

Minutes for the LEYM Executive Committee Meeting October 23, 2021

Please note, this meeting was held via Zoom to help prevent the spread of the Coronavirus.

Present: Susan Loucks (Clerk), Jo Posti (Assistant Clerk), Kate Enger (Recording Clerk), Jeff Cooper, Peggy Daub, Mike Holaday, Tom Kangas, Shelley Kotz, Becky Morehouse, Joann Neuroth, Jon Sommer, Sally Weaver Sommer, Bill Warters

Meeting opened with silent worship at 12:30 pm.

EC21-10-1 Names for approval Nominating Committee – Mike Holaday presenting

The Nominating Committee brought forward Chuck Slayton (Pittsburgh MM) for approval as representative to FGC Central Committee. **Approved.**

EC21-10-2 Path of action for the year Nominating Committee – Mike Holaday presenting

Report from the Nominating Committee:

Mike created a spreadsheet of all Friends who have held appointed positions in the YM since 2011, as a tool for awareness of service-oriented Friends and also a record of their years of service. Nominating has met once, by Zoom, since Annual Sessions. P&P makes it clear the expectation is that Nominating will have the bulk of its work in hand by Representative Meeting, so we plan to try to convene the committee via Zoom monthly for the next several months.

Discussion: This year's tasks are different, as they include looking at bigger questions, like incorporating the work of the visioning committee, and deciding whether to be online or hybrid for 2022. Bluffton May not be available for 2022.

Report accepted.

EC21-10-3 Policies and Procedures Proposal – Jeff Cooper presenting

Report: Revisiting Proposed Updates to *Policies and Procedures*

As noted previously, among several proposals from the ad hoc committee on *Policies and Procedures* at the last Annual Sessions, most were approved but two were held over for further consideration.

1. Proposal to have Publications & Archives Committee, rather than the Meeting worker, “review *Policies and Procedures* annually and advise the clerk of any inconsistencies that have arisen as procedures have changed.”

The individual with responsibility for such updating probably matters more than the position of that individual. Nonetheless, here are the four positions that have been either tried or considered.

Recording clerk. The review of P&P was originally assigned to them, but in many years was apparently neglected.

Meeting worker. When it became clear that recording clerks were not doing this review, Mathilda Navias took it on as Meeting worker. She was exceptionally well qualified for this, but soon departed. Bill Warters, our current Meeting worker, does many other things wonderfully well but has stated that he has no interest in this task.

Publications & Archives Committee. *Policies and Procedures* is considered a publication and P&A tends to have Friends attentive to detail and consistency of style; this was supported by P&A. Moreover, the committee could select one or more Friends with talent and/or experience in this area.

Assistant Clerk. This plan would result in alternating between a Friend serving their fourth year at the clerks' table and a newcomer to the table. This would be a good way for newcomers to familiarize themselves with *Policies and Procedures*.

Please note that Publications & Archives will likely be involved eventually, as almost every change results in needing to change the index, and sometimes page headings and the table of contents, and P&A would not expect others to do this work on the document.

P&P Proposal carried over from annual sessions: *to have Publications & Archives Committee, rather than the Meeting worker, "review Policies and Procedures annually and advise the clerk of any inconsistencies that have arisen as procedures have changed."*

Approved. Our clerk is seeking guidance on whether this issue needs to be raised with the LEYM membership as a whole.

2. Proposal to change the title "Meeting worker" to "Digital Communications Coordinator".

The need to change from "Meeting worker" was proposed by Finance Committee (YM2020-12), as they wished to avoid referring to the person holding this position as an employee; they suggested "Web manager."

Approved changing the Meeting Worker title to "Digital Communications Facilitator."

EC21-10-4 Maintaining Race/Ethnicity Info and Maintaining Age related data – Bill Warters presenting

LEYM Ad Hoc Technical Platform Advisory Committee Report to Executive Committee

The Technical Platform Advisory Committee convened for the first time on October 13, 2021 with a focus on two issues that were delegated to us for a recommendation during the 2021 Annual Sessions.

- 1) Maintaining Race and Ethnicity information on our members - should we, and if so, how best to store and make use of it?
- 2) Keeping track of our younger friends - how to best manage AGE category information or date of birth information?

Maintaining Race and Ethnicity information

Recommendation: We believe LEYM should continue the practice of asking for Race/Ethnicity data during Annual Sessions registration, as we understand that groups pay more attention to issues that they gather data on. We don't believe it is yet time to start storing race/ethnicity data in our monthly meeting membership database, as we don't have a clear use case, explicit sharing permissions, or certainty as to the exact data we want to capture and for what purpose going forward. We are happy at this point to share data we have already gathered with FGC in its aggregate form, but not information tied to individuals. As FGC members and supporters of FGC's Institutional Assessment project, we recommend that more formal contacts be made with FGC to seek their further guidance and perhaps some tools/guidelines for how we might best contribute in a standardized way to a broader effort that may reach beyond just our yearly meeting. We want to support FGC and help strengthen our own anti-racist faith community and believe good data may be part of the solution.

Managing Age Related Data

Recommendation: We should support the database manager's suggestion and begin storing birth year information for our younger members, converting the current age information we have using a shared generic day and month as a placeholder for actual birthdays. We believe there may also be value in

gathering the birth year of adult members going forward, as we may find value in providing special services, support, or events tailored to the needs of specific age groups.

Discussion: At present, FGC is aware of our efforts, but is not ready to take action more broadly. For now, we will stay in contact with FGC through Jo, but not share our information with FGC yet.

Recommendation regarding collection of racial data **approved**.

Recommendation regarding tracking birth year information for young members **approved**.

We may also consider tracking information for adults in the future, but that discussion will be **held over**.

Note: This plan needs to go to the Yearly Meeting as a whole in order to get the required information from monthly meetings. We also need to seek approval from the entire body.

EC21-10-5 Treasurer’s report – Tom Kangas presenting

History						LEYM Budgets		Budget approved 07/30/2021		(prelim budget, not approved)	
FY 2018-19		FY 2019-20		FY 2020-21		**As of 10/16/2021		FY 2021-22		FY 2022-23	
Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual**	Budget	Actual**	Budget	Change
2,400	2,215	3,000	3,021	3,100	4,237	General Fund Expenses		5,100	2,140	-	(5,100)
		625	1,330	1,400	2,905	General		2,500	617	-	(2,500)
500	500	500	500	500	500	Contractor: Web Manager		500	-	-	(500)
500	301	1,000	1,007	3,500	2,077	Contractor: Database Manager		1,500	354	-	(1,500)
2,000	2,069	2,000	1,043			Insurance					
200	15	200	-	500	-	Administration					
50	-	50	-	50	-	<=Travel					
3,200	2,854	3,200	3,012	3,200	2,476	Committees		500	-	-	(500)
1,000	(18)	1,000	-	1,000	400	Advancement & Outreach		100	-	-	(100)
6,000	6,000	6,000	6,000	6,000	6,000	Ministry & Nurture		3,200	-	-	(3,200)
3,000	3,000	3,000	3,000	3,000	3,000	Publications		1,000	-	-	(1,000)
100	100	100	100	100	100	Attend conf w/ Quaker values					
	(3,412)			2,957	2,957	Members		6,500	6,500	-	(6,500)
1,000	1,000	1,000	1,000	-	-	Organizations		3,500	3,500	-	(3,500)
300	300	300	300	-	-	FGC		150	150	-	(150)
1,800	1,800	1,800	1,800	1,800	1,800	Olney Friends School		1,000	1,000	-	(1,000)
22,050	16,725	25,775	24,112	29,107	28,453	Swarthmore Records Project		1,200	1,200	-	(1,200)
						Detroit meeting hse contrib'n					
						Travel Fund		1,000	1,000	-	(1,000)
						Youth Activity Fund		1,000	1,000	-	(1,000)
						Quaker Coll/Svc Sch'ship					
						Spiritual Formation Fund					
						Work Projects Fund		1,800	1,800	-	(1,800)
						FWCC Travel Fund (& Donation)					
						Total Expenses and Transfers =		29,550	18,261	-	(29,550)
						General Fund Income					
22,600	24,064	25,375	27,077	21,750	21,460	Contributions Income		17,875	-	-	(17,875)
1,000	1,196		1,284	1,000	1,474	FFC Div Inc (Base Acct only)		1,000	-	-	(1,000)
23,600	25,260	25,375	28,361	22,750	22,934	Total Income =		18,875	-	-	(18,875)
1,550	8,535	(400)	4,249	(6,357)	(5,520)	Income - (Expenses and Transfers) =		(10,675)	(18,261)	-	10,675
	1,133		(885)		11,272	FFC chg in portfolio value (Base)			(534)		
	1,133		(885)		11,272	Subtotal Other Changes in General Fund =			(534)		
	9,668		3,364		5,753	Total Change in General Fund =			(18,794)		10,675
600		725		725		# members used to produce above est =		715		0	
530		535		530		Suggested contribution per member =		\$ 0.25		\$ 0	
		\$ 0.45		\$ 0.17		Travel reimbursement, with limits, rate per mile =		\$ 0.16		\$ -	

LEYM General Fund Income As of 10/16/2021
 For the 2021-2022 Fiscal Year (12 months ending June 30, 2022)

Contribution From	Amount	Deposit Date
Akron Monthly Meeting		
Ann Arbor Monthly Meeting		
Athens Monthly Meeting		
Birmingham Monthly Meeting		
Broadmead Monthly Meeting		
Cleveland Monthly Meeting		
Delaware Monthly Meeting		
Detroit Monthly Meeting		
Grand Rapids Monthly Meeting		
Granville Monthly Meeting		
Holland Monthly Meeting		
Kalamazoo Monthly Meeting		
Kent Monthly Meeting		
Mid-Ohio Valley Monthly Meeting		
North Columbus Monthly Meeting		
Oberlin Monthly Meeting		
Pittsburgh Monthly Meeting		
Red Cedar Monthly Meeting		
Wooster Monthly Meeting		
Contributing MM or WG subtotal	-	
Individuals	-	
Total Cash Contribution Income	-	
In-Kind Donations	-	
Total Contribution Income	-	

LEYM General Fund Expenses - with comparison to Budget

For the 2021-2022 Fiscal Year (12 months ending June 30, 2022)

Account	Actual Expense through 10/16/2021	Budget	Actual expense as a % of Budget	Variance, budget-to-actual, favorable (unfavorable)	Non-cash, in-kind donations through 10/16/2021	Total Expense through 10/16/2021
Operations						
Contract Worker: Database Manager	616.75	2,500	25%	1,883	-	617
Contract Worker: Web Manager	2,140.20	5,100	42%	2,960	-	2,140
Insurance	-	500	0%	500	-	-
Office Admin (incl. banking costs)	353.92	1,500	24%	1,146	-	354
Committees						
Advancement & Outreach	-	500	0%	500	-	-
Ministry & Nurture	-	100	0%	100	-	-
Publications	-	3,200	0%	3,200	-	-
Members						
Attend conference w/ Quaker values	-	1,000	0%	1,000	-	-
Organizations						
Friends General Conference	6,500.00	6,500	100%	-	-	6,500
Olney Friends School	3,500.00	3,500	100%	-	-	3,500
Swarthmore records project	150.00	150	100%	-	-	150
Detroit meeting house contribution	1,000.00	1,000	100%	-	-	1,000
Subtotal cash expenditures	14,261	25,550	56%	11,289	-	14,261
Transfers from General Fund to other Funds						
Travel Fund	1,200.00	1,200	100%	-	-	-
Quaker College/Service Scholarship Fund	1,000.00	1,000	100%	-	-	-
FWCC Travel Fund & Donation	1,800.00	1,800	100%	-	-	-
Subtotal Transfers	4,000.00	4,000		-		
Totals - General Fund Expenses	18,260.87	29,550	62%	11,289		

LEYM Summary of Funds Fiscal Year 2021-2022

Fund Name	Beginning Balance as of 7/1/2021	Friends Fiduciary account activity ¹	Transfers between funds	Cash Income	Cash Expense	Subtotal: activity for current fiscal year	Ending Balance as of 10/16/2021	Floor/Ceiling	Suggested floor/ceiling amounts for each fund	Notation: non-cash, in-kind donations through 10/16/2021	Last activity prior to FY20-21
Funds held in (i) Base account with Friends Fiduciary Corp and (ii) Citizens National Bank checking account											
General Fund ²	44,463.88	(533.51)	(4,000.00)	-	(14,260.87)	(18,794.38)	25,669.50	na	30,000	-	-
Annual Meeting Fund	242.42			1,090.00	(913.41)	176.59	419.01	1,000	3,000	-	-
Travel Fund	2,807.00		1,200.00	-	-	1,200.00	4,007.00	2,000	4,000	-	-
Youth Activities Fund ⁴	7,137.16		(657.00)	-	(972.00)	(1,629.00)	5,508.16	4,000	8,000	-	-
Quaker Coll/Svc Schol Fund	2,000.00		1,000.00	-	-	1,000.00	3,000.00	2,000	4,000	-	-
HS Teen Retreat Fund	6,892.64					-	6,892.64	3,000	6,000	-	FY17-18
Ministry Scholarship Fund	1,649.00					-	1,649.00	na	2,000	-	FY19-20
Spiritual Formation Fund	3,876.35		-	-	(700.00)	(700.00)	3,176.35	500	1,500	-	-
Consultation Fund	3,143.68					-	3,143.68	500	2,000	-	FY11-12
Travelling Ministries Fund	3,500.00					-	3,500.00	na	na	-	FY13-14 ⁵
Work Projects Fund	2,182.39					-	2,182.39	na	2,000	-	FY17-18
FWCC Travel Fund	5,339.83		900.00			900.00	6,239.83	na	9,000	-	-
FWCC Travel Donation	1,800.00		900.00			900.00	2,700.00	na	9,000	-	-
Funds held in separate account with Friends Fiduciary Corp											
Granville Youth Fund ³	9,880.56	(102.24)	-			(102.24)	9,778.32	na	na	-	-
Funds moved to the Balance Sheet											
Balance Sheet-Prepaid Exp	488.00		657.00			657.00	1,145.00	na	na	-	-
TOTAL	95,402.91	(635.75)	-	1,090.00	(16,846.28)	(16,392.03)	79,010.88				

NOTES>

OOPS, doesn't agree to the Bal Sheet

Funds other than the General Fund are managed through accounting and may be subsidized by the corresponding budget lines of the General Fund.

¹ Friends Fiduciary Corp (FFC) activity includes dividends and net change portfolio value due to market conditions. See Balance Sheet for detail.

² FFC General (Base) Account activity is included here in LEYM's General Fund.

³ Granville Friends Youth Fund is a separate FFC account. FFC activity shown on this line reflects only that fund's change in portfolio value.

⁴ FFC dollars transferred to this line represent dividends paid to the Granville Friends Youth Fund during current fiscal year and credited to YAF.

⁵ Established in FY13-14 by a donation toward LEYM's Traveling Ministry Program, this fund has had no activity from inception to date.

Lake Erie Yearly Meeting – Financial Position

For the 2021-2022 Fiscal Year (12 months ending June 30, 2022)

Location of monetary assets	Beginning Balance as of 7/1/2021	Change in balance during the fiscal year	Ending Balance as of 10/16/2021
The Citizens National Bank of Bluffton, OH	33,962.23	(14,541.28)	19,420.95
Friends Fiduciary Corporation, Philadelphia, PA *			
General (Base) Account	51,560.12	(533.51)	51,026.61
Activity includes:			
• Dividends Paid (and reinvested)		-	
• Change in Portfolio Value, + or -		(533.51)	
Granville Youth Fund Account	9,880.56	(102.24)	9,778.32
Activity includes:			
• Dividends Paid		-	
• Change in Portfolio Value + or -		(102.24)	
• Dividends disbursed by FFC to LEYM, recorded to Youth Activ Fund		-	
Subtotal of both FFC accounts	61,440.68	(635.75)	60,804.93
Total monetary assets	95,402.91	(15,177.03)	80,225.88

	Total	% of Beg Bal
Div Pd	-	0%
Δ Value	(636)	-1%
	(636)	-1%

Notation: Prepaid Expenses

UCCR deposit for Youth Activities retreat, Sept 2022	388.00	657.00	1,045.00
Weber Ctr deposit for Spiritual Formation retreat, Sep 2021	100.00	-	100.00
	488.00	657.00	1,145.00

* Note> All of the funds with Friends Fiduciary Corporation are invested in FFC's Quaker Growth & Income Fund (QGIF).

The Quaker Growth & Income Fund is a diversified, co-mingled fund with allocations to equities, fixed income and real estate investment trusts (REITs). Its primary objective is to provide stable current income and long-term growth consistent with protecting principal investments against inflation over time. The fund adheres to Friends Fiduciary's Quaker-values investment guidelines and participates in our shareholder advocacy work. It is intended for investors with an investment horizon of five years or longer. The Fund has a standard income distribution policy based on the fund's total return.

Source> friendsfiduciary.org, 12/31/2020

TARGET ALLOCATIONS	Equity	Fixed Income	REITS
International Equity	26.3%		
Small and Mid Cap Equity	18.0%		
Large Cap Equity	28.4%		
Fixed Income (Domestic, Global, Short-Term, plus Cash)		23.7%	3.5%
	72.7%	23.7%	3.5%

EC21-10-6 Finance Committee – Joann Neuroth presenting

- 1) **Mileage Reimbursement:** We revisited the mileage reimbursement rate we included with the budget in July, and continue to recommend that we use \$.16/mile.
- 2) **Audit:** We noted that the 2020-21 audit was completed by Susan Hartman and identified no issues. She again complimented Tom Kangas for the meticulous documentation system he has built.
- 3) **Surplus Funds:** We considered a suggestion that arose in Annual Sessions that instead of varying our annual suggested contributions to match budget needs, we should keep the assessment constant allowing a surplus to accumulate during prosperous times. We are not recommending such a change in our practice.
- 4) **Insurance Changes:** We noted that our liability insurance carrier notified us that our policy now includes a contagious disease exclusion. Since legal liability exists only if we were found guilty of "negligent conduct" breaching a duty owed to attendees at our event(s), we take this to mean mostly that we should continue to exercise due diligence in making decisions about when and how to gather.
- 5) **Draft Document Retention Policy:**

RECORD RETENTION³			
Document	LEYM¹	Retention Period	Storage Location
Organizational records with permanent retention – Recording Clerk, Publications & Archives			
Policies and Procedures	Yes	Permanently	Swarthmore?
Minutes <i>(Exec cttee minutes beyond Annual Records)</i>	Yes	Permanently	Swarthmore?
Organizational records with limited retention			
Computer backup for Treasurer’s records	Yes	1 year	Flash drives held by Finance clerk and presiding clerk
<i>(What else should be addressed here? Database? Web?)</i>			
Legal (and other than strictly financial) records with permanent retention – Presiding Clerk, Treasurer			
Insurance records—claims, policies (unexpired)	Yes	Permanently	Flash drives above
Insurance Policies (expired)	Yes	7 years	Flash drives above
Legal (and other than strictly financial) records with limited retention – Presiding Clerk, Treasurer			
Contracts & leases (expired) <i>(Do we have contracts with data mgr and web worker?)</i>	Yes	7 years	
Correspondence—general	Yes	2 years	
Supporting documentation for financial statements with permanent retention – Treasurer			
Audit Reports	Yes	Permanently	Flash drives above
Cash Books (receipts and disbursements journals)	Yes ²	Permanently	Flash drives above
Chart of Accounts	Yes ²	Permanently	Flash drives above
Financial Statements—year end	Yes ²	Permanently	Flash drives above
General Ledgers	Yes ²	Permanently	Flash drives above
Tax returns & documents relating to income tax liability	Yes	Permanently	Flash drives above
Supporting documentation for financial statements with limited retention – Treasurer			
Accounts Payable records	Yes	7 years	Flash drives above
Accounts Receivable records	Yes	7 years	Flash drives above
Budgets	Yes ²	5 years	Flash drives above

Bank Statements	Yes	3 years	Flash drives above
Deposit slips	Yes	3 years	Flash drives above
Bank Reconciliation	Yes ²	2 years	Flash drives above
Personnel and payroll – Presiding Clerk, Treasurer [left these items in due to recent envisioning discussion]			
Employee Applications		3 years	
Employee personnel records (after termination)		7 years	
IRA & 401(k) plan contributions, transfers, distributions		Permanently	
Taxes, withholding statements		7 years	
Payroll records, summaries, tax returns		7 years	
¹ Applicable to LEYM as of record retention policy adoption ____.			
² Beginning with the 2019-2020 fiscal year, represented within the Excel file “LEYM Acctng 20X0-20X1.xlsx.”			
³ Based on list published in the <i>Treasurer’s Guide For Religious Organizations, 2nd Edition</i> , Rosalie Bond, Author; Elizabeth Muench & Katrina Smathers, Editors; Developed and published by Philadelphia Yearly Meeting of the Religious Society of Friends, ©2008. According to the authors, the list was compiled from lists provided by Asher & Co., Zelenkofske, Axelrod & Co, CPAs Inc., and Fishbein & Co.			

Discussion:

Above recommendations **accepted**.

EC21-10-7 Annual Records – Peggy Daub and Jeff Cooper presenting

The records are progressing and will be proofread soon. Membership count is more than a third higher this year, and Jeff is looking into what has caused such a jump.

EC21-10-8 Considerations for the future – Clerks presenting

Before we next meet, we might need to look at the responsibilities of Representative Meeting, Executive Committee, and the Yearly Meeting as a whole and consider if any of those responsibilities need to be reconsidered. Some issues may be handled effectively without bringing them to the Yearly Meeting as a whole.

Because Bluffton is not available, we may look into a hybrid gathering. Monthly meetings then may be able to take some responsibilities, such as organizing the plenary and streaming it to all the other meetings.

EC21-10-9 Date for Representative meeting will be **April 2, 2022**.

Meeting rose at 2:15 after a period of silent worship.