

Office & Administration 2017 Annual Report

Overview: 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. New activities in these areas in 2017 included supporting the migration of the Meeting's financial records to QuickBooks Online and undertaking a sustainability review of our rentals and related expenses. Regular work of the committee this year included updating meeting office hardware and software; conducting annual reviews for the secretary and event facilitator and coordinating annual reviews for Meeting employees supervised by other committees; covering office functions during secretary vacation time; serving as backup to the meeting secretary for meetinghouse tours for potential tenants; and issuing new key codes to tenants and the Meeting. We are eager to welcome new members to our committee. We invite Friends who appreciate "good order" in office functions to join us!

Membership: The members of the Office & Administration Committee during 2017 were Dan Aharon, Jocelyn Anthony, George Benz, Dan Evans, Storm Evans, Amey Hutchins, Thomas Taylor, and Carla White, with Grace Moses in her role as recording clerk and Phil Jones in his role as meeting secretary as *ex officio* members of the committee. Dan Aharon and Jocelyn left the committee at the end of their terms in March, and Grace left the committee at the end of 2017 when she finished her service to the Meeting as recording clerk. We were grateful for Dan Aharon's work on the meetinghouse wireless system and keyless locks; Jocelyn's work with Phil on the meeting calendar; and Grace's work on the meeting records and information displayed in the meetinghouse. Carla White and Amey Hutchins co-clerked the committee.

Looking ahead to 2018, we anticipate working with other committees on the Meeting's need for a new database for member and attender information; reconvening the ad-hoc records retention committee to update the Meeting's records retention policy; and increasing support for the meeting secretary in his scheduling and bookkeeping functions.

Projects of the committee in 2017:

- The committee convened an ad-hoc records retention committee consisting of representatives from Office & Administration, Care & Counsel, and Finance Committees to weed financial and other records in meetinghouse file cabinets.
- Storm compiled meeting for business minutes for 2013-2016, placed a copy in the Meeting Library, and sent a copy to Quaker & Special Collections at Haverford College.
- Storm developed a new meetinghouse information display incorporating a floor plan, a weekly calendar, and safety information that will go up next to the kitchen in early 2018.

- Thomas researched and purchased a license for QuickBooks Online for the Meeting's financial accounts and assisted the meeting secretary with the transition from the QuickBooks client. We thank the treasurer and assistant treasurer for transferring the Meeting's data and implementing the transition!
- The co-clerks of the committee met twice with the clerks of Property Committee and Finance Committee and the Meeting treasurer to study meetinghouse rentals and rental-related expenses in 2016-2017. The group concluded that the Meeting was not losing money on rentals and that our rates were at the lower end of the local spectrum for event venues. As a result, Office Committee prepared to implement a rate increase in 2018.

Office & Administration Committee Safety Policies and Procedures February 2018

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 developed by the Safety Co-Coordinator 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 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 regularly sending copies of our business meeting minutes to the PYM repository at Quaker & Special Collections at Haverford College.
- Developing and following policies for handling cash and check donations received at the meetinghouse.

These are two additional areas in which Office & Administration Committee feels it can take responsibility for Meeting safety issues but is not yet fulfilling that responsibility:

- 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 in Meeting publications and on the Meeting website.