

Concord Quarterly Meeting - Held at Concord Monthly Meeting - July 24, 2016

Opening Worship

The meeting opened with a period of worship at 9:00 am.

Welcome -- Representatives were present from all meetings save for Wilmington MM. We also welcomed Darcy Ottey, visiting from Washington state.

Approval of Minutes -- Deb Wood (Clerk)

The minutes of the Quarterly Meeting held on April 24, 2016 were approved.

Minute of Appreciation for Preceding Clerk -- Deb Wood (Clerk)

The meeting expressed its great appreciation to Bruce Harrison for his service to the Quarter as its clerk. Bruce replied that it was a honor to have served the Quarter and he encouraged others to serve the Quarter as well, as it was not onerous.

Treasurer's Report -- Deb Wood (Clerk) for Tom Haviland (Treasurer)

The Treasurer's Report is attached to these minutes as Appendix 1.

Proposed Budget -- Deb Wood (Clerk)

The budget for next year was approved and is attached at the end of Appendix 1. A Friend noted that the budget does not provide for any cost of living increase in the covenanted contributions of MMs to PYM. The meeting urges MMs to consider making a 1 to 2% increase in their contributions to the Yearly Meeting, which then will be passed on to PYM by the treasurer.

Schedule for MM Payments to CQM -- Deb Wood (Clerk)

The Treasurer requests that monthly meetings make their payments to the Quarter on a quarterly basis. At least for this year, this should include Yearly Meeting covenant payments. If a MM prefers a different schedule (such as biannually) it is asked to notify the CQM treasurer of the plan so he knows what to expect.

The Hickman's Annual Report -- Pamela Leland (Executive Director of the Hickman)

The written report is attached as Appendix 2. Pam added that the Hickman continues to be strongly committed to providing affordable accommodation to seniors. The focus on their Annual Fund is financial support for residents. Contributions are always welcomed.

Refugee Relocation Update -- Susan Brodesser (Birmingham)

The Congolese family of 7 we are supporting is expected to arrive tomorrow, July 26th. Initially they will stay with Lauren Buckalew (Birmingham MM) and then move to one of two rental properties the committee has identified. We have identified jobs for them and are hopeful that they may be able to become self-sufficient quickly. Volunteers for the initial period are adequate, but more would be welcome for the long term. Swahili translators and more funds would be appreciated.

Proposal for Biennial Joys and Challenges Reports -- Deb Wood (Clerk)

Currently we receive annual reports on Joys and Challenges from every MM, with two MMs reporting each quarter. We propose that we shift to biennial reports with one MM report presented each quarterly meeting. The host meeting for CQM will not present their report at that meeting. The clerk will prepare a rota for the presentation of the reports. We encourage MMs to discuss and approve their reports in their meetings for business prior to their submission. The meeting approved this change.

Joys and Challenges Reports

The report of Concord MM was presented by Valery Peery and is attached to these minutes as Appendix 3. The report of Willistown MM was presented by Ron Ploeg and is attached to these minutes as Appendix 4. Both reports were received with appreciation.

Proposal to Adopt Budget in July Instead of April -- Deb Wood (Clerk)

Six of the eight CQM MMs have fiscal years ending in June. It does not make sense for CQM to adopt a budget before we know what the MM contributions will be. (There would be a proposed CQM budget in April to which MMs would respond with their pledges.) A Friend observed that this would mean that we would begin the CQM fiscal year before the budget was adopted. The Coordinator observed that we have resources to cover this

gap. Another Friend observed that MMs would have the advantage of having received their Friends Fiduciary Corporation (FFC) distributions of income by the end of June. The Quarterly Meeting approved having formal approval of the CQM budget in July.

Proposal for Quarter to Cease Being a Conduit for MM's PYM Covenant Contributions -- Deb Wood (Clerk)
The Treasurer has proposed that beginning with the 2017-18 financial year CQM MMs should make their covenanted contributions to the Yearly Meeting directly, rather than using the Quarter as a conduit. This would simplify CQM's financial affairs and is acceptable to the Yearly Meeting. The MM covenanted contributions would no longer appear in the CQM budget. The Quarterly Meeting approved the change.

Discussion re Investing TEF in FFC's Green Fund -- Deb Wood (Clerk)
The clerk observed that several of our MMs have shifted some of their funds from the FFC Consolidated Fund to the FFC Green Fund, which has no funds invested in fossil fuel corporations and does seek out investments in corporations working with renewable technologies. The projected distribution for next year in the Green Fund is 3.5% versus 4% in the Consolidated Fund. One Friend noted that the CQM endowments are used to support education and this proposal effectively adds another purpose to that endowment. Another Friend observed that investments in renewable energy are considered more volatile than those in fossil fuels, but he considers the long term prospects of green investments to be better. On balance Friends felt that Green investments offer the opportunity to share with our children teachable moments for shareholder advocacy and stewardship and they therefore supported the change. The issue will be brought to CQM for further consideration at our next meeting.

Count of those in Attendance

As the meeting ended 32 Friends were present.

Announcements and Events

Attached to these minutes as Appendix 5.

The meeting ended with a period of worship at 10:39 am.

Respectfully submitted,

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

Appendix 1: Treasurer's Report and Budget for 2016-2017

CONCORD QUARTERLY MEETING TREASURER'S REPORT FISCAL YEAR 2015-2016 Q4 (Apr – Jun) July 24, 2016

Income and Expenses Report

Strong 4th Qtr Monthly Meeting covenant contributions bolstered year end receipts (income) to finish very close to or over Budget.

Support of Philadelphia Yearly Meeting exceeded budget due to one Meeting's 2015-2016 contribution being for two years (making up for an accidental missed prior year contribution).

Total expenses for the year were consistent with what was budgeted.

Actual 2015-2016 Expenses exceeded Budget 2015-2016 Expenses due to Coord Surplus funds accrued from prior years being paid out this year.

Concord Quarterly
Meeting Income and
Expenses (report date
7/15/2016)

[REDACTED]

Assets Report

All Philadelphia Yearly Meeting funds (PYM) and Concord Quarter Tuition Endowment Funds (TEF) were moved from our Checking Account to PYM and our Friends Fiduciary TEF accounts respectively zeroing out those checking account balances.

Just under \$9,700 was sent to FF TEF accounts in the 4th Qtr.

The Consolidated Fund unit value increased from \$46.40 on 3/31/16 to \$46.58 on 6/30/16.

Effective 6/21, a Friends Fiduciary Short Term Investment Fund (STIF) account was opened to hold the semi-annual distributions from the Consolidated Fund accounts. This account will be paid out fully in the fall when tuition aid distributions are made. The STIF is a diversified fixed income fund that is low risk that has historically offered returns greater than money market funds.

The \$3,950.74 of TOF funds in the Checking Account will be moved to the STIF in July so that all TOF funds are together and subject to returns.

Concord Quarterly Meeting Assets

(report date 7/15/2016)

[REDACTED]

CONCORD QUARTERLY MEETING FINAL BUDGET - FISCAL YEAR 2016-2017

July 24, 2016

Seeking Approval

Summary Notes

At the April 24, 2016 business meeting, the 2016-2017 Preliminary Budget was shared. The Preliminary Budget was assembled by a Budget Planning Working Group (BPWG) that reviewed historical covenant contribution levels, the 2015-2016 Budget, and the projected Actual 2015-2016 contributions.

With the support of all Monthly Meetings, the 2015-2016 Actual Income/Expenses were very close, met, or exceeded the 2015-2016 Budget.

In early May, all Meetings received an email communication from the Treasurer reminding each Meeting of the Quarter's Preliminary 2016-2017 Budget. Recommended giving levels for each Meeting for the upcoming year were included. The recommendations were based on past and current year giving.

Monthly Meetings were asked to review and discuss these recommendations at their business meetings and to then complete a Google form sharing their Meeting's giving level intentions for 2016-2017 by June 30. Responses were received from five of the eight Meetings.

With the positive responses of Meetings through the Google form (and other feedback), with the successful balancing of this year's budget, and given a slight decrease of next year's overall budget from this year, I am asking for approval of the Final 2016-2017 Budget .

I am also asking for approval of sending Philadelphia Yearly Meeting (PYM) covenant support directly to Philadelphia Yearly Meeting rather than to the Quarter. I have spoken to PYM and they are more than happy to receive covenant support directly from Monthly Meetings and shared that most Quarters handle it this way. Ideally Meetings would mail Quarter and PYM covenant checks at the same time.

[REDACTED]

Appendix 2: Annual Report of the Hickman - Annual Report to Concord Quarter - 2016

It has been an exciting year at The Hickman! Having reached our 125 anniversary on April 1 of this year, we continue to provide excellent care to those who make their home with us and we are preparing for the future with the replacement of our Sharpless-Hall Building.

As reported to the Concord Quarter last year, our new building will have a 22-bed secure dementia unit on the first floor, as well as rooms for 50 residents receiving various types of personal care assistance on the second and third floors. The addition of the secure memory care unit is a key piece of this project. In 2014, the Alzheimer's Association reported that 1 in 9 older Americans will develop Alzheimer's Disease and the number of those impacted by Alzheimer's and other dementias will increase as our population ages. We look forward to having the ability to provide state of the art care to this group of Elders and their families.

After multiple meetings with the Borough of West Chester, our Final Land Development Plan was approved by Borough Council. We continue to work with West Chester Friends Meeting to address their questions and concerns with the project. Demolition of the Sharpless-Hall Building began on Monday, June 23, 2016, and will have been completed by the time this report is presented to the Concord Quarter. Construction of our new building is anticipated for later this calendar year.

Our Capital Campaign continues and we are appreciative of the generous support from many individuals and organizations. It is an integral part of our expansion efforts and will have an impact on our ability to provide excellent care in a new building to our residents now and in the future.

It was important to us that none of our residents were displaced as we prepared to close the Sharpless-Hall Building. We did this through an attrition process and holding occupancy in the Hickman Building. In mid-December 2015, when we had an equal number of empty rooms in the Hickman Building and residents in the Sharpless-Hall Building, nine residents made a smooth transition to their new rooms in the Hickman Building.

We have also considered the impact of these changes on our staff and have made good faith efforts to avoid layoffs by implementing best practices when scheduling staff. The loyalty of our staff is a great part of the successful implementation of these changes.

In the meantime, we continue to work with Pennrose Management in the oversight of the Mary Taylor House. The residents in this independent community continue to thrive and there is great interest from those who ask to be put on their waiting list.

The Hickman's Board of Directors is currently made up of 19 members, 12 of whom are Quakers. Mark J. Snyder is in his third year as Board Chair; Ronald Petrocelli (Willistown Monthly Meeting) continues as Vice-Chair; Betsy Stratton (Middletown Monthly Meeting) has joined the Executive Committee as Secretary; and Kenneth M. Witek serves as Treasurer. After 28 years, Howard Starkweather (Wilmington Monthly Meeting) retired from board service. We thank him for his many years of service and dedication to our mission. In addition, we welcomed Richenda Davison (Wilmington Monthly Meeting) back to the board after a hiatus, and new board members Crissy Kelly (Goshen Monthly Meeting) and Matthew Krasney (Falsington Monthly Meeting) joined our board in January.

We could not do what we do without our volunteers. Our volunteers do everything from providing companionship to those who need it to manicuring our residents' nails. We would not be able to do "all the little extras" without the dedication and commitment of these individuals who see their ability to help others as a way of life.

We are pleased to report that The Hickman continues to have a bright future. We look forward to the construction and opening of our new building, as well as to the new residents it will bring to our doors and the ability to care for them for decades to come.

Respectfully submitted,
Ron Petrocelli, Clerk, Governance Committee
Presented by Pamela Leland, Executive Director

Appendix 3: Joys and Challenges Report of Concord MM (Valerie Peery)

Concord's overwhelming challenge continues to be attendance at Meetings. On paper our membership looks healthy, in practice our best attendance is at Meeting for Worship with Attention to Business when we can expect at least five members and the possibility of one or two attenders. Meeting for Worship generally is two or three members with an

occasional attender. There are no standing committees; all work is done by a “meeting of the whole.” This makes it more difficult to find the “joys,” however we do have some. We are able to provide opportunities for Community Service days which aid us; and give those required to provide Community Service in lieu of jail time a venue to complete their service. Our Chichester caretaker is donating surplus garden produce to local a local food bank. After some severe storm damage last year families of long ago members made generous donations to help defray the clean-up costs. We are still able to assist members by offering modest scholarships to help defray both educational expenses and travel and/or conference costs for Friends attending Quaker functions.

Appendix 4: Joys and Challenges Report of Willistown MM (Ron Ploeg)

WILLISTOWN MONTHLY MEETING JOYS AND CHALLENGES JULY, 2016

JOYS

We have been blessed by the generosity of many member volunteers and attenders who have given their time, talents, and treasure to Monthly Meeting including many hours of active participation and leadership on committees that are essential to our Meeting.

We are pleased with the quality of our First Day School program. We are very happy with the work of our paid Religious Education Coordinator (Saroja Schwager) and believe this has been key to the success of the program. The First Day School field trip to Colonial Plantation, a living open-air museum in Ridley Creek State Park, was a highlight of the year and included many parents and adult members. One of our member families is descended from the family that owned the Colonial Plantation in colonial times.

We also appreciate the work done by our older student members in running an Alternative Gift Market at Christmastime, to benefit local charities .

We have a collection box to collect cash weekly for the West Chester Food Cupboard. Members have been generous with contributions that are much appreciated by the food cupboard and its beneficiaries.

This past November, our Monthly Meeting clerk and three committee clerks attended Arthur Larrabee's clerking workshop at Pendle Hill. We believe this has strengthened our understanding and practice of Quaker process.

This year we expect to complete final touches on our new foyer addition that includes a lift for handicapped access. The capital campaign is about 99% complete. We are pleased that we will be able to resume grants to local charities next year.

We were pleased to host the Concord Quarter square dance in February. It was a well attended family event, young and old having a great time together. We thank the organizers and the talented performers who made it possible. And also the people who attended the event!

CHALLENGES

A few key members passed away this year, and we will miss them.

Our caretaker suffered medical problems and is no longer able to provide services. He is scheduled to move out this month and our Property Committee is working on a new arrangement.

Proper upkeep of our buildings and grounds is a major challenge for our volunteer Property Committee. The intention is to maintain the property proactively to avoid larger and more serious problems in the future. The Property Committee has hired a professional consultant to develop a long term property management plan.

In recent years we have had difficulty reaching our contribution income targets. We have had to use reserves to fund property maintenance projects. This practice is not sustainable in the long run.

Our Worship and Ministry Committee earlier this year conducted a survey of individual members. It was a commendable effort to proactively take a pulse of sentiment within the meeting. Some issues were uncovered that otherwise might not have received attention. The committee currently is processing the results.

Appendix 5:**Concord Quarterly Meeting's July 2016 Announcements and Calendar of Events**

PYM's Annual Sessions (Wednesday to Sunday) July 27-31, Muhlenberg College, Allentown, PA	Meeting for Worship at Chichester Meetinghouse (Sunday) October 16, 11:15 a.m.
Birmingham MM's Annual Chicken Barbecue and Bluegrass Dinner (Saturday), August 6, 4:00 -7:00 p.m.	Concord Quarterly Meeting at Middletown Monthly Meeting (Sunday) October 23
CQM Planning Committee Meeting (Sunday) August 7, 7:30 p.m. at Concord MM	Aging Resources Consultation and Help of New York Yearly Meeting program(Sunday) October 30 (afternoon) The Hickman
Concord/Western QMs Hayride and Bonfire (Sunday) October 2, 5:00-8:00 p.m.	PYM's Continuing Sessions (Saturday) November 5 Westtown School