

PHILADELPHIA YEARLY MEETING  
*General Services Standing Committee*

*Final Minutes, October 3, 2007*

4:30pm-6:30pm

*Arch Street Meeting House*

1. **Opening Worship** (4:30pm)
  
2. **Introductions & Regrets:**  
In Attendance: Richard Morse (co clerk); Gerald (Jed) Smith (co clerk); Don Owen; Eileen Green; Ernie Nute; Wally Evans; George Garrettson; John Cope; John Winterbottom; Harry Williams; Marissa Perrone (staff); Tyla Ann Burger (Treasurer).  
Regrets: George (Skip) Corson, Roger Wood, Doug Meaker, Arthur Larrabee (General Secretary).
  
3. **Discussion of the query for this month: Are the decisions of this Committee and its Working Groups, related to the uses of goods, services and energy made with sensitivity toward the environmental impact of those choices?** (This language is excerpted, with slight modification, from Query # 10 in PYM's Faith and Practice).  

Richard is pleased with the example that Friends are involved in with turning Quaker Gray to Quaker Green. Wally made note of the fact that we can improve our use of energy; as exhibited by the lights in room 4 on the second floor of Arch Street where GSSC meets. Jed said that soon LED lights will be available and we should be using those to replace bulbs in Arch Street since they will be mercury free. Marissa spoke about the cleaning firm of Legacy Janitorial and their willingness to use environmentally appropriate materials to clean Friends Center and Burlington. Tyla Ann observed that sensitivity to environmental impact is a mind set that is rapidly becoming the norm among Friends in every committee meeting and in monthly meetings.
  
4. **Review Agenda:** No changes in content or sequencing were requested. A reminder was lifted up that items on the agenda in November should have "FYI" or "Action" annotations.
  
6. **Review, Modify, & Approve Minutes from September 12, 2007:** Approved, noting the correct spelling of Doug Meaker's name.

**7. Burlington Meeting House:**

Report from Jed Smith about BMH WG response to GSSC's minute of 9/12/07. Marissa reported on progress on safety and cleanliness concerns. This included a report from Legacy Janitorial dated October 2, 2007, The report includes a bid of \$6,900.00 for a first cleaning and recommends quarterly cleaning at \$3,200 per quarter. The detail of the bid implies an extremely thorough cleaning.

We also discussed and reviewed the report from Sherlock Homes Inspection Agency. They did the inspection of the building and premises for a fee of \$200. Roof trusses are one of the potentially very serious problems uncovered. One or two pieces are missing and it is recommended that an engineer look at the trusses with particular attention to weight bearing trusses.

There is evidence of moisture in the basement, visible particularly on the floor, walls, and pipe insulation. Marissa said she will get two bids for creating circulation that addresses the temperature fluctuations. George asked if in Item C "Is that vent functioning"? Marissa not sure, that is why we want bids from companies other than Temptrol, our current provider. Temptrol is the third company over the last decade that has provided this service.

Discussion about the boiler room and the electrical panel being off limits to the youth. What of light fixtures with missing covers? Burlington Meeting House will fix that immediately. Do we want to consider changing to higher grade ceiling tiles?

Do we have all the plans and specs from the 1995 construction? Marissa says "Yes at Burlington". Jed said clerk of works from BMH when the construction was done in 1995 is still around. What about the plastic mattress covers? Are they sanitized after each time the beds are used? Marissa to check and report back.

Marissa is to create a check list for Barbara Hayes and Tom (the part time custodian) and Marissa will work more closely with Barbara. The checklist will hopefully aid in communicating and coordinating what needs to be done. Will we need to have Tom work more hours? We will probably bring a tile person in to look at the damage that is visible after new tile was laid down this past summer. Tom comes in at 5 p.m. after Barbara has left.

Jed and Marissa met with BMH on Sept 24, 2007. Marissa reported that Bill Daly and BMH suggested that an ad hoc program/use committee be created, to include representatives of the staff and one member from several standing committees such as, Education, Support and Outreach and GSSC, among others.

There is a Middle School weekend scheduled for BMH on Oct 19 – 21. Wally suggested that we look at last month's minute and reaffirm it. General Secretary is empowered to make decisions now, not GSSC. GSSC should not be micro managing the details. Tyla Ann cautions us that funds for the cleaning and other repairs in the report are not budgeted.

Richard speaks to the HVAC heat exchangers and wonders if geothermal might not be a good idea since they are due to be replaced soon? Historical Commission regulations might make use of geothermal difficult.

Historical Commission has said that the brick wall cannot be taken down, although it appears that the Commission will not object if the brick wall falls down without assistance. The current vegetation is both holding it up and contributing to its demise. Estimates to replace the wall to historical specifications were in the \$200,000 range several years ago. Since the time of that estimate, more of the wall has collapsed, perhaps rendering the requirement for repair moot. The prospect of more of the wall collapsing raises personal injury issues, as does the mold in the building. We do not know how much of the mold is airborne.

Wally notes that this report is limited. At best, it addresses structural and mechanical issues. It does not address health and safety issues from the standpoint of children and adults using the building. Do we know last time the kitchen was inspected by health officials? No. We conjectured it is done annually, but no one is sure. The \$3,000 estimate for the kitchen part of Legacy's cleaning bid implies a significant need there.

**MINUTE: GSSC reaffirms its September 2007 minute that recommended that the General Secretary's office continue to monitor the situation, in light of the written report from Sherlock Homes Inspection Services. Our concern is that the basement not be used, if there are health and/or safety issues that have not been adequately addressed. Approved**

8. **Arch St. Meeting House:**

Report from staff re: sign/gate concerns, recruiting for a new director, etc. We have new "Entrance" signs. The "No Trespassing" signs have been removed, as noted in Arthur Larrabee's report to Interim Meeting.

Tom Hoopes is leaving the staff as of June 30, 2008. A list of part time and full time positions that will soon need to be filled is in the report.

George reported that the search for a Director of the Arch Street Meeting house is down to four finalists.

Ed Henderson has decided not to return to work at PYM. He is still on workers comp. We have hired Jason Bethune. He started work two weeks ago and is doing very well, especially considering Earl was off one of those two weeks.

9. **Friends Center Update:**

Marissa Perrone reported.

Friends Center handout (green) included a "high level schedule and milestones", set of timelines from June 2005 through March 2009.

John Cope reported on the inspections recently conducted on 1515 Cherry Street with regard to ceiling issues, drainage and gutters. There are serious concerns about the roof.

Ceiling issues have arisen in north and south sides of the building. Some joists have separated and there is a possibility of an unsupported beam. An inspection report from a structural engineering company is due soon. We expect to have bids by mid November. Discussion about who has authority to make decisions? Equity partners? IM? Is not the budget the de facto answer to this? Typically IM merely receives reports as an FYI.

10. **GSSC Naming matters:**

Working group liaisons:

Ernie Nute reported on Pemberton Fund. Five names advanced for four vacancies; info given to John Haggis.

Wally reported on the Meetinghouse Trust Fund Working Group: GSSC approved Charles Cole-Quigley for a 3 year term (2007 - 2010). Charles served for nine years and rotated off for a year. GSSC approved Andrew F. Evans for a three year term (2007 - 2010).

Wally reported on the Development Services Working Group. In the past this group has been self appointing but Wally pointed out that this is a policy making group so GSSC should be appointing the members. We are looking to appoint some new committee members. Elizabeth Foley will be leaving in the spring of 2008. Arthur is working on a new job description, and perhaps a new title: "Institutional Advancement".

Deferred Giving Governance Group needs people.

11. **Residential YM and PYM update:** No date has been selected for RYM yet. PYM will be Friday and Saturday, March 28-29. This is a week later than usual because of Easter. Gretchen Castle and Sue Makler will not co clerk RYM in 2008. Both Gretchen and Sue have resigned; but Sue will keep active for a while, especially regarding budget issues.

12. **Standing Committee Administrative Matters:**

- a) Record Volunteer Hours - & Expenses: Clipboard passed around.
- b) Appoint recording clerk for November meeting: Don Owen will be unable to be here. Wally Evans volunteered. Approved.

13. **Closing Worship:** Meeting adjourned at 6:25 after worship.

**Next Meeting: Wednesday, November 7, 2007**, 4:30-6:30pm Arch Street Meeting House