

**Minutes of the Monthly Meeting for Business of the Midcoast Friends Meeting
February 28, 2016.**

1. Clerk James Matlack opened the Meeting for Business with a brief period of silent worship at 11:45am. He distributed an agenda and asked for any additions and after adding two to "other business" the agenda was approved by consensus.
2. The Minutes of the January Meeting for Business as previously posted on the web site were approved by consensus. It was pointed out that the pdf of the minutes may be hard to read on an iPhone or other smaller reader, but they are all there and unless viewed on a desk top or laptop computer, might best be accessed by taking the direct link from the email announcing their availability rather than downloading them from the Meeting's web site.

3. Committee Reports.

A. Pastoral Care Committee & Emergency Fund. The co-clerks are out of town. Deborah Haviland reported 11 people attended the Meeting for Worship with Claire Darrow and her family on February 10. They hope to hold meetings there every three months, and it was an opportunity to meet with members who live in the area (the Spocks and the Diamonds) as well. The book sale proceeds for the Emergency Fund with additions received today now total \$440, which will be deposited in the Meeting checking account and reserved for the EF as needed. Carmen Lavertu suggested that left over Quaker Books could be taken to Durham Friends Meeting for sale at Vintage Quaker Books. The remaining donated books left over from the sale were taken by Sue and Alex Rockwood and Suzy and Bill Hallett to the Miles Thrift Shop as a donation since Skidompha Used Books did not need them at this time. Pastoral Care Committee will next meet on March 9th at 10am.

B. CHIP (Community Housing Improvement Project). Rachel McGinness attended her first meeting as our representative, and reported on their volunteer efforts to repair and improve housing for low income residents. They provide heating assistance and make efforts to improve heating efficiency. Carmen Lavertu suggested they contact the Midcoast Green Collaborative for help in improving energy efficiency needs of CHIP clients. Polly Ulin said she had volunteered in the past on their fall work day and said it was a very worthwhile experience, and you didn't need to be a carpenter to help out. Rachel distributed a copy of the CHIP's description and its January, 2016 clients' served summary.

C. Finance Committee and Treasurer's Reports. Bruce Rockwood noted that Brewster Grace has joined the committee, and the committee list has been updated on-line. He reported that the Finance Committee met at 10 AM on February 19, 2016 at the Cadbury home in Rockport. After a brief period of silent worship we approved the agenda David Cadbury had prepared. David reported that letters acknowledging contributions to the Meeting (General Account, MOPC, and EF) for calendar year 2015 had been mailed to 50 contributors for their tax records.

The new bookkeeper has entered data and contributions through December 15, 2015, and she is in the process of entering income and expenses from 12/16/2015 until the present. David is working with the bookkeeper to establish a baseline for our records, starting in the 2015-2016 year, which will be used for preparing the FY 2016-2017 budget for the Meeting. Karen Cadbury prepared a revised Excel spreadsheet of the current FY2015-2016 budget, showing the *original budget* (May, 2015 version) and the *approved revisions to the budget* (October, 2015). A copy of this broken down by committee was distributed at today's Meeting for Business, and it will be used in preparing a draft FY 2016-2017 budget to bring to the Meeting for Business in March for review and comment, prior to adoption in May. The FC wants to take the concerns and interests of the committees into account in preparing the new budget. We ask that the clerks of the Meeting's committees review their priorities and current expenses and suggest their budgetary needs for the FY 2016-2017. At present, weather conditions have meant we have not had as much snow plowing expense as budgeted.

FC proposes to the Meeting for Business that we develop a policy for people or committees that wish to seek **grant funds from Quaker funds, foundations or other donating groups, and who want to obtain these grants under the auspices of Midcoast Friends Meeting**. The Finance Committee believes that a policy is necessary, since the Meeting could have legal and/or financial responsibilities for any funds that are raised under the Meeting's nonprofit certification. Such responsibilities can include: acknowledgement letters for funds received and for tax deductions for donors, contractual reports to funders, accounting reports, program specifications that must be met, etc. After this was discussed it was agreed that the proposal be phrased as a proposed Minute of the Meeting for Business, which would be distributed here to the Meeting for review and consideration, and then be brought before the March Meeting for Business for consideration and possible adoption. **The proposed Minute** is:

"As a policy, the Midcoast Monthly Meeting asks that anyone seeking a grant under Meeting sponsorship be required to ask the clerk of the Finance Committee to review the grant proposal prior to submission, to look at the financial agreement, and determine if any resources, matching funds or services must be met by the Meeting. The Meeting's responsibilities for such grants received may include: ensuring that the tax-exempt designation is used correctly; noting and observing any restrictions on the use of the funds; meeting any accounting responsibilities; and ensuring all financial reports are completed. The proposed grant request may be discussed at a FC Meeting and if deemed necessary brought to the Monthly Meeting for Business for approval. Provision of unbudgeted matching funds as a condition of receiving a grant would normally require prior approval of the Monthly Meeting, while if no matching funds are required, review and approval by the Finance Committee and Clerk of the Meeting for Business would be sufficient."

One reason for this policy is that the Finance Committee believes that any given granting agency should receive only one grant request at a time under Meeting sponsorship, since some sources will not consider a second request in any given year and that grants sought should reflect the priorities of the Meeting. Since Midcoast Meeting operates under the

non-profit status of New England Yearly Meeting, the committee asked Bruce Rockwood, as clerk, to investigate the guidelines that NEYM uses in allowing Meetings and their members to rely upon NEYM's IRS non-profit exemption to seek grant funds, so we can be sure to be in compliance. We may wish in the future to seek our own non-profit tax status as a Meeting for purposes of a possible future capital campaign.

Bruce Rockwood delivered to the Treasurer the proceeds of the Emergency Fund book sale held on Feb. 13. The total received from the day's activities was \$333, with additional book purchases and donations since then bringing the total as of 2/28/16 to \$440. David Cadbury, Treasurer, will deposit this in the Meeting's checking account. They are restricted for the use of the Emergency Fund. A member suggested that we ask the members of the Emergency Fund to consider renaming the committee the Emergency Response Committee.

The next meeting of the Finance Committee will be Tuesday, March 8, 2016 at 10 AM at the Cadbury home, at which time we will discuss the items that need to be considered as we construct the new 2016-17 budget. The new, draft FY 2016-2017 budget will be discussed at the Meeting for Business on March 17, 2016. Clerks of committees as asked to review their year to date expenditures and let the treasurer or clerk of the FC know of their suggestions and requests for the new budget.

David Cadbury, Treasurer, then distributed the spread sheet prepared by Karen Cadbury showing the Midcoast Monthly Meeting FY 2015-2016 budget, including income and expenditures by category, and reviewed it line by line, taking questions and responding as needed. He pointed out that to balance the budget we included the entire returned reserve funds of \$5,100 from the 4 Directions Fund investment in our operating budget line for this year. As this is a one-time boost to our budget, we need to be thinking carefully about how to design a viable budget for the next fiscal year and thereafter. The cost of the bookkeeper is under General & Administrative Expenses on page 4 of the document. Once we are caught up, the bookkeeper estimates it would cost \$35 or \$40 a month to keep records current going forward.

David reported that as the revised meeting budget had reduced the MOPC contribution to \$1000 for this fiscal year, that Karen was preparing a grant to the NEYM Legacy Fund that will seek funding over a three year period for MOPC. There is no requirement of matching funds for this grant request, which will seek \$2,500 a year for three years to support the Outreach and Peace Center. ***Jim Matlack as Clerk asked if the Meeting would approve his preparing a letter on behalf of the Meeting for Business to the NEYM in support of this grant request from the NEYM Legacy Fund. There was unanimous support of this proposal and it is so noted as a Minute here in these Minutes for the February Meeting for Business.***

D. Ministry and Counsel. Sue Rockwood reported they met on February 23rd. The annual **State of the Society Report** to NEYM is due in May for submission to VQM and NEYM, reflecting on the Meeting's "current spiritual condition." NEYM's M&C "would welcome hearing what is going well in the life of your meeting and what

challenges you face.” M&C recommends that we use the process adopted last year, by asking that committees prepare three sentences reflecting their committee and its members’ response to this query. We will then ask one member (hopefully Brewster will volunteer again) of Ministry & Counsel to collate the responses and draft a whole report. We ask committee clerks to submit something to M&C by March 15th which M&C will compile into a whole and present to the April 17th business meeting in order to send it on to the Quarter and Yearly Meeting by the May 1 deadline. Deb Haviland asked if this draft report could be posted or emailed to the meeting prior to the April 17th Meeting for Business and it was agreed this would be the process, so that folks can read and review the report before the April meeting.

Worship Sharing: After reviewing the format of our last Worship Sharing at Midcoast, sharing about other styles of worship sharing, and a wide-ranging discussion, it was agreed to hold a worship sharing *every other month* on the 4th Sunday. We’ll have a new query related to the life of the Meeting each time. The first worship sharing would be as “a response to the discord within the meeting and the need to build trust and community in our meeting,” and it will be held April 24th. After the rise of meeting that day and a ten minute social period, those interested in the Worship Sharing will meet in the worship room to participate in this process. Guidelines for worship sharing are on the bulletin board.

Quakerism 101: Our goal is to obtain more information for both new attenders and seasoned Quakers, and pick a resource during our next regular meeting. We will try the “**listening Friend**” concept will be tried. The person opening Meeting could invite questions “about the meeting or about Quakerism in general in the corner” for 5-10 minutes at the rise of meeting. This is sometimes called "the Quaker in the corner."

M&C has updated the committee list with additional members and names of clerks or co-clerks on the website.

E. **MOPC.** Please be aware of the load on cleaning up from Meeting activities. The cleaner has been flexible and worked extra hours after the book sale. Suzy, Bill, Alex and I cleared most of the leftover books by packing them up and donating them to the Miles Thrift Store. The last books, pictures & the Quaker books leftovers need to be reclaimed, stored or disposed of. Sue suggested Pastoral Care send a card thanking the cleaner for the flexibility and extra work he provided as a result of the work on our book sale.

On Friday, March 11th Nat Shed, Director of Friends Camp, will give a program on "Raising Children to Be Adventuresome" here at the Meeting House starting at 4:30pm, including a free pasta dinner and discussion on unstructured playtime. Sue has distributed the flier to area preschools and schools, and Juniper Hill asked if they could post our flier on their website. Brewster and Karen are both seeking grants for support of MOPC programming.

F. **Meeting House and Grounds.** No report. Guy Marsden did note that the monthly climate discussions led by Patty Seybold have led to a desire for the Meeting to explore

having a solar farm on the roof and possibly the meadow of the meeting house, which might be used to provide electricity credits for low income persons. Sue Rockwood reported that her discussion with a ReVision spokesman had indicated their desire to explore ways to show that solar power was not just for the wealthy. The details of this idea should be worked out in consultations with ReVision or others and those engaged in the climate change discussions. Carmen Lavertu asked that Guy and Patty report to a future Meeting for Business on the ideas and suggested local actions that may be emerging from these monthly climate discussions.

Rachel McGinness asked if the snow plow person was expected to shovel the steps and ramp when there was snow, as there is concern about falls if they are not cleared. Sue Rockwood noted that the snow plow person knows to have the parking lot cleared by 10am Monday through Thursdays at least, and if there is a special program or course that requires earlier plowing he needs to be called. He normally does not shovel the steps or ramp, so we need to do that. Rachel reported that the cleaner asked for reimbursement for cleaning supplies, and she asked which budget that came out of, and it was agreed to submit the bill to Jim Matlack for payment, probably out of House and Grounds budget.

G. **Hospitality.** No report.

H. **Other Business/Concerns.** Jim Matlack asked people to submit their five priorities for the FCNL in the coming year on the form provided by the email from Guy or from printed forms he could provide, so that he can count them up and prepare a report of the Meeting's five priorities to the national FCNL. Ann Armstrong announced that she was planning to ask to transfer her membership from Acton Friends Meeting (which is being laid down) to Midcoast Friends Meeting, and Sue Rockwood asked that she send the request to M&C.

4. **Closing Worship** Meeting for Business closed with a brief period of silent worship at 1:25pm. The next Meeting for Business is scheduled for Sunday, March 20, 2016.

Respectfully submitted,
James Matlack, Clerk
Bruce L. Rockwood, Recording Clerk