. This budget is similar to the 2020 fiscal year budget with some notable changes. Fundraising is no longer identified as a significant source of income, rental incomes have been adjusted to reflect current rates, and the mortgage has been adjusted to reflect lower monthly payments. Annual mortgage payments for 2020 are \$16,800. The reduced monthly payment adjusts the annual budget for the 2021 mortgage to \$7,755. This reduction extends the payoff date from May 2022 to April 2024.

New for the 2021 budget is a contingency (line 74). With the uncertainty that these times bring as we continue to live with and endure the COVID-19 pandemic, this contingency can provide assistance to Friends, our larger community and organizations assisting others. If the contingency remains, funds can be allocated towards mortgage payments or other property needs, especially in light of this year's deficit.

Because this is the first reading of the budget, we encourage all Friends and particularly Committee Clerks to study the budget and provide feedback. The far-right column titled Version 2 is available for Friends to suggest revisions for the second reading of the budget in December. Please email suggested revisions to Stewardship and Finance Clerk: [annette.breiling@gmail.com](mailto:annette.breiling@gmail.com).

Respectfully submitted,

Annette Breiling, Michele Hartley, Greg Tobin, Karen White



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Frederick Friends Financial Report and First Reading of the 2021 Budget November 08, 2020						
Third Quarter Financial Report				BUDGET Proposals		
line		Jan-Sept 2020		2020	2021	
		Actual	Budget	Approved	Vers. 1	Vers. 2
1	Income					
2	Contributions					
3	Member/attender	19,551	18,750	25,000	25,000	
4	Retreat/	0	375	500	50	
5	Meeting House Use	127	150	200	150	
6	Community Solar	0	75	100	0	
7	Contributions - Other					
8	Total Contributions	19,678	19,350	25,800	25,200	
9	Fund Raising					
10	Smile Amazon	50	37	50	50	
11	Yard Sale	40	750	1,000	0	
12	Service Auction	760	1,725	2,300	0	
13	Fund Raising - Other					
14	Total Fund Raising	850	2,512	3,350	50	
15	Books/	0	15	20	20	
16	Interest/Dividends	17	75	100	50	
17	Rent					
18	Office #1	3,166	4,415	5,844	5,844	
19	Office #2	8,555	8,559	11,412	11,400	
20	Office #3	0	3,000	4,000	0	
21	Third Floor Apt	5,043	5,253	7,004	8,400	
22	Internet income				810	
23	Vacancy Allowance	0	-1,519	-2,025	-2,137	
24	Total Rent	16,764	19,708	26,278	24,317	
25						
26	Total Income	37,309	41,660	55,548	49,637	
27						
28				2020	2021	
29	Expense			Approved	Version 1	Version 2
30	Administration					
31	Fees	14	15	20	20	
32	Supplies	89	75	100	100	
33	Total Administration	103	90	120	120	
34	Apportionment	5,844	5,843	7,791	7,791	
35	Charitable Giving	0	1,125	1,500	1,500	
36	Childcare	0	75	100	50	
37	Peace Award	200	150	200	0	
38	Committees					

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39	Ministry & Counsel					
40	FAMA	0	67	90	90	
41	Warrington Quarter	15	11	15	15	
42	Adult Scholarships	0	750	1,000	1,000	
43	Website	0	150	200	200	
44	Printing	0	37	50	50	
45	Other	268	375	500	500	
46	Total Min & Counsel	283	1,390	1,855	1,855	
47	Nominating	0	19	25	25	
48	Peace & Soc Concerns	100	225	300	300	
49	Program					
50	Books	17	15	20	20	
51	Program - Other	55	113	150	100	
52	Total Program	72	128	170	120	
53	Property					
54	Housekeeping-	1,334	1,650	2,200	1,800	
55	Property - Other	10,042	6,000	8,000	8,000	
56	Total Property	11,376	7,650	10,200	9,800	
57	Religious Education	0	150	200	200	
58	Total Committees	11,831	9,562	12,750	12,300	
59	Insurance	3,475	2,537	3,382	3,550	
60	Retreat-	0	600	800	50	
61	Real Estate					
62	Mortgage	13,150	12,600	16,800	7,755	
63	Property Taxes	1,960	1,519	2,025	2,025	
64	Total Real Estate	15,110	14,119	18,825	9,780	
65	Scholarships-camping	4,800	3,600	4,800	4,800	
66	Utilities					
67	Fire Monitor	759	937	1,250	1,250	
68	Electric	938	1,200	1,600	1,500	
69	Gas	1,278	1,050	1,400	1,400	
70	Telephone	343	394	525	500	
71	Internet	385	375	500	1,080	
72	Water/Sewer	856	825	1,100	1,100	
73	Total Utilities	4,558	4,781	6,375	6,830	
74	Contingency				2,866	
75	Total Expense	45,921	42,482	56,643	49,637	
76	Net Ordinary Income					
77	Net Income	-8,612	-822	-1,095	0	
78						
79	Other					
80	Memorial Gifts	4,979				
81	Bank Account (est)	20,156				

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82	Pax Funds (est)		65,794				
83	Friends Fiduciary (est)		63,897				
84	Mortgage balance		29,329				
85	payoff date - approx April 2024						