

Celo Friends Meeting
Meeting for Worship with Attention to Business (MFWAB)
September 15, 2024

Present: Catherine Reid, Annie Barrus, Joyce Johnson, Gib Barrus, Jo Ann Fernald, Donna Idol, Lucy Perry, Jennie Boyd-Bull, Barb Wulff, Lydia Wexler, Charley Cloak, Catherine Peck

Arriving after the start of the meeting: Geeta Jyothi, Bob McGahey, Rachel Weir, David Senseney

Clerk: Catherine Reid

Minutes: Lucy Perry

Opening

The meeting opened with a few moments of silence.

1. Ministry and Care Report

Gib Barrus presented this report

The query for this month is: "How do I share my inner light with others?"

The Children's Blessing plans are coming together. Gib shared a draft list of the children and families involved (appended at the end of these minutes). Names can still be added to this list.

There was a clearness committee held to consider David Senseney's application for CFM membership. We approved him as a member of Celo Friends Meeting.

Mari Ohta, Marilyn Cade, and Becky Gray are rotating the responsibility for First Day School, but don't want to continue past the first of the year. The nominating committee is working on finding someone.

For the preschool-aged child care there is a rotating group of adults, with Oscar Rouse as the teen helper. We would appreciate additional regular adult volunteers or more teens who we can rely on for this.

It is possible that someone will need to be hired to run the First Day School program. This was approved at a meeting for business a couple of years ago. We approve inviting Tasha Shannon to visit First Day School as someone who might serve in this capacity.

It has been mentioned to the Ministry and Care Committee that our Business Meetings are sometimes rushed at the end. There have also been some questions about whether childcare can be provided during business meetings.

2. Finance Committee Report

Jo Ann Fernald presented this report. The topic was the 2025 budget. Jo Ann presented a draft 2025 budget for consideration. (The documents are appended at the end of these minutes.)

For the 2025 budget, we need to pare back some of our expenditures. The 2025 prediction for income is a pretty good guess, based on this year and previous years.

Under expenses, there are only a few line items that are increases from 2024, and Jo Ann explained these items.

In this draft budget, the amount of money being sent to SAYMA is reduced to 9.3% of our budget (which is 10% of our 2023 income). There are various other decreases in other expenditure line items, including donations from Celo Friends Meeting.

One friend mentioned that the previously approved proposal for a First Day School teacher included \$5600 for that expense, as compared to the \$2000 shown in this draft budget.

There was some discussion of what income Celo Friends Meeting might expect toward the end of this year. Friends will receive a reminder to donate.

Some friends voiced concerns about the proposed reduction of our giving to SAYMA and one suggested a more gradual reduction over a number of years. SAYMA had suggested a guideline of either \$85 per person or 12.5% of a meeting's budget.

Some friends expressed a desire to support SAYMA and expressed concern about the proposed reduction in this budget, counter-proposing the 12.5% amount as opposed to the 10% represented in this draft budget. This raised the question of what would we trim, to balance the budget. The trimming would be from CFM donations to other organizations.

Jo Ann reminded friends that she had received donations from CFM members who did not want their donations going to SAYMA, and that their donations as a result could not be counted as unrestricted income.

One friend asked for everyone in Celo Friends Meeting to consider whether they can give more to our meeting. Jo Ann reports that the number of people giving to Celo Friends Meeting has gone down, from a high in the 60's to now in the 30's.

If we made our SAYMA givings 12.5% instead of 10% for 2025, that would be about \$2228, a \$538 increase. So the amount of our other donations would go down by \$538. We affirmed this change to the draft 2025 budget. The Finance Committee will adjust the budget accordingly and will present a revised draft at our next meeting.

3. Nominating Committee Report

Gib Barrus presented this report.

We gave enthusiastic final approval for James Roeder as our new Finance Clerk.

The Nominating Committee has drafted a job description for the new Bookkeeper position. Gib read this job description (appended at the end of these minutes.)

We approved this Bookkeeper job description.

One friend suggested that for legal purposes we need to have a position called the Treasurer. That would be Finance Clerk, and that edit can be inserted into the Finance Clerk job description.

We enthusiastically approved Jo Ann Fernald to fill this Bookkeeper role for as long as she is willing.

The Nominating committee proposed Lu Ann Crissman as a child care provider. Her name will come up for final approval next month.

Strawberry creek process for new members of the Nominating Committee

Gib Barrus and Donna Idol are the current Nominating Committee members. Gib is stepping down from the Nominating Committee.

Gib read out the Nominating Committee job description (appended at the end of these minutes).

There are no term limits specified in the job description. One friend recalled some discussion in the past about how it should be a 3 person committee with each member serving for 6 years and a change every 2 years. This was never achieved in practice. This friend emphasized that some continuity on the committee is important.

The newly constituted committee will be formally approved at the October business meeting.

We used the Strawberry creek process to collect names for possible committee members.

The clerk captured the names which rose to the top, and the CFM co-clerks will bring a group of 3 names for final approval next month.

4. End of Life Committee proposal for cemetery improvements

Donna Idol presented this item of business.

The Day of the Dead will be Saturday Nov 2. There will be a work day and then a remembrance at the cemetery.

The end of life committee suggested the following improvements for the cemetery:

1. Improving safe access to the cemetery by spreading 5 tons of road bond gravel, at a cost \$300
2. Finish the stone wall that includes the memorial stones, by extending it to match the other side. This would provide more seating and more space for memorials. The main entrance to the fire circle would be in a different place, described by Donna. This may cost up to \$1500.
3. An information kiosk, a ready-made one from High density polyethylene.

The Abrahamson Fund Committee has already approved the expenditures coming from the Abrahamson Fund Spending account.

We approve the first two suggested improvements and these proposals will be brought to CCI property committee. We approved up to \$2200 for these. We are hoping that CCI may contribute to part of this cost.

One friend expressed a preference for a home-made kiosk instead of the ready-made one. We will take up this question later.

We approved in principle the idea of having a kiosk, at the location proposed by the End of Life Committee and explained by Donna. The information contained in it would be a map of the cemetery and some basic information.

5. Next Business Meeting time and place

Our next business meeting will be on October 28th at 5:30pm in Margithaus. Anne Maren-Hogan will be clerking.

Closing

The meeting ended with a few moments of silence.

These minutes were approved in the face of the meeting.

Appendix:

1. Draft list of the children and families invited to take part in the Blessing of the Children
2. Draft 2025 CFM budget
3. Job Description for CFM Bookkeeper
4. Job Description for Nominating Committee

Draft list of the children and families invited to take part in the Blessing of the Children

(document to be added shortly)

Draft 2025 CFM budget

(document to be added shortly)

Bookkeeper - Job Description - July 18, 2024

Overview

The bookkeeper performs the daily tasks involved with Meeting money, depositing donations, paying bills, managing, and balancing Meeting's financial accounts. All donations, expenses, banking, and budgets are recorded in QuickBooks. The bookkeeper must learn and understand how QuickBooks works and maintain QuickBooks Celo Friends Meeting file. The bookkeeper is part of the Finance Committee and provides data to assist in the preparation of the annual budget. The bookkeeper, working together with the Finance Clerk, ensures that two Friends are familiar with Meeting finances and able to assist each other.

Income

Accept contributions for Celo Friends Meeting and its projects or fundraisers. Each donation received is logged into the computer program "QuickBooks" indicating all the relevant information (the amount, donor, check number, date and coded under its specific purpose) Donations are deposited into the appropriate bank account each week. The deposits are primarily made electronically, and the checks are kept for at least 6 months. Provide contribution statements for donations, including in-kind donations using Quick Books or via post when needed. Copies are kept of all contribution statements.

Although the operating budget funds are in a local bank, some less frequently used accounts are in banks that require the treasurer to mail deposits. All income, whether checks or cash, in person or by mail, should be deposited as quickly as possible, which is typically within a day or two of receipt. Bank statements are reconciled monthly.

Expenses

Bills and financial commitments are paid in a timely manner via check, electronic transfer, or debit card. The bookkeeper ensures that proper documentation is presented prior to making payments. Through the process of writing checks or paying bills, each commitment is associated with a budget line or special account.

Reimburse out-of-pocket expenses for Friends who make purchases on behalf of the Meeting. Friends that need to be reimbursed are expected to provide a receipt for the item purchased. If the purchase is large (>25% of the budget line), the committee clerk should approve of the charge. Bills, receipts and copies of expenses, bank statements and any other relevant financial information should be kept in files that can be easily accessed when needed.

Expenditures should generally be within budget. However, overruns sometimes occur. In this case the bookkeeper may consult with the finance clerk and decide if the overrun should be cleared with Business Meeting prior to payment. Typically, if it is a small amount of money for a committee purpose, it does not need to be brought to Business Meeting.

Office supplies and administrative expenses (software, stamps, envelopes, etc.) are purchased and kept separate to be used only for Meeting's correspondence.

Reports

The bookkeeper provides the data from Quick Books for the Finance Clerk to prepare quarterly and annual financial reports for Meeting for Business. Generally, the Finance clerk reports to Meeting for

Business, but may ask the bookkeeper to make the report if they are absent. These financial reports consist of a Budget versus Actual and a Financial Position Comparison for the Quarter and Year End. These reports give the Meeting a snap-shot view of the Meeting's overall financial health, the current position regarding income and expenses and the efficacy of the approved budget. The reporting period is typically quarterly and end of year, but sometimes other reporting periods are appropriate. The year-end report is presented in January. The Financial Reports should be sent out to the Clerk in advance of the Business Meeting. When presenting a report to Business Meeting provide 10 copies for Friends to read along.

The bookkeeper and the Finance Clerk work together with the finance committee to prepare an annual budget. This process can begin in the summer by collecting information from committee clerks about their budgetary needs. The annual budget is presented twice to Meeting. The first time is to discuss the budget very generally and note any changes. The second presentation is a request for approval.

Celo Friends Meeting Job Description
Naming and Nominating Committees
Approved December 15, 2019

The Nominating Committee is comprised of 3 members/attenders. Their job is to review committee and job descriptions, as needed, at least every 2 years. They hold the “big picture” of CFM job and committee structures/needs in their minds while attempting to fill empty positions, being mindful of gender, age, experience, and years already served in order to maintain as much balance, wisdom, and freshness as possible.

Process

*In September of even years, Meeting for Business acts as a naming committee to nominate members of the nominating committee, The Strawberry Creek Process is used for open positions. A naming committee provides an independent process from the nominating committee to avoid the potential problem of the nominating committee becoming self-perpetuating.

*In October of even years, meeting for business approves the new committee and they meet to prepare for a special called meeting, using a modified Strawberry Creek Process, to fill open committee spots. Prior to the special called meeting the nominating committee attempts to determine which committee members want to remain in their job/s. Announcements are made in meeting and in the newsletter regarding open positions and members/attenders are requested to carefully consider how they feel called to serve. Members/attenders are encouraged to approach a member of the nominating committee regarding a position in which they feel called to serve. Nominating committee will bring the open positions before the special called meeting. Nominating committee will discern which positions need to be brought to the special called meeting and which they can fill before the special called meeting.

*In November of even years, a special called meeting is held and, using a modified Strawberry Creek Process, the open positions are filled. After the meeting, nominating committee members ascertain whether or not those nominated wish to serve. If there are still openings a second called meeting may be necessary. If there is a second called meeting, names from the previous called meeting are not carried over. Each special called meeting begins afresh, as different members/attenders are gathered and every new gathering works in its own mysterious way.

*In December of even years the nominating committee presents the slate of candidates to meeting for business for approval.

*January of odd years – the slate of new candidates is approved and new members

and clerks begin their work for the two year cycle. Nominating committee recommends that the new clerk/co clerks begin the 2 year cycle with a meeting of all the committee clerks.

*Nominating committee meets as needed to keep up with committee changes, descriptions, and committee membership. Updated job rosters should be kept on the Margithaus bulletin board, as the last page of the CFM directory, in the newsletter, and in CFM Google docs.

*Nominating committee needs to be kept up to date with committee function changes and changes in members. Committees have the freedom to add new members as they see fit but all changes must be reported to nominating committee and they will bring it to business meeting for discussion/approval. If committees need or want assistance filling vacancies this should also be brought to the nominating committee.

*There is a nominating committee book in Margithaus that should be kept up to date with job and committee descriptions. Committee/job descriptions will also be kept in CFM Google docs.

CFM modifications to the Strawberry Creek Process:

*Individuals are free to nominate themselves during the naming process.

*Brief group discussions are allowed at the clerk's discretion, mainly for any clarifications that might be needed.

*Naming out of the silence will occur during the first 2 rounds of the process. Usually the clerk will be able to call a sense of the meeting after this second period of worship. If not, those present need to discern the next step.

*If there needs to be a second called meeting – we will begin anew.