

**Ohio Valley Yearly Meeting Executive Committee Meeting Minutes
Eleventh Month 5, 2022**

- 1. Opening Worship:** The meeting opened with centering worship at 12:00 pm.
- 2. Introductions:** Rachel Ernst Stahlhut, presiding clerk, invited Friends to introduce ourselves and to share how we are in spirit as a way to help build our spiritual community and get to know each other.
- 3. Roll Call:** The Recording Clerk called the roll of Yearly Meeting officers and administrators, Committee Clerks, Quarterly and Monthly Meeting Representatives, and Yearly Meeting staff.

Yearly Meeting officers:

Presiding Clerk: Rachel Ernst Stahlhut
Assistant Presiding Clerk: Barry Zalph
Recording Clerk: Lisa Cayard
Assistant Recording Clerk: Cecilia Shore
Treasurer: Wilson Palmer
Assistant Treasurer: Cathy Habschmidt

Committee Representatives:

Auditing: Cathy Habschmidt
Braddock Fund: Steve Angell
Budget & Finance: Wilson Palmer
Children's Committee: Susan Hyde
Development Committee: absent
Earthcare: absent
Nominating: Paul Buckley
Peace & Social Concerns: absent
Personnel: Steve Angell
Religious Nurture & Education: Rex Sprouse
Yearly Meeting Planning: Ben Griffith and Martha Viehmann
Young Adult Friends: absent
Youth Services: David Hyde

Quarterly Meeting Clerks:

Miami: Peter Hardy
Whitewater: Christine Carver

Monthly Meeting representatives:

Bloomington: Rex Sprouse
Campus: absent
Clear Creek: Cathy Habschmidt
Community: Eric Wolff
Dayton: Nikki Coffee Tousley
Eastern Hills: Wilson Palmer
Fall Creek: Daniel Day
Fort Wayne: MaryAnna Feitler
Lafayette: absent
Lexington: Richard Mitchell, Betsy Neale

Louisville: Chris Harmer
Miami: Jeanette Rockwell
North Meadow: Dinah Duvall
Oxford: Cecilia Shore
White Rose: absent
Yellow Springs: Annie Blanchard

Yearly Meeting staff:

Administrative Assistant: Susan Lee Barton
Youth Secretary: Adam Funck

Administrators:

Statistician: Rex Sprouse
Website Administrator: Daniel Day
Records Coordinator: Susan Hyde
Quaker Quill Editor: Cecilia Shore
Publications Coordinator: Richard Mitchell
Registrar: Eric Wolff

4. **Agenda review:** The Clerk reviewed some changes in the agenda. The agenda was accepted with changes. The Clerk shared the color-coded system for indicating a request to speak, a question to raise, or approval.
5. **Treasurer's Report:** Wilson Palmer provided a spreadsheet and written report in advance for Friends to review, and a question was raised regarding the deficit proposed in the budget if spending goes as planned. Wilson clarified that expenses are budgeted to be \$6,560 more than income for the fiscal year. Gratitude was expressed for Wilson's faithful work. The report was accepted.
6. **Handbook Update for Budget & Finance Committee:** Wilson Palmer, speaking for David Garman, the clerk of Budget & Finance Committee, presented a proposed revision to the OVYM Handbook description of Budget & Finance Committee, adding the responsibility of this committee to oversee and support the work of the Treasurer. The update was **APPROVED**. (Handbook section with approved changes attached below.)
7. **Auditing Committee:** The committee provided a written report in advance for Friends to review. Cathy Habschmidt shared that the audit committee found everything in good order, and that Veronica Frost has kept the work of the Auditing Committee very organized. Cathy clarified that since she is not doing any bookkeeping in her current role as Assistant Treasurer, there was not a conflict in her participating in the audit. The report was accepted.
8. **Demographic Data Report to Friends General Conference:** Susan Lee Barton presented the request from FGC for demographic data. This request came out of the work of FGC on anti-racism, as a strategy toward becoming an anti-racist organization. The data would serve as a benchmark to measure our progress in becoming more inclusive. This would include data on age, gender, race, and ethnicity to be reported on the monthly meetings' annual statistical report. A question was raised about how monthly meetings would collect this data, which would involve a fair amount of work. A questionnaire for individual members to complete might be helpful. It was clarified that the statistics are being collected for both members and attenders. It was noted that when monthly meetings were asked about collecting this information in the past, there was quite a bit of hesitancy. It was clarified that anyone who does not want to participate would be able to decline sharing this information. A strong objection was raised to this request based on a conviction that Friends are one in Christ and should not be identified or separated by

race, gender, etc. Caution was urged in being tender and clear with each other, and not rushing into this process. A suggestion was made that since we are not in unity in supporting this request, it might be more productive to find another strategy toward the goal of anti-racism with which we can unite. A perspective was shared, that Friends who identify as part of a group that experiences exclusion or prejudice often feel strongly about being seen and heard, and having their experience acknowledged. Without finding unity on this request for collecting demographic data, we sought another way forward. A suggestion was made that we need to get to know one another better, rather than placing one another in “boxes” that we may not be comfortable being open about. We were urged to be open to change and to center ourselves in love as we work toward becoming an anti-racist community. A suggestion was made to develop a few queries to encourage and support meetings in addressing the questions of becoming a more inclusive community. Friends **APPROVED** this suggestion. Barry Zalph, Chris Harmer, and Betsy Neale volunteered to draft these queries.

- 9. Handbook Revision for Administrative Assistant Job Description:** Rachel Ernst Stahlhut presented a proposed revision to the OVYM Handbook, removing the sentence that the Administrative Assistant would take on all functions of the OVYM newsletter when there is no editor. She noted that the Administrative Assistant already has a heavy load, and as her supervisor, she wanted to protect her from this added heavy responsibility. A concern was raised that the OVYM newsletter is a critical form of communication, and that if there is no editor we need another way to ensure this communication takes place. A suggestion was made to create an assistant newsletter editor position instead. Another suggestion was made that, if the newsletter editor was not able to complete their task, other means of electronic communication could carry the yearly meeting over until a new editor could be named. There was a question and a clarification about how the Administrative Assistant’s pay is calculated, based on a record of hours worked over the year. The additional hours that would be required to put out the newsletter would be uncompensated time for this position. After some discussion, Friends **APPROVED** the proposed revision to the Handbook, without creating an assistant newsletter editor position. Two Friends stood aside from this decision.
- 10. Planning Committee:** Martha Viehmann reported that OVYM Annual Sessions will be held June 14-18 2023, at Mount Saint Joseph University in Cincinnati. The theme will be “Finding Our Way: Your Gifts Are Needed.” Two plenary speakers have been contacted. One has accepted so far, Cai Quirk, an artist who is known to Bloomington Meeting. The report was accepted with gratitude for the committee’s hard work.
- 11. Nominating Committee:** Paul Buckley reported that the committee is working hard, and they are having discussion about challenges in finding young adult Friends who are interested in participating on a Young Adult Friends Committee. Only one young Friend has expressed interest. They wonder if Friends in this age group may be in need of more pastoral care, so the concern has been passed on to Religious Nurture and Education Committee. The report was accepted.
- 12. Travel Minute for Diann Herzog:** Rex Sprouse presented a travel minute for Diann Herzog. Diann’s monthly meeting, Fall Creek, brought the travel minute to Whitewater Quarter, which has approved the travel minute for endorsement. Diann is seeking support for travel within Ohio Valley Yearly Meeting to stir up love and light and unity in the Spirit in the current darkness of our times. Friends **APPROVED** endorsing this travel minute on behalf of OVYM Executive Committee. (Minute attached below.)
- 13. Braddock Fund Committee:** Stephen Angell provided a report in advance for Friends to review. The committee has approved one grant of \$3,000 in the past year. This report was accepted.
- 14. Youth Secretary Updates:** Adam Funck reported that five youth attended Joint Quarterly Meeting at Happy Hollow. The youth ranged in age from 9 to 19, and they had a wonderful time. Youth came from Fall Creek, Dayton, and Clear Creek monthly meetings, and all were new to attending Quarterly Meeting.

They are looking forward to other gatherings. Some older youth will be invited to attend the Quake that Rocked the Midwest in January, and a youth gathering will also be held at Miami Quarterly Meeting in January. The Youth Committee helped brainstorm some potential new committee members among parents of the youth. Friends were invited to encourage youth in our meetings to attend Quarterly Meetings. The report was accepted.

15. Announcements: Rex Sprouse shared that the workshop on clerking and business “Listening to Spirit: Clerking and Community” planned by Religious Nurture and Education has been postponed until spring.

16. Upcoming Executive Committee Dates:

- February 4, 2023, 12-4pm, hybrid in-person and Zoom
- April 1, 2023, 12-4pm, hybrid in-person and Zoom

3.5. COMMITTEES

The Yearly Meeting may organize its work through the appointment of committees necessary for the effective carrying out of its concerns. It is cautioned against becoming over-organized and thus expending in merely maintaining a mechanical system, energies which should be conserved for the advancement of truth.¹

3.5.3. Budget and Finance Committee

PROPOSED:

The purpose of the Budget and Finance Committee is to provide consultation and oversight of the treasurer, propose the yearly meeting's annual budget and communicate with constituent monthly meetings their suggested proportional annual share of that budget.

APPOINTMENT:-At least three members nominated by Nominating Committee and approved by Yearly Meeting in session for three-year staggered terms. Treasurer and Assistant treasurer are members ex officio.

RESPONSIBILITIES

- Provide support and consultation for the Treasurer
- Oversight of the Treasurer
- Develop the YM budget for the coming year to be approved during YM session (ref:Section 4.4 Budget Policy)
- Recommend the amount of the YM proportional share for each monthly meeting for the coming year
- May be charged with additional responsibilities of discerning/defining OVYM fiscal priorities
- Refer to the Proposed Guidelines for Budget Process approved at 1991 OVYM session (ref: Section 4.4 Budget Policy)

CURRENT:

It [the Yearly Meeting] shall determine, annually, a budget necessary for its expenses and assign to each Monthly Meeting its quota for collection based on total membership.²

APPOINTMENT:

Three members nominated by Nominating Committee and approved by Yearly Meeting in session for three-year staggered terms. Treasurer and Assistant treasurer are members ex officio.

RESPONSIBILITIES:

- Develop the YM budget for the coming year to be approved during YM session (ref: Section 4.4. Budget Policy)
- Recommend the amount of the YM proportional share for the coming year
- May be charged with additional responsibilities of discerning/defining OVYM fiscal priorities
- Refer to the Proposed Guidelines for Budget Process approved at the 1991 OVYM session, (ref: Section 4.4. Budget Policy).³
- Generally meet in late spring or summer

¹ *Faith and Practice*, The Yearly Meeting

² *Faith and Practice*, The Yearly Meeting

³ Minutes of the business sessions of Ohio Valley Yearly Meeting 1990, Minute 35.

4.4. Budget Policy⁴

BACKGROUND:

This is an attempt to put into a sensible, logical guideline the procedure for handling each and every line item of the OVYM yearly budget--each and every year. The purpose is to regulate the process to one which is consistent and known to all. These guidelines strengthen the committee's responsibility to do the detail work as assigned by the yearly meeting and to report their work to the yearly meeting for action. It also provides that controversial problems may be referred to this or another committee for further deliberation, with key persons invited to help in resolving the specific problem.

OUTLINE OF THE BUDGET PROCESS:

I. Committee Purpose

II. Yearly Meeting-related Programs

III. Contributions/Outreach Items

(Note: In this document the term "yearly meeting" includes the yearly meeting in session or actions of the OVYM Executive Committee.)

IV. OVYM Budget Calendar

I. COMMITTEE PURPOSE:

PROPOSED ADDITION HIGHLIGHTED:

The Budget & Finance Committee's (B&F) basic purpose is to provide consultation and oversight to the treasurer and prepare and present a proposed annual budget to Ohio Valley Yearly Meeting at its annual session. It adjusts yearly meeting program needs following program requests to the best of the committee's ability. The committee responds to specific minuted actions of the yearly meeting pertaining to the budget. The committee will use the OVYM budget calendar to guide its work in bringing a budget forward to the Yearly Meeting. The Budget & Finance Committee presents its initial proposed budget at the beginning of OVYM's annual sessions or earlier, modifying the proposal as a result of discussions in the yearly meeting. Problems are referred to the Budget and Finance Committee or another committee of the yearly meeting for further deliberation. The Budget & Finance Committee will invite key persons and will welcome attenders to speak to the various sides of a matter referred for resolution.

IV. OVYM BUDGET CALENDAR:

PROPOSED:

- January: Requests for input regarding next year's budget
Request responses by March 15
- April: Open Budget and Finance meeting (morning of Executive Committee Meeting)
- April: Propose budget to Executive Committee
- April 15: Proposed budget sent to monthly meetings
- May: Budget sent to Reports in Advance
- June: Yearly Meeting in session approves budget

CURRENT:

Step 1: At the fall Executive Committee Meeting (or, about October first, if there is no fall meeting), the Budget & Finance Committee announces the beginning of the budget-setting process. Following the meeting, B&F sends a request for expense estimates to yearly meeting clerks, committees, and others.

⁴ Minutes of the business sessions of Ohio Valley Yearly Meeting 1990, Minute 35.

Step 2: Committees and clerks respond by January 15.

Step 3: By January 31, the treasurer fills in any missing information, compiles a draft budget, identifying any policy issues and associated costs. B&F reviews the draft and makes any changes necessary.

Step 4: In the morning of the winter Executive Committee session (or, about February first, if there is no winter meeting), there is a Public Budget Meeting to discuss the first draft budget and collect any comments. Everyone in the yearly meeting is invited to attend. In the afternoon, (or the next Executive Committee Meeting if none is scheduled for that day) Budget & Finance Committee meets with the Executive Committee seeking advice on the draft budget any policy issues.

Step 5: By February 28, Budget & Finance Committee revises the draft budget, as necessary, and sends it to the monthly meetings.

This mailing includes:

- Summaries of the current year budget and the proposed budget.
- Descriptions of any changes between the current and proposed budgets, with reasons for changes, especially any policy issues.
- The amount of the suggested proportional share per member for the coming year and how much that would be for the meeting, based on the most recent Statistical Report.
- A request for monthly meetings to commit to support for the yearly meeting.
- An offer that a Budget & Finance Committee member can meet with the monthly meeting as needed.

Step 6: By April 30, monthly meetings review the budget, discern how much they can donate to the yearly meeting, and respond to Budget & Finance Committee.

Step 7: By May 15, Budget & Finance Committee prepares a final budget proposal taking into consideration updated financial statements, monthly meeting responses, and further input from committees. That document is published in the Advance Reports.

Step 8: At the annual sessions, yearly meeting acts.

Travel Minute for Diann Herzog:

9th Month 2022

Dear Friends,

Please welcome our beloved Friend, Diann Herzog, who is answering a leading to travel among Friends within Ohio Valley Yearly Meeting, to join them in worship, prayer, and fellowship. She has laid this concern before Fall Creek Monthly Meeting, and during our Meeting for Worship with attention to Business on Eighth Month 14th, 2022, Fall Creek Monthly Meeting united with Diann's concern.

Diann writes:

I am compelled by the love of God through Christ to profess my love and faith in the Eternal Spirit, whose beginning and end are pure Love. My hope is that our love and unity in the Spirit will be stirred up, and grow and deepen, that Ohio Valley Yearly Meeting Friends rise up to become a wave of Light that washes over the current darkness of our times.

“Our life is love, and peace, and tenderness; and bearing one with another, and not laying accusations one against the other; but praying for one another, and helping one another up with a tender hand.”

Isaac Pennington 1667

In the Light,

Anna Margaret Greene
Clerk of Fall Creek Monthly Meeting