

# LOFM Policies

## **Child Safety Policy**

*Approved*

The safety of the children within meeting is a responsibility of every member of LOFM. The meeting strives to provide a safe physical environment and adequate adult supervision for our children. To provide supervision needed, it takes broad participation from members of the community, many well known and some not so well known. We will take care to get to know the people who have responsibility for the children and to provide oversight to ensure a high standard of care. As part of the safeguards for both children and adult volunteers, all children through the elementary years will be cared for by at least 2 adults at all times. The total number of children in each group on any given day will be monitored, and additional volunteers will be recruited from the community when necessary to insure adequate supervision.

Friends of LOFM strive to provide a safe, secure and nurturing environment for the children in our midst. As a multi-generational community who treasures the special gifts each individual brings to our whole, we commit to actively protect the children in our care from physical, mental and emotional harm. We want all who come to Live Oak to experience the joy of participating in a safe and trusted environment .

Monitoring the quality of care of our children is a primary responsibility of the Children's Religious Education Committee. It is the responsibility of parents to keep communicating with the committee to make sure the child care system is functioning well and meeting Friends needs. The Care and Concern Committee and the Clerk of Meeting are available to ensure that any concerns are addressed in a timely and effective manner.

### **Introduction**

The new LOFM website, hosted by FGC's Quaker Cloud, invites participants to engage directly rather than through a webmaster, analogous to the Quaker invitation to experience the Divine directly rather than through a pastor. This requires new policies and procedures as outlined below.

Content is member/attender managed and posted. There are three administrators: clerk of meeting, clerk of communication and outreach (C&O), and records clerk who can post, edit, remove content and manage members (add, remove, change access levels). Committee clerks have contributor status to main website and may post and edit their posts. There is a manual describing how to post content to the website in the Resources section. Everyone else with a website log in can access all private content but make no changes.

On the committee sites, committee clerks have administrator roles of posting, editing and removing, and committee members can post and edit. So it is important for committee clerks to notify C&O clerk ([outreach@friendshouston.org](mailto:outreach@friendshouston.org)) of any changes in committee membership so that web access can be updated. Each committee also discerns if their website is open to their committee only or to the meeting at large. Currently, Care and Concern, Communication and Outreach, Finance, Library, Peace and Social Action, and Worship and Ministry welcome all with website access to view their sites.

Webmaster function for technical issues happens at the Quaker Cloud level.

### **Live Oak Friends Meeting Website**

**Website Mission: Communication vehicle to represent LOFM to members and attenders and to the public**

#### **Purpose and Guidelines for the LOFM Website**

##### **Two fold purpose—outreach and inreach**

1. Outreach tool for the larger community curious about our meeting, what we believe and what we do, and about Quakers in general.
2. Provide information about leasing the space for community meeting, weddings, memorial services, etc.
3. Provide pictures and detailed information about the James Turrell Skyspace and viewing schedule.

4. Provide useful information to members and attenders about opportunities to join in community activities, service on committees and other volunteer activities.
5. Provide password protected archives of business meeting minutes, committee meeting minutes, Acorn newsletters, important past decisions and information, and the meeting directory

### **Approving access to password protected parts of website**

1. New people can add themselves to the Quaker Cloud website by clicking on “sign up for online meeting access” button on upper left corner of website home page and following directions.
2. “Owner” of website, currently set as “LOFM Clerk” will receive notice of the new applicant and can approve or seek input from Communication and Outreach Committee or members of Early Worship or Wednesday evening group if the person is not known to the clerk. Applicants should be regular attenders of one of the worship groups and be seeking greater involvement at LOFM.
3. When attenders ask how to join the website, they should be referred to Communication and Outreach Committee for direction.

### **Submissions to website**

1. Submissions of information for inclusion on the website will be made to clerk of Communication and Outreach or to the relevant committee clerk if specific to a committee.
2. Committee clerks will have authorization to post matters and events that are related to their committee's work on the main meeting site as well as their committee's site. Committee members have authorization to post to their committee's site. Website administrators have authority to manage members, manipulate the website, both main site and committee sites, and remove old posts.
3. In keeping with its mission and purpose, the website will not be used to promote projects or organizations that are not directly related to the life of the Meeting.
4. Posting links to other websites related to individual committee projects will be considered by that committee and posted by the committee clerk
5. In general, information should be submitted at least two weeks before it is expected to be posted on the site so as to allow time for review and posting.
6. Submissions should not only have a post start date, but a posting conclusion date if applicable.
7. Communications committee and/or the Clerk of Meeting are available for consultation with committees about content for their pages.

## **Submissions to Website Calendar (comprising clerk's calendar, scheduler's calendar, and PASA calendar)**

1. **Submissions/requests to clerk's or scheduler's calendar may be sent to [clerk@friendshouston.org](mailto:clerk@friendshouston.org), [scheduler@friendshouston.org](mailto:scheduler@friendshouston.org), or [outreach@friendshouston.org](mailto:outreach@friendshouston.org) Submissions to the PASA calendar may be sent to [PASA@friendshouston.org](mailto:PASA@friendshouston.org). All events held at the Meetinghouse need to be cleared through the scheduler to make sure space is available.**
2. Clerk's calendar is for meeting related events. Events consistent with Quaker values that have meeting member or attender involvement and help to build connections with other community groups are also included on the Clerk's calendar.
3. Scheduler's calendar includes outside groups, weddings, and other outside events using the space.
4. PASA calendar contains peace and justice events of interest to PASA members that may also be of interest to other meeting members and attenders and is in a different color. These events are not usually happening at the meetinghouse.

## **Privacy and Security**

1. Everyone posting will take precautions to avoid publicly posting any personal information about individuals who attend the meeting such as addresses, phone numbers, email addresses, or other personal information.
2. Members and attenders with access to password protected directories should exercise caution and restraint when deciding whether to provide non attenders with password protected information. No one may share their ID and password to give another access.3. Email addresses to be used on behalf of the meeting for public communications will be created to use the @friendshouston.org address instead of a personal email address.
3. Because event photos or videos may be posted to social media or website, those who do not want to be photographed should inform the event organizer. For events where children are present, parental consent should be obtained before photos or videos are taken.

## **Disagreements and Feedback**

1. If a meeting member or attender has a concern about a particular post, he or she can address it directly with the person posting the item. If unable to reach satisfactory resolution, they can take their concern to Communication and Outreach Committee for help. In the event that the problem cannot be resolved by the Committee, the issue may be taken up by the Clerk and the Meeting as a whole.

2. The Communications and Outreach Committee will review these guidelines periodically to conform them to practices that work for those involved in updating and maintaining the website.
3. Members and attenders are encouraged to give feedback and suggestions regarding the website to the Communications and Outreach Committee.

### **LOFM E-Newsletter:**

**Purpose:** Provide a regular, secure vehicle to keep LOFM members and attenders aware of upcoming events, meeting needs, and other important aspects of community life.

#### **Processes:**

1. Regular distribution of an emailed newsletter to all interested people, currently using MailChimp.
2. People may request to be added to the list or may sign up themselves using the link on web site home page.
3. There is a link to unsubscribe at the bottom of each emailed newsletter
4. Anyone may submit newsletter items to [newsletter@friendshouston.org](mailto:newsletter@friendshouston.org)
5. Newsletter editing and management will be under the care of Communication and Outreach Committee.

#### **Policies regarding inclusion in the newsletter:**

1. Newsletter items should be directly related to the life of the Meeting or should have Meeting connection/representation if an outside event.
2. In the interest of brevity and readability, hyperlinks to our own or other websites for more information will be used in place of lengthy descriptions in the newsletter.
3. Newsletter editor will take precautions to avoid publicly posting any personal information about individuals who attend the meeting such as addresses, phone numbers, personal email addresses, or other personal information, unless requested by the person sending the item.
4. In order to include photographs of individuals, each individual in a particular photograph must grant his or her permission for public posting.

## Financial Policies

LOFM separates its money into several “funds” – these are amounts reserved for certain specific purposes. The monies are mixed together in the various LOFM bank accounts, so the amounts in the funds do not necessarily correspond to an amount in a certain bank account.

LOFM Financial Philosophies:

1. Have a cushion sufficient to weather periods of high expense, or low income.
2. Manage operating expenses to operating income: in other words, live within our means.
3. Save money for our next building project.
4. Have money in the bank that we can use for maintenance of the meeting house, so that we don't have to pay for big projects (e.g., a new roof) out of operating income. This will ensure that the meeting house can be maintained by the meeting for many decades to come, rather than depending on the financial stability of the meeting at the moment.
5. Invest only in low-risk funds (which means we will not lose principal, but we will also not get a very high rate of interest).
6. Manage our money in alignment with Quaker testimonies.

The following are the funds that LOFM current has active:

1. **Operating:** This is the money that LOFM uses to pay its ongoing, routine expenses. We expect to pay our routine expenses from our income from members and attenders, but we also want to have a cushion in the bank (our “operating fund”). At this writing, our operating expenses are about \$30,000/year (which is what we set our operating budget to), and our income from members and attenders is about that. This means, that over the course of a year, if we have high expenses in one month, we can take it out of our operating fund, and pay it back over the rest of the year with contributions. In May 2006, LOFM minuted that if the balance of this fund drops below \$25K, it will stop unplanned or unbudgeted spending, and ask the Finance Committee to revise the budget to address the problem.
2. **Building Construction:** This is the money that we are saving for our next building project (whatever and whenever that may be). We are also using it to pay for items left over from the last building project, like furnishing the meeting house, or completing the landscaping. We would not want to use this fund to pay for anything that would be expected to be a normal yearly expense; that should come from the operating fund. Most of this money is left over from the previous building project, but some members and attenders have been contributing specifically to this fund. For example, monies contributed in memory of Friends have been put in the Building Construction Fund. Also, for the last couple of years, the meeting has contributed \$1000 from Operating funds to the Building Construction Fund.
3. **Building Maintenance:** This is the money that we intend for the future maintenance of the meeting house, so that the maintenance of the meeting house does not become a burden on future generations.

4. The initial idea was to create an “endowment” for the meeting house, which means that we would accumulate a sum of money and pay for the maintenance of the meeting house from the interest on the money. (We would not permit ourselves to spend the principal, only the interest.) In that way, there would always be money available for the maintenance of the meeting house. If you expect that meeting house maintenance might be \$10,000/year, we might need around \$400,000 for the endowment (at current interest rates) to generate \$10,000/year.
5. The fund we have right now is not an “endowment” (it is more like a savings account), and it will be a future decision for LOFM whether it wants to create an endowment, and restrict itself from spending the principal in the Building Maintenance Fund.
6. The meeting house is relatively new, so it does not need much maintenance. The fund right now generates about \$2000/year. We have not spent any of the principal since we created the fund. Ideally, we will continue to grow this fund until it generates enough interest to provide for the maintenance of the meeting house. In this way, we can assure ourselves that the meeting house will be maintained no matter what the financial situation of the meeting is at the time.
7. The fund was seeded with \$50,000 left over from the meeting house project, and has been growing since then with contributions. All of our building rental income goes into the Building Maintenance fund. In May 2006 LOFM agreed to allow itself to spend the interest on this fund when it had reached \$100,000.
8. **Landscaping Fund:** Some money has been contributed specifically for landscaping, and we have separated this money off into a separate landscaping fund. This includes money that was contributed specifically for a butterfly garden.
9. **Prison Ministry Fund:** This is money that was contributed specifically for the Prison Ministry started by Pat Mueller for Peace and Social Action to help prisoners upon their release.

Fiscal Year: The LOFM fiscal year has run from June 1 through May 31 of the following year. Starting January 1, 2006, we will change our fiscal year to be concurrent with the calendar year (i.e., January 1 through December 31). In the interim, we have a “short” budget year from June 1 to December 31. The financial reports are usually run with respect to the current fiscal year.

Budget: We set up a budget for each fiscal year. The budget is our forecast of what we will spend during the next fiscal year. We try to make the budget fit what our expected income will be. The intention is to try to anticipate what we will spend money on. When we have large unanticipated expenses, we need to modify the budget, and try to figure out where the money will come from.

1. Committees are expected to stay within their budget.
2. Committees do not need to seek approval for expenditures that fall within their budget.
3. If a committee exceeds its budget by over 15% or \$100 (whichever is greater), it must get approval from the Business Meeting for the unbudgeted expenditures (and the corresponding budget amendment).

4. Any requests to spend money on an unbudgeted item must first be taken to the Finance Committee, and then to Business Meeting for approval. The Finance Committee will have an opinion as to whether the expenditure is affordable, and from which funds the expenditure may be made. It may be that the expenditure can be made from an existing budget category without amending the budget, assuming the category is appropriate for the expenditure and there are funds available.

The following is a summary of the budget categories in the LOFM (operating) budget:

1. Income. This is income from members and attenders.
2. Expense:
3. Committees: each committee has a budget. They are usually pretty small, except for Care and Concern, which has a large budget to allow for scholarships and other special needs. Also Hospitality, Outreach, Library, and Religious Education have larger budgets since they will have ongoing expenses for supplies.
4. Contributions. Every year LOFM contributes a certain amount of money to various like-minded organizations (such as AFSC, FGC, and FCNL). Peace and Social Action sets these amounts based on the budget approved by the business meeting. In addition, the meeting contributes \$1000 every year to the Construction Fund. Also, there is money set aside for the “clerk’s discretionary fund” for the clerk to spend as he/she wishes.
5. Directory, Newsletter, Payroll and Travel are other categories of expense. Travel is for when, say, we send clerks to Pendle Hill workshops. Payroll is for our cleaning and baby-sitting people (we pay their payroll taxes).
6. Property is the single largest category in the LOFM budget. This includes all expenses for maintaining the property. It includes, among other things, utilities, maintenance, repairs, insurance, lawn care, cleaning supplies, etc.

Donations. Donations can be earmarked by the donor for the operating, construction, or maintenance fund. If a donation is not designated for a particular fund, it goes into the operating fund. Often donations are received for a particular purpose, such as Katrina relief, and a special fund is set up for that, and a committee is set up by the business meeting to administer the funds. If a donation is designated in such a way that we can not interpret easily the wishes of the donor (and we cannot ask the donor), a committee should be set up by the Business Meeting to decide how the funds should be used, and direct the Finance Committee accordingly.

Financial Reports: to read the financial reports:

1. What type of report is it?
2. What time period?
3. Income vs. Expense. Also called “Activities”. This report shows the income for the time period, separated into the various budget categories. You can look at this report to see where we have been spending money (in the period for the report) compared with what we have budgeted. The budget is usually a “whole year” figure, but the actual expense is only year to date, so you might have to extrapolate in your head to see if we are on track with the budget or not. For example, if the budget for an item is \$100, and in two months we have spent \$50, it looks like we might

overspend the budget in 12 months. But if you know that those are the only expenses for the year, then we are probably ok, budget-wise. It will depend on the category.

4. Balance Sheet. This report shows the value of the LOFM Assets and Liabilities. Under “Assets” you will see the balances of the checking and brokerage accounts, and our accounts receivable (usually loans to attenders, or advances to members for expenses). We also have listed the purchase value of our fixed assets: the buildings and some possessions (these values have not been depreciated, or updated in some time). Right now we have no “liabilities” but our mortgage was listed there for some time. In the “liabilities and equity” section, you will see a list of numbers specifying where LOFM assets have come from.
  - a. “Meeting House Txf from MHP” is the amount the Meeting House Project transferred from the fundraising campaign for the meeting house construction.
  - b. “Opening Balance Equity” was our net worth when we started using Quickbooks in 1999.
  - c. “Retained Earnings” is the amount of excess revenue that we have retained since then (1999), in every fiscal year that has ended.
  - d. “Net Income” is the amount of excess revenue in the current fiscal year. The total of all these numbers should add to the total of our assets in the balance sheet.
5. Fund Balances. This report shows the current balances in all of our funds. The total of these should approximately equal the amount in our checking and brokerage accounts.

“Projects”: Once a project budget has been authorized by MFB with full and clearly defined parameters, the committee shall complete the project and report to MFB on its completion. Normally, the project will be given a budget approved by the MFB, and the project should complete its task within that budget. Similarly, in a non-budgetary project (which falls within the purview of the committee’s defined responsibilities), once MFB has approved and minuted it fully (the how, what, where, how, who), the committee is empowered to undertake the project, complete it and report to MFB on its completion.

# Memorandum of Understanding Regarding the Skyspace

(Approved 07-16-2017)

## *Live Oak Friends Meeting House, 2000 and Night Space*

### Between Artist, James A. Turrell and Live Oak Friends Meeting

#### Part 1: Agreements and Directives

#### Part 2: Elements and Specification

James A. Turrell transferred the title of **two works** of art entitled *Live Oak Friends Meeting House, 2000* ("Art Work") and *Night Space* to Live Oak Friends Meeting, Inc. ("the Meeting") in 2001. The intent of this document is to preserve the promises that were made on behalf of the Meeting by those Friends who participated in the creation and acceptance of this gift for the benefit of the Meeting and for future generations.

Part 1: Agreements and Directives is based on the original Certificate of Ownership and documents in the archives of the Meeting.

Part 2: Elements and Specifications of the Art Work defines the important features and specifications of the Art Work.

### Part 1 of 2: Agreements and Directives

**1. Art Work.** The Art Work is a unique and one-of-a-kind piece of art created by James A. Turrell. The Art Work consists of the entire Meeting Room when under the lighting conditions and time of day conditions specified by James A. Turrell as set forth herein and a viewing event is expected by the viewers. The Art Work with the roof closed and the aperture lights on is called "Night Space". James A. Turrell has approved the Art Work as it existed on the date of transfer. Although the Meeting Room shares all its architectural features with the Art Work, the Meeting Room is not the Art Work at all times and will not be represented as such. The Art Work shall be represented as being the Art Work by James A. Turrell when it is in compliance with the Specifications attached hereto and made a part hereof, including:

- a. the Art Work is in acceptable repair
- b. the furniture in it is set up as prescribed and approved by James A. Turrell
- c. it is a time of day for which James A. Turrell has prescribed light settings
- d. light settings are being used per James A. Turrell's specifications

**2. Condition to Transfer.** Ownership of the Art Work may be transferred only by the owner of the Art Work giving one-hundred and twenty (120) days written notice to James A. Turrell that it is selling, transferring or assigning its interest in the work to an individual or entity named in the written notice. It is agreed that a condition of ownership's passing to any subsequent owner is that any such subsequent owner must agree in writing to abide by the conditions in this Agreements and Directive (including the attachments made a part hereof). A fully executed copy of such agreement shall be provided to James A. Turrell.

**3. Elements and Specifications Not Art Work.** The written description of the elements and specifications and the plans, photos, and slides of the Art Work do not constitute works of art and

shall not be transferred, assigned or sold as such. A few individuals, as a matter of scholarship or in the process of transfer, assignment or sale of the Art Work, may view these documents.

**4. Pictorial Representations.** No pictorial representation of the Art Work shall be published through the action of the Meeting without first obtaining the written approval of James A. Turrell. Any photographic representation of the Art Work must be of the highest quality. The Meeting shall use its best efforts to ensure that others respect this provision. Visitors may photograph the room so long as the aperture is not included at all in the pictures. The Meeting owns a set of photographs that have been approved by James A. Turrell that it can sell as either photographs, post cards or sets of slides. Any text referencing or attached to a photo, including postcards, is subject to the approval of James A. Turrell.

If and when the Meeting takes additional pictures of the Art Work, the instructions included in the email from Michael Bond, given on behalf of James A. Turrell, should be followed:

“As far as guidelines James would want photos taken on either the long or short axis. No photos showing the skyspace open or closed from an odd angle, but rather straight on, as in the New York Times. Photos with the benches are OK, too.”

**5. Graphic Representation.** James A. Turrell owns the copyright of the Art Work and images thereof. No graphic representation or reproduction of the Art Work shall be published through the action of the Meeting without first obtaining the written approval of James A. Turrell. The Meeting will not “commercialize” the Art Work by production of “souvenir” type products (i.e. handouts, T-shirts, mugs, etc.)

**6. Art Work Non-Exclusive Use.** The Agreements and Directive recognizes that the Meeting has other uses for its Meeting Room. In no way should any provision of this Agreement and Directive restrict the Meeting from using the Meeting Room at any time for customary uses. The Meeting cannot be required to show the Meeting Room as the Art Work when doing so would impose on the Meeting's other uses of the Meeting Room.

**7. Compliance Required.** At all times during the display of the Art Work, the Art Work shall be maintained in compliance with the conditions of this Agreements and Directive, including the attached Elements and Specifications. The Art Work can be exhibited as the Art Work only when in compliance.

**8. Governance of Benefits and Burdens.** The Meeting, being a small religious community, is of limited means. The Art Work is a material part of the Meeting Room. The Meeting acknowledges any substantial changes to the Meeting Room will materially affect the integrity of the Art Work and could jeopardize its identity as the Art Work. Having committed themselves to the fulfillment of the construction of the Art Work, the Meeting now owns both the joy of its inspiration and the burden of its maintenance. Live Oak Friends Meeting will seek to keep faith with James A Turrell and with their patrons to keep this work available to the public as a ministry of peace and beauty to itself and to the larger community. However, the requirement to keep the Art Work open by paying the expenses of repair and other duties of repair and maintenance in accordance with this Agreements and Directives shall at all times be absolutely subject to the approval of the Meeting for Worship with Attention to Business.

**9. Curatorial Responsibility.** The Meeting is required to assume the curatorial responsibility of maintaining the Art Work in prime display condition in compliance with this Agreement and Directive. Should it become necessary, the Art Work must be temporarily closed to public view for the benefit of the Meeting and future generations and returned to prime display condition. If the Meeting continues to present the Art Work in contravention of these Agreements and Directives, James A. Turrell may, upon written notification to the Meeting, have a period of sixty (60) days to either close the Art Work to public display or remedy the condition of the Art Work to bring it into compliance. "Public Display" shall include only those showings specifically scheduled for viewing the Art Work. It does not include customary uses of the Meeting Room and will not prevent the Meeting from continuing to use the Meeting Room for any of its customary uses. It will not prevent the Meeting from renting to public or private groups, so long as viewing the Art Work is not included in the program or the incentives for rental of the building.

**10. Integrity of the Art Work at time of showing.** In 2001 when the Art Work first began to be shown to the public, James requested that visitors remain outside the meeting room with the doors closed while the roof was opened and closed. Not having seen the mechanical process, the viewer would, hopefully, have a heightened sense of the ephemeral aspect of the sky space itself. This practice quickly became impractical, as it meant herding people around and refusing inquisitive requests to see it. It is not "a rule" for showing the sky space, but it is something to keep in mind as a potential advantage when trying to show the artwork at its best if it can be done graciously.

**11. Notices.** All notices or other communications required or permitted hereunder will be in writing and will be delivered by hand or sent by overnight courier, registered mail United State Postal Service, acknowledged Federal Express or other similar service to the addresses listed below for each party or at such other address as each party shall designate in a written notice to the other party from time to time. All notices shall be deemed to have been given upon the earlier of the actual receipt by (or tender to and rejection by) the intended recipient or any other person at the specified address of the intended recipient who signs for recipient or three days after sending. No timely response to a written notice in the time specified shall be deemed approval or waiver of objection.

**12. Successors.** Any reference to the Meeting shall include any successors, assigns or buyers. Any reference to James A. Turrell shall include assigns of which the Meeting has been notified in writing. If the Meeting has not been notified in writing of any successor or assign and provided with the proper contact information for such successor or assign, the Meeting shall continue to give notice to the last known mail contact of James A. Turrell. Any requirement of notice to or approval of James A. Turrell will be satisfied by giving written notice to James A. Turrell with 120 days to make objection or approval. At the expiration of 120 days without objection or approval, approval will be deemed given.

## **Part 2 of 2: Elements and Specifications of the Art Work**

**1. The Meeting Room** was intentionally designed to be the center of the Meeting House. The symmetry of the building was important to James A. Turrell's vision that worship and other activities in the Meeting Room should be the center of meeting life.

**2. Stud Signing Party:** A Stud Signing party was held one Sunday after worship when only the wooden structure of the building had been built. Members of meeting wrote prayers and messages on the wooden studs that are now encased in the walls. Our silent prayers.

**3. Design of woodwork.** None of the woodwork in the meeting house, most noticeably the doors, have cross members that would create a cross- pattern. That was intentional.

**4. Porch Roof.** The porch roof is intentionally high so that the underside can not be seen out the windows. Jams wanted a clear view of the natural surroundings without any architectural elements contributing to a sense of “grounding” for worshipers. The width of the porch, given the height of the roof, was engineered so that the summer sun would not hit the windows directly. For the same reason, there are no porch pillars or balustrades. Even looking at the outside of the building there are no utilitarian downspouts for drainage; the gray stone surrounding the porch conceals perforated drainage pipes that collect water cascading from the roof (a French drain) and conduct it to underground drainage that runs toward 25<sup>th</sup> Street.

**5. Windows.** James specifically stipulated long casement windows that would open flat against the insets so that they could be opened and give a sense of letting the outside in. He was also sensible of the pleasant, special place that a window casement can be to sit, especially for children. James recalled enjoying jumping in and out of windows similar to these in meeting when he was a child.

**6. Plaster walls.** Walls must be kept clear of all decoration. Nothing should be hung on walls. As few as possible distractions should be present. The need for safety features required by code and other items, such as security appliances, will be accommodated. These should all be as obscure as possible.

**7. Paint.** The ceiling and the walls above the cove lighting are to be sprayed or rolled with two coats of pure titanium white, flat latex paint, such as Rosco Supersaturated White base, #6002. Care must be taken to maintain the smooth quality of the surface throughout the piece.

**8. Benches.** When the Art Work is being shown, the benches should be arranged around a square with a clear space approximately 11 feet 7 inches square in the center. An aisle at least 4 feet wide should run east west, centered on the double doors. This bench arrangement should allow a four foot isle between the back benches and the wall for wheel chair attenders in keeping with our commitment to equal access and as required by law for allowing equal access. The center of the short benches should be lined up with the edge of the aperture.

**9. Care of Benches and Wood Furniture.** James A. Turrell has suggested that the meeting allow the benches and other wood furniture he designed for the meeting house to develop a venerable wear and patina, and should not be too vigorously maintained for the purpose of keeping them pristine. Although some elements of the art space require rather meticulous maintenance, the character that develops in well-used furniture - the evidence of an authentic life - he admires and encourages.]

**10. Cushions.** It was understood at the time of inception that the Meeting expected to have cushions on their benches in the future. It was agreed they would not be built-in cushions, but that removable cushions would be acceptable to the artist. The Meeting agreed that James A. Turrell would be consulted on his preferences for choice of cushions. The cushions for the benches shall be kept in good condition. They may be replaced so long as the fabric or other covering on the cushions is in keeping with the desire to minimize distractions and with fabric as close as possible

to the original texture, color and pattern of the original cushions which have been approved by James A. Turrell.

**11. Floor.** The floor in the Meeting Room shall be maintained in good condition. The flooring for the Meeting Room shall be an uncovered, wide-plank, heart pine hardwood floor, with the boards running north-south. James A. Turrell shall be notified at least ninety (90) days before the hardwood floor shall be materially altered or replaced due to decay, destruction or wear or other cause. James A. Turrell shall have said notice period to send written notice to the Meeting of objection to the planned replacement along with a statement as to the specific objection. The Meeting shall attempt to satisfy the specific objection to the extent of its means. James A. Turrell shall then be notified in writing of any alternative selected as a result of the Meeting's attempt to satisfy such objection by James A. Turrell. James A. Turrell shall have sixty (60) days after the Meeting's written notice of its attempt to satisfy the objection. Such notices shall continue until the specific objection has been satisfied to the best ability of the Meeting.

**12. Aperture.** Special attention is required to maintain the ceiling around the aperture, as air currents cause collection of air pollutants and expansion and contraction with temperature changes causes cracks. The aperture shall remain clean, straight and crack free. Care should be taken to make sure that the knife edge of the aperture remains straight during other maintenance tasks. Vegetation in the surrounding areas should be trimmed so as not to encroach on the sight lines of the aperture as seen from the Meeting Room, so long as meeting can legally trim the vegetation. Nothing such as tree branches should obstruct the view through the aperture when sitting in the meeting room.

**13. Time of Viewing.** James A. Turrell designed the Art Work to be viewed during times of light changes at sunrise and sunset. When direct sun hits the aperture, the aperture is warped due to differential heating and is subject to cracking.. Therefore, the roof should not be opened when the aperture is in direct sunlight.

**14. Cove lighting.** In aperture pieces, only the wall surfaces outside the piece are directly lit. There should be no uneven shadow spots between bulbs in the cove lighting. The lighting should be continuous and of identical color all the way around. When replacing bulbs for maintenance, it is required that bulbs with colors not too different from the others be used. Individual cold cathode tubes should be replaced when their color does not match those of the majority.

**15. Light Settings.** The light settings are specified on current control panel. These lights shall remain as currently set.

**16. Blue Lighting for "Night Space".** The blue lights on the underside of the roof must be maintained so that the blue light has a saturation effect. The closed roof shall be shown only when this saturation of blue light is reflecting on the underside of the roof. The blue lights shall be as even as practicable and replacement lights shall be as near as possible to the bulbs as originally specified. "Night Space" will only be shone under conditions approved by James A. Turrell.

**LOFM Travel Fund Guidelines – February 2020**  
**Care and Concern Committee**  
**Live Oak Friends Meeting, Houston, Texas**

**The Care and Concern Committee is responsible for oversight and administration of the LOFM Travel Fund established in 2014. That committee works in cooperation with the Finance Committee to make sure the needs of the community can be met.**

The Finance Committee is responsible for budgeting \$1000 a year to be transferred from the Operating Budget to the Travel Fund. This is an accumulating fund.

The Care and Concern Committee is responsible for:

- Receiving requests for money from the Travel Fund. Discernment of how the fund will be dispersed.
- Encouraging attendance at FGC and Pendle Hill.
- Ensuring that the beneficiary provides the required report/workshop for the meeting.
- Keeping the meeting informed of new opportunities for Quaker education and deepening Quaker identity.
- Stewardship of the Travel Fund, managing the fund balance, and requesting additional funds as the balance gets low.

The Care and Concern Committee will disburse the funds according to the priorities below:

1. Support for the Clerk of the Meeting to attend a clerking workshop is the top priority for use of the LOFM Travel Fund. In service of this priority, the committee has set a goal of maintaining a reserve of \$2500.00 for sending the Clerk and/or the Associate Clerk to a clerking workshop. Assistance for travel by other Friends will be available from the amount in excess of \$2500.00 in the Travel Fund. It is up to the judgment of the Care and Concern Committee whether to spend money that would require the fund to go below \$2500.00, when there is high demand for travel money.
2. The LOFM Associate Clerk may be reimbursed for his/her travel expenses and registration to a clerking workshop (e.g., at Pendle Hill). Associate Clerks can choose to attend a clerking workshop when they become Associate Clerk, or they can wait until closer to the time they become clerk, but we only pay for it once.
3. LOFM delegates to organizations (as minuted in Business Meeting, and documented in the Nominating Report) may receive reimbursement for all travel expenses and registration associated with their responsibilities.

4. Members and attenders may request reimbursement for travel assistance according to the following guidelines:

**Guidelines for assistance to Friends using funds to attend events other than Bayou Quarterly Meeting or South Central Yearly Meeting.**

1. For Quaker religious education, or attendance at a Quaker conference.
2. Clerks of committees or officers can also request up to half the registration for local conferences or workshops related to their committee's responsibilities.
3. Upon approval, up to half the travel expenses or up to \$500 (whichever is less) may be reimbursed.
4. The beneficiary must provide a report or workshop to the meeting, so that the meeting can benefit from the travel.
5. Priority will be given to requests from new Quakers, those who are going for the first time, and those who haven't used the Travel Funds recently.
6. If the Care and Concern Committee supports a request that falls outside of these guidelines, it must be approved by the business meeting.

**Guidelines for assistance to Friends to attend Bayou Quarterly Meeting or South Central Yearly Meeting.**

1. We want it to be as easy as possible to request assistance to go to BQM or SCYM. Requests should be addressed to the Care and Concern Committee for review; every individual of the family can receive assistance.
2. Need for financial assistance to attend an event is the only criterion.
3. Requests need to be made in writing (email is acceptable) to the Care and Concern Committee at least two weeks prior to the start of the event. Requests should be specific as to event, date of the event, how much money is needed for each person, how many persons { in the case of a family).
4. Assistance is available for registration fees only – not for travel or ancillary expenses.
5. LOFM will try to cover whatever part of registration is needed for Friends to be able to afford to attend, but we can not promise to pay the full amount requested. Financial help will depend on how many Friends need help and on the funds available.
6. Money will be paid directly to BQM or SCYM; not to the recipient.
7. Receipt of financial assistance to go to BQM or SCYM does not require a report to the meeting after attendance.