

## Green Pastures Quarterly Meeting

### Minutes

16<sup>th</sup> Day, 5<sup>th</sup> Month, 2020

- 5.16.2020.1 The meeting opened over Zoom with a period of silence, followed by a query from Yearly Meeting of the Religious Society of Friends (Quakers) in Britain:

Live adventurously. When choices arise, do you take the way that offers the fullest opportunity for the use of your gifts in the service of God and the community? Let your life speak. When decisions have to be made, are you ready to join with others in seeking clearness, asking for God's guidance and offering counsel to one another?

- 5.16.2020.2 Roll Call:

Red Cedar	2
Birmingham	5
Detroit	2
Ann Arbor	12
Grand Rapids	2
Kalamazoo	3

- 5.16.2020.3 Approval of Minutes from September:

The dollar amount of the proposed assessment was corrected to \$39 from \$40. The minutes were approved with this correction.

- 5.16.2020.4 Agenda: Approved with addition of roll call, finance report, and discussion of communications coordinator.

- 5.16.2020.5 Finance Committee: Treasurer's report and draft budget.

Jeff Cooper presented treasurer's report for 2019-2020. *(Full report attached)*

Income:	\$11,366.00
Expenses:	\$10,382.96
Current Balance:	\$5,591.06

Bob Orr presented draft budget for 2020-2021. The only change from 2019-2020 was the proposal of reducing the per person assessment to \$24. This will result in about a \$700 deficit for 2020-2021. The intent is to bring the bank balances down to closer to \$4000. *(Draft budget attached)*

5.16.2020.6 Bylaws and Procedures Committee Proposal (Susan Hartman, April Allison, Ann Sprague.)

Corrections were made to the formal names of meetings:

Birmingham Monthly Meeting (*not Birmingham Friends Meeting*)

Grand Rapids Friends Meeting (*not Grand Rapids Religious Society of Friends*)

Manitou Worship Group (under the care of Grand Rapids) (*care of added*)

In the discussion, feedback was given that the Bylaws should have some reference to Faith and Practice. However, there was unity that the phrase “according to the principles and practices of Friends” covered the concern.

There was a discussion as to whether the officers should be members of the Religious Society of Friends. Since the definition of membership varies from Monthly Meeting to Monthly Meeting and GPQM officers are approved by Green Pastures, it was left as originally proposed.

The amended Bylaws were approved. The Bylaws as adopted are attached.

5.16.2020.7 Policies and Procedures Manual (Susan Hartman)

Changes were made in the policy and procedures manual:

The duties of the treasurer, number 11, was amended to:

11. At the end of each fiscal year, to notify the treasurer of each constituent monthly meeting of that Meeting’s assessment for the coming fiscal year, following approval of the annual budget and the per member assessment. (*removed "at the annual meeting for business"*)

Meetings: This section was amended to:

Currently, the Quarterly Meeting meets four times per year: on the third Saturday in September, sometime in the winter, on the third Saturday in May (annual meeting), and on the Sunday in August closest to Hiroshima Day, for worship at the location of the former meeting house in Quaker Park in Battle Creek. Business has generally been conducted only at the May and September meetings. (*Added information about August meeting and clarified business meetings.*)

The Policies and Procedures were approved as amended.

5.16.2020.8 Website and Communications Proposal

Website proposal: The website of the quarter shall be maintained as part of the Lake Erie Yearly Meeting (LEYM) website, in cooperation with the LEYM webmaster.

Communication Coordinator proposal:

The communications coordinator, in consultation with the co-clerks and recording clerk, shall be responsible 1) for developing and maintaining channels for Quarterly publicity, and 2) for facilitating communication among the members of the Quarterly Meeting. The nominating committee shall present a nominee for this position at the annual meeting. The communications coordinator shall serve for a one-year renewable term.

Specific responsibilities of the communications coordinator are:

1. To identify timely and relevant content for the website.
2. To work with the LEYM webmaster in keeping the website updated.
3. To work with the recording clerk and co-clerks to ensure that Quarterly reports, minutes, and announcements are posted online and available to members.
4. To identify and utilize appropriate media channels (online, print, or other) for Quarterly publicity.
5. To work with the co-clerks in facilitating regular communication to and among members of the Quarterly Meeting.

Both proposals were approved. Adding the above statements to the Policies and Procedures was approved. *(Policies and Procedures as approved with these additions and the amendments in 5.16.2020.7 are attached.)*

5.16.2020.9 Approved disbanding the ad-hoc committee on By-laws and Policy and procedures

5.16.2020.10 GPQM expresses Heartfelt appreciation on the hard work by this committee: Susan Hartman, April Allison, Ann Sprague.

5.16.2020.11 Friends School in Detroit (FSD) Report by Joe Mills *(Full report attached)*.

The board of trustees expects to be laid down once the final distribution of funds is made. This is expected to happen within a year.

Approximately 90% of the funds will be distributed to the Charlotte Mason Community School in Detroit by the end of the month, per the direction of the Harder Foundation. \$150,000 will be held back for a year or so to ensure that we have funding for any remaining expenses, including legal fees and a proposed plaque on the property where Friends School stood for some 50 years. Any funds left over from the \$150,000 held back will go to the Charlotte Mason Community School in Detroit.

The remaining funds in the Mio Basset fund are held by Friends Fiduciary Corporation and are not part of the assets of Friends School. These funds will be turned over to Friends Council on Education.

The report was approved full heartedly.

5.16.2020.12 Michigan Friends Center (MFC) report by Richard Tucker

The full MFC report and the MFC financial report are attached.

MFC serves Michigan Friends with a range of programs on peace and justice, sustainability, and community. See MFC's website <mfcenter.org> for a list of past programs.

With the onset of Covid-19 all MFC activities have been cancelled, so MFC expects little income for an unpredictable period to come. MFC did receive a federal Paycheck Protection Program grant to cover payroll expenses for two months. However, it is still possible that we may end the year with a deficit of up to \$10,000.

The report was accepted.

#### 5.16.2020.13 Nominating Committee: GPQM Positions: Ann Sprague

Nominations for GPQM Positions:

- Elliott Brannon (AA) for a two-year term as Co-Clerk
- Joe Mills (K) for a one-year term as Recording Clerk
- Robert Orr (D) for a three-year term on the Finance Committee, and to serve as Clerk of the Finance Committee for one year
- April Allison (RC) for a one-year term as Communications Coordinator

These nominations were approved, with their terms starting 7.1.2020

The full roster of officers, as of 0.7.01.2020, is:

Position	July 1, 2020-June 30, 2021	Comments
<b>Co-Clerks (2 yr overlapping)</b>	Deb Wicking (yr 2 of 2 yr term) (GR) & Elliott Brannon (yr 1 of 2 yr term) (AA)	
<b>Recording Clerk (1 yr renewable)</b>	Joe Mills (K)	
<b>Treasurer (3 yr renewable)</b>	Jeff Cooper (AA) (yr 3 of 3 yr term)	
<b>Finance (3; 3 yr staggered)</b>	Robert Orr (D), Clerk (yr 1 of 3 yr term) John Williams (AA) (yr 2 of 3 yr term) Mark Donovan (K) (yr 3 of 3 yr term)	Bob previously had a one-year term to fill a vacancy
<b>Resident Agent</b>	Jeff Cooper (AA)	
<b>Nominating (3; 3 yr staggered)</b>	__TBD__ (yr 1 of 3 yr term) Raelyn Joyce (K) (yr 2 of 3 yr term) Susan Hartman (AA) (yr 3 of 3 yr term)	Ann Sprague will be ending her term this year. Nominating committee does not replace itself.
<b>Communications Coordinator (1 yr renewable)</b>	April Allison (RC)	New position

5.16.2020.14 Nominating Committee: Friends School in Detroit Trustees: Ann Sprague

Nominations for Trustees of Friends School in Detroit (all for 3-year terms, although the corporation expects to dissolve before then.)

Inge Brieger (Birmingham)  
Thomas Taylor (Ann Arbor)  
Christa Williams (Ann Arbor)

They join the following existing trustees, whose terms all end in September: Marvin Barnes (Birmingham), Geoff Brieger (Birmingham), Jeff Cooper (Ann Arbor), Harriet Greenwood (Birmingham), Susan Hartman (Ann Arbor), Joe Mills (Kalamazoo), Joan Samperi (Ann Arbor).

These nominations were approved.

5.16.2020.15 Michigan Quakers for Environmental Action (MQEA): Richard Tucker

MQEA's top priorities for legislative action are bills on clean water and clean energy. The challenge is finding bipartisan support for these issues.

MQEA hopes to be able to post information on their activities on GPQM Web page.

Respectfully Submitted  
Ellen Barnes

# ATTACHMENTS

**GPQM Treasurer's Report, 7/01/19 - 5/11/20**

**BALANCE IN CHECKING 7/01/19**

**\$4,198.02**

**Income**

Assessments (Suggested \$39 per member)

	<b># Members</b>	<b>Budget</b>	<b>Payment Received</b>	<b>Amount Received</b>
Monthly Meeting				
Ann Arbor	122		\$4,758.00	
Birmingham	15		\$585.00	
Detroit	22		\$879.00	
Grand Rapids	17		\$663.00	
Holland	2		\$200.00	
Kalamazoo	30		\$1,170.00	
Red Cedar	74		\$3,081.00	
<b>Subtotal</b>	<b>282</b>	<b>\$10,780.00</b>		<b>\$11,336.00</b>
Fall Gathering				\$205.00
Reversed honorarium check				\$100.00
Mid-Winter Gathering				\$135.00
<b>TOTAL INCOME</b>				<b>\$11,776.00</b>

**Expenditures**

	<b>Budget</b>	<b>Actual</b>	<b>Subtotals</b>	<b>Amount Spent</b>
Administration	\$30.00	\$20.00		\$20.00
Adult Program	\$1,000.00			
Fall Gathering		\$255.60		
			\$255.60	
Mid-Winter Gathering		\$200.00		
		\$257.36		
		\$0.00		
			\$457.36	
Spring Gathering		\$0.00		
			\$0.00	
<b>Total for Adult Program</b>				<b>\$712.96</b>
Youth Program	\$200.00			\$0.00
Contributions to Organizations				
Michigan Friends Center	\$1,200.00	\$1,200.00		
AFSC	\$8,050.00	\$8,050.00		
Institute for Global Education	\$200.00	\$200.00		
Alternatives to Violence Project	\$200.00	\$200.00		
<b>Total for Contributions</b>	<b>\$9,650.00</b>			<b>\$9,650.00</b>
Bank fees				\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$10,880.00</b>			<b>\$10,382.96</b>

**Income less Expenditures**

**\$1,393.04**

**BALANCE IN CHECKING 5/11/2020**

**\$5,791.06**

Change in balance	\$1,593.04
Outstanding checks	\$200.00
Outstanding deposits	\$0.00
<b>Actual balance</b>	<b>\$5,591.06</b>

**GPQM Budget, 2019 - 20**

	<b>Budget, 2018-19</b>		<b>Actual, 2018-19</b>		<b>Approved Budget, 2019-20</b>	
<b>Expenses</b>						
Administration		\$30		\$20		\$30
Other (bank fees)				53		
Adult Program, gross		1000		1500		1000
Youth Program		200		0		200
Contributions						
Friends Lake Community		870		870		0
Michigan Friends Center		1200		1200		1200
AFSC (Ypsilanti)		8050		8050		8050
FCNL		350		350		0
AVP (new)		NA		NA		200
Institute for Global Education		200		200		200
Total Contributions		10670		10670		9650
<b>TOTAL</b>		<b>\$11,900</b>		<b>\$12,243</b>		<b>\$10,880</b>
<b>Income</b>						
Meeting Contributions		11,900		12,584		10,780
<b>Assessment per member</b>	43		43		39	
Other (Adult Program)		0		620		100
<b>TOTAL</b>		<b>\$11,900</b>		<b>\$13,204</b>		<b>\$10,880</b>
<b>INCOME LESS EXPENSES</b>		<b>\$0</b>		<b>\$961</b>		<b>\$0</b>

BY-LAWS OF THE GREEN PASTURES QUARTERLY MEETING OF THE  
RELIGIOUS SOCIETY OF FRIENDS  
(An ecclesiastical corporation)  
Adopted on May 16, 2020

ARTICLE I. Purpose

Green Pastures Quarterly Meeting brings together Friends from across Michigan, who gather for fellowship, worship, and enriching programs. As a larger meeting we are able to provide opportunities for fellowship and programming that can enrich the lives of Friends, some of whom are members of much smaller monthly meetings. The primary purpose of the Quarterly Meeting is to nurture the spiritual life of Friends within its meetings and worship groups. Quarterly Meeting also supports activities of witness and service, according to the principles and practices of Friends. These by-laws describe the business process that facilitates the fulfillment of these goals.

ARTICLE II. Members

1. Members of the Quarterly Meeting shall comprise all persons who appear on lists of members of the constituent meetings or worship groups as reported by their respective clerks or conveners.
2. The constituent meetings and worship groups as of May 2020 are  
Ann Arbor Meeting of the Religious Society of Friends  
Birmingham Monthly Meeting  
Detroit Friends Meeting  
Grand Rapids Friends Meeting  
Holland Monthly Meeting  
Kalamazoo Meeting of the Religious Society of Friends  
Manitou Worship Group (under the care of Grand Rapids)  
Pine River Worship Group (under the care of Red Cedar)  
Red Cedar Monthly Meeting of the Religious Society of Friends  
Tustin Worship Group (under the care of Grand Rapids)
3. The Quarterly Meeting in business session shall decide when additional meetings or worship groups shall become constituents of the Quarterly Meeting, or when any meeting or worship group has ceased to be a constituent.

ARTICLE III. Officers, Committees, and Trustees

1. Officers
  - a. Officers shall consist of two co-clerks, the recording clerk, and the treasurer.
  - b. The co-clerks shall serve overlapping two-year terms. If possible, they shall be from different constituent meetings or worship groups. The co-clerks shall be responsible for presiding over all business sessions of the Quarterly Meeting, to assure that appropriate programs are planned for sessions of the Quarterly

Meeting, and to carry out other instructions of the Quarterly Meeting. They may divide or share the clerking responsibilities as they determine.

- c. The recording clerk shall serve for a one-year term. The recording clerk shall be responsible for preparing minutes of all business sessions and, after consultation with the co-clerks, distributing them in a timely manner.
- d. The treasurer shall serve for a 3-year term. The treasurer shall be responsible to receive and disburse funds as directed by the Quarterly Meeting. He or she shall maintain adequate and correct accounts of all transactions and shall present financial statements to the Quarterly Meeting on a regular basis and as requested.
- e. The officers shall name persons to fill vacancies in offices that arise between business sessions of the Quarterly Meeting, as described in By-Law III.3.e.
- f. In an emergency situation where immediate action is necessary, the officers may take such actions as may be required, on behalf of the Quarterly Meeting. Such an action must be presented to the next business session of the Quarterly Meeting for further consideration.

## 2. Committees

- a. The finance committee shall consist of three members with staggered three-year terms. The treasurer shall serve as an *ex officio* member of the finance committee. The finance committee shall prepare an annual budget for approval by the Quarterly Meeting and shall oversee the financial affairs of the Quarterly Meeting.
- b. The nominating committee shall consist of three members with staggered three-year terms. Each constituent meeting or worship group may, if it wishes, appoint a liaison person to work with the nominating committee, by submitting the name of its liaison person to the clerk of the nominating committee. The nominating committee is responsible for presenting names of persons proposed to fill vacancies in offices or committees to the Quarterly Meeting annually and as needed.
- c. The Quarterly Meeting may create other committees as needed and define their membership and purpose. The co-clerks may appoint ad hoc committees for a specific purpose and defined time frame to report to the Quarterly Meeting.
- d. To the extent possible, members of any committee shall be from different constituent meetings or worship groups.

## 3. Selection of Officers and Committees

- a. The nominating committee shall present a slate of proposed officers, committee members, and committee clerks (except for replacement of its own membership) to the annual meeting for business for approval at that meeting.
- b. The co-clerks shall present names of proposed nominating committee members and clerk of the nominating committee to the annual meeting for business for approval at that meeting.
- c. All terms of office shall begin on July 1. Officers, committee members and committee clerks shall hold office for their designated term and until a successor is approved.
- d. Any officer, committee member, or committee clerk may be nominated and selected to succeed him or herself.

- e. If a vacancy arises in any position due to death, disability, or resignation before the annual meeting for business, the nominating committee (or co-clerks, if the vacancy is on the nominating committee) shall propose a name of a person to fill the vacancy to the officers for approval. Any person so approved by the officers shall serve in the role until the next business session of the Quarterly Meeting, at which time, the Quarterly Meeting shall either approve the nomination or make its own appointment to the position.
- 4. Trustees
  - a. The trustees comprise the members of the finance committee.
  - b. For legal purposes, when needed, the co-clerks shall be considered the President of the corporation and the recording clerk shall be considered the Secretary of the corporation.
  - c. Any decisions generally made by trustees of a corporation are delegated to the membership of the Quarterly Meeting, at a business session.

#### ARTICLE IV. Business Sessions of the Quarterly Meeting

- 1. The co-clerks, or one of them, shall preside at business sessions of the Quarterly Meeting, and declare the decisions made by the Quarterly Meeting business sessions in the form of minutes. The recording clerk shall record the business of the session, including the decisions as declared by the presiding clerk.
- 2. Decisions of the Quarterly Meeting in business session shall be made without the casting of ballots or the counting of yeas or nays, but by reaching a Sense of the Meeting, in the traditional manner of Friends, as determined and declared by the presiding clerk.
- 3. The Quarterly Meeting shall hold an annual meeting for business each spring, at which time officers and committees are selected, the annual budget is presented, and a financial report is received. The fiscal year shall begin each year on July 1 and end on June 30.
- 4. Notice of the annual meeting for business shall be given in writing (including electronic communication) not less than six weeks in advance of the meeting for business to clerks or conveners of all constituent meetings and worship groups, with instructions to give reasonable and timely notice to their members. Notice shall also be posted on the Quarterly Meeting website not less than six weeks prior to the annual meeting.
- 5. Other meetings for business may be held as determined. At the first business session after the annual meeting, but no later than November 1, the annual budget shall be presented for approval. Notice of such meetings shall be given in writing (including electronic communication) when the date is determined, but not less than two weeks in advance of the meeting, to clerks or conveners of all constituent meetings and worship groups, with instructions to give reasonable and timely notice to their members. Notice shall also be posted on the Quarterly Meeting website when the date is determined, but not less than two weeks prior to the meeting.

6. A quorum for the transaction of business at a business session shall be at least ten members, who shall include members of at least three different Meetings or Worship Groups.
7. A business session of the Quarterly Meeting may be called by any officer of the Quarterly Meeting. The session may be called to meet at any place which is reasonably convenient and accessible to the members of the various constituent meetings and worship groups.

ARTICLE V.           Amendment of By-Laws

The by-laws may be amended at any business session of the Quarterly meeting, in the same manner in which other business is transacted, by including notice of the proposed amendments in the notice of the meeting.

ARTICLE VI           Dissolution

In the event of dissolution of the corporation, after payment of any existing obligations, all remaining assets shall be transferred to Lake Erie Yearly Meeting.

**Policy & Procedures Manual**  
Adopted 05-16-2020

The Green Pastures Quarterly Meeting is comprised of monthly meetings and worship groups from Michigan. As a larger meeting we are able to provide opportunities for fellowship and programming that can enrich the lives of Friends, some of whom are members of much smaller monthly meetings. The primary purpose of the Quarterly Meeting is to nurture the spiritual life of Friends within its meetings and worship groups. The Quarterly Meeting also supports activities of witness and service, according to the principles and practices of Friends.

**Officers**

The Quarterly Meeting officers shall consist of two co-clerks, the recording clerk, and the treasurer.

**Co-Clerks**

The co-clerks shall be responsible for presiding over all business meetings of the Quarterly Meeting, assuring that appropriate programs are planned for sessions of the Quarterly Meeting, and carrying out other instructions of the Quarterly Meeting. They may divide or share the clerking responsibilities as they determine. The co-clerks shall serve overlapping two-year renewable terms. If possible, they shall be from different constituent meetings or worship groups.

Specific responsibilities of the co-clerks are:

1. In respect to business sessions:
  - a. To prepare the agenda, communicate as necessary with those who are to participate, and make any other advance preparations related to the meeting for business
  - b. To ensure, in cooperation with the recording clerk, that announcements and minutes from the previous meeting for business are sent to the monthly meetings and worship groups in a timely manner, no later than one month after the meeting.
  - c. To preside at meetings for business.
  - d. To discern the Sense of the Meeting and formulate the minutes of the meetings for business with the assistance of the recording clerk; and to seek the approval of the Quarterly Meeting as minutes are formulated.
  - e. To review the minutes as written by the recording clerk and follow up as necessary.
  - f. To call special sessions for business, as needed.
2. In respect to program coordination:
  - a. To schedule and confirm the gathering venue and to ensure that a program will be offered at the gathering.

- b. To determine what meal preparations are appropriate to the program and/or business agenda. Ensure that meal arrangements are made.
  - c. To ensure that gatherings are adequately publicized to the membership.
  - d. To ensure that meal donations/registrations at each gathering are collected and this income is conveyed to the treasurer.
3. To clerk meetings for worship or arrange for another Friend to do so.
4. To nominate members to serve on the nominating committee and as clerk of the nominating committee.
5. To serve as the official representative of the Quarterly Meeting in contacts with other bodies of Friends and with other organizations and groups.
6. To coordinate and have general oversight over the work of officers, committees and individuals working for, or on behalf of, the Quarterly Meeting. This includes seeing that committees authorized by the Quarterly Meeting are organized and actively functioning, and that they report to the Meeting at appropriate intervals.
7. To exercise initiative and leadership in submitting proposals and suggestions for the consideration of the Quarterly Meeting, its officers, and committees.
8. To review correspondence, forward such correspondence to appropriate officers or committees, or take other appropriate action in regard to it.
9. To carry on general correspondence on behalf of the Quarterly Meeting or arrange for the recording clerk or other persons to do so.
10. To prepare, or cooperate with the recording clerk in preparing, annual or other reports of the Quarterly Meeting, as may seem appropriate (e.g. a State of the Meeting report to be considered at the annual meeting and forwarded, after approval, to Lake Erie Yearly Meeting).

### **Recording Clerk**

The recording clerk shall be responsible for preparing minutes of all business meetings and, after consultation with the presiding co-clerk, distributing them in a timely manner. The recording clerk shall serve for a one-year renewable term.

Specific responsibilities of the recording clerk are:

1. To assist the presiding co-clerk in formulating the minutes of the meeting for business, and to record these minutes, in such a way that the Spirit of the Meeting is reflected.
2. Upon request of the presiding co-clerk, to read aloud each minute as it is written. The presiding co-clerk will seek approval of such from the Meeting.
3. To type the minutes of each meeting for business, and to sign the minutes when they are in proper form.
4. To provide, in cooperation with the presiding co-clerk, a copy of the completed minutes to each constituent monthly meeting or worship group in a timely fashion, within one month of the meeting, and to ensure that they

are posted to the Quarterly Meeting's website where they will be available to all members.

5. To provide printed copies of the previous business meeting's minutes at each meeting for business.
6. To hold the minute book of the Quarterly Meeting, and other non-financial records of the Quarterly Meeting and to transmit them to an incoming recording clerk.
7. To submit copies of the Quarterly Meeting's records each year to the Swarthmore College Archive.

### **Treasurer**

The treasurer shall be responsible to receive and disburse funds as directed by the Quarterly Meeting. He or she shall maintain adequate and correct accounts of all transactions and shall present financial statements to the Quarterly Meeting on a regular basis and as requested. The treasurer shall serve for a three-year renewable term.

Specific responsibilities of the treasurer are:

1. To keep all financial records of the Quarterly Meeting.
2. To receive all incoming funds.
3. To confer with the clerk of the finance committee or the co-clerks of the Quarterly Meeting before disbursing payments.
4. To pay bills for budgeted expenses.
5. Between July 1 and the final approval of the budget, to pay bills presented; those over \$25 require the approval of the finance committee.
6. To sign checks.
7. To prepare and present a report that lists all income and outgo at each meeting for business.
8. To prepare and present at the first meeting for business after the end of each fiscal year an annual report summarizing all income and outgo for the previous fiscal year, which ends June 30. This report should include the initial and final balances for all accounts.
9. By the annual meeting for business, to notify each monthly meeting treasurer of the balance owed on their meeting's assessment.
10. To assist the finance committee in preparing a proposed budget for presentation to the annual meeting for business and to serve as an ex officio member of that committee.
11. At the end of each fiscal year, to notify the treasurer of each constituent monthly meeting of that Meeting's assessment for the coming fiscal year, following approval of the annual budget and the per member assessment.
12. To ensure an orderly transition of all financial records to an incoming treasurer.

## **Trustees**

The trustees comprise the members of the finance committee. For legal purposes, when needed, the co-clerks shall be considered the President of the corporation and the recording clerk shall be considered the Secretary of the corporation. Because the primary business of the Quarterly Meeting is carried out by its members in business session, the obligations of trustees of a corporation are delegated to the membership of the Quarterly Meeting.

## **Meetings**

Currently, the Quarterly Meeting meets four times per year: on the third Saturday in September, sometime in the winter, on the third Saturday in May (annual meeting), and on the Sunday in August closest to Hiroshima Day, for worship at the location of the former meeting house in Quaker Park in Battle Creek. Business has generally been conducted only at the May and September meetings.

## **Committees**

Currently, the Quarterly Meeting has two standing committees: nominating and finance.

### **Nominating Committee**

The purpose of the nominating committee is to identify Friends who are capable and willing to carry out the tasks needed by the Quarterly Meeting. The nominations are presented at the annual meeting for business. The committee also makes individual nominations to the officers as vacancies occur throughout the year.

*Composition:* The nominating committee consists of three members who serve staggered three-year renewable terms. Ideally, these members come from different meetings. Constituent meetings and worship groups may also submit to the clerk of the committee the name of a liaison person who will work with the committee. Participation of liaison persons could increase awareness and participation throughout the Quarterly Meeting.

### *Duties:*

1. In advance of the annual meeting for business the nominating committee identifies members to fill the following positions: one co-clerk; the recording clerk; one member of the finance committee; the clerk of the finance committee, after consultation with finance committee members; and, every three years, the treasurer. It also identifies and nominates members to fill any vacant positions, for the remainder of the unserved term. It presents

these names in nomination to the Quarterly Meeting at the annual meeting for business.

2. It nominates Friends to fill vacancies created by people leaving their positions for any reason before their terms are concluded. If vacancies occur between business meetings, these nominations for officers or committee members are made to the officers.
3. The nominating committee shall keep accurate records of officers, committee members, and committee conveners and their terms.
4. The nominating committee shall ensure that upcoming vacancies are communicated to the membership and suggestions or volunteers are requested in advance of the annual meeting for business.

### **Finance Committee**

The finance committee manages the Quarterly Meeting's finances, proposes an annual budget and develops financial policies.

*Composition:* The finance committee is made up of three members who serve staggered three-year renewable terms. In addition, the treasurer serves on the committee *ex officio*.

#### *Duties:*

1. The finance committee develops and recommends an annual budget that is presented at the annual meeting for business. The committee shall present the budget for final approval at the next meeting for business, but not later than November 1 of the new fiscal year.
2. The committee determines recommended share per reported member based on this budget, after considering membership figures supplied by monthly meetings in the most recent annual Statistical Reports to LEYM.
3. The committee evaluates any special requests for expenses and makes recommendations to the membership.
4. The committee also arranges for an informal audit of the financial records once every four years, or when a new treasurer is appointed. The audit shall be conducted by a member of GPQM who is not also a member of the finance committee. A small stipend shall be offered based on the amount of work involved. "Friendly Audits" by Elizabeth Munch describes an audit based on Quaker values that would be appropriate for use with an organization the size and complexity of the Quarterly Meeting.

### **Website**

The website of the Quarter shall be maintained as part of the Lake Erie Yearly Meeting website, in cooperation with the LEYM Webmaster.

**Communications Coordinator**

The communications coordinator, in consultation with the co-clerks and recording clerk, shall be responsible 1) for developing and maintaining channels for Quarterly publicity, and 2) for facilitating communication among the members of the Quarterly Meeting. The nominating committee shall present a nominee for this position at the annual meeting. The communications coordinator shall serve for a one-year renewable term.

Specific responsibilities of the communications coordinator are:

1. To identify timely and relevant content for the website.
2. To work with the LEYM webmaster in keeping the website updated.
3. To work with the recording clerk and co-clerks to ensure that Quarterly reports, minutes, and announcements are posted online and available to members.
4. To identify and utilize appropriate media channels (online, print, or other) for Quarterly publicity.
5. To work with the co-clerks in facilitating regular communication to and among members of the Quarterly Meeting.

***Report from Friends School in Detroit Board of Trustees to  
Green Pastures Quarterly Meeting  
5/16/2020***

**Distribution of Remaining School Assets**

At this meeting we had expected to recommend a school or schools that would receive the balance of money remaining in the Friends School of Detroit's account after debts were paid off, about \$1.2 million. Owing to an agreement made by Friends School in 1977, however, this decision is no longer in our hands. At that time, the Harder Foundation gave the School \$300,000, but with a proviso stated in an amendment to our articles of incorporation (Article X), which reads that, "In the event of dissolution of the corporation, . . . the identity of the organization to so receive the first \$300,000.00 (in then fair market value) of assets on such dissolution shall be determined by the Harder Foundation." Our legal counsel has concluded – and we agree – that \$300,000 in today's fair market value amounts to over \$1.2 million, and thus the Harder Foundation has the responsibility to determine the distribution of all remaining funds to a school whose purposes and objectives are similar to those of Friends School in Detroit.

The Harder Foundation has selected the Charlotte Mason Community School in Detroit as the recipient of FSD's remaining funds. This is an 18-year-old independent K – 8th grade school with an enrollment of 75 and a faculty of 15. Its mission is to offer a Christian liberal arts education promoting the educational philosophy of Charlotte Mason, a British educator at the turn of the 20th century, which shares some of Friends School's educational values. Although the Charlotte Mason School has a largely evangelical perspective on Christianity, it welcomes all families, regardless of race, religion, gender identity, marital status, or sexual orientation, and, according to the president of its board of directors, the school's recruiting and employment policies are inclusive and non-discriminatory, though employees are required to be Christian. Information on the school is available at its web site: [www.charlottesmasoncs.org](http://www.charlottesmasoncs.org).

We expect to send the funds to the Charlotte Mason Community School in Detroit before the end of the month. Not quite ten percent will be held back for a year or so to ensure that we have funding for any remaining expenses, including legal fees and a proposed plaque on the property where Friends School stood for some 50 years.

**New Board Members**

We have recently welcomed Inge Brieger, Thomas Taylor, and Christa Williams to the Board. When Nominating Committee brings its slate to this meeting they will request confirmation of these three Friends as Board members. Kevin Howley and Bob Orr recently resigned from the Board; we greatly appreciate their service.

## Michigan Friends Center, Annual Report, 2019-20

May 2020

Greetings to Green Pastures Quarterly Meeting. I am pleased to send you a summary of the activities and status of Michigan Friends Center (MFC) for the year 2019-20.

Administration: Presently we have 6 board members, all Quakers. We have added one new member in the course of the past year, Saad Shah of Birmingham Friends Meeting. In addition, John Williams, our outgoing treasurer, is a member of Ann Arbor Friends Meeting, and Carolyn Holland, our office manager, is a deeply involved AAFM attender. (See the list of members and our terms, below.) We hope to add at least one more member from other Monthly Meetings, to broaden our participation and perspectives from the Friends network across Michigan. We hold our monthly board meetings by Zoom now, which makes it much more feasible than previously for Friends at a distance to participate.

We also serve and are supported by the wider community of western Washtenaw County. We are grateful to Patrick Zieske, our Chelsea-area board member who has just completed his second two-year term, for his liaison with Chelsea Transition Town. We are discussing board membership with others active in the Chelsea-area health, environment, and faith networks.

Finances: These are detailed on the attached profit and loss statement and Balance Sheet. The year 2019 showed once again a small decrease in our cash balance. Our main sources of income were donations from supporters, organizational memberships, and rentals. The 2020 year started slowly as we anticipated little winter activity beyond our annual Winterfest fundraiser. With the onset of Covid-19 all activities have been cancelled, so we expect little income for an unpredictable period to come. We are happy to have received a federal Paycheck Protection Program grant to cover payroll expenses for two months. However, it is still possible that we may end the year with a deficit of up to \$10,000.

Publicity and Rentals: Rentals provide a major source of our income. We are initiating a campaign to expand our publicity and increase rental income, to cover the deficit. Our methods of advertising include our Google listing, our website, the Crazy Wisdom Journal, the Ann Arbor Observer, and various Chelsea blogs and publications. Staff places our program schedule at the Ann Arbor Friends Meeting House and the Chelsea Library. Program hosts place more specific publicity based on the audience for the program.

Programs: Our program committee serves the wider population across the range of our programs on peace and justice, sustainability, and community. A long list of past programs is posted on our website <mfcenter.org>. Our sustainability programs explore many subjects that relate to climate change and environmental justice. In the contemplative or spiritual area Karen Chalmer continues to lead quarterly solstice and equinox celebrations. Carol Blotter guides quarterly meditation retreats, and other meditation teachers also hold retreats in our lovely setting. On February 8 we held our annual Winterfest fundraising concert by the Gemini folk singers at Ann Arbor Friends Meeting, a long tradition of celebration that brings Friends and friends together. We are also discussing holding joint programs with the Friends Lake Cooperative Community.

Thank you for your continued support and participation in the life of Michigan Friends Center.

Richard Tucker, Clerk

.....

### Board Members

Gottfried (Geoff) Brieger 2018-2021 (Q), recording clerk

Pat Hopkinson 2018-21 (Q)

Richard Tucker 2018-21 (Q), clerk

Marvin Barnes 2016-22 (Q), assistant clerk

Phil Stoffregen 2016-22 (Q)

Saad Shah 2020-23 (Q), treasurer

8:00 PM

02/11/20

Cash Basis

**Michigan Friends Center**  
**Profit & Loss Prev Year Comparison**  
 January through December 2019

	Jan - Dec 19	Jan - Dec 18	\$ Change	% Change
<b>Income</b>				
ProcessingNetwork (credit card)	-50.00	0.00	-50.00	+100.0%
Building Use (paid)				
Org. Membership	3,600.00	3,600.00	0.00	0.0%
Rentals	6,638.00	6,906.00	-268.00	-3.9%
Building Use (paid) - Other	125.00	0.00	125.00	100.0%
<b>Total Building Use (paid)</b>	<b>10,363.00</b>	<b>10,506.00</b>	<b>-143.00</b>	<b>-1.4%</b>
<b>Fundraising/Contributions</b>				
Special Projects	1,345.00	0.00	1,345.00	100.0%
General Fund Contributions	13,594.94	13,728.39	-133.45	-1.0%
Fundraising/Contributions - Other	685.00	0.00	685.00	100.0%
<b>Total Fundraising/Contributions</b>	<b>15,624.94</b>	<b>13,728.39</b>	<b>1,896.55</b>	<b>13.8%</b>
<b>Interest Income</b>	<b>39.60</b>	<b>30.46</b>	<b>9.14</b>	<b>30.0%</b>
<b>Total Income</b>	<b>25,977.54</b>	<b>24,264.85</b>	<b>1,712.69</b>	<b>7.1%</b>
<b>Expense</b>				
<b>Administrative Expenses</b>				
Credit Card Processing Fees	1,158.50	702.22	456.28	65.0%
Disability Insurance	0.00	-449.00	449.00	100.0%
Marketing	198.04	198.39	-0.35	-0.2%
Office Supplies/Expense	256.96	460.03	-203.07	-44.1%
Dues & Filing Fees	1,221.30	1,104.00	117.30	10.6%
Postage and Delivery	477.29	182.13	295.16	162.1%
Printing and Reproduction	700.00	51.05	648.95	1,271.2%
Administrative Expenses - Other	0.00	10.05	-10.05	-100.0%
<b>Total Administrative Expenses</b>	<b>4,011.89</b>	<b>2,258.87</b>	<b>1,753.02</b>	<b>77.8%</b>
<b>Payroll</b>				
Employee Payroll	10,823.65	11,432.00	-608.35	-5.3%
Social Security (Employer)	871.07	708.78	162.29	22.9%
Medicare (Employer)	156.94	165.76	-8.82	-5.3%
Unemployment/Disability	66.75	70.29	-3.54	-5.0%
Federal Unemployment	43.45	42.00	1.45	3.5%
Payroll Processing Fees	582.45	419.18	163.27	39.0%
<b>Total Payroll</b>	<b>12,345.31</b>	<b>12,838.01</b>	<b>-492.70</b>	<b>-3.8%</b>
<b>Program Expense</b>	<b>0.00</b>	<b>28.00</b>	<b>-28.00</b>	<b>-100.0%</b>
<b>Property</b>				
Special Projects	332.37	0.00	332.37	100.0%
Licenses and Permits	448.00	599.16	-151.16	-25.2%
Insurance	2,016.00	2,561.00	-545.00	-21.3%
Maintenance	1,081.11	2,168.00	-1,086.89	-50.1%
Contract Labor (maintenance)	3,545.00	1,545.00	2,000.00	129.5%
Taxes (property)	1,859.69	3,717.71	-1,858.02	-50.0%
<b>Utilities</b>				
Telephone & Communications	867.17	1,589.90	-702.73	-44.8%
Electric	738.07	750.79	-12.72	-1.7%
Gas	1,348.46	1,294.28	54.18	4.2%
<b>Total Utilities</b>	<b>2,953.70</b>	<b>3,614.97</b>	<b>-661.27</b>	<b>-18.3%</b>
<b>Property - Other</b>	<b>785.13</b>	<b>92.03</b>	<b>693.10</b>	<b>753.1%</b>
<b>Total Property</b>	<b>13,021.00</b>	<b>14,297.87</b>	<b>-1,276.87</b>	<b>-8.9%</b>
<b>Use Fees</b>	<b>301.50</b>	<b>800.20</b>	<b>-498.70</b>	<b>-62.3%</b>
<b>Miscellaneous</b>	<b>199.80</b>	<b>746.43</b>	<b>-546.63</b>	<b>-73.2%</b>
<b>Total Expense</b>	<b>29,880.50</b>	<b>30,969.38</b>	<b>-1,088.88</b>	<b>-3.5%</b>
<b>Net Income</b>	<b>-3,902.96</b>	<b>-6,704.53</b>	<b>2,801.57</b>	<b>41.8%</b>

4:06 PM  
01/25/20  
Cash Basis

Michigan Friends Center  
**Balance Sheet**  
As of January 1, 2020

	Jan 1, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Chelsea State Bank Checking	39,212.78
Petty Cash (manager)	118.06
Total Checking/Savings	39,330.84
Accounts Receivable	
Accounts Receivable	25.00
Total Accounts Receivable	25.00
Total Current Assets	39,355.84
Fixed Assets	
Building and Equipment	
Building	205,922.00
Building Depr. (30 yr.)	-137,280.00
Furnace 2012	3,353.00
Furnace 2012 Depr. (10 yr.)	-1,005.90
Roof 2013	11,055.00
Roof 2013 Depr. (10 yr.)	-2,211.00
Leasehold (FLCC)	9,000.00
Total Building and Equipment	88,833.10
Total Fixed Assets	88,833.10
<b>TOTAL ASSETS</b>	<b>128,188.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Pass Through	651.50
Total Other Current Liabilities	651.50
Total Current Liabilities	651.50
Total Liabilities	651.50
Equity	
Retained Earnings	69,333.68
Funds	
2013 Entryway Project	-171.40
General (add Net Income)	58,375.26
Total Funds	58,203.86
Total Equity	127,537.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>128,188.94</b>