

Quaker Life Council Committee Working Minutes

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Present: Melanie Douty-Snipes, Amy Brooks, Cathleen Marion, Kate Bregman, Anthony Stover, Gray Goodman, Julia Carrigan, George Rubin, Bryn Hammarstrom, Ayesha Imani, Julia Carrigan, Marge Dawson

Ex-Officio: Christie Duncan-Tessmer, Zachary Dutton, Andrew Anderson

Regrets: Wade Wright, Olivia Brangan

Interim Clerk Amy Taylor Brooks welcomed members, especially new members Marge Dawson and Julia Carrigan. We held hands around the table in worship and appreciation for the support and leadings we find in G*d/Spirit/Light from each other, PYM and our Meetings in doing this work. Amy briefly reviewed the agenda with Friends and made adjustments to the order of topics to consider and we remembered the PYM strategic initiatives.

Funding from Strategic Reserve Fund: Amy and Andrew: Members reviewed the financial information from the Strategic Reserve Fund (courtesy of Cliessa Nagle). Starting at the beginning of last fiscal year with \$79,382, QLC has used \$23,707 to fund the development of the Resource Friends program--the Social Justice, Aging Concerns, and Ministry & Care practice areas (it has not been used for the Resource Friends practice areas in Aging Concerns or Youth Work & Religious Education). The Strategic reserve fund was provided for special projects in alignment with PYM's strategic directives. The use for Ujima Friends Peace Center is also in alignment with PYM's corporate witness on dismantling structural racism and with the sixth and seventh strategic directions (Facilitate PYM-wide corporate witness and social action; Ensure our communities are welcoming and safe for all people). We have a balance of \$55,675.

Ujima Friends Peace Center: Andrew Anderson, PYM Treasurer, explained that QLC has the financial resources to provide increased support for various groups in PYM. Providing support for the Ujima Friends Peace Center (at 17th and Lehigh) would be one way for Friends to live out Friends testimonies and the PYM 2015 corporate witness on dismantling the structures of racism within PYM. Although Ujima has not asked for any financial support from PYM, members of Quaker Life Council considered the possibility of providing financial support through our \$10,000 general fund balance and Strategic Reserve Fund.

Friends around the table gave joyful and tearful spirit-led testimony to how Ujima Friends Peace Center in a short period of time has changed the neighborhood around the Peace Center, the lives of individual Friends, and Philadelphia Yearly Meeting. Friends sensed the joyful presence of the Spirit being witnessed and fed at Ujima. QLC sensed Spirit calling members to support the programs and efforts of the Center. Supporting the Center **is in alignment with PYM strategic directions**. Members acknowledged that the Ujima Friends Peace Center arose from a 2016 minute from the Fellowship of Friends of African Descent. The minute exemplified a minute of concern with clear action and designated resources committed to following it through. At the time, there was not a clear path for bringing a minute of concern to PYM.

1.Friends APPROVED \$10,000 to Ujima Friends Peace Center from its General Fund and \$5,000 from the Strategic Reserve Fund.

(Ayesha Imani and Anthony Stover were present and answered questions as members of Ujima and QLC, but did not participate in the decision making)

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2. The QLC urged Monthly Meetings and Quarterly Meetings to read and consider the Fellowship of Friends of African Descent 2016 Minute on State Sanctioned Violence on the website of the Ujima Friends Peace Center.

<http://www.friendsofad.org/about/minute-regarding-state-sanctioned-violence/>

3. Friends APPROVED Zachary Dutton composing an article for PYM website explaining the details of QLC's funding support for Ujima Friends Peace Center.

4. Friends APPROVED forming a SPRINT led by the Program and Finance Committee to set up guidelines for future financial disbursements of the strategic reserves of QLC

5. Program and Finance: Committee Leadership: Friends approved having Cathleen Marion serve as clerk of the Committee.

QLC Corollary Handbook: Zachary Dutton: Zachary has composed a Handbook to store the decisions of the Quaker Life Council. It has been read by the Governance Committee and Zachary asked the rest of QLC to study it. He shared the document with PYM staff for input. He asked Friends to make comments in the Google Doc containing the Handbook. He hopes that QLC members will approve the Handbook in October.

Announcements:

1. Amy will send out information about proposed PYM monthly themed gatherings, which is a solution to an identified spirit led community need arising in part from no longer having interim meeting

2. Youth Program Committee will begin to find members.

3. Governance Committee will form a SPRINT to clarify the procedures for minutes of Travel and Religious Service that Faith And Practice did not address.

Members ended with a period of worship.

Respectfully Submitted,
Gray Goodman, Recording Clerk

Next Meeting: Oct 20, 2018 10:00 AM

QLC Remaining Schedule of Meetings: 10:00 a.m.

	Dec 15, 2018	Feb 16, 2019	Apr 20, 2019	June 15, 2019
Nov 17, 2018	Jan 19, 2019	Mar 16, 2019	May 18, 2019	July 20, 2019

Relevant Documents Not Part of the Minutes

PYM 7 Strategic Initiatives

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1. Connect Friends and meetings to one another so that we may experience vibrant, spirit-led community.
2. Connect Friends across the Yearly Meeting through effective communications and technologies.
3. Develop and widely communicate clear messages about Quakers and PYM.
4. Simplify and focus governance and administration.
5. Broaden community and deepen relationships in our yearly meeting.
6. Facilitate PYM-wide corporate witness and social action.
7. Ensure our communities are welcoming and safe for all people.

Quaker Life Strategic Reserve Fund

Beginning Balance 10/01/17				79,382.00
<u>Expenses</u>	<u>Source</u>	<u>Purpose</u>		
Volunteer travel expenses	Strategic Project Reserve	Resource Friends	Transaction Total	10.00
Program - Meals/Food	Strategic Project Reserve	Resource Friends	Transaction Total	3,385.35
Program - Contracted Services	Strategic Project Reserve	Resource Friends	Training For Change, Inc.	18,700.00
Program - Materials/Supplies	Strategic Project Reserve	Resource Friends	Transaction Total	481.90
Program - Facility/Rent Charge	Strategic Project Reserve	Resource Friends	Transaction Total	947.00
Program - Employee Travel	Strategic Project Reserve	Resource Friends	Transaction Total	<u>183.20</u>
	Strategic Project Reserve	Resource Friends	TOTAL	<u>23,707.45</u>
Ending Balance 06/30/18				55,674.55

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2018 Annual Sessions Snapshots

There were around 325 people in attendance including adults, children, staff and representatives and visitors. There were around 30 children and 15 young adults. This was a smaller turnout than previous years. Baltimore and New York also had lower registration numbers this year.

Excellent (Don't change a thing.) 18.33%
Good (Very little improvement is needed.) 65%
Fair (Some improvement is needed.) 15%
Poor (Lots of improvement is needed.) 6.67%

- We received feedback from 62 Friends who provided the following general ratings:
- There were two areas about which respondents provided the most feedback across all of the questions when given the opportunity to comment. The first was about the joy of fellowship which is often given significant mention in Sessions reviews and the second was appreciation, mostly, for our business, the clerking and our struggles. Excerpts of the comments on each of these are below.

Fellowship: Loved hanging out with friends after dark; Fellowship over meals; I go by myself and sit with people I don't know; chance to meet new people and catch up with old friends; Meeting new people, especially when there was time for meaningful interaction with them; sharing ideas with friends; seeing Friends from other Meetings; getting to chat with members of the community I hadn't met with before; Opportunities for fellowship and connection.

Business: Seeing factions find some common ground; The painful honesty during business sessions; Quality of clerking; How the assistant clerks stepped into the void of Penny's absence to carry on the work; Small group sharing activities in Meeting for Worship for Business; I really liked how there was enough time on the Agenda to deal with things; Our work in Meeting for Business to address our oppression issues; The beautiful way the 3 clerks worked, interacted and supported each other; This year I was so happy to have the Listening sessions; Witnessing Quaker Process on a larger level the people and the way people worked with a situation if it didn't go to plan; I wanted Business sessions where people could express themselves and their experience instead of clerks dominating the microphone AND the narrative; The excellent clerking of meetings for business; The meaningful thing was the listening session on Sat. afternoon; The difficult parts of business sessions; I liked the balance although I did miss the items for business. It seemed we spent a lot of time preparing for business, but did very little business. I guess we were healing this year. Good idea; The movement of the Spirit during MFW for Business.

-Other areas that people referred to with some frequency were the benefits of the pre-Sessions retreat; appreciation for the youth programs and the All Together Time; appreciation for the sessions facilitated by Amanda Kemp and by Walter Hjelt Sullivan and the various opportunities for small group discussion.

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- The two concerns that were referred to with frequency were the food and the lack of time for community, fellowship and interaction. I'll not share specific negative comments about the food which were all along the lines of wanting more variety, higher quality and better signage.

- o Need for More Fellowship: I would appreciate more time for relaxed interaction with Friends and for reflection. More time for "Evening Fellowship"; There continues to be a need for structured fellowship time...worship sharing can be a precious opportunity to build connection and this year it felt rushed/sandwiched or shoehorned in and not given the space it profits from; I was surprised at how often I said hello to Friends I didn't know, and they didn't reply. Some Friends were very nice, but many seemed a bit reluctant to meet someone they didn't already know.

- Other areas for growth or improvement that were mentioned multiple times include a desire for more worship ("More worship ... always more worship –I've been saying that for upwards of thirty years now"); more music and better music; the fire drill mishap; commuting restricts opportunities to participate fully.

Something Different about these Sessions

Most reports heard by staff and the Leadership Team about the 2018 Annual Sessions indicate that Friends in attendance experienced them differently from the Continuing and Annual Sessions of recent years. One comment in the online evaluation provides a nice encapsulation of the comments: During the initial reception of the clerk's Multicultural Audit Committee report I was distraught! I felt such a severance in our relationships among each other & with G!d. And THEN!!! more faithful Friends than I remained together to listen & love each other back into Community!!!!

There are a number of variables that were different about these Sessions from the start that may be useful to hold in our awareness as we continue on our path of listening and loving into community.

- o Rather than a single clerk there was a team of three alternate clerks presiding with the support of the council clerks, the treasurer and the General Secretary. There was both a whole team supporting the clerks and none of the clerks were responsible for the full week.

- o The agenda in recent years has become more focused on reports but the summer's agenda included more interactive conversation and discernment. Some Friends have expressed a desire for more and felt there was space for far more discussion and less talk from the clerks bench.

- o There was a 24-hour spiritually grounding retreat prior to sessions in which Friends went deep and committed to serving as elders throughout the sessions helping to hold the space.

- o The three councils had been meeting together for six months prior to Sessions and their members have more relationship with one another than previously.

- o The Leadership has been identifying patterns we engage in within the team, the council meetings and the larger community that narrow rather than expand our capacity and then support taking different steps.

- o A sprint put together a clear document on minutes practices which was distributed to every sessions attender and referred to at each business session.

- o The fewer people in attendance at Sessions may have supported a more intimate experience.

Database Conversion

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We went live with Salesforce, our new database, on Thursday!

PYM has used Raiser's Edge (RE) database since 2000. It is difficult to use for those who are not deeply trained in it, the reports it can provide are limited and it can't easily be integrated with communications or program needs. Additionally the data has been entered into it in non-standard ways that actually prohibit us from extracting some of the information we want without significant time and brain-power. The data has been cleaned up and migrated to an instance of Salesforce that was created for our needs.

Following a week of training which all staff participated in to lesser and greater extents the database has been released fully into our care from the contractors who built it for us. We've found that we can not only access with incredible ease the data we've wanted to get our hands on, we also can see how much additional data was stored in RE that we couldn't even tell was there. We can prepare fundraising reports comparing giving levels year over year, year to date or between meetings with ease. Program and communications staff will soon be able to track event participation, participant satisfaction and level of interest in news and events. Each staff person can access the data they need on their own without relying on the busy schedule of someone else. Program, event, communications, and giving data can be combined to give us a clearer idea of where there is need and interest in what topics in the community. The next year will be one of gaining ease of use and transitioning communications and registration technologies from multiple separate programs to Salesforce.

Additionally, the \$65,000 cost for this database has been covered by individual donors, several meetings and two granting organizations. As a result we did not need to draw that funding down from our capital reserves.

A restriction by one of the donors asked that all who provided financial support for Salesforce be named as a way of lifting up the philanthropy within our community. Donors to this project include: Abington Meeting, Germantown Meeting, Haverford Meeting, London Grove Meeting, Moorestown Meeting, Newtown Meeting, Princeton Meeting, Jonathon Rhoads Trust, Shoemaker Trust, John Spears and Robert Taylor. We are hugely grateful to these Friends and Friends organizations for providing the financial support for a tool that provides so much support for the efficient functioning of our community.

Following pages are related documents to PYM Annual Sessions + QLC

QLC Report: Amy Taylor Brooks

This year Quaker Life Council members have met monthly in meeting for worship for business in service to the Philadelphia Yearly Meeting community. We are proud of our accomplishments while recognizing there is always much more loving work still to do. This is an exciting time because we are starting to see the beginning of what appears to be a birth from the new structure of communication between our meetings, collaboratives, Council's, administration and staff.

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I list our joint accomplishments here. These were not and could not have been accomplished alone. These accomplishments are the work of our PYM community as we recognize continuing revelation among us. I share here what QLC had some substantial role in creating. We feel tremendous support and collaboration from our PYM monthly meetings and their members, the collaboratives, our loving Clerk Penny Colgan Davis-- who's passing we mourn--, the alternate Clerks who stepped in to serve, nominating Council and administrative Council, PYM staff, the General Secretary, and each of our families who both spend and forgo time with us as we work to follow G*d/Spirit's guidance in living into supporting a kinder, gentler world in which we all may prosper.

During the time period from the last annual sessions through now, here are some of the fruits of our collective labors:

Youth programs Sprint has created a mission and vision statement to ground our youth programs We have read, soaked in and celebrated receiving State of the Spirit of our Meetings Reports from approximately 30 monthly meetings. We have compiled information from this to share at annual sessions to inform our work going forward.

We've created and started living in to a minutes of concern process. We have received, prayed on and followed our sense of the meeting, making decisions regarding multiple minutes of concern coming from our monthly and quarterly meetings.

I and the Clerk of Administrative Council have been witness to and recipients of the blessing of the loving kindness of G*d/Spirit moving at Green Street Friends. We were invited to dinner and meaningful conversation, laughter and spiritual nourishment regarding their minute and the withholding of the monetary aspect of their covenant with PYM, which they have now restored. We recognize the continuing need to work on living into dismantling the historical roots and seeds of racism in our society together as a whole PYM community.

We continue to labor with maintaining accurate minutes of our decisions and posting them as soon as we can for all of PYM to see on PYM's website.

We have participated in faithful listening to the experiences of our meetings and members particularly around a conflict generated from one meeting. A "discernment team" was created. We have prayed on the report generated from that spiritual discipline. We have used the imperfect, yet poignant Lessons Learned, next steps forward and queries based on that report to begin to set the groundwork for conflict resolution among us. We recognize the need and seek to strengthen conflict resolution resources within PYM.

We have communicated with current collaboratives on the work they are doing. We have received new collaborative applications, and requests to lay down collaboratives.

We have begun a conversation with Undoing Racism Group as those PYM community members work to define the group's relationship with in the PYM structure.

We have strategic reserves for the work of our corporate witness on dismantling structures of racism that we seek to use in the next year. We have been responding to requests from Collaboratives for funding. The next funding requests are due on August 15.

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Please read on the PYM website our minutes since the inception of QLC. Several documents are attached separately, which may support further understanding of our work, including our July 2018 minutes, which were not yet posted as of the time of this report.

Find a list of the separately attached documents below.

Love,

Amy Taylor Brooks
Interim Clerk, QLC

Attached Documents

- • Youth Programs Vision
- • State of the Meeting Reports
- • July QLC Minutes
- • Minutes of Concern Process
- • Caln QM Minute of Concern
- • Concord QM Minute of Concern
- • Abington MM Minute of Concern
- • Abington QM Minute of Concern
- • Green Street MM Minute of Concern
- • QLC Discernment Team Excerpts

QLC Collaboratives Report to PYM: Jim Herr

Collaboratives make PYM a dynamic, “community organized” yearly meeting, by providing a vessel to hold Friends with similar ideas and leadings. They provide cross-pollination for the specific interests, enthusiasms, and bonds of individual Friends within PYM. Using collaboratives, Friends will join with other Friends to share their passions and reach critical mass and connection.

Collaboratives are formed by Friends who have a common interest or ministry. They are self-organized, self-facilitated, and are formed under the care of the Quaker Life Council through a process established by the Council. Collaboratives reach out to Friends in all meetings to form a focused community across worship groups, monthly meetings, or quarterly meetings. By definition, each collaborative will include Friends from several different meetings.

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If membership dwindles to one Friend, or Friends from only one monthly meeting, or the collaborative fails to submit their annual report, or becomes unresponsive to the council, then the Quaker Life Council will consider laying that collaborative down. Additionally, if the council finds that a collaborative is not helping us be a more dynamic, community organized and Spirit-led community, or feels that a collaborative is working against that goal, the council may lay it down.

-PYM Governance Handbook

Presently the PYM Collaboratives are:

Collaborative	Collaborative Contact	QLC Contact
FWCC	Amy Duckett Wagner	Melanie Douty-Snipes
Decarceration	Chris Luka	Melanie Douty-Snipes
Spiritual Formation	Wade Wright	Jim Herr
First Contact Reconciliation	Sandy Boone Murphy	Kate Bregman
Eco-Justice	Pat Finley/Ruth Darlington	Bryn Hammerstrom
Legislative Policy / FCNL	Margaret Mansfield	Bryn Hammerstrom
India Friends	Henry Beck	Bryn Hammerstrom
Atlantic Coast Quaker Activists	Ken Brick	Cathleen Marion
Middle East	Sandy Rea	Kate Bregman
Supporting Individual Calls to Ministry	Viv Hawkins	Amy Brooks

Collaborative	Description
FWCC	Assist all Friends in the Americas, to communicate with each other.
Decarceration	Support Friends to collectively work to address mass incarceration, racism, and redress social justice.
Spiritual Formation	Foster individual/group spiritual development in monthly/quarterly mtgs.
First Contact Reconciliation	Work with Native Americans who once lived in the PYM area.
Eco-Justice	Work for climate, economic and social justice.
Legislative Policy / FCNL	Educates Friends in political issues + contact with political reps.

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India Friends	Foster connections to Quakers in India through visitation
Atlantic Coast Quaker Activists	Encourage participation in non-violent action and social witness.
Middle East	Promote compassionate listening programs, Alternatives to Violence, support Ramallah Friends Meeting + School + educate about Israeli-Palestinian relations.
Supporting Individual Calls to Ministry	Supporting meetings in the spiritual support and accountability of individual Friends

Annual Sessions Guiding the Quaker Life Council in the Coming Year

In listening to business meeting sessions, minutes, and Friends, the Quaker Life Council understands that it will **continue** to develop the following programs in the coming year:

1. Monthly and Quarterly Meetings writing State of Meeting Reports.
2. Check in with Collaboratives and support them composing annual reports
3. Minutes of Concern from Monthly, Quarterly Meetings, & others.
 - a. Working with Greene Street Friends' concern on PYM staffing.
4. Youth Programs' growth and development
5. Explore with Undoing Racism Group it's relationship with PYM

The Quaker Life Council also sees a number of **new tasks** for it in the coming year:

1. Integrate the seven PYM strategic directions into QLC's responsibilities.
2. Assist building Bridge Contact Structure.
3. Address minutes of concern from non-QM bodies.
4. Organize past minutes of concern with an index.

State of Meeting Report to PYM: Gray

Friends of the Quaker Life Council have collected these kernels of wisdom from Quarters, Monthly Meetings, and Worship Groups throughout the Philadelphia Yearly Meeting. We hope that others will delight in these practices as we have. We hold this information up to you not as a burden but as a source of strength and inspiration from God's presence amongst Friends.

When composing minutes, meetings either had an individual or a team prayerfully consider how to respond to PYM queries or queries the meeting community created. After collecting answers, Friends brought the report to a business meeting for further amendment and final approval. The Quaker Life Council formed a Sprint to read the reports from 2018 and most of 2017. Insightful responses or concerns were compiled into categories:

Deepening the Spiritual Community: Worship, Spiritual Growth, First Day School

Friends found a variety of ways to enhance worship and find a closer bond with Spirit. Some prepared for worship by collective singing and reading sacred texts aloud. Others sank into the Silence with the children present. During worship, some meetings preferred an unprogrammed

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format while others used a monthly prepared message or query. In closing worship, some groups preferred the children to enter a settled meeting. Others sang to end worship. Many meetings shared joys, concerns, after-thoughts, introductions, and announcements after worship.

Friends used many different methods of spiritual improvement. Yoga, meditation, mindfulness, and extended worship were practiced. Classes such as Spiritual Formation, Quakerism 101, Quaker Quest, and a speakers' series were additional paths to fostering growth.

First Day School was often enhanced with trained, hired instructors aided by volunteers. Weekly sessions for all age groups using spiritual text, video, and/ or speakers were helpful.

Building Community: Social Contacts, Membership, Business, Anti-Racism, Concerns

Community was best built through social activities that bring joy and fellowship to all ages such as: intergenerational games, movies, star-gazing, meals, singing, scavenger hunts, etc... Greeters at doorways makes others feel welcome. Notes to Friends at college or lifecare communities lets them know they are remembered. Notes on holidays and birthdays help everyone. Having social dinners for attenders welcomes them to the community.

Caring for the meeting's business is a spiritual practice filled with concrete, practical tasks. Creating brochures introducing Friends' ideas and practices educates all. Sending Friends to clerking workshops provides future trained leaders. Reviewing practices involving committees, records, bylaws, and finances helps Friends maintain best modern practices. Providing time between MFB and MFW helps Friends adjust their spiritual focus

Community often means helping each other with challenges. For majority Friends, acting on racism often begins with looking within oneself. It is helpful to join a group, preferably outside one's comfort zone. There is a great deal of literature and media available for educating oneself and others. What is important is to begin the process and maintain humility. Challenges can also involve how to adapt to a changing community, aging buildings, and declining membership.

Involving the World: Local organization, Friends institutions, Witnessing to the World

Friends find their spiritual strength and growth not just within their houses of worship but also outside in their surrounding community, letting their lives and actions speak to others. Many meetings encourage outside groups to use the meetinghouse and grounds. Others invite the outside community in for special events. Having a strong, positive relationship with neighbors solves many problems in advance. This is also true when a meeting may share space with another organization like a school. Neighbors provide opportunities as well as challenges.

If a meeting is connected to a Friends institution, it is important to set up a Care Committee to nurture the spiritual, financial, and physical assets the two organizations use. Invite families to worship on First Day. Provide financial support for Friends of all ages to participate in Friends institutions as well as contribute to and publicize activities of FCNL, AFSC, FGC, etc...

Witnessing one's Spirit-led beliefs, ideals, and actions often means public action in one's own community and in the broader world. Public vigils of protest or commemoration can inspire others to act. Some meetings share monthly meals with those in need as an act of shared

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experience instead of only charity. Other Friends give material aid to refugee families including ESL and citizenship classes. Collecting goods + books to be shipped elsewhere may be expensive but still needed. Quarters and meetings can organize service trips on their own or with other faith communities. Service involves learning about one's community and discerning what help is needed especially if Friends are open to being transformed by the experience.

These ideas listed here come directly from PYM's monthly and quarterly meetings as we renew the old tradition of sharing year-end reflections of our practices with each other. This first year is a step towards learning more from each other as well as where Spirit is guiding us. The Friends on the Quaker Life Council gathered this information as a service to Friends and Meetings throughout the Yearly Meeting. Our hope is that this year's reports will inspire more Meetings to take the time to renew the art of collective reflection on the past year to guide Friends to where God is leading them in the coming year.

Unconference Workshop: Story Telling and Clerking : Chris Mohr, Convener Gray Goodman's Notes

Present: Chris Mohr (Green Street), Moira Duggan (Germantown), Gray Goodman (Providence), Loretta Lucy Miller (Chestnut Hill), Chiyo Moriuchi (Newtown)

How do we tell a story to help one's community understand where they are on a particular topic. All issues have a beginning, middle, and end and a community needs to be reminded of where they are in the "story" of an issue.

- Storytelling makes clerking more accessible for people with less experience
- We need more training of clerks!
- A timeline can be a helpful reminder

Clerks have to do a lot of ground work in advance to prepare people's mindset. Talk to Committee clerks in advance, make announcements, speak to people with concerns. On the day of MFB have a plan on how to move the issue through.

- Restate for the body at the end of an item what we've done, testing where we are for the minute of action or exercise, where we might be going next if it's unfinished

Members felt that it was important for a clerk to test their understanding of the communicating by suggesting a phrasing for a minute. Approving a minute should happen on a particular issue.

Book: [The Art of Gathering: How We Meet and Why It Matters](#) by [Priya Parker](#)

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Recordkeeping - minutes from past meetings need to be available - in print and online
Continuing revelation does not mean we forget the past

SUGGESTION: PYM create CLERKING RESOURCE FRIENDS

For meetings and committees

Share best practices

Trainings

Develop trainers (in addition to Arthur Larrabee)

Minutes Taking Workshop: Joan Broadfield Clerk, Gray Goodman, Recording Clerk

Best Practices

1. Be careful of the power and responsibility that goes with minute taking
2. Note if someone is reporting for a specific committee.
3. Keep minutes specific, action-oriented, with follow-up plan.
4. Balance necessary details v. decisions.
 - a. All input is not necessary to record
 - b. Keep separate notes if issue is complicated to share as needed. NOT minutes.
5. Approve minutes at the end or in sections during the business session.
6. Have minutes published in newsletters
7. Clerk and Recording clerk work as a team.
8. Clerk articulates sense of the meeting, works with recording clerk, tests for unity
9. Attached reports should name the author, committee/working group.
10. Follow guidelines in PYM Faith and Practice.

Sources of Guidance

1. Unforeseen Joy, by Damon D. Hickey (Pamphlet from FGC bookstore)
2. Questions about archiving your meeting's minutes (Website of combined archives <https://guides.tricolib.brynmawr.edu/college-history>):
 - a. Friends Historical Library (Swarthmore) 610-328-8497
 - b. Quaker Collection (Haverford) 610-896-1161
3. Taking Minutes of Meetings, by Joanna Gutman, Sunday Times
4. Approved! - Nancy Haines (children's book) (Also in Spanish!)
5. Before Business Begins (New England Yearly Meeting, William Branch Watson, 2996)
6. New England Yearly Meeting's definition for "Sense of the Meeting".

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Manner of Recording Clerk

1. Be open to learning one's task.
2. Be honest but gentle in recording disagreement

Ambiguities

1. How to coordinate minutes and publicity with Quarters and PYM?
2. How to make changes in the era of electronic, digital documents?
3. How to index decisions?
4. Send everyone in the Meeting the agenda and minutes?

Present at Meeting: Apologies for misspellings

1. Susanne Dey, Westfield
2. Alison Levy, Goshen
3. Lisa Samson, Wilmington
4. Ed Betz, Wilmington
5. Yelena Tower, Chester
6. Gray Goodman, Providence
7. Robin Mohr, Greene Street
8. Doug Keith, Haverford
9. Doreen Age, Yardley
10. Howard van Breeman, Wicomico River
11. Loretta Fox, Abington
12. Mark Ratcliff, _____
13. Bill Dockhorn, Southampton
14. Jody Kinney, Downingtown
15. Joan Broadfield, Chester