

PHILADELPHIA YEARLY MEETING  
*General Services Standing Committee*

*Final Minutes, November 7, 2007*

4:30pm-6:30pm

*Arch Street Meeting House*

1. **Opening Worship**

2. **Introductions & Regrets:**

In Attendance: Richard Morse (co-clerk); George (Skip) Corson, Wally Evans, George Garrettson, Ernie Nute, Harry Williams, Roger Wood; Marissa Perrone (staff), Nancy Gibbs (staff); TylaAnn Burger (Treasurer).

Regrets: John Cope, Don Owen, Eileen Green, Doug Meaker, Gerald (Jed) Smith (co-clerk), John Winterbottom; Arthur Larrabee (General Secretary).

Skip Corson was welcomed to his first meeting.

3. Joys and Concerns

4. **Discussion of the query for this month: What does our Committee understand to be the meaning and implication of our testimonies on simplicity and integrity?** (This is adapted from Query number 12 in PYM Faith & Practice). What we are supporting at Friends Center is demonstrative of simplicity and integrity as regards self sustaining on energy and water. We still have challenges to resolve at Burlington and Arch Street. Computers have simplified our communications and reduce paper waste. Our budgeting process has become simpler and more honest in its approach to finance.

5. **Review Agenda:** No changes in content or sequencing were requested.

6. **Appoint recording clerk and timekeeper:** Wally Evans was appointed to be recording clerk, pro tem. Roger Wood agreed to serve as the timekeeper for the meeting.

7. **Review, Modify, & Approve Minutes from October 3, 2007:** Approved as written.

8. **Arch Street Meeting House:** Nancy Gibbs was recently appointed to be the Director of the Arch Street Meeting House. Nancy was welcomed and provided a brief summary of her first two weeks on the job. She expressed that the Arch Street Meeting House is a place of worship and a major source of outreach for PYM. She hopes to improve the financial well being of the Arch Street property.

The Arch Street Property and Use Group will be meeting on November 12, and she expects to become well integrated into their work. She anticipates that her work with the Arch Street Exhibit Working Group, the visitors program, and the Support and Outreach Standing Committee will lead to improved communications between all groups. She noted that a good working relationship exists with the staff of the Monthly Meeting of Friends of Philadelphia. Sandy Sudofsky and Janet Anderson will be working part time for the visitor program until Nancy Gibb's successor is hired.

9. **Burlington Meeting House:** A request from Burlington Meeting House Services Group Clerk Bill Daly to General Secretary Arthur Larrabee was shared with the Committee. The BMHSG asked that an ad hoc working group be formed to address and prioritize the use of the meeting house and to expand the programs offered there. It recommended that members from the General Services, Education and Support and Outreach Standing Committees be included.

Barbara Hayes' interim report on issues addressed in the recent building inspection was attached. No staffing changes are suggested. The basement and bathroom was cleaned by Jason Bethune from the Arch Street Meeting House staff. Other cleaning was done, in-house, by Tom Lowden (including changing the plastic bed covers).

One Friend mentioned that Interim Meeting will likely be given a recommendation by the Budget Process Group to have a single ad hoc committee take a comprehensive look at all of our real estate holdings rather than in a piecemeal fashion by multiple groups.

The ultimate purpose of the proposed Burlington committee was unclear. Will they be creating new programs in order to justify capital improvements? Are we going to wait on repairs until there are programs to pay for them? One Friend said these are deferred maintenance items, rather than new projects, which need to be addressed immediately.

Another Friend suggested that in conjunction with the dehumidification of the boiler room, vapor barriers should be provided.

A question was raised whether the FY2008 budget could be amended to take on some of the required work or if work would have to be delayed until FY2009. The creation of a new committee by the General Secretary is not an accepted practice and would not be favorably received by Interim Meeting. The existing services group should be utilized.

10. **Friends Center Update:** As of October 23, the Friends Center Capital Campaign reached the goal of \$3 million. The Capital Campaign Committee has recommended a new goal of \$3.5 million to the Friends Center Board. The Pennsylvania Energy Development Authority awarded Friends Center a grant of \$505,540 for the geothermal wells. A "geothermal event" has been scheduled for later this month. Marissa Perrone reported that a contractor has been selected for the geothermal work and drilling is expected to begin around January, 2008. Bid proposals for repair of 1515 are not yet finalized and ready to bring forward.

11. **Budget Process for FY 2009:** TylaAnn Burger provided an update on the timing/process for the FY2009 budget. A three year budgeting process will commence, as will the calculation of administrative fees. With the expanded time frame, committees and working groups will have to do more visioning, but only the 1<sup>st</sup> year will be the "official" budget. The removal of designations is forthcoming. Materials will be sent out later this month.

A refinement of the FY2008 capital use budget for the Arch Street Meeting House property was brought before the Committee. The wall cap along Arch Street was replaced in FY2008 at a cost of \$44,417. The work had been budgeted to occur in FY2007 at a projected cost of \$60,300. In addition, the FY2008 capital reserve budget had \$28,150 allocated for the "repair [of the] wall & gate, [and the] 3<sup>rd</sup> street driveway." The Arch Street Property and Use Services Group has recommended that the 3<sup>rd</sup> Street "driveway" and the Arch Street parking lot be regraded, as a unified project for \$50,000. It was noted that the ultimate disposition of "repair wall & gate" was unclear and staff was asked to inquire and report back.

**MINUTE:** The GSSC approves the expenditure of \$44,417 for the the following line item in the capital use budget: “Replace Wall Cap along Arch Street (ICI)” and that expenditure should be reflected in the FY 2008 budget column in lieu of the \$60,300 budgeted in FY2007. Approved.

**MINUTE:** The GSSC approves the expenditure of \$50,000 for the regrading of the parking lot and 3<sup>rd</sup> street driveway at Arch Street in FY2008 in lieu of the previously budgeted amount of \$28,150 for that project. Further, GSSC approves of the request to clarify the descriptive line item in the capital use budget in the following manner:

**Current language:** “Repair Wall & Gate, 3<sup>rd</sup> Street Driveway” to be modified to:  
**New language:** “Regrade Parking Lot & 3<sup>rd</sup> Street Driveway”. Approved.

12. **Personnel Services Group:** George Garrettson reported that Paula Cell is willing to rejoin the Personnel Services Group. They need two more members. GSSC approved Paula Cell (Germantown) to serve a 3-year term (2007 - 2010).

Ginny Connelly, PYM’s new Human Services Coordinator, attended the group’s last meeting with Arthur Larrabee

13. **PYM Sessions Planning Group:** The PYM Sessions Planning Group recommends that Residential Yearly Meeting be held at DeSales University, July 30 2008 - August 3, 2008. The Committee concurred.

**MINUTE:** The GSSC approves that Residential Yearly Meeting be held at DeSales University, July 30 2008 - August 3, 2008.

The job description for the PYM Sessions Coordinator position (70% full-time equivalent) was shared with the committee. Lauren Baumann occupied this position until August 2007.

14. **GSSC Naming matters:** Wally Evans reported that John Cope forwarded the names of two persons to serve on the Pemberton Fund Granting Group: Nancy Werner (Lansdowne) and Allison Senter (Mt. Holly). GSSC approved both nominees to serve 3-year terms (2007 - 2010).

It was pointed out that Vinton Deming’s term on the Friends Center Corporation Board has expired and a replacement needs to be found.

15. **GSSC Liaisons:** The working group liaisons were discussed. Several positions were filled;

Harry Williams - Burlington Meeting House Support Group (joining Jed Smith)  
Skip Corson – Financial Oversight Working Group (replacing George Garrettson)  
Ernie Nute – Web Working Group

Doug Meaker will be asked if he is amenable to serving as the liaison to the Annual Sessions Planning Group. Another GSSC representative is needed to serve with Roger Wood on the Financial Stewardship Committee.

It was noted that seven Committee members’ terms are shown to be expiring in 2008 (4 of which are in their final terms) and there was concern that member terms are either shown incorrectly or have been improperly staggered by the Nominating Committee.

16. **GSSC Liaison Reporting:** There were no additional reports.

17. **Standing Committee Administrative Matters:**
  - a) Record Volunteer Hours - & Expenses: Clipboard passed around.
18. **Closing Worship:** Meeting adjourned at 6:40 after worship.

**Next Meetings: Wednesday, December 5, 2007 and January 9, 2008,** 4:30-6:30 pm Arch Street Meeting House

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