

**MINUTES**  
**MIDCOAST MONTHLY MEETING OF FRIENDS—BUSINESS MEETING**  
**SEPTEMBER 15, 2013**

**Present: Nancy Booth; Jean Crawford; David Cadbury, Co-Clerk; Karen Cadbury; Susan Hallett Co-Clerk; Rachel McGinness; Carolyn Miller; Bruce Rockwood; Sue Rockwood; Willow Rowntree; Cynthia Thomas; Mallory Waldman.**

**Recording: Karen Cadbury**

The Meeting opened with worship.

The minutes of the last Business Meeting were approved.

**Ministry and Counsel Committee**

Deb Haviland reported on the Ministry and Counsel Committee and Pastoral Care Committee. Quarterly Meeting received minutes on the lives of Alice and John Lacy. The minutes are on the MMM website. Bob Snyder, who was a regular attender at Meeting, died on August 20, 2013. Carmen sent a note to Christina, Bob's wife. **The Meeting also approved sending a letter from the Meeting to his family.** There will be a memorial service at Cambridge Meeting on October 26<sup>th</sup>. Deb has the address.

Willow Rowntree said that since there is not an ad hoc committee for nominating the clerks of committees, she thought that the committee of Ministry and Counsel that will be selecting the Meeting's clerk and officers needs to have broad participation. She said that she wished to change the current wording from saying that people may be added "...as needed" to "...should include others, if they wish to participate." Mallory suggested that if people are interested in being part of this committee, they should contact Ministry and Counsel. Mallory also noted that there will be a sign-up sheet at Meeting next week.

Mallory reported that the Meeting has received a request from a couple from Tallahassee, Florida to be married under the care of our Meeting. She read the letter. The couple—Petra and Elizabeth—are life-long Friends and have attended our Meeting for Worship. They are well known to several of our members. They have been in a committed relationship for 10 years. They have requested a clearness process and are working with a clearness committee in Tallahassee. **The Meeting approved Ministry and Counsel moving forward to marry this couple under the care of our Meeting.**

**Buildings and Grounds Committee**

Susan Hallett reported on the Building and Grounds Committee for Bill Hallett. Bill also submitted a written report that is attached to these minutes.) To summarize the report, Bill said that this summer "...scraping, repair and painting of all exterior trim and doors" was completed by Mr. Ater, whose bid of \$6,200 was \$1,400 lower than a second bid. Aters found several major roof problems and rot along the drip line and rafters. He did not charge more to repair this damage, finished on time and the "quality and thoroughness of the work is impressive." The committee recommended that the annual budget include a special line item for future major repairs on this aging building, and noted that a roof replacement might be needed in about 10 years or less. Bill indicated in

his report that the roof and exterior need inspection on a regular basis and he recommended establishing a set-aside fund.

Martin reported that in regard to the Meeting's last maintenance expenditure of \$6,500, the funds—which were 'borrowed' from investments—will be returned to the investments over a period of 8.3 years. Bill Spock suggested that we establish a capital budget in addition to an operating budget.

Bruce Rockwood suggested that if we increase the \$650 per year (now a line item in our operating budgets) by \$200 per year, we could regard this as a maintenance fund. He pointed out that the time period estimated for replacement of the roof is 10 years. If we maintain a 'repayment' schedule of \$650 per year after the funds are repaid to the investments, with the additional \$200 per year, we could build a reasonable maintenance fund.

Bruce also suggested reevaluating the heating system and considering the installation of a heat pump in the future, when the heating system is in need of replacement.

The clerk asked the Finance Committee to look into Bruce's suggestion of increasing the \$650 repayment by \$200 annually to establish a maintenance fund.

#### **Finance Committee**

Martin reported that last year's budget (FY2012-2013) —after adding in \$2,000 from the Meeting's investments—concluded with a surplus of \$391. In creating this year's budget (FY 2013-2014), the committee conservatively estimated \$12,000 in contributions. To date, \$9,060 in pledges has been received. In addition, pledges of approximately \$3,500 that were received last year have not been pledged yet this year. Since we are early in the fiscal year, the committee anticipates that these contributions will be forthcoming. (If an additional \$3,500 is pledged or received, the contributions can be anticipated to total \$12,635 this year.)

Caroline noted that there is \$50 in Gifts and Leadings, but that we no longer have this committee. **She recommended deleting line #16 in the budget and reallocating the \$50 to the Ministry and Counsel Committee, since they will be sending out the mailing about committee membership. The Meeting agreed.**

The Expense Budget includes funding at NEYM for 34 members, a reduction of \$300 in Community Contributions, and a reduction of \$960 in Friends Contributions. Martin suggested that the Meeting consider doing some special events or projects to raise additional funds for CHIP, AFSC and FCNL. **Jean Crawford volunteered to help with fundraising events.**

In regard to the budgeting process—as was mentioned earlier—the **Meeting agreed that in addition to the \$650 repayment of funds annually (to investments from the operating budget), \$200 will also be set aside annually for maintenance expenses.** In this way, the meeting can replenish the borrowed funds, build some reserve funds and then borrow against those funds in the future, if repairs are needed.

**The Meeting agreed that the Building and Grounds Committee and the Finance Committee should develop a plan for the funds reserved for maintenance that fits with the budgeting process.**

**The Meeting approved the FY 2013-2014 budget with the change of moving the \$50 out of Gifts and Leadings into Ministry and Counsel.**

### **Report on the Outreach Program**

Karen Cadbury reported for the Development Committee of the Outreach Program (DCOP). Andy Burt, David Cadbury, Brewster Grace, Carmen Lavertu, Sue Rockwood and Karen Cadbury met as a Development Committee, as requested by the Meeting, to develop a budget for an outreach program that would include hiring a part-time coordinator. (Suzy Hallett is also on the committee.)

The DCOP presented a report to the Business Meeting that outlined the expenses and revenue anticipated for two years. (See attached report. The report is also available by email: [kcadbury@roadrunner.com](mailto:kcadbury@roadrunner.com).) The DCOP reported that they agreed to raise the funds to meet two years of expenses before starting the program, so that they would have a good financial base from which to begin.

Two years' of expenses totals \$11,320. This includes \$1,400 for Wi-Fi for the Meetinghouse, a part-time salary and taxes for a two-half-day-a-week coordinator of \$7,680, plus \$740 in contingency funds, plus travel and office expenses.

The DCOP is committed to raising \$11,700 from the following sources: the Peace Center (one year of \$600), the Vasselboro QM, New England YM, individual donations, foundation grants and increased funds from rentals and onsite donations. The DCOP also requested \$1,500 per year for two years from the Midcoast Monthly Meeting. **After discussion, the Meeting shifted some revenue from individual gifts to the amount requested from the Monthly Meeting and approved \$2,000 per year for two years, for a total of \$4,000.**

The DCOP will not access these funds until the entire \$11,320 is raised. The members of DCOP have taken on assigned responsibilities for raising different parts of the funding. A foundation request has been submitted already to the Obadiah Brown Fund for \$1,000.

### **Hospitality**

Sue reported that we did a large shopping and that members are helping to set up and clean up after social hour. She wanted to remind the greeters that they are responsible for starting the coffee and tea and, if possible, putting out cookies, crackers, etc.

**Vasselboro Quarterly Meeting**

Suzy and Carmen attended VQM. The Q is planning a major change and hopes to have much more involvement from the monthly meetings. Midcoast Monthly Meeting will be hosting VQM on February 14, 2014 and the Farmington Monthly Meeting will be hosting VQM in November, 2013. Carmen has requested that we name two people from our monthly Meeting to participate in a coordinating team that will be working on QM issues. Suzy will check with Carmen to clarify this issue and determine what we should do. No one volunteered.

**Respectfully submitted:**

**Karen Cadbury, Acting Recorder**