

Example of Meeting in Business format

NEW HAVEN FRIENDS MEETING
Meeting for Business in a Spirit of Worship
20 September 2020

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Present: Michael Anderson, Jane Beddall, Tracy Blanford, Marguerite Brennan, Anhe Burns, Ellen Carey, Frank Cochran, Jane Coppock, Cathy Day, Sharon Ellsworth, Aaron J. Freeman, Craig Godwin, Mary Gorham, Kirsten Halfkenny, Emily Herberich, Paul Hodel, Wendy Kravitz, Maria Lamberto, Dwight Lopes, Maureen Lopes, Katy MacRae, David Martin, Lori Martin, Greg Melville, Brandon Miliate, Linda Miller, Kimberly Mines, Bonnie Muller, Lloyd Mueller, Rodney Palmer, Thayer Quoos (Clerk), Nisreen Rammal, Josh Randall, Gabriela Redwine (Recording Clerk), Ed Shaw, Kim Stoner, Bryce Tapp, Carl Testa, Stefanie C Toise, Pat Wallace

The Meeting began with a period of silent worship.

List of Minutes from 20 September 2020 Meeting for Business

✓ *Correct format: In bold, "Minute" month/year-#.*
Minute 9/20-1. The proposed agenda was accepted as presented with no changes.

Minute 9/20-2. The proposed minutes for the August 2020 Meeting for Business were accepted with one change: the duplicate paragraph for Minute 8/20-4 will be deleted.

Minute 9/20-3. Friends accepted the Treasurer's August Operating Report and confirmed that the Meeting's donation to Quarterly Meeting will be sent to the Treasurer for Quarterly (Pat Wallace) soon.

Minute 9/20-4. The Meeting thanks Greg Melville for his wonderful donation of a new water heater, which has been installed.

Minute 9/20-5. The Fall Outdoor Cleanup will take place on Sunday, October 11, following the 1 pm outdoor worship.

Minute 9/20-6. Ministry & Counsel will send these memorial minutes to the Communications Committee as separate PDFs for posting on the website.

Minute 9/20-7. Ministry & Counsel will add headings and a signature line for the clerk and send a PDF of each memorial minute to Kim Stoner for Quarterly Meeting.

Minute 9/20-8. Friends approved the request for a 3rd seeker session about racial justice, to be held at 8 pm on October 14.

Minute 9/20-9. The Clerk of the Clerking Committee nominated Mary Gorham to serve on Nominating Committee.

Minute 9/20-10. The slate of nominees has been approved with the following additions: Sharon Ellsworth will serve as one of the Recording Clerks, starting with the October Meeting for Business; Mary Gorham accepted the nomination to serve on the Nominating Committee.

Minute 9/20-11. The slate of nominees has been approved with the following corrections: Maureen and Dwight Lopes are no longer serving on the NEYM Personnel Committee; a typo was noted in the first

entry on the first page: the date listed by the Clerking Committee should be June 30, 2021; Kim Stoner will go back to being our Meeting's representative to Quarterly this October after she concludes her responsibilities as Clerk of Quarterly.

Minute 9/20-12. The Clerks express their gratitude for Attorney Kristie Leff and the firm of Bender, Anderson and Babson, who worked on the lease with FCfC and provided their services to the Meeting free of charge.

Minute 9/20-13. The Clerks express their deep gratitude to Wendy Kravitz and Lesley Higgins-Biddle for their work on the Clerking Committee and for helping inaugurate the idea of a shared clerking committee. Wendy and Lesley have been a joy to work with.

Minute 9/20-14. The Clerks also thank Pat Wallace and Gabriela Redwine for their service as Recording Clerks. Both have been very helpful in serving our meeting.

Minute 9/20-15. Starting this month, our Meeting's committees will start talking about how they want to address these three action areas as committees, whether that means holding seeker sessions, gathering resources, or contributing to action in some other way. Ministry & Counsel will consider queries to help us in this work as well.

Minute 9/20-16. Committees will forward to the Clerking Committee (nhfclerks@gmail.com) any ideas they have about actions related to climate/earthcare, racial injustice, and the apology to Native Americans.

Minute 9/20-17. Committees and individuals will forward any helpful resources to Communications (nhquakers@gmail.com), which will organize the resources for all of us to access.

Proposed agenda:

1. Opening Worship
2. Proposed agenda
3. Approve August minutes
4. Finance Committee
5. Property Committee
6. Peace & Social Outreach Committee
7. Fair Haven Community Management Report
8. Ad Hoc Reopening Committee
9. Ministry & Counsel
10. Racial Justice Working Group
11. Nominating Committee
12. Clerking Report
13. NEYM Requests
14. Closing Worship

Taken from the agenda in the order approved at the beginning of the meeting

Minute 9/20-1. The proposed agenda was accepted as presented with no changes.

Minute 9/20-2. The proposed minutes for the August 2020 Meeting for Business were accepted with one change: the duplicate paragraph for Minute 8/20-4 will be deleted.

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FINANCE COMMITTEE REPORT

(all caps)

September 2020

No action requested by Meeting for Business

We have reviewed the operating report for July in August and operating report for August this month and have found them to be in order. Both contributions and expenses remain below budget. We have received \$2300 from Friends Center for Children (FCfC) for 2019 building use. We are sending the balance of our year's contribution to New England Yearly Meeting before their fiscal year ends at the end of this month.

A process for payment for the regular use of the Meetinghouse by FCfC is being finalized.

As we do each September, we ask committees to start work on their requests for next year's budget. We recognize, of course, that 2020 and 2021 are unusual times. We appreciate whatever information you can share with us as we begin shaping a draft budget.

We have suspended our search for a bookkeeper because Marcia Turner has told us that she is happy to continue with us and work is going smoothly with her.

In the Light,
Jane Beddall, clerk

Consideration: Friends discussed the timing of our donation to Quarterly Meeting, since the funds have been budgeted but the payment has not been made yet. Our Treasurer will send the payment to Pat Wallace, the Treasurer for Quarterly, with the next group of checks.

capture highlights - no every statement a suggestion
We do not record the names of speakers unless important to the recording.

Minute 9/20-3. Friends accepted the Treasurer's August Operating Report and confirmed that the Meeting's donation to Quarterly Meeting will be sent to the Treasurer for Quarterly (Pat Wallace) soon.

PROPERTY COMMITTEE REPORT

6 September 2020

1. The gate has been installed in the temporary fence FCfC put across the back of the meetinghouse in order for friends to access the wetlands for invasives abatement.
2. Meetinghouse banners: the black lives matter banner has been hung; the LGBTQ banner has arrived with grommets in 2 corners and is designed to hang vertically in portrait mode, the NHFM banner with the quote "walk cheerfully over the world answering that of God in everyone" will hang similarly and has been ordered from Tyco Printing and will be ready in approximately 2 weeks.
3. FCfC recently paid for 2019s additional usage of the meetinghouse.
4. The donated water heater has been installed.
5. Property committee requests the meeting set a date in the near future for an outside the meetinghouse property clean-up. Rules for this clean-up will be:
 - Participants will have non-contact temperature taken at entry;
 - Participants must wear face coverings and gloves;

gathering resources, or contributing to action in some other way. Ministry & Counsel will consider queries to help us in this work as well.

Minute 9/20-16. Committees will forward to the Clerking Committee (nhfclerks@gmail.com) any ideas they have about actions related to climate/earthcare, racial injustice, and the apology to Native Americans.

Minute 9/20-17. Committees and individuals will forward any helpful resources to Communications (nhquakers@gmail.com), which will organize the resources for all of us to access.

→ Thayer Quoos, Clerk

→ Gabriela Redwine (Recording Clerk)