

**Concord Quarterly Meeting
Held at Willistown Monthly Meeting
July 26, 2015**

Minutes of the Meeting for Worship with Attention to Business

Opening Worship

The meeting opened with silent worship at 8:30 a.m.

Welcome

The Clerk welcomed all who were present, including a few who were at Quarterly Meeting for the first time. Those Monthly Meetings with representatives in attendance were: Birmingham, Concord, Goshen, Middletown, West Chester, Westtown, Willistown, and Wilmington.

**Treasurer's Report – Revised Budget for
Fiscal Year Ending June 30, 2016,
and 06/30/2015 Financial Statements**

Bruce James (Treasurer)

The treasurer's report was received with appreciation and is attached to the official copy of these minutes as Appendix 1. The budget was approved. The meeting approved that the surplus from the reduced hours worked by our Coordinator for the last two years and any similar surplus next year be assigned to the Tuition Endowment Fund. [Subsequent to Quarterly Meeting the Coordinator realized that "the portion of the Coordinator surplus contributed by Wilmington Meeting needs to be returned to it instead of being transferred to the TEF because Wilmington MM had never contributed to the TEF and, therefore, it has no TEF subaccount in which to deposit any surplus." As this revision was an administrative matter, the Planning Committee agreed to add it to the minutes rather than back to the full Quarter.]

The following minutes were approved on the recommendation of the Treasurer:

- The following individuals are authorized as signatories for the primary checking account at The National Bank of Malvern: Thomas Haviland of Westtown Meeting (Treasurer), Bruce Harrison of Westtown Meeting (Clerk). The following names are to be removed at the earliest convenience: Bruce James (Former Treasurer), Rich Ailes (Former Clerk), Ron Ploeg (Former Treasurer)
- The following individuals are authorized as signatories for the coordinator expense checking account at The National Bank of Malvern (to be established by incoming treasurer): Thomas Haviland of Westtown Meeting (Treasurer), Bruce Harrison of Westtown Meeting (Clerk), Charles Spadoni of Birmingham Meeting (Coordinator).

The meeting recorded its appreciation to Bruce James for his service. Aside from being a very capable treasurer, Bruce James served the Quarter during the transition to the Quarter's taking on the coordinator as a part-time employee. We thank Bruce especially for the care he took with analyzing and following through on all the complex details involved in providing the pay and benefit structure for our new employee, which to this day, a few years later still is in effect.

Coordinator's Report

Charles Spadoni (Coordinator)

The report is attached to these minutes as Appendix 2. It was received with appreciation.

Approval of Filing Volunteers' Child

Protection Clearances with the Coordinator

Bruce Harrison (Clerk)

The meeting approved that the Coordinator retain the Child Protection Clearances for the officers of the Quarter and those others who are involved in Quarter programs involving children..

**Approval of Deb Wood to be Clerk from
07/01/2016 to 06/30/2018 & Ass't Clerk
for one year thereafter**

Bruce Harrison (Clerk)

The recommendation of the Nominating Committee, having been seasoned for one quarter, was approved. Deb Wood will be Assistant Clerk of the Quarter for the next year, Clerk from 2016-18, and Assistant Clerk again for 2018-19.

Proposal to provide overnight accommodations to attenders of PYM's Continuing Sessions at Westtown School Bruce Harrison (Clerk)

The meeting agreed that the Coordinator assist Philadelphia Yearly Meeting in arranging hospitality for those Friends who need it for the forthcoming Continuing Sessions at Westtown Meeting.

Purchase of the Biography of Bayard Rustin For Three West Chester Area School District High Schools Bruce Harrison (Clerk)

The meeting approved the purchase of three copies of the new biography of Bayard Rustin for the three high schools in West Chester Area School District.

The Hickman Report Ellen Millick
The annual report to the Quarter is attached as Appendix 3 and was received with appreciation.

Joys and Challenges Reports of Willistown and Concord MMs Betsy Swan
Valerie Peery
The reports were received with appreciation and the Willistown report is attached to these minutes as appendix 4. **The Concord report was oral.**

Count of those in attendance Bruce Harrison (Clerk)
There were 35 Friends in attendance as the Business Meeting came to a close.

Respectfully Submitted,

Bruce Harrison (Clerk) and David Leonard (Recording Clerk)

Announcements of upcoming events
Annual Sessions July 29-August 2, 2015
Planning Committee Meeting August 9,
2015, at 7:30 p.m. at Concord Monthly Meeting

Tubing on the Brandywine August 23, 2015, 12:30-4:30 p.m.

Bruce Harrison (Clerk)
Hayride & Bonfire, October 4, 2015, Stratton Farm

Thomas Swain's Spiritual Gifts Workshop, Saturday, October 17, 2015, at West Chester MM

Concord Quarterly Meeting October 26, 2015, at Westtown MM

**Appendix 1:
CONCORD QUARTERLY MEETING**

TREASURER'S REPORT 2014-2015 Final Report

July 25, 2015

Year End Financials

Attached are next year's budget and the financial statements for 2014-2015.

INCOME AND EXPENSES REPORT Notes

- Coordinator expenses were significantly lower than income, as expected
- Operating expenses were higher than income
 - The new sign was an unexpected cost
 - More programs were held, with some expenses
 - Newsletter costs continue to be high
- Programs net cost of \$671 was below budget of \$800 (due to registration fees)
- Tuition Endowment Fund (TEF) income was as expected, deposits to Friends Fiduciary reflect the excess in coordinator funds for both 2014-15 and the prior 2013-14 fiscal years
- Tuition grants were given totaling \$6930. Grants this fall will award \$7092.

ASSET REPORT Notes

- Coordinator fund capped at end of year to 6 months of costs (\$10,500) to insure payroll. Excess provided to boost reserve, then to increase TEF.
- Operating fund required some use of Reserve to cover deficits (new sign), then returned to positive
- Reserve fund capped at year end at \$5000 (to cover unexpected operating costs or program costs)
- Tuition Operating Fund (TOF) - See Tuition Grants (above)
- Tuition Endowment Fund (TEF) value has surpassed \$200,000 (up from \$132,000 as of 30-Jun-2012). Some of this is due to market value increases, much of it due to contributions from meetings

Next Year's Budget

- Small increase to overall budget is due to the expected income from TEF.
- Operating fund income increases to match historical expenses.
- Covenant budget is for 20hr/week coordinator. Coordinator income expectations are reduced, because of more accurate estimate of the tax burden. Expenses are estimated at the current level of 15hr/week plus contractor costs. Surplus will be invested in the TEF.
- TEF budget increases to make up for changes in Coordinator fund. A surplus is expected in the coordinator fund. If coordinator costs increase in the coming year, the surplus would be reduced.

[Financial Statements Are Redacted]

Appendix 2: COORDINATOR'S REPORT

We had twenty-eight children (3rd through 10th grades) of members and attenders of nine monthly meetings (five from Concord and four from Western) participate in an all-day youth event held on April 26, 2015, on Westtown School's campus: ½ day of maneuvering through that school's ropes course and ½ day of orienteering.

On May 3, 2015, Birmingham hosted the second open house for parents of children attending Quaker schools. The next open house will be held at Wilmington Monthly Meeting on November 1, 2015. We are in the process of developing a schedule for monthly meeting open houses to be held in 2016.

Unfortunately, the tubing-on-the-Brandywine outing scheduled to be held on June 28, 2015, had to be postponed because of high water. Fortunately, it has been rescheduled for August 23, 2015.

Please note that effective July 25, 2015, there will be no cost to volunteers who apply for the child abuse clearances issued by the Pennsylvania State Police and by the Pennsylvania Department of Human Services that are required for volunteers (which include members and attenders of monthly meetings) who have contact with children (younger than 18 years of age). Each volunteer who has not resided in Pennsylvania continuously for the past ten years still has to pay for the required FBI background check.

Also, please note that the security for PYM's "Online Conversations" (a virtual discussion group) has been

upgraded so participants' private information is now much more secure than it was when PYM started that service several months ago.

I look forward to seeing you at PYM's Annual Sessions from July 29, 2015 to August 2, 2015, and I hope many of you can attend the Planning Committee's next meeting that has been rescheduled from August 2, 2015 to August 9, 2015. It will be held at Concord Monthly Meeting at 7:30 p.m.

Don't forget the Bonfire and Hayride on October 4, 2015, at the Stratton Farm in Thornbury Township and Thomas Swain's workshop on spiritual gifts that will be held on Saturday, October 17, 2015, at West Chester Monthly Meeting.

In Faith,

Charles B. Spadoni, Coordinator

Appendix 3: Annual Report to the Concord Quarter for the Hickman– 2015

As times have changed, so too has The Hickman. We continue to provide the same high quality licensed personal care to our residents as we prepare for the future replacement of our Sharpless-Hall Building. We are working with the Borough of West Chester, the West Chester Monthly Meeting of Friends and the West Chester Friends School to ensure that our plans meet with the requirements of our local government, enhance the Quaker Block, and provide excellent care to our residents – both now and in the future.

The building that will replace our Sharpless-Hall Building will be home to approximately 70 residents on three floors. Recognizing the increased number of seniors affected by Alzheimer's Disease and other dementia related disorders, the first floor of the new building will be an approximately 20 bed secure memory care unit, including a secure garden area. The second and third floors will be mixed personal care. We expect to open this building to residents in approximately two years. We are about to complete Phase One of a three phase Capital Campaign to raise funds required to complete this project.

Pamela Leland remains in the role of Executive Director. She has brought new and talented administrative staff on board, allowing her team to take the lead and use their skills while providing support and guidance when needed. The Hickman has also recently welcomed Monica Paulino who is serving as our Assistant Executive Director/Director of Operations. Monica will manage our Human Resources Department and provide oversight of certain operational functions.

Our partnership with Pennrose Development and Pennrose Management through the Mary Taylor House continues to be a success as we continue to work together to ensure the good care of this building and its residents. The addition of this building to our campus allows us to provide comfortable apartments to over 60 independent seniors in the low to moderate income range.

The Hickman's Board of Directors is currently made up of 18 members, 11 of whom are Quaker. Mark J. Snyder is in his second year as Board Chair, with Ronald Petrocelli of Willistown Meeting serving as Vice Chair, J. Dean O'Banion of Willistown Meeting as secretary, and Kenneth M. Witek as Treasurer. This year we welcomed Robert Kolimaga of Goshen Meeting to our board and bid farewell to Henry Alexander of Goshen Meeting and Deborah McKenty. The Hickman would also like to recognize our longest serving board members and thank them for their continued dedication to our mission: Howard Starkweather of Wilmington Monthly Meeting (27 years) and Ellen Millick of Willistown Meeting (19 years).

We could not carry on without volunteers. In the past year volunteers, including our board members have contributed over 3,000 hours to the life of our residents. Driving residents to the grocery store or food shopping for residents, making one-on-one visits and dog visits to residents, giving manicures to residents, playing board and card games with residents, sharing the rosary and communion with residents, organizing resident closets, and doing office/clerical work are only a portion of the list of things that would not be available to our residents without the help of our volunteers. Our need for new volunteers continues throughout the year. We are currently seeking volunteers for transportation to church, Bingo calling, trip companionship, one-on-one visitors, craft leader, and pottery/clay instruction, as well as for events like our Spring and Fall Clean-Up Days and our yard sale.

In conclusion, we are again pleased to report that The Hickman continues to fulfill its mission of providing affordable care and housing to seniors. Using the Quaker SPICES as our guide, our board, administration and staff members continue to move The Hickman into the future so that we can provide the best care using the best practices available in our industry.

Respectfully submitted,

Ellen Millick

Member, Board of Directors

Appendix 4:

Willistown Meeting Report by Betsy Swan.

This past year, Willistown Monthly Meeting has engaged in the process of defining our goals, mission, and resources as a Meeting. Though it has been at times a difficult process, calling us to look hard at some of our weaknesses as a community, it ultimately offers us a way forward which is engaging for each member and attender of the Meeting.

Willistown continues to have a vibrant spiritual conversation at the root of our worship. The silence is deep and restorative, the meeting house alive from the corporate anticipation of God's presence among us. It is a loving, engaged community, and this attitude defines our worship.

Like many Meetings, Willistown grapples with the diminution of our actively involved population. Membership itself has remained consistent over the last fifteen years, but the frequency with which our members and attenders join us has dropped. We have carried on the business of the Meeting without adjusting to the smaller population of actively participating members and attenders and this year needed to bring our process and goals into alignment with our numbers.

Beginning with a conversation about what calls us to attend Willistown Meeting, we proceeded to defining our personal testimonies, the Meeting's shared testimonies (inspirational vocal ministry, welcoming and caring for others, honesty, kindness, tolerance, and peace), and the facets of Willistown we most want to share outside of our Meeting (our First Day School experience, worshipping as a united spirit, living our beliefs daily, the land for which we are stewards). The social room was papered with our lists, and we spent weeks absorbing these ideas.

Ultimately, we needed to look at how to marshal our financial and human resources to live our testimonies. A structure including fourteen standing committees had grown nearly impossible to populate, and changes in the economy necessitated new processes for prioritizing, pacing, and paying for the work of the Meeting. For Willistown Meeting, it sometimes has been easier to share our worship than to share our work. The challenge of laying aside opinion and listening for the will of God in our business meetings has proven harder than communal seeking in our worship. This process of defining our testimonies and our resources has enabled us to begin articulating our mission as a community that seeks, listens for, and responds to that of God in ourselves and others.

Willistown has undertaken this process while continuing with the regular work of the Meeting:

- Our First Day School program has been thriving under the care of our Religious Education Coordinator and dedicated volunteers. The fluctuations in attendance are predictable as our families age and the children's commitments grow.
- The Peace & Social Action Committee, which next year will merge with the Care and Counsel Committee, has actively supported the women's shelter at Safe Harbor, providing a meal one Sunday each month, the West Chester Food Cupboard, and several seasonal projects.
- The Worship & Ministry Committee feeds the life blood of our Meeting with its exploration and nurture of our spiritual growth, while the Care and Counsel Committee has actively nourished and tended our Meeting's members.
- The Burial Grounds Committee has been too active this year. Working in concert with Care and Counsel to support Meeting families, we have needed to plan for burials almost monthly – few have been for active members of the Meeting, but they have been beloved members of the Willistown community.
- Finally, the ongoing maintenance of the property has been a task which consumes a great deal of energy and is often undervalued. We are indebted to several members of the Meeting who have worked assiduously to oversee the upkeep of the meeting house, fields, trees. It is work which has the potential to bring us together with shared purpose but does not always do so. The construction of the handicapped access addition, begun in June of 2013, is almost completed. Though it may remain in that condition – almost completed – for a long period to come, we are thrilled to have made it possible for our whole community to join us in all facets of Meeting life.

Fifteen months ago, as Clerk of the Meeting, I asked Willistown members and attenders to begin visiting other Meetings. It is inspiring to see how the wider Quaker world approaches ideals, questions, goals, and work similar to ours. This spring, we passed the list of Meetings within a 25 mile radius of Willistown, and we have all committed to an active visiting program over the next twelve months.

Looking to next year, we will have no Clerk of Willistown Meeting. Though we spent some time wringing our hands over this prospect, it actually holds great possibility in store for us. We are choosing to focus on Arthur Larrabee's notion that *we are ALL clerks* of the Meeting. Being without a single leader will help each of us consider our roles and responsibilities within Willistown Meeting. It is an important step in nurturing leadership at Willistown – an essential step in passing the mantle from a generation now in their eighties to one in their fifties and sixties.