

**LAKE ERIE YEARLY MEETING
MINUTES OF REPRESENTATIVE MEETING MARCH 9, 2024**

Clerks Table: Susan Loucks (Pittsburgh), Clerk; Peggy Daub (Ann Arbor), Recording Clerk

Clerk Susan Loucks welcomed the group of Friends gathered via Zoom for the 2024 Representative Meeting of Lake Erie Yearly Meeting.

RM 2024-01 Opening and Reading of Epistle

Friends settled into waiting worship at 10 am.

The Clerk reviewed the day's agenda with Friends. Ellerie Brownfain (Broadmead) and Don Buckingham (North Columbus) volunteered to hold our gathering in Light.

Thomas Taylor (Ann Arbor) read the Epistle from the All-African Leaders' Retreat convened by FWCC in Rwanda in December 2023. The Meeting was held so that leaders of yearly meetings in Africa could receive updates and share their views on decisions facing FWCC. Friends in attendance were of various ages and came from different Quaker traditions. They learned from each other as well as from the speakers as they considered the future of FWCC and the thematic streams of the 2024 World Plenary gathering. (Full text of the Epistle at: https://fwcc.world/resources_cpt/epistles/ .)

RM 2024-02 Roll Call

Roll Call (information from registration and attendance)

Ann Arbor:	4	North Columbus:	5
Athens:	1	Oberlin:	2
Birmingham:	2	Pittsburgh:	2
Broadmead:	6	Red Cedar:	5
Cleveland:	2	Wooster:	1
Detroit:	1	Erie WG:	1
Grand Rapids:	1	TOTAL:	37
Kalamazoo:	4		

No representation present from the following monthly meetings: Akron, Delaware, Granville, Holland, Kent, and Mid-Ohio Valley.

RM 2024-03 Reports from Around the Yearly Meeting

Meetings who were not represented in last year's State of Meeting report were invited to report:

John Howell reported for **Athens Meeting**, summarizing a report that was not submitted for the *Annual Records*. The Meeting is returning to pre-pandemic levels. Hybrid meetings continue, with attendance up to about 30 and the youth program reviving. They have reached out to members of the community where their Meetinghouse is located (Chauncey), particularly using skills of their members to help those facing utility shutoffs. They hosted FCNL's Riley Robinson and are laboring with making statements of conscience on the conflicts in Palestine and Ukraine.

Our clerk reminded all that if statements of conscience are to be presented to Yearly Meeting for consideration, that process is initiated by monthly meetings. Contact the clerk if this is of interest.

Shelley Kotz (Broadmead), from the Ministry & Nurture Committee, said she welcomes this way of sharing reports that would otherwise not be public. The state of the meeting reports should be submitted to the M&N Committee, as well as being shared with the Publications & Archives Committee for *Annual Records*. Friends may need a reminder about this. Flo Friender (Kalamazoo), to whom reports are sent, corrected her email to flo@dougandflo.com.

Other Brief Reports:

- Peggy Daub (Ann Arbor) reported that **Green Pastures Quarterly Meeting** held its Midwinter Gathering Saturday, March 2, and was pleased to welcome about 25 people to the online event. Dwight Wilson (Ann Arbor) presented a program reading passages from his books of historical fiction that are based on his extensive research into the Black and Quaker roots of his family's history.
- Jeff Cooper reported that **Ann Arbor Meeting** is appreciating an influx of younger Friends attending worship and participating in Meeting activities. Monthly dinners for Young Adult Friends are supported by older Friends who offer their homes and plentiful food. The children's program has grown and is beginning to use an additional room.
- Bill Wartens reported that **Birmingham Meeting** has responded to an offer from Quaker Meeting Network in Britain to help with hosting their website. They are happy with the service and invite inquiries.
- Tom Kangas reported that **North Columbus Meeting** has temporarily relocated to the basement of a Methodist church as they follow their intentions to make the Meeting more accessible. They recently added a "meeting for fidgeting" to welcome people who may not feel comfortable in a traditional setting. This practice is represented in a recent *Friends Journal* article.
- Jana Norlin joyfully reported that **Grand Rapids Meeting** has restarted a First Day School program because of an increase in children and young families attending; people stay in touch through a group chat/text. Jana has been accepted as an attendee at the upcoming FWCC meeting in South Africa and intends to be in touch with European Friends on that trip.
- Jack Smith reported that **Red Cedar Meeting** completed their engagement with the Faithful Meetings program from School of the Spirit ministry. The Meeting found it useful and are seeking ways to continue the deep engagement they found in this program as they go forward.

RM 2024-04 Advancement & Outreach Committee Joe Mills (Kalamazoo) reported.

The Committee has organized a series of online events this year called Quakerism 101. Four have occurred so far, with three more scheduled, each one focused on a basic topic and designed for both those experienced in Quakerism and those new to Friends.

The Committee reviewed State of the Meeting reports submitted last year and reached out to Meetings that had not submitted them. The Committee is currently contacting worship groups to encourage them to send to the committee their worship schedule and contact information for distribution.

Grand Rapids Meeting reported in January that Manitou Worship Group, which has been under their care, has been laid down.

The full Committee report:

Advancement & Outreach Committee Report

The Advancement & Outreach Committee has organized a series of monthly topics and discussions referred to as Quakerism 101 designed to enrich monthly meetings and to share information with those new to Friends. They are modeled after a series held by North Columbus Monthly Meeting last year and consist of live Zoom sessions with a variety of formats.

The North Columbus Meeting held two of these sessions for the wider Yearly Meeting: one on "What is Quakerism?" and a second on "Vocal Ministry and Meeting for Worship." Shelley Kotz of Broadmead Meeting presented a session on "Sharing the Life of Lucretia Mott." Ann Arbor Meeting has presented one on "Faith & Practice." The Kalamazoo Meeting is scheduled to do a session in March on "What do Quakers believe?" In April the Pittsburgh Meeting will do one on "Business Meeting," and in May, Red Cedar Meeting will give a presentation on "Quaker Organizations."

When the Annual Records came out, the Committee noticed the Meetings that had not submitted State of the Meeting reports and proceeded to contact them to see how they were doing and what may have led them to not submit a report. Several of these Meetings had prepared reports but they were not received by the Yearly Meeting. The Committee also reviewed the submitted State of the Meeting Reports focusing on provisions relating to the growing of Meetings and outreach to new Friends.

The Committee currently is in the process of contacting smaller worship groups in the Yearly Meeting to publicize their worship schedules and contact information in the Bulletin. We hope this information might encourage Friends to visit worship groups if they are in their area during spring and summer travel plans.

Respectfully submitted: Susan Hartman, Stephanie Charlot, Barbara LeSage,
Mary Igoe Meyers, and Joseph Mills, clerk

RM 2024-05 Arrangements & Site Committee Sally Weaver Sommer (Broadmead) & Bill Wartens (Birmingham) reported.

The Committee has gone through evaluations received after the Annual Meeting and is working on changes to improve our collective experience at the Annual Meeting at Ashland University in 2024. Registration will be completely online this year, with ample support available for anyone wishing it. Aids for the very high beds are being worked on, and ways to make people staying in hotels feel they are in community are being pursued. There will be greeters to help with questions about the dining area and tray carriers available. Different room arrangements for business meetings are being investigated to make them more accessible and comfortable for both those in person and those wishing to attend by zoom. The Committee is working on better signage. Details are included in the full report attached below.

Bill Wartens (Birmingham) mentioned a few highlights of this year's annual session, including the theme "Friends Together: Outpourings of the Spirit" and a 400th birthday party for George Fox on Saturday night. He demonstrated the new online registration system.

The full Committee report:

Arrangements & Site Committee Report

1. Registration process: Summary from evaluations
Registration process (4.67)- Is there a way for folks to be able to save or access their registration form after submission to look up what they registered for? Is there a way to make the registration on-line only? And is

there way to emphasize more explicitly the offer of assistance to anyone who is having challenges navigating the form? Most people had no problems.

- i) We are going to use only online registration this year. Anyone who has any trouble whatsoever can call the registrar and get help. She will fill out the registration form for you if needed. There will be a registration process fee included. There will also be a credit card fee for those paying by credit card. Friends will also be able to send a check to the registrar.
- ii) We will include volunteer opportunities on the form. (See Bill's demonstration)
- iii) All registrants will receive an email with their registration information.
- iv) Registration deadline (Last year the deadline was May 10)

2. Accommodations: Summary from evaluations

Dorm Facilities (3.83) – two consistent issues mentioned: 1) beds were difficult (undoable for some) and some needed debunking & 2) very cold in air conditioning dorm; Suggestions for next year: advise folks to bring trash bag for dorm rooms if desired; explain to folks in air-conditioned dorms to bring blankets & to close bathroom doors due to auto-light issues; Research other options with Ashland University?

- i) Bed arrangements on campus
 - (1) We need volunteers to rearrange bedroom furniture before and after people arrive.
 - (2) We will give recommendations for what people who stay in the dorm might find useful
- ii) Hotels
 - (1) Arrangements are a work in progress. We are soliciting input from people who used hotels last year and will continue to seek input from those who choose this option.
 - (2) We are considering making a recommendation for a hotel for people to stay in. This will provide a chance for more interaction.
 - (3) We are working to see if we can get a group rate.

3. Meals: summary from evaluations

Meal Service (4.61) – Extremely high praise for the staff & the food except for vegetarian choices; Issues mentioned – some need help carrying trays & coffee cups too small; Suggestions: advise folks to bring their own mugs; more vegetarian options (less meat, oatmeal at every breakfast)

- i) We will provide greeters to help people find seating and to point out where different food options are located
- ii) We will provide tray carriers

4. Meeting spaces: Friends expressed concerns about the room and the room arrangement we used for meetings for business.

We are exploring options to respond to these concerns. If we want to continue using Zoom, the Heritage Room is the easiest room to use. Thus, we are discussing how to arrange the chairs and how to provide better microphones. We are also exploring the use of the Trustees Room, thinking about how to set up Zoom and use hand held portable mics.

5. Signage: Some folks had difficulty finding their way around

- 1) We will make signs for the elevator
- 2) We will make signs for the dining room

RM 2024-06 Adult Program Committee Clemence Ravaçon Mershon (Erie Worship Group) reported. The Committee is reviewing the schedule for the 2024 Annual Meeting based on comments received after our 2023 Annual Meeting. There will be a session with the Ashland Center for Non-Violence staff on Friday morning. Multiple workshops will be offered at three different times. The plenary will feature Paulette Meier and Joann Neuroth (Red Cedar). Time for in-person committee meetings will be included in the schedule, as well as “birds of a feather” opportunities after dinner. Full details will be provided in the Spring *LEYM Bulletin*.

RM 2024-07 Youth & Children's Program Committee Diane Mott (Broadmead) reported. The May 10th deadline for registration is firm for the children's program. A tee-shirt design has been drafted and they plan to offer similar shirts for sale to anyone in attendance. Different colors will distinguish those in the program from those not to support the safety of the children.

The fall youth retreat will be held September 27-29, 2024. This is the last time it will be held at Templed Hills, as the property is being sold. Future fall youth retreats are being planned, with new options being considered.

The full Committee report:

Youth & Children's Program Committee Report

To prepare for 2024 Annual Meeting, the committee has started the orientation for the Child Sexual Abuse Prevention Policy which is required for all adults who work with children and youth at LEYM Annual Meeting. The Youth and Children Program shirt design has been drafted and colors have been selected. For the first time, shirts in a different color will be offered for sale (at cost) to adults who are not part of the youth program. Those shirts (tan with black ink) will be available as part of the registration process, and only the shirts that are ordered will be printed. Traditionally the plenary speaker is given a shirt, and this year that shirt will be tan. The youth program shirts will be safety orange with black ink.

The LEYM Fall Youth Retreat for children and youth grades K – 12 will be held on September 27 – 29 at Templed Hills Church Camp in Bellville, Ohio. The Heartland Conference of the United Church of Christ is selling the camp in November 2024, so this will be the last year for LEYM Fall Youth Retreat to be held at Templed Hills. This summer, the Youth and Children Program committee clerk and assistant clerk will look for a new location for the Fall Youth Retreat beginning in 2025. One possibility is inviting other Quaker Yearly Meetings in Ohio to join LEYM for the retreat. There is a chance that Templed Hills will be sold before September 29, and the clerk and assistant clerk will make alternate plans for the retreat at that time.

RM 2024-08 Ministry & Nurture Committee Flo Friender (Kalamazoo) reported.

The Committee has organized several upcoming events. There will be an all-meeting worship this Tuesday, March 12, 7-9 pm, with opportunity to socialize. There will be a clerks' chat for monthly meeting clerks on March 18 at 7 pm.

The full Committee report:

Ministry & Nurture Committee Report

Ministry and Nurture has met regularly by zoom monthly. During the past year they came up with a query for monthly meetings which was sent out. As of 3/6/24 we have received 14 responses to the query.

Responses were on the whole positive for the query. Friends like the idea of getting an annual query; many appreciated this particular query and have reviewed their use of queries in their meetings. Many felt that queries brought their Meetings closer together.

We have organized zoom chats for both monthly Meeting Clerks and Committee Clerks of Ministry and Worship committees from monthly meetings, with increasing attendance and enthusiasm. We have also arranged All-Yearly Meeting worship sessions.

We are down to five members, Mark Hoover having dropped out mid-year.

RM 2024-09 Publications & Archive Committee Jeff Cooper (Ann Arbor) reported. Elise Yoder (Pittsburgh) will once again edit LEYM's *Annual Records* for 2024. The Committee is considering producing a separate version of *Annual Records* this year that can be shared on the LEYM website. Comments are invited.

The full Committee report:

Publications & Archives Committee Report

1. We are pleased to announce that Elise Yoder has agreed to edit the 2024 Annual Records. I told her we would try to get items to her in a more timely way this year, and hope we can make good on this request.
2. Following up on a suggestion, we recommend producing a separate pdf version of the Annual Records with the Directory removed, for posting on the website. In addition to removing the Directory, there are two sections that would need slight editing:
 - 1) Children's epistles are sometimes "signed" by all the children in an age group. Current policy precludes providing names of children on the website without prior approval of their parent or guardian. Given that often several children are named on each epistle, the best solution is probably to remove those names – perhaps stating "signed by (X number of) children" – rather than seeking permission for each.
 - 2) Posting transcriptions or summaries of plenary talks would require obtaining permission from the speaker(s). These changes would require only a little more work and no additional cost. Sharing thoughts, suggestions, and concerns regarding this recommendation is welcome. We also considered a suggestion that all or parts of Annual Records appear only online but ultimately decided that it should continue as a print publication.
3. Finally, we're not sure what to expect from the discussion of committee/clerking structure at Representative Meeting. If we move forward with our committee structure intact, then we would like to invite standing committees to look at the description of their committee in Policies and Procedures, and suggest changes to reflect current practice. Depending on the degree of recommended change, this may ultimately need to go before the Meeting for approval at Annual Sessions.

RM 2024-10 Annual Meeting Quaker Book Table Valerie Groszmann (Kalamazoo) reported. Quaker Books is no longer taking credit cards and she didn't know that at the time of our 2023 Annual Meeting. She will be contacting people who thought they paid by credit card at last year's annual meeting to ask them to send a check instead.

RM 2024-11 Treasurer's Report Tom Kangas (North Columbus) reported. The Treasurer, Tom Kangas, first reported on the finances of the 2023 Annual Meeting. The final numbers showed a deficit of \$4,750. The deficit was expected and we provided a subsidy of \$6,100 to cover it.

Tom gave a brief update on final figures for the 2022-23 fiscal year. Expenses in 2022-23 were less than projected due to fewer hours worked by our employees under contract, and income increased through a dividend in June from FFC.

For the current year (2023-24), most of the contributions from monthly meetings have been received. All payments to other organizations have been made. Not all contract employees have billed us for work done to date. There are unpredictable changes in the value of our funds in the Friends Fiduciary

Corporation due to market value, but they have been favorable by \$2000 this year. The general fund is in good shape. A transfer of \$5,000 was made to support the Annual Meeting Fund. Wooster Friends made an additional donation of \$1,500 to the Yearly Meeting. The series of payments to Ashland University for Annual Meeting 2024 have begun.

The full Treasurer's report is here (Financial statements are attached to the end of these minutes):

Treasurer's Report

Final results for FY2022-2023 as compared to the projections presented at Annual Sessions last June

The final financial statements for the year ended June 20, 2023 (that have now been audited) were published in the Annual Records in Fall of 2023.

A. Annual Meeting Fund

- **Net deficit** for the Annual Meeting was \$4,750, prior to subsidy, was worse by \$800 than had been projected in June
- **Subsidy** from the General Fund was increased by \$800 to \$6,100, but still less than originally contemplated (\$10,000)
- **Annual Meeting Fund** ended the year with a \$2,500 ending balance, as planned
- Reasons for change
 - Revenue overall decreased \$294 (down: registration \$; up: book store, t-shirt sales, lost keycard reimbursement)
 - Expenses increased by \$527 (Ashland Univ charges, Y&C program, office supplies, online payment fees not covered by registrants)

B. General Fund

- **Net deficit** was \$1,267, an improvement by \$3,211 from projection
- Reasons for the change
 - Cash Expense decreased by \$2,276
 - the actual invoices for contract workers for 2nd half of the year were for significantly less than budget
 - the projection in June had been set at 100% of budget
 - FFC increased by \$2000
 - Income increased by June FFC dividend of \$968
 - The market value of the FFC portfolio at year-end was \$1006 higher
 - An additional \$800 was transferred out of the GF to subsidize the Annual Meeting

Interim results for FY2023-2024

- **Income**
 - Have received payments from most MMs, still waiting on three.
 - We are grateful for these contributions from MMs and also for contributions to the GF received from individuals!
- **Expenses**
 - Completed items:
 - payments to other organizations
 - transfers to other funds (from the general fund)
 - DBM: Lynda Rose final bill paid. Donna Lueke has billed for 4 of 12 months in this FY
 - DCF: Bill Warters has billed for 8 of 12 in this FY
 - Other expenses appear to be on-track or under budget
- **Statement of Financial Position**
 - 2/3 of our treasury held by FFC and this account has two types of activity
 - Dividends happen in December and June, and are predictable
 - Changes in the investments' market value, are unpredictable
 - Look for this \$2,954 benefit to the GF on the summary of LEYM funds

- Arising from a December dividend of \$1000 and
 - A \$1,949 favorable market value change YTD
- **LEYM Funds**
 - **General Fund**
 - In good shape
 - **Annual Meeting Fund**
 - \$5,000 subsidy from the GF shown in “Transfers” column
 - \$1,500 contribution from Wooster MM shown in the Cash Income column—thank you very much, Wooster Friends!!
 - \$1,500 expense is the deposit paid for use of Ashland Univ facilities June, 2024
 - We begin a series of payments to Ashland Univ with a \$10,000 installment that will be paid next week
 - **Travel Fund.**
 - Got a \$500 refund from AFSC for an amount paid by LEYM’s representative to AFSC to attend a meeting last fiscal year
 - **Youth Activities Fund**
 - Activity related to retreat last September
 - **Spiritual Formation Fund**
 - Activity related to retreat last September

RM 2024-12 Draft Budget for 2024-25 Joann Neuroth (Red Cedar) reported for the Finance Committee.

The current draft budget for 2024-25 was shared with the group. There are only slight changes from the current year’s budget. As proposed, there will be a shortfall of nearly \$4,000. A raise in expected contribution per member from \$42 to \$44 will allow Yearly Meeting to continue the level of subsidy of Annual Meeting. The hourly rate paid to our contract workers will be raised by \$.50 per hour. The full draft budget is attached at the end of these minutes.

In response to a question about our travel reimbursement of \$.22/mile rather than the IRS charitable rate of \$.14/mile, Tom Kangas explained that the Committee has sought a level that reflects a more accurate cost due to gasoline prices. A Friend asked if expected dividends from FFF are included in the budget and the Treasurer confirmed that they are.

Joann Neuroth shared that the Committee is examining funds for specialized purposes that are not being used. If it is possible to move some of those funds to more general use, it could take some pressure off our efforts to continue to support Annual Meeting through a subsidy. The funds being considered are the Consultation Fund, the Traveling Ministry Fund, and the High School Teen Retreat Program Fund.

A Friend asked if the Meeting as a whole should also consider whether the activities represented by these funds might be encouraged. There was a question about whether the Teen Retreat might be reinstated. The Fall Youth Retreat extended its range to include teens a few years ago, which partially meets the need.

Continuation of the Business Meeting.

After a lunch break, there was some remaining business to address. The clerk reminded us that our purpose in pursuing business is, by searching together, to find the way we are led outside of our immediate experience.

RM 2024-13 Proposal for Travel Reimbursements Tom Kangas reported.

The Finance Committee brought a proposal for a change in wording of *Policies and Procedures* to clarify that our policy is different for covering travel to FWCC international/plenary gatherings by our designated representatives than for other travel on behalf of the Yearly Meeting. There are two different funds, the Travel Fund and the FWCC Travel Fund. (Note: Travel to the FWCC Section of the Americas is covered by our general Travel Fund.) We try to cover expenses required for the international “plenary” gatherings of FWCC more fully than for other travel; that FWCC Travel Fund can cover travel, food, lodging and registration.

There is also a need to clarify the types of expenses covered by the general Travel Fund. The Committee suggests a change to wording in *Policies & Procedures* saying we do not generally cover food or lodging expenses on the Travel Fund. The changes also explicitly state that registration can be covered. In addition, Friends may request reimbursement for additional travel-related expenses beyond those usually covered, as needed, so that no one is excluded from serving the yearly meeting in this way.

In answer to a question, Tom clarified that LEYM uses a continuing Travel Fund to support travel expenses rather than using a line in the annual budget. This fund helps negotiate variances from year to year and is replenished by transfers from the General Fund periodically.

Friends at Representative Meeting expressed support for the proposal brought by the Finance Committee. It will be presented to the Annual Meeting for a decision. The proposal follows:

Proposed edits to LEYM Policies and Procedures from LEYM Finance Committee (10/27/2023)

LEYM Policies & Procedures excerpts related to FWCC travel funds and the general Travel Fund pulled from Policies & Procedures dated 10-2022

[italicized notes in purple represent comments by Finance Committee]

III. ORGANIZATION

D. Representatives to Quaker Organizations

2. Organizations and Related Information

d. Friends World Committee for Consultation, Section of the Americas

- 1) Appointees must be members of the Religious Society of Friends.
- 2) Representatives to FWCC have three-year overlapping terms.
- 3) The number of representative positions available is determined by FWCC. FWCC may also co-opt LEYM Friends who are not representatives directly onto its committees.
- 4) In the past, LEYM has sent two representatives to the FWCC Triennials. Naming to future comparable meetings, at whatever interval, will be made according to the allotment assigned to LEYM by FWCC.
- 5) Representatives to FWCC international gatherings are named by the Nominating Committee in consultation with the clerk of LEYM and the clerk of the FWCC Representatives.
- 6) Representatives to FWCC are expected to assist with arrangements for regional meetings or the equivalent whenever they are scheduled. [re-numbered from #7 to #6]
- 7) LEYM provides reimbursement funds for representatives’ attendance at the annual meeting of the Section of the Americas and international gatherings. ~~In the event that funds are not sufficient to cover costs, funds will be apportioned according to the stated financial needs of the named representatives.~~ [re-numbered from #6 to #7]

- a. **Reimbursement for travel of LEYM's FWCC Representatives to regional FWCC gatherings and the annual meeting of the Section of the Americas comes from the Travel Fund (subject to the guidelines described in section IV. A. 3. b., below).** [this is a clarification requested by Finance Committee that brings into LEYM Policies & Procedures existing guidance from the LEYM Financial Manual]
- b. **Reimbursement for travel of LEYM's FWCC Representatives to World Plenary Meetings of the Friends World Committee for Consultation comes from the FWCC Travel Fund.** [this is a clarification requested by Finance Committee]
 - i. **Reimbursable expenses include registration, travel, food, and lodging.** [this is a clarification requested by Finance Committee]
 - ii. **In the event that funds are not sufficient to cover costs, funds will be apportioned according to the stated needs of the named representatives.**

IV. OPERATIONS

A. Financial Support and Fiscal Policy

2. Budget

- a. The Lake Erie Yearly Meeting budget covers costs necessary for the functioning of the Yearly Meeting, such as publications, travel expenses for officers and representatives to Friends' organizations, office administration, and the Yearly Meeting's contribution to Friends General Conference.
- b. The annual budget should include a proportional amount of the estimated travel expenses for two delegates to attend World Plenary Meetings of the Friends World Committee for Consultation. This money is transferred into the FWCC Travel Fund, where it builds until requested by LEYM representatives attending these meetings. Currently an equal amount is budgeted to support enabling Friends from less affluent parts of the world to attend these World Plenary Meetings; this latter amount is transferred into the FWCC Travel Donation Fund.
- c. Yearly Meeting limits contributions to Friends' extra-regional organizations to Friends General Conference. Monthly meetings and individuals are encouraged to contribute directly to other Friends' organizations. On occasion, Friends' groups within the geographical area of the Yearly Meeting may receive financial support upon approval of the Yearly Meeting. All requests for Yearly Meeting funds must be brought to the Finance Committee, which will decide whether to bring them to Annual Sessions.

3. Expense Reporting and Reimbursement

- a. Yearly Meeting officers, representatives, and committee members are asked to submit to the treasurer reports of out-of-pocket and in-kind expenses such as travel, long distance telephone charges, and postage, so that the cost of conducting Yearly Meeting business may be accurately known.
- b. **Travel Fund**
 - i. Yearly Meeting officers and representatives to Friends' organizations may receive reimbursement for travel expenses for business on behalf of the Yearly Meeting and for attendance at meetings of Friends' organizations. A committee member may be reimbursed for unusual expenses incurred on behalf of the Yearly Meeting if the presiding clerk provides written approval in advance. A copy of the Travel Expense Reporting Form appears in Appendix E.
 - ii. The principal travel cost to be reimbursed is the transportation itself; **however, this fund may also be used for event registration.** [this is a change/clarification requested by Finance Committee**]
 - iii. If a Friend drives and requests reimbursement, the amount is calculated on a per-mile basis. The current reimbursement rate, approved in 2022, is 22¢ per mile. Any change to this rate is part of the budgeting process, proposed by Finance Committee and requiring approval by the Yearly Meeting.
 - iv. Friends are expected to cover their own food costs **and lodging costs (or ~~and~~**, whenever possible, to arrange lodging with Friends in the area of travel). [this is a clarification requested by Finance Committee]
 - v. However, the intent of the Yearly Meeting is that no one be excluded from representing Lake Erie Yearly Meeting because of limited financial resources; thus, individuals may request

reimbursement for additional travel-related expenses or take them as a tax-deductible contribution to the Yearly Meeting.

- vi. **For special travel needs of Friends within the Yearly Meeting relating to Quaker work, the presiding clerk, the treasurer, and the clerk of the Finance Committee will consult with one another, and the presiding clerk will respond. Other officers, other committee clerks, and other members of the Finance committee may be consulted as needed.** [this language was approved by Yearly Meeting as YM13-34, but was not previously represented in LEYM Policies & Procedures]
- c. Monthly meetings are responsible for travel expenses of their representatives to Yearly Meeting who attend Representative Meeting or Annual Meeting.

Finance Committee notes the following actual reimbursements from LEYM travel funds **for event registration costs in recent years:

<u>Fiscal Year</u>	<u>\$ amount</u>	<u>Event</u>
2023-2024	\$299.00	FGC Central Committee (shared cost with attendees)
2022-2023	\$70.00	FGC Central Committee (shared cost with attendee)
2021-2022	\$62.00	FGC Central Committee (shared cost with attendee)
2018-2019	\$325.00	FCNL Annual Meeting
2018-2019	\$250.00	FWCC Section of the Americas Meeting
2016-2017	\$500.00	FWCC Section of the Americas Meeting

Finance Committee suggests that making event registration cost an explicitly named acceptable use of travel funds would be a simplification (i.e., would eliminate the need to use the “special travel” request approval process described in section IV. A. 3. b. vi. above), with the understanding that the change could result in increased reimbursements from the fund.

The business session of Representative Meeting closed at 1:35 pm with worship.

Susan Loucks, Clerk
Peggy Daub, Recording Clerk

Documents appended:
Financial Statements
Draft Budget for 2023-24

**Lake Erie Yearly Meeting
Financial Report for 2023 Annual Meeting - June 15 - 18, 2023**

Income

Registrations fees net of discounts and scholarships	19,414.93
Donations from attendees	816.25
Net earnings from bookstore	116.52
Collected for Youth & Children Program t-shirts	51.00
Payments for lost cards and keys	55.00

Total Income \$ 20,453.70

Expenses

Ashland University conference charges	22,673.76
Honoraria for presenters (and travel for plenary speaker)	1,540.00
Youth and Children program (supplies, activities, t-shirts)	798.30
Office supplies	162.72
Online registration payment fees not covered by payors (FFC)	28.75

Total Expenses \$ 25,203.53

Net Income <Deficit> prior to subsidy from General Fund \$ (4,749.83)

Original subsidy from LEYM General Fund	10,000.00	
Return of excess subsidy to LEYM General Fund	(3,900.00)	
Net subsidy	<u>6,100.00</u>	6,100.00

Net Income <Deficit> from Annual Meeting activities \$ 1,350.17

Annual Meeting Fund - Balance as of September 31, 2022 (surplus) \$ 1,159.01

Net Income <Deficit> from Annual Meeting Activities June 2023 1,350.17

Annual Meeting Fund - Balance as of June 30, 2023 (surplus) 2,509.18

LEYM Summary of Funds for the Fiscal Year 2022-2023

Fund Name	Beginning Balance as of 7/1/2022	Friends Fiduciary account activity ¹	Transfers between funds	Cash Income	Cash Expense	Subtotal: activity for current fiscal year	Ending Balance as of 6/30/2023	Floor/ Ceiling	Suggested floor/ceiling amounts for each fund	Last activity prior to FY22-23
Funds held in (i) Base account with Friends Fiduciary Corp and (ii) Citizens National Bank										
General Fund ²	27,827.60	4,731.46	(8,900.00)	25,390.00	(22,488.62)	(1,267.16)	26,560.44	na	30,000	
Annual Meeting Fund ⁰	419.01		6,100.00	24,859.72	(28,869.55)	2,090.17	2,509.18	1,000	3,000	
Travel Fund	3,945.00		-	-	(909.30)	(909.30)	3,035.70	2,000	4,000	
Youth Activities Fund ⁴	5,536.78		1,157.79	840.00	(1,069.87)	927.92	6,464.70	4,000	8,000	
Quaker Coll/Svc Schol Fund	3,000.00		1,000.00	-	-	1,000.00	4,000.00	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	4,043.59		-	-	-	-	4,043.59	500	2,000	
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	6,239.83		900.00			900.00	7,139.83	na	9,000	
FWCC Travel Donation	2,700.00		900.00			900.00	3,600.00	na	9,000	
Funds held in separate account with Friends Fiduciary Corp										
Granville Youth Fund ³	8,206.78	857.02	(350.54)			506.48	8,713.26	na	na	
Funds held by others - see Statement of Financial Position										
Prepaid Expense	1,145.00		(807.25)			(807.25)	337.75	na	na	
TOTAL	80,431.30	5,588.48	-	51,089.72	(53,337.34)	3,340.86	83,772.16			

NOTES> Funds other than the General Fund are managed through accounting and may be subsidized from the General Fund.

⁰ Annual Meeting Fund for FY2022-2023 contains activity for two Annual Meetings: one held July, 2022 and another held June, 2023.

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.

LEYM General Fund Income

As of 3/8/2024

For the 2023-2024 Fiscal Year (12 months ending June 30, 2024)

Contribution From	Amount	Deposit Date			
Akron Monthly Meeting	250	12/17/2023			
Ann Arbor Monthly Meeting	5,124	2/6/2024			
Athens Monthly Meeting	2,000	10/22/2023			
Birmingham Monthly Meeting	588	10/24/2023			
Broadmead Monthly Meeting	1,500	12/18/2023			
Cleveland Monthly Meeting	1,680	1/15/2024			
Delaware Monthly Meeting					
Detroit Monthly Meeting	924	1/15/2024			
Grand Rapids Monthly Meeting	504	1/15/2024			
Granville Monthly Meeting					
Holland Monthly Meeting	200	12/17/2023			
Kalamazoo Monthly Meeting					
Kent Monthly Meeting	714	9/9 & 11/18/23			
Mid-Ohio Valley Monthly Meeting	180	2/3/2024			
North Columbus Monthly Meeting	1,260	11/12/2023			
Oberlin Monthly Meeting	1,050	2/21/2024			
Pittsburgh Monthly Meeting	4,914	2/24/2024			
Red Cedar Monthly Meeting	2,856	1/17/2024			
Wooster Monthly Meeting	546	1/19/2024			
Subtotal - contributing MM or WG	24,290				
			<i>Expected, per budget</i>	<i>Actual as a % of Budget</i>	<i>Variance, favorable (unfavorable)</i>
			27,510	88%	(3,220)
Individuals - via check	100				
Individuals - via FFC online	450				
Interest income from Savings Acct	36				
Total Cash Contribution Income	24,876				
			In-kind	Total contribution income	
			+	- 24,876	
FFC Dividend Income (Base Acct only)	1,005				
Total Income	25,881				
					(cash income, excluding in-kind)

LEYM General Fund Expenses - with comparison to Budget

For the 2023-2024 Fiscal Year (12 months ending June 30, 2024)

Account	Actual Expense through 3/8/2024	Budget (annual)	Actual expense as a % of Budget	Variance, budget-to-actual, favorable (unfavorable)	Non-cash, in-kind donations through 3/8/2024	Total Expense, including in-kind, through 3/8/2024
Operations						
Contract Worker: Database Manager	1,593.00	4,320	37%	2,727	-	1,593
Contract Worker: Digital Comm Facil'r	1,397.40	6,500	21%	5,103	-	1,397
Insurance	597.00	650	92%	53	-	597
Office/administration	303.44	1,200	25%	897	-	303
Committees						
Advancement & Outreach	-	100	0%	100	-	-
Ministry & Nurture	-	100	0%	100	-	-
Publications	2,188.35	3,500	63%	1,312	-	2,188
Members						
Attend conference w/ Quaker values	-	600	0%	600	-	-
Organizations						
Friends General Conference	6,000.00	6,000	100%	-	-	6,000
Olney Friends School	3,000.00	3,000	100%	-	-	3,000
Swarthmore records project	150.00	150	100%	-	-	150
Subtotal cash expenditures	15,229	26,120	58%	10,891	-	15,229
Transfers from General Fund to other Funds						
Annual Meeting Fund	5,000.00	5,000	100%	-	-	-
Travel Fund	1,000.00	1,000	100%	-	-	-
FWCC Travel Fund & Donation	1,800.00	1,800	100%	-	-	-
Subtotal Transfers	7,800.00	7,800		-		
Totals - General Fund Expenses	23,029.19	33,920	68%	10,891		

Lake Erie Yearly Meeting – Financial Position

For the 2023-2024 Fiscal Year (12 months ending June 30, 2024)

Location of monetary assets	Beginning Balance as of 7/1/2023	Change in balance during the fiscal year	Ending Balance as of 3/8/2024
The Citizens National Bank of Bluffton. OH			
Checking Account	7,373.51	2,975.90	10,349.41
Savings Account	18,525.00	160.24	18,685.24
Subtotal of both CNB accounts	25,898.51	3,136.14	29,034.65
Friends Fiduciary Corporation, Philadelphia, PA *			
General (Base) Account	49,160.39	2,954.09	52,114.48
<i>Activity</i> • Dividends Paid (and reinvested)		1,004.72	
<i>includes:</i> • Change in Portfolio Value, + or -		1,949.37	
Granville Youth Fund Account	8,713.26	343.39	9,056.65
<i>Activity</i> • Dividends Paid		178.27	
<i>includes:</i> • Change in Portfolio Value + or -		343.39	
• Dividends disbursed by FFC to LEYM, recorded to Youth Activ Fund		(178.27)	
Subtotal of both FFC accounts	57,873.65	3,297.48	61,171.13
Total monetary assets	83,772.16	6,433.62	90,205.78

	Total	% of Beg Bal
Div Pd	1,183	2%
ΔValue	2,293	4%
	3,476	6%

Notation: Prepaid Expenses

Ashland Univ credit to be carried over to Jun 2024 Annl Mtg	45.00	-	45.00
UCCR deposit for Youth Activities retreat, Sept 2024	358.75	-	358.75
Weber Ctr deposit for Spiritual Formation retreat, Sep 2024	150.00	-	150.00
	553.75	-	553.75

* 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, 12/31/2022

HOLDINGS BY ASSET CLASS	Equity	Fixed Income	REITS
Global and International Equity	25.1%		
Small and Mid Cap Equity	17.7%		
Large Cap Equity	28.6%		
Fixed Income (Domestic, Global, Short-Term, plus Cash)	71.4%	23.0%	5.6%
		23.0%	5.6%

LEYM Summary of Funds for the Fiscal Year 2023-2024

Fund Name	Beginning Balance as of 7/1/2023	Friends Fiduciary account activity ¹	Transfers between funds	Cash Income	Cash Expense	Subtotal: activity for current fiscal year	Ending Balance as of 3/8/2024	Floor/ Ceiling		Last activity prior to FY23-24
								Suggested floor/ceiling amounts for each fund		
Funds held in (i) Base account with Friends Fiduciary Corp and (ii) Citizens National Bank										
General Fund ²	26,560.44	2,954.09	(7,800.00)	24,876.24	(15,229.19)	4,801.14	31,361.58	na	30,000	
Annual Meeting Fund	2,509.18		5,000.00	1,500.00	(1,500.00)	5,000.00	7,509.18	1,000	3,000	
Travel Fund	3,035.70		1,000.00	500.00	(299.00)	1,201.00	4,236.70	2,000	4,000	
Youth Activities Fund ⁴	6,464.70		57.27	970.00	(1,031.30)	(4.03)	6,460.67	4,000	8,000	
Quaker Coll/Svc Schol Fund	4,000.00		-	-	-	-	4,000.00	2,000	4,000	FY22-23
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	4,043.59		(50.00)	5,503.76	(6,507.64)	(1,053.88)	2,989.71	500	2,000	
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	7,139.83		900.00	-	(1,325.00)	(425.00)	6,714.83	na	9,000	
FWCC Travel Donation	3,600.00		900.00		(4,500.00)	(3,600.00)	-	na	9,000	
Funds held in separate account with Friends Fiduciary Corp										
Granville Youth Fund ³	8,713.26	521.66	(178.27)			343.39	9,056.65	na	na	
Funds held by others - see Statement of Financial Position										
Prepaid Expense	337.75	-	171.00	-		171.00	508.75	na	na	
TOTAL	83,772.16	3,475.75	-	33,350.00	(30,392.13)	6,433.62	90,205.78			

NOTES> Funds other than the General Fund are managed through accounting and may be subsidized from 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.

History						LEYM Budgets		**Actual as of 3/8/2024		(prelim budget, not approved)	
FY 2020-21		FY 2021-22		FY 2022-23		*Budget approved 06/16/2023		FY 2023-24		FY 2024-25	
Budget	Actual	Budget	Actual	Budget	Actual			Budget*	Actual**	Budget	Change
1,400	2,905	2,500	2,898	3,900	2,828	General Fund Expenses					
3,100	4,237	5,100	5,570	6,200	4,996	General	Contractor: Database Manager	4,320	1,593	4,400	80
500	500	500	597	650	597		Contractor: Digital Comm Facil'r	6,500	1,397	6,600	100
3,500	2,077	1,500	677	1,500	1,035		Insurance	650	597	650	-
500	-	500	-	500	-		Administration	1,200	303	1,100	(100)
50	-	100	-	100	-	Committees	Advancement & Outreach	100	-	100	-
3,200	2,476	3,200	3,393	3,500	2,876		Ministry & Nurture	100	-	100	-
1,000	400	1,000	-	600	-		Publications	3,500	2,188	3,500	-
6,000	6,000	6,500	6,500	6,500	6,500	Members	Attend conf w/ Quaker values	600	-	500	(100)
3,000	3,000	3,500	3,500	3,500	3,500	Organizations	FGC	6,000	6,000	6,200	200
100	100	150	150	150	150		Olney Friends School	3,000	3,000	3,100	100
		1,000	1,000	-	-		Swarthmore Records Project	150	150	150	-
2,957	2,957	1,200	1,200	-	-		<== Detroit mtg hse contrib'n				
-	-	-	-	-	-	Tranfers from	Travel Fund	1,000	1,000	1,500	500
2,000	2,000	1,000	1,000	1,000	1,000	General Fund	Youth Activity Fund	-	-	-	-
-	-	-	-	10,000	6,100	to...	Quaker Coll/Svc Sch'ship Fund	-	-	-	-
1,800	1,800	1,800	1,800	1,800	1,800		Annual Meeting subsidy	5,000	5,000	5,000	-
							FWCC Travel Fund (& Donation)	1,800	1,800	1,800	-
29,107	28,453	29,550	28,285	39,900	31,382		Total Expenses and Transfers =	33,920	23,029	34,700	780
						General Fund Income					
21,750	21,460	17,875	18,780	26,005	25,390		Contributions Income	27,510	24,876	28,820	1,310
1,000	1,474	1,000	1,728	1,500	1,916		FFC Div Inc (Base Acct only)	1,500	1,005	2,000	500
22,750	22,934	18,875	20,508	27,505	27,306		Total Income =	29,010	25,881	30,820	1,810
(6,357)	(5,520)	(10,675)	(7,777)	(12,395)	(4,076)		Income - (Expenses and Transfers) =	(4,910)	2,852	(3,880)	1,030
	11,272		(8,859)		2,815		FFC chg in portfolio value (Base)		1,949		
	11,272		(8,859)		2,815		Subtotal Other Changes in General Fund =		1,949		
	5,753		(16,636)		(1,261)		Total Change in General Fund =		4,801		
725	715	743					# members used to produce above estimate =	655		655	
\$30	\$25	\$35					Suggested contribution per member =	\$42	20%	\$44	5%
\$ 0.17	\$ 0.16	\$ 0.22					Travel reimbursement, with limits, rate per mile =	\$ 0.22		\$ 0.22	