

SAYMA Representative Meeting
Birmingham, Alabama, 18 March 2016

138-01 Opening Worship

Friends opened with a time of worship to gather and center our business for the day.

138-02 Introductions and Opening [Attachment A: Attendance]

Friends introduced themselves by name, role and meeting.

The Clerk reminded us of Quaker processes and practices.

- Let's keep our clerking consciousness on: Be aware of the nature of the discussion. If you are moved to speak is this something that brings more clarity or is this a question that really needs to be offered. We need to trust the process as we all bring something. We also need to be aware of how much we are speaking.
- Friends should be recognized by the clerk and speak to the Clerk and not to each other.
- We are also going to make sure we leave some space between messages.
- Unity is brought together by all of our Spirits whether they speak vocally or not.

138-03 Administrative Assistant Report (Liz Dykes) [Attachment B]

Liz Dykes, administrative assistant, read her report.

138-04 Treasurers Report (Roger Wise) [Attachment C: Treasurer's Report 2017 Midyear report; Attachment D: Treasurer's Report FY 2016 Final Report]

Roger Wise, treasurer, reported on both FY 2016 and FY 2017. He started with the 2017 report. We are changing our banks from Bank of America to SunTrust. Our money market account is held with a small bank in Raleigh. As of today's date, 42% of our expected expenditures have been spent in the first 5 months of the current fiscal year. Monthly Meeting remittances are about 44% of what we budgeted for the year. Contributions from monthly meetings are running about 5% ahead of where we expected. We are below for operating expenses 33% vs 42%, largely due to limited travel. Surplus from FY16 due to yearly meeting the rounded total amounts to \$4,200 for WQO's.

FY2016 Closed Books: Over the last three years we have had a 7% decline in assessment revenue, but expenses have increased 2%. Yearly Meeting Sessions had a surplus of \$2,250.

138-05 Finance Committee (Lee Ann Swarm) [Attachment E: Proposal for Treasurer Term of Office; Attachment F: Signatory Authorization]

Lee Ann Swarm, clerk of finance, clarified and reminded Friends that at Fall Representative meeting, the body agreed that any surplus from yearly meeting would be allocated to Wider Quaker Organization donations. The allocation would keep the same percentage of allocation across all the WQO's.

Lee Ann continued on about the finance committee's discernment about the succession of the treasurer position. This is the four-year plan of assistant treasurer (1 year), to treasurer (2 years), to emeritus treasurer (1 year).

Minute 138-05-01 Friends approve this report and asked that it be taken to nominating so that they can start the new rotation for the treasurer.

Lee Ann continued with the Signature Authority request explaining that this document is an explanation of how we structure our body in a corporate way so that Banks can understand how our strange structures fit into their understanding of a corporation. A Friend brought up a question about the authority of the clerk and treasurer to open and close bank accounts. The body edited the minute to read as attached, to get rid of the passive voice in section B-1. Another Friend asked if we needed to add money market accounts to the list of accounts and Friends agreed to edit it so it reads "SAYMA authorizes the clerk and treasurer to open money market accounts" as well.

Minute 138-05-02: Friends approved the signatory authorization minute with edits.

138-06 Peace & Social Concerns (Bob Welsh)

Bob Welsh, clerk, reported on behalf of Peace and Social Concerns. He started with a query: Earthcare does their work independent of Peace and Social Concerns, so should the new SAYMA Uplifting Rational Justice (URJ) committee have a direct connection with SAYMA or through Peace and Social Concerns? Peace and Social Concerns serves as a conduit between the Yearly Meeting and Monthly Meeting about concerns that are brought for the yearly meeting body to discern.

Friends started by answering the query and Friends realized that Peace and Social Concerns works outside of the Religious Society of Friends and the SAYMA URJ committee is more focused on the Quaker structures and internal struggles of racial justice.

Proposed Minute: Representative Meeting of SAYMA supports the ongoing laboring of FGC and Friends of Color around issues of safety and inclusion of Friends of color at FGC Gathering. We commend Friends of color for raising their voices around these issues. We also commend FGC for listening carefully to these voices and for responding in two significant ways: by altering the composition of the FGC site committee for the annual Gathering so that four of its seven members are Friends of color; and by deciding to raise funds to make possible an audit that would seek to eliminate any vestiges of racism within FGC. We urge Friends within SAYMA to lend their active support to these very important efforts to make FGC a more just and inclusive community within the Religious Society of Friends.

If FGC is doing an assessment and we are not going to do an assessment we are hypocrites. Another Friend appreciating that FGC is leading the way and hopeful that SAYMA will follow suit and learn from what FGC learns in the processes. One of the major questions that arose from monthly meetings discussions was "what does FGC mean by audit." The FGC representatives from SAYMA clarified that FGC has decided to use the word assessment instead of audit as it

better describes what they are undertaking. Another question was who would be doing the assessment, and at this time this information is not available and is probably not decided yet. We are in a peculiar place in the Southeast and as a yearly meeting each of our monthly meetings are in isolation.

Friend raised concerns about this minute only saying “good job” to FGC and not advancing FGC’s process or our own processes. Should this include a contribution from the yearly meeting. How are we as Friends going to make this happen. We also want to make sure that the minute clearly reflects that we want to learn from FGC’s assessment.

Sharon Annis, SAYMA Rep to FGC’s board, answered some of the questions raised and read the goals of the institutional assessment.

- Build institutional capacity for FGC to recognize and overcome structural racism. FGC wants to develop the skills to continue this work on its own after the assessment without further help from outside consultants.
- Name the barriers to full participation in FGC at all of its levels. FGC wants to be thorough in examining all levels and aspects of the institution and its activities.
- Develop a vision for inclusion and articulate change goals that are broadly owned by staff, governance, and our member bodies. FGC wants clear goals to which we can hold ourselves accountable in the next 3 to 5 years.
- Provide clear next steps – both content and direction towards goals.
- Share our experience and learnings with yearly and monthly meetings, with the hopes of strengthening the will and capacity for change throughout the Religious Society of Friends.
- That FGC as an institution and, we pray, Quaker communities in general become more meaningful and inviting environments for People of Color.

<http://fgcquaker.org/deepen/help-your-meeting-challenge-racism/fgcs-institutional-assessment>

Summary: We have a minute that comes out of the September Rep Meeting. There are some concerns about if the minute is enough or should there also be some money. There is a question about if we should do some of this work to us as well. There is more information that we don’t yet have access to.

The meeting unites with the spirit of the minute however has the following concerns from monthly meeting representatives about the proposed minute:

- Is there a more effective way to use FGC’s resources?
- Common that meetings couldn’t find unity but could support the spirit of the minute.
One reason for that was the monthly meeting didn’t know what FGC was up to or doing.
- Wording wasn’t strong enough.

This time of discussion has been healthy perspective sharing but we are not ready to unite behind this minute. We are asking Peace and Social Concerns to take the concerns from our monthly meeting and our discussion today and continue to try to write this minute more strongly, to be brought back to Yearly Meeting Sessions. The body also need recommendations

about how we respond to this request from FGC (ex. Are we sending funds to FGC?). Friends asked if SAYMA should also be taking up the idea of an assessment for our own internal use.

138-07 Ministry & Nurture, Laura Seeger [Attachment: G]

Laura Seeger, co-clerk of Ministry and Nurture, read the attached report.

138-08 SAYF Steering Committee, Mary Linda McKinney [Attachment: H]

Mary Linda McKinney, member of SAYF steering committee, read the attached report.

138-09 Nominating

The body mentioned that we need an assistant treasurer at SAYMA as the emeritus treasurer's term is over this summer due to the changes in Minute 138-05-01.

When committees are empowered to name their own clerk's they need to inform the Administrative Assistant so they can be added to the clerk mailing list.

138-10 Earthcare Action Network, Bob McGahey

Bob McGahey, clerk of Earthcare Action Network, presented the following minute for a first reading. This will return at Yearly Meeting sessions. These are two proposals from Earthcare Action Network to respond to FWCC Peru Meeting's call for each yearly meeting to come up with two actions for how they are going to respond to climate change. Earthcare Action Network made a call for each monthly meeting to have a contact person between Earthcare Action Network and monthly meetings.

Outer Work: Strengthening Our Network We will collect stories about what's going on in SAYMA and also spread the word about how we as a Yearly Meeting can support those who are taking larger actions such as the pipeline fight in West Virginia. We pledge to create a forum for sharing stories and struggles - a network of support through social media, a quarterly column in the SAYMA newsletter, as well as offerings at summer gathering.

Inner work: Local Goods Challenge: I will strive to use local (and regional) goods and services to the highest degree possible, and engage my community – both the Meeting and others, including those who may hold a different belief and value system, in this effort. The SAYMA Earthcare Action Network will give support in providing a resource inventory for SAYMA meetings, with the assistance of our local meeting representatives.

138-12 Ad hoc Assessment Committee Reports (Chuck Jones) [Attachment I]

Chuck Jones reported on behalf of the ad hoc assessment committee. The Assessment Committee was formed as a result of a long-term struggle with how the assessment is calculated. It was clear in conversation amongst the committee that there is quite a bit of variation amongst monthly meetings. There needs to be more guidance from SAYMA to monthly meetings, to help align the census and assessment numbers. Results came in form 20 of the 21 monthly meetings.

How do you count your assessment number: All meetings account for their active adult members, and all adult members, but when it comes to youth or non-active members it gets a

little bit more inconsistent. On the survey sent to each meeting, the committee also asked about what percent of the monthly meetings budget was the assessment. This percentage varied from 6.5-25% of monthly meetings budgets.

The following recommendations come from the report:

- Encourage monthly meetings to share practices and understanding of membership
- Develop guidelines for tricky areas. Without dictating changes, SAYMA could helpfully recommend guidelines and encourage monthly meetings to work toward consistency among monthly meetings over time. Such as whether and if so, how, to include youth for assessment purposes and counting attenders/taking attendance.
- Alignment of assessment with census.
- Evaluate financial implications of any changes we propose.

Minute 138-12-01: Minute of appreciation for Carol Lamm who coordinated and wrote this report. The meeting also thanked the committee for their work and noted that they are finished with their directive.

138-13 Ad hoc Digital Communication [Attachment J]

Jon Saderholm read the attached report.

138-14 Ad hoc SAYF Oversight Discernment [Attachment K]

Jon reported that the committee has been formed and has started working. They have filled out a survey to start collecting ideas. He also read the report attached. A full report and proposal will be brought to Yearly Meeting sessions.

138-15 Ad hoc Uplifting Racial Justice Committee, Sharon Smith and Folami Adams [Attachment L]

The ad hoc committee has named the standing committee SAYMA Uplifting Racial Justice Committee (SAYMA URJ). Sharon and Folami are the selected co-clerks. The committee drafted a mission, vision and goals for the committee by surveying Friends of color in the yearly meeting. Sharon and Folami read the report.

Friends had a conversation about how to raise or distribute the money for the \$16,000. Friends were reminded that by not doing the work of racial justice it has cost us, head counts, in our monthly meetings. If we don't put the resources toward increasing our membership and racism justice in our home meetings, this will never change.

Friends seem to agree that we have a reserve and some other places that money can be moved around to help support this budget (including the use of the released friend fund). However, we agree that Representative Meeting can't make this change today. Instead we are in unity to fund the Friends of Color pre-SAYMA gathering. The full budget will be brought to yearly meeting. SAYF is an example of how we may move forward with creating the SAYMA URJ bank account/budget with accountability. Friends asked if we were also making sure that we are not only funding the pre-retreat but also making sure that Friends of color are also able to afford yearly meeting sessions. Friends were reminded that SAYMA sessions have scholarship funds

available and that last year we did not use all of these funds. Sharon and Folami will work with Friends of color to remind them that there is scholarship money and help them navigate the system.

Minute 138-15-01: Friends approved funding up to \$1000 for the Friends of Color pre-yearly meeting retreat so that SAYMA URJ can go forward with planning this retreat. The rest of the budget request will come to the yearly meeting at summer sessions.

Minute 138-15-02: The Clerk and the co-clerks of SAYMA URJ will work together to come up with the report and some guiding questions for monthly meetings to review this proposal before yearly meeting sessions.

Minute 138-15-03: Representative Meeting asks monthly meeting to review the proposal and bring questions and concerns to both yearly meeting sessions and in email to the co-clerks of SAYMA URJ.

Minute 138-15-04: SAYMA URJ will create an itemized Budget to add to their report at summer sessions.

138-16 Yearly Meeting Planning Committee (Carol Nickle) [Attachment M: YMPC Report and Attachment N: The YM Income and Expense Report]

Carol Nickle presented the work of Yearly Meeting Planning Committee.

138-17 Announcements from WQOs

Friends are invited to join American Friends Service Committee at its centennial celebration April 22 in Philadelphia.

Friends Committee for National Legislation is investing in outreach to young friends.

138-18 Minute of thanks to Birmingham Friends Meeting

Minute 138-19-01: Friends approved the following: Thank you to Birmingham Friends Meeting for the welcoming space, delicious meal and wonderful hospitality for ____ people, that allows us to do our work on behalf of Southern Appalachian Yearly Meeting and Association. Thank you for the three meals you have fed us.

138-19 Closing Worship

Friends closed with a moment of worship.

Respectfully submitted,

Jon Saderholm, Clerk
(Archive copies signed)

Rebecca Sullivan, Recording Clerk

Attachments:

- A: Attendance (Print copies only)
- B: Administrative Assistant's Report
- C: Treasurer's Report: FY 2016 Final Report
- D: Treasurer's Report: FY 2017 midyear report
- E: Proposal for Treasurer Term of Office
- F: Signatory Authorization
- G: Ministry & Nurture Report
- H: SAYF Steering Report
- I: Ad Hoc Assessment Report
- J: Ad Hoc Digital Communication Report
- K: Ad Hoc SAYF Oversight Discernment
- L: SAYMA Uplifting Racial Justice Report

Attachment A: Attendance (Print copies only)

B: Administrative Assistant's Report

As some of you know, I wrote a series of limericks throughout my chemo treatment. The whole series will be available on request.

I am going to start by repeating my special limerick for SAYMA Rep Meeting:

*My immune system is still suppressed
For one reason this makes me depressed
I can't get or give hugs
Because of bad viral bugs
So just wave and I won't be distressed*

I am very grateful for the time off in September as I recovered from surgery, and the understanding of Friends as I have napped more and responded less quickly throughout treatment. I have a two week break now, and then start five weeks of daily radiation. I expect this will take more of my energy, especially since it means a daily 1.5-2 hour round trip to the hospital.

The initial draft of the annual SAYMA census is attached to this report. I am pleased that we have data from all but two meetings (Boone and Foxfire.) A final report will be presented at Yearly Meeting.

Directory spreadsheets will be sent to each meeting for corrections and updates in the next two weeks. Directory data must be returned by May 30 to be included in the draft directory that will be available for proofing at Yearly Meeting.

Please also note that State of the Meeting reports are requested by MONDAY so that the Ministry and Nurture Committee may have them for its meeting.

It is exactly 500 days until I retire. I have provided the Finance Committee and the Personnel Committee with requested information in order to facilitate an orderly transfer of, well, not power, really, but duties.

In service,

Liz Dykes

SAYMA Census 2016-- Reported March 2017

	Asheville	Athens¹	Atlanta	Berea	Birmingham	Boone	Brevard	Celo	Charleston¹	Chattanooga	Columbia	Cookeville	Crossville	Fruitland	Grenville	Huntsville	Memphis	Nashville	Oxford	Swannanoa	Knoxville	
1.a. Recorded members																						
Adults	79	0	168	35	20	0	6	41	d/k	25	11	4	6	6	7	5	45	65	3	44	56	
under 18	6	0	0	3	3	0	0	0	d/k	0	0	0	0	0	0	0	7	1	0	3	1	
Subtotal: Members	85	0	168	38	23	0	6	41	d/k	25	11	4	6	6	7	5	52	66	3	47	57	
1.b. Attenders																						
Members of another SAYMA meeting	0	d/c	d/c	0	0	2	0	0	d/k	0	0	0	0	0	0	0	0	0	0	0	0	
Members in another Yearly Meeting	5	0	d/c	5	3	0	0	0	d/k	0	0	0	0	0	1	1	5	8	0	5	1	
Not members of RSOF	17	20	121	9	11	1	0	33	d/k	1	29	9	3	3	4	14	29	90	4	26	27	
under 18	8	6	42	12	2	0	0	15	d/k	0	8	0	0	0	2	4	4	28	0	12	3	
Subtotal: Attenders	30	26	163	26	16	3	0	48	17	1	37	9	3	3	7	19	38	126	4	43	31	
TOTAL: Individuals to report to SAYMA	115	26	331	64	39	3	6	89	17	26	48	13	9	9	14	24	90	192	7	90	88	1300
Adults considered inactive	46	15		18	1	0	0	10	d/k	10		0	2	3	3	0	27	24	0	10	28	197
Report to FWCC (includes PM/WG attenders; NOT members of other YM's)	110	26	331	59	39	1	6	89	17	26	48	13	9	9	13	23	85	184	7	85	87	1267
Reported to FWCC last year	124	12	345	56	28	1	6	112	20	45	45	9	9	9	13	21	86	158	10	90	79	1278
Change	-14	14	-14	3	11	0	0	-23	-3	-19	3	4	0	0	0	2	-1	26	-3	-5	8	-11
Members who																						
Attend your meeting	33	n/a	d/c	21	12	6	29	d/k	19	7	3	4	3	4	4	24	39	2	34	31		
Attend Worship Group under the care of your meeting	0	n/a	d/c	0	0	0	0	d/k	1	0	0	0	0	0	0	0	0	0	0	0	0	
Attend another SAYMA Worship Group	2	2	d/c	0	0	0	0	d/k	0	0	0	1	0	0	0	0	0	0	0	0	0	
Attend another SAYMA Meeting	1	n/a	d/c	0	1	0	0	d/k	0	0	0	0	0	0	0	1	3	0	2	1		
Attend in another Yearly Meeting	4	n/a	d/c	0	5	0	1	d/k	0	1	0	0	0	0	1	1	3	0	3	2		
Attend in another religious tradition	d/k	n/a	d/c	0	2	0	6	d/k	0	0	0	0	0	0	0	4	5	0	0	1		
Attend rarely/not at all/don't know	39	n/a	d/c	18	2	0	10	d/k	6	3	1	0	1	3	0	22	13	1	5	24		

PLEASE NOTE: shaded meetings did not provide new data--most recent available data was used.

SAYMA Census 2016-- Reported March 2017

	Asheville	Athens	Atlanta	Berea	Birmingham	Boone	Brevard	Celo	Charleston	Chattanooga	Columbia	Cookeville	Crossville	Fairfax	Greenville	Huntsville	Memphis	Nashville	Oxford	Swannanoa	Knoxville	
2. Count of Events																						
a. Marriages/commitment ceremonies of members/attenders under care of meeting	0	0	1	0	0	0	0	0	0	0	0	0	0	0	n/a	0	0	0	0	1		
b. Marriage/commitment ceremonies of members/attenders NOT under care of meeting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	0	0	0	0		
c. Marriage/commitment ceremonies under care of meeting, non members/attenders	0	0	0	0	0	0	0	0	0	0	1	0	0	0	n/a	0	0	0	0	0		
d. births/adoptions	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	0	1	0	0	0	
e. Deaths	1	1	4	1	0	0	1	2	0	0	0	0	0	0	1	0	0	0	1	0		
f. transfers in	3	n/a	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0		
g. transfers out/withdrawals	1	n/a	3	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2	0	2	1	
h. new members	1	0	5	0	0	0	1	0	1	0	0	0	1	0	0	0	2	2	0	1	2	
i. new attenders	d/k	3	d/c	6	7	0	3	1	1	1	6	1	0	1	0	4	7	16	0	6	4	
j. stopped attending	5	11	d/c	2	0	0	0	2	0	1	1	0	0	1	1	3	1	d/k	3	0	5	
3. Active Meeting Participation																						
Under 12 years old	16	6	24	5	2	0	0	8	0	0	6	0	0	0	0	2	7	15	0	6	1	
12-18 years old	2	1	18	9	0	0	0	1	0	0	4	0	0	0	2	0	3	9	0	6	2	
Young adults 19-35 years old	1	5	30	2	1	1	8	1	1	1	0	1	1	0	0	11	21	0	1	6		

*Meeting does not distinguish between members and attenders

PLEASE NOTE: shaded meetings did not provide new data--most recent available data was used.

C: Treasurer's Report: FY 2017 Midyear Report

Our fiscal year budget runs from October 1 through September 30. Attached are a Budget vs. Actual Expenditures report, a Balance Sheet for the FY, and an Income and Expense Statement. These show our financial position as of February 28th.. For this report I generally round to the nearest \$100.

As a reference point, we are 42% through the FY. After backing out the Yearly Meeting budget, we have brought in 45% of budgeted FY income and covered 40% of expected FY17 operating expenses.

Operating Income

- ☒ Net income for the FY to date is positive by \$1,087.
- ☒ Monthly Meeting remittances are at 44% of budget. These are running 5% higher than estimates based on FY15 and FY16. I am encouraged that Meetings will generally accept the 8% increase in capitation.

Operating Expenses

- ☒ Operating expenses are below trend on the FY budget to date, at 37%.
- ☒ Office Administration is at about 15% of budget, mostly because of limited travel. About half of the deficit is spread uniformly across the other six line items.
- ☒ Personnel costs ran \$1100 high because of the extra compensation required for the training and transition of our new SAYF coordinator in the first quarter.
- ☒ Travel for committees has been nil, and Meeting representatives to WQOs is largely untapped. At this point, it appears that the WQO travel budget was overly generous.

Yearly Meeting

- ☒ The 2016 FGC billing for our YM bookstore was settled when FGC accepted our calculations of the cost of inventory, about \$850. But this disbursement came in December and will inflate our expenses this FY
- ☒ The only other expense incurred so far is a \$200 deposit on golf carts.
- ☒ After the FY17 budget was approved, the YM Planning Committee decided on a strategic change. The budget was based on past performance, but the strategy is to stimulate greater attendance. Part of this is to expand childcare to include children under 6 to attract younger families. The initial estimate had the YM budget in deficit, but an update projects a surplus.

WQOs and Set-asides

- ☒ Annual allotments for set-aside funds were disbursed in the first quarter, \$1400 to four funds.
- ☒ Annual contributions to WQOs will be disbursed early in Q3, as revised by this Representatives Meeting. At the last meeting, representatives decided to add the surplus from Yearly Meeting to our budgeted \$1150 in WQO contributions¹. With the CY16 YM surplus at \$3,052, the rounded total will be \$4,200.

Southern Appalachian Young Friends

- ☒ Transition to a new SAYF administrator entailed a month's overlap for training. Accounts were moved to Asheville, and new software was purchased for financial management.
- ☒ In the first quarter their cash flow was slightly negative, and their assets stood in excess of \$2,600.
- ☒ SAYF has not yet asked for its \$2000 operational grant, but expects to in mid-summer as it prepares for a camping retreat with significant camp rental fees due.

Roger Wise, Treasurer

Treasurer contact information and financial procedures

Reimbursements: Individual Friends, meetings, and committees with requests for payment for budgeted expenses should send the request with appropriate documentation to Roger Wise. E-mail is preferred (saymatreasurer@gmail.com) with documentation in electronic form (pdf or jpg). Friends may also submit expenses via postal mail to 22 White Rock Drive, Hurricane, WV 25526.

Payments: Meetings should send assessment payments to SAYMA's administrative assistant Liz Dykes at 106 Wax Myrtle Court, Savannah, GA 31419. Other payments to SAYMA should be sent to Liz for deposit to SAYMA's account. Please provide pertinent information as to the purpose of the check on its memo line.

¹ Minute 137-06-01: Friends approved the budget with the understanding that the Wider Quaker Organizations (WQOs) contribution total will be a minimum of \$1,150. We ask Finance Committee and the Treasurer to allocate the money the same way as in FY16 with the addition of FLGBTQC. If there is extra money from Yearly Meeting expenses these funds will be added to the Contributions to WQO line item.

Legacy Budget-Actual

Budget Category	FY 2015 Budget	FY 2016 Actual	FY 2016 Budget	FY 2017 Actual	FY 2017 Budget v5	FY 2017 Projected
INCOME	89,067	87,797	86,872	86,287	88,740	100,254
Withdrawals from reserves	8,867	5,695	5,772	-	6,040	6,035
Prior year carried forward	2,065	2,065	-	-	6,035	6,035
Reduction in reserves	6,802	3,630	5,772	-	5	-
Assessments	40,000	42,458	42,000	41,680	43,500	45,936
Bank Interest	200	151	100	220	200	283
Contributions	-	3,042	1,000	1,660	1,000	1,000
Publication Sales	-	76	-	91	-	-
Yearly Meeting Income	40,000	36,376	38,000	42,636	38,000	47,000
YM Receipts	-	34,361	35,000	39,850	35,000	43,700
YM Scholarship Donations	-	1,669	1,500	2,070	1,500	2,100
YM Bookstore Sales Income	-	1,148	1,500	1,227	1,500	1,200
EXPENSES	89,067	87,797	86,872	86,287	88,740	100,254
Yearly Meeting Expenses	40,000	37,194	38,000	38,745	38,000	43,800
Facilities and Services	32,000	30,884	30,500	34,401	30,500	37,850
Prng/Mail/Phone/Minutes/Misc	1,000	1,971	2,000	921	2,000	1,500
Junior Yearly Meeting -- JYM	4,000	3,198	3,000	3,062	3,000	3,250
Coordinator	-	2,400	1,400	2,400	1,400	-
Asst Coordinator	-	400	1,400	400	1,400	3,000
Supplies/Sitters/Misc	-	398	200	262	200	250
Scholarship WQO Reps	1,000	-	1,000	-	1,000	-
YM Bookstore	2,000	1,141	1,500	384	1,500	1,200
SAYMA Operational Expenses	40,127	41,513	44,872	37,506	44,957	38,636
SAYF Operational Transfers	2,000	2,000	2,000	-	2,000	2,000
Travel Reimbursements	4,100	7,786	10,100	6,099	9,050	3,468
Committee Travel	-	229	400	482	300	200
Rep Mtgs	100	-	100	-	100	100
Del to WQOs	4,000	7,557	9,600	5,617	8,650	3,168
Committees	1,200	397	1,100	309	1,000	600
Ministry and Nurture Committee	600	183	400	-	400	-
SAYMA Earthcare Action Network	-	140	500	300	500	-
Faith and Practice Revision Committee	600	22	100	9	-	-
Finance Committee	-	-	-	-	-	-
Nominating Committee	-	52	100	-	100	-
Peace & Social Concerns Committee	-	-	-	-	-	-
Outreach Committee	-	-	-	-	-	-
SAYMA Liability Insurance	1,500	1,412	1,500	1,356	1,500	1,621
SAYMA Personnel	25,967	26,410	26,402	26,366	26,627	27,562
SAYMA Staff Training	-	-	-	-	-	-
SAYMA Office Administration	3,560	2,877	3,530	2,636	3,530	2,090
Phone, Internet & Office Expenses	360	390	480	480	480	360
Postage	300	105	200	143	200	200
Duplication	250	383	200	162	200	150
Guilford College Archiving	150	150	150	150	150	150
Misc. Office	2,500	1,999	2,500	1,701	2,500	1,230
SAYMA Newsletter	1,200	408	-	740	1,000	1,000
SAYMA Directory	100	-	150	-	-	70
SAYMA Treasurer	50	106	50	-	50	25
SAYMA F&P	-	117	-	-	-	-
SAYMA Website Hosting Service	200	-	40	-	200	200
SAYMA Other Expenses	250	-	-	-	-	-
Yearly Meeting Projects	8,940	9,090	4,000	4,000	5,783	5,700
Transfers To Funds	2,440	2,440	1,400	1,400	1,400	1,400
Spiritual Development Fund	300	300	200	200	200	200
Released Friend Fund	600	600	400	400	400	400
FWCC - 3rd Wld Del	250	250	800	800	800	800
FWCC World Conference Fund	1,000	1,000	-	-	-	-
Youth Enrichment Fund	250	250	-	-	-	-
Young Adult Friends Scholarships	40	40	-	-	-	-

Legacy Budget-Actual

Budget Category	FY 2015		FY 2016		FY 2017		
	Budget	Actual	Budget	Actual	Budget v5	Projected	
Contributions Wider Quaker Org	6,500	6,650	2,600	2,600	4,383	4,300	
AFSC	700	700	200	200	313	300	
FCNL	1,000	1,000	200	200	313	300	
FGC	700	700	200	200	313	300	
FWCC	700	700	200	200	313	300	
<i>Right Sharing of World Resources</i>	700	700	200	200	313	300	
Quaker House	700	700	300	300	470	500	
<i>Friends for LGBTQ Concerns</i>	100	100	-	-	313	300	
Quaker Earthcare Witness	800	800	200	200	313	300	
<i>Friends Peace Teams</i>	-	-	200	200	313	300	
Wm Penn House	200	200	200	200	313	300	
<i>Friends Journal</i>	300	300	200	200	313	300	
Rural Southern Voice for Peace	-	-	-	-	-	-	
Bolivian Quaker Education Fund	600	600	200	200	313	300	
Quaker Voluntary Service	-	-	300	300	470	500	
Samburu Education Project	-	-	-	-	-	-	
<i>Other</i>	-	-	-	-	-	-	
Surplus	-	-	-	6,035	-	12,118	
Transfer to Reserves	-	-	-	-	-	-	
Carry Forward to Next Year	-	-	-	6,035	-	12,118	

SAYMA Balance Sheet 09/30/2016

Assets	
Checking Account	\$29,598.65
Money Mkt Acct	<u>\$31,774.93</u>
Total Assets	<u><u>\$61,373.58</u></u>
 Liabilities	
Reserves	\$22,436.00
Set-aside Funds	
Fund - FWCC 3rd World Deleg	\$800.00
Fund - Released Friend	\$10,000.00
Fund - Spiritual Development	\$2,685.80
Fund - YAF Scholarship	\$1,364.75
Fund - Youth Enrichment	<u>\$2,696.00</u>
	<u><u>\$17,546.55</u></u>
Total Liabilities	<u><u>\$39,982.55</u></u>
 Equity	
Equity Transfers	-\$40,484.00
Opening Balances	\$64,523.74
Retained Losses	<u><u>-\$2,648.71</u></u>
Total Equity	<u><u>\$21,391.03</u></u>
 Total Liabilities & Equity	<u><u>\$61,373.58</u></u>

¹ Reserves are set at ½ of FY Operating Expenses, Set-asides, and WQO donations . Tapping this account would indicate a distressed financial condition.

² Set-asides are technically “prepaid assets,” but treated as Liabilities so that comparing Asset account totals with bank records is direct and less prone to error.

³ Equity, or “Net Worth,” is the difference between Assets and Liabilities.

⁴ Equity Transfers are non-cash transactions that established the accounting structure and adjusts Reserves annually. Funds were transferred from the Equity account to Reserves and Set-asides on October 1, 2012, and adjusted annually for changes to Reserves.

⁵ Retained Losses (or Earnings) is the measure of accumulated change in our net worth since October 1, 2012.

⁶ Total Equity is our net worth at present. This is surplus cash, our financial cushion.beyond Reserves.

The Accounting Formula: Assets = Liabilities + Equity + (Income – Expenses)

**SAYMA Income Statement - Major Categories - For Period
Covering 10/01/2015 to 09/30/2016**

Income

Adjustments to Income	\$0.80
Assessments	\$41,680.00
Contributions	\$1,671.44
Interest - Money Mkt	\$218.75
Publication Sales	\$91.00
Yearly Meeting Income	<u>\$42,658.69</u>
Total Income	\$86,320.68

Expenses

SAYMA Operations	\$37,588.95
Set-aside Fund Annual Allotments	\$1,400.00
Yearly Meeting Expenses	\$38,696.54
YM WQO Annual Contribns	<u>\$2,600.00</u>
Total Expenses	<u>\$80,285.49</u>
Net income for Period	\$6,035.19

D: Treasurer's Report: FY 2016 final report

[redacted]

Our fiscal year budget runs from October 1 through September 30. Attached are a Budget vs. Actual Expenditures report, a Balance sheet for the FY, and an Income and Expense Statement. These show our financial position for the entire FY. For this report I generally round to the nearest \$100.

Operating Income

Income to date from Monthly Meeting assessments is lower than last year by about \$800 (2%). This is consistent with a 3-year decline in assessments of 7%.

- ☒ Assessments account for 95% of our income.
- ☒ Contributions at \$1650 were higher than is typical – but half of last year's extraordinary level and \$350 below budget. Interest and income from publications sales were about \$300.

Operating Expenses

Expenses were 16% lower than budget, but only 1% lower than FY15. Continuing the trend observed by our previous treasurer, operating expenses for FY16 were 2.5% higher than the most recent 3-year average, in line with the 3% CPI inflation rate.

Exceptions to normal expenses are:

- ☒ An \$800 (22%) drop in office administration, largely due to decreased staff travel expense and miscellaneous expenses.
- ☒ SAYF did not draw on their customary \$2000 line item.
- ☒ Publication expenses, which were seriously under-budgeted, were \$500 over budget, but \$600 below the 3-year average.
- ☒ The various SAYMA standing committees were \$700 below an necessarily generous budget.
- ☒ Wider Quaker Organization representatives travel was significantly under budget because of the timing of some travel. This line item went about \$4000 over budget in FY15, and \$4100 under budget in FY15. Approval for Friends World Committee for Consultation travel was given after the FY15 budget was set, but added to the FY16 budget. However, reimbursements were made in both fiscal years. Taken together, the expenses were only off \$130.

Yearly Meeting

- ☒ Yearly Meeting income of \$42,700 was \$6300 more than last year, and 12% above budget. This reflects good attendance and somewhat greater contributions (\$400).
- ☒ Expenses were 4% above budget in spite of a significant savings in printing by redesign of the program.
- ☒ Yearly Meeting technically concluded with a \$3100 surplus as of the end of the FY. However this does not include an additional deduction of \$850 due to slow resolution of the billing from the FGC bookstore. The actual surplus was about \$2250.

WQOs and Set-asides

- ☒ Contributions to WQOs (\$2600) and set-aside funds (\$1400) were fulfilled in Q1.

☒ The Spiritual Development fund disbursed \$1200 to support a divinity student, send the clerks of YM and Young Adult Friends to Pendle Hill training sessions, and another Friend to the North Carolina YM.

☒ The Released Friend fund disbursed a \$185 check at the request of Ministry and Council to register a Friend attending the North Carolina Yearly Meeting.

Southern Appalachian Young Friends

☒ As noted above, SAYF did not draw its FY 16 allocation, but will need it in FY17.

☒ SAYF received \$7100 in retreat fees and donations, and spent just under \$7000 on the program. After discounting the \$2000 SAYMA grant, their income beat their budget by \$130.

☒ Their expenses were almost \$600 under budget.

☒ At the end of the FY, their assets (all cash) total \$3100

☒ We completed a financial audit of SAYF by the end of the FY, seeking improvement by self-examination. The main result was finding some improvements they will make in the handling of cash fee payments, and establishing criteria and procedures for future audits.

Roger Wise, Treasurer

[REDACTED]

E: Proposal for Treasurer Term of Office

I've been thinking about the treasurer's job and the continuity that should be conserved. My succession has been easier by far than Charles', but it still has had rough spots. It has been complicated by adopting a double entry accounting system, but still it would be formidable without that.

I think training and continuity are important, and this can be built into the position. Right now the treasurer and assistant serve the same two years, leaving their successors potentially blindsided by the job. I have two schemes that might relieve that, and Charles suggested a third.

3-year plan: Have 3 persons serve 3-year terms: a treasurer, and junior and senior assistant treasurers.
FY 16

	FY 17	FY 18	FY 19	FY 20	FY 21
Jr Asst	RBW	John	Fred	Judy	Mary
Treas	CPS	RBW	John	Fred	Judy
Sr Asst		CPS	RBW	John	Fred

4-year plan: Have 2 persons involved, a 2-year treasurer who rises from 1 year as junior assistant, and ends with 1 year as senior assistant.

	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Jr Asst	RBW		John		Fred		Judy	
Treas	CPS	RBW	RBW	John	John	Fred	Fred	Judy
Sr Asst		CPS		RBW		John		Fred

Either scheme would provide continuity. There are differing advantages, I'm sure. With the 3-year plan, it would be easier to scatter the duties around. It would provide the greater flexibility in case one of the individuals became incapacitated. Also, Liz' is planning retirement in FY18, so some of her duties might be spread to the senior assistant – receiving checks, perhaps.

With the 4-year plan, it might be easier to recruit enough volunteers for the position -- maybe not. There would be less flexibility in case of incapacitation.

Charles suggests:

I think that is *a little* complicated and would make unnecessary work for the nominating committee (3 rather than two appointees).

A simpler plan that would accomplish the same thing would be to make the treasurer a 3 year term as proposed and stagger the term of the assistant treasurer, so that the AT would start 1 year after the treasurer. The treasurer would be expected to become AT for the year following his/her treasurer term. That would make a 6 year total commitment, which would not be for the faint of heart.

	1	2	3	4	5	6	7	8	9	0
Person A	AT	(done)								
Person B	Treas	Treas	Treas	AT	(done)					
Person C		*AT	AT	Treas	Treas	Treas	AT			
Person D					*AT	AT	Treas	Treas	Treas	AT
Person E								*AT	AT	Treas

In this chart, * denotes nominating committee action (two of which would be automatic unless the incumbent resigned or was unsuitable for the next role). So the NC would have to find one new person every 3 years, if things worked right.

F: Signatory Authorization

Minute authorizing establishment of checking and savings accounts and defining signatory authority for such accounts

The Southern Appalachian Yearly Meeting and Association of the Religious Society of Friends (Quakers), hereafter referred to as "SAYMA" declares:

A. Background on SAYMA's business practices

1. SAYMA is a nonprofit, unincorporated religious organization that is exempt from federal taxes under section 501(c) 3 of the Internal Revenue Code. As an "organization of local units of churches," SAYMA is not required to have an Internal Revenue Service determination of its tax-exempt status.
2. SAYMA has employees and withholds federal, state, and local taxes as required, and pays the employers' share of such taxes. SAYMA has both a federal Employer Identifying Number and state identifying numbers in states where it has employees.
3. From time to time, authorized persons in positions of responsibility ("officers") in SAYMA may open or close accounts, change signatory authority, and/or establish online privileges on behalf of SAYMA.
4. SAYMA's business practices are generally governed by the current version of A Guide to Our Faith and Practice, which is available at http://www.sayma.org/online_documents.htm. Either the "Yearly Meeting" or the "Representative Meeting" described in that publication may make substantive business decisions.
5. SAYMA documents its decisions and actions as "Minutes." Compilations of past minutes are also found in SAYMA's online documents. SAYMA's Administrative Assistant can supply copies on request.
6. Minutes represent official actions of SAYMA when signed by the current Recording Clerk and Clerk.
7. *Faith and Practice* makes no reference to a "Board of Directors" and SAYMA does not adopt "resolutions." However, the procedure noted in 4-6 above is equivalent to a board resolution.
8. The current officers of SAYMA are identified in the attached *Positions of Responsibility* document authenticated by the Recording Clerk.

B. Designation of SAYMA officers who may establish or alter banking relationships

1. SAYMA authorizes the Clerk or the Treasurer to establish bank accounts, savings accounts, and money market accounts.
2. Either the Treasurer or the Assistant Treasurer may set up and administer online privileges with established SAYMA banking or savings accounts.
3. The Clerk, the Treasurer, or the Assistant Treasurer may close any SAYMA bank or savings account.

4. Authorized signers on banking and savings accounts are the Clerk, the Treasurer, the Assistant Treasurer, and the Administrative Assistant.
5. When SAYMA officers change, the Treasurer or the Administrative Assistant will initiate changes in signatory authority with banks and savings institutions.

SAYMA approved the above minute at Representative Meeting held at Birmingham, Alabama on March 18, 2017.

Rebecca Sullivan
Recording Clerk

Jon Saderholm
Clerk

G: Ministry & Nurture Report

SAYMA M&N met in Huntsville in November 2016. We spent much of that time coming up with queries for the State of the Meeting request. At the request of the F&P committee we also reviewed queries for our F&P.

We have continued to utilize conference calls between physical meetings to touch base and address concerns that come up and need more immediate attention.

Our committee has recently grown. Diana Masso from Charleston, Jan Stansel from Nashville, Christopher Easton from Athens, Elbon Kilpatrick from Birmingham and Tom Beeson from West Knoxville.

We will be meeting in April at Swannanoa Valley. Our main focus will be writing the State of SAYMA report.

We would love to have reps from all of SAYMA's monthly meetings.

SAYMA M&N would like to express our appreciation to Liz Dykes for the myriad of ways she supports SAYMA M&N and helps us stay organized.

H: SAYF Steering Report

Dear Friends, the SAYF program is thriving and the participants are grateful for the ongoing support of SAYMA and its member Meetings. Since the beginning of our “season” which is the school year, the program has served 53 teens ranging in age from 12-18, grades 7-12. So far this season, we have welcomed 10 new teens and 3 new adults into our community. We have reached youth from the following SAYMA Monthly Meetings: Nashville, Berea, West Knoxville, Asheville, Celo, Columbia, and Atlanta. We have also encouraged fellowship and broader outreach by including youth from non-SAYMA Monthly Meetings of Durham, Chapel Hill, and Charlotte. The following Meetings have provided generous hospitality by welcoming the SAYF group: West Knoxville, Charlotte, Berea, Asheville, Atlanta, and Swannanoa Valley. Themes and activities ranged from leadership and Quaker process at the two Nurturing/Steering retreats, discussion of risks and benefits of technology in our lives, Hunger 101, Vegan Living, Inclusion, Geocaching, Finding Spirit in Your Element, and a spontaneous dance party or two. The teens were supported by a total of 17 different adults.

Challenges we've faced as a community since August are specific incidents and availability of adult supervision. The specific incidents involved inappropriate use of language such as the use of demeaning names, references to drugs and drug culture as well as one incident of shoplifting. We view these as teachable opportunities for growth as a community. The teen involved in the shoplifting was suspended for two retreats and will work with the Nurturing Community upon their return to repair the break in trust. The use of demeaning names was discovered post-retreat and will be addressed by the Nurturing Community upon that teen's attendance at another retreat. The references to drugs and drug culture has been addressed by both the adult and teen communities with the teen in question to share our concern, check in with that teen and the adults in their life, and our expectations as a community regarding appropriate venues for discussion surrounding those topics. Much of what is common to these incidents is the need for members of our SAYF community to be more comfortable with speaking up promptly when faced with something that isn't in keeping with our retreat guidelines or Quaker values. As such, the teens organizing the April SAYF retreat are organizing workshops and activities around the theme of Standing Up for What We Believe In (Especially to Your Friends).

The challenge of adult supervision is that we simply need more adult volunteers to help with supervising the SAYF retreats. Our average number of adults per retreat is 8 but for one retreat we had only 6. While this may not sound alarming in terms of ratios of teens to adults, it is easy to get spread thin over the weekend. It's also easy to get burned out when it's the same core group of adult volunteers month after month. We have a list of 35 named FANS from the various Meetings. At the February Steering Committee Meeting, we outlined some potential strategies for getting these adults involved again and identifying new people. We are particularly interested in recruiting more help and support from the Atlanta Meeting. We as a SAYF community are looking forward to a retreat in Celo at the end of March and another in Asheville in April. We also look forward to the opportunity to be in fellowship with

the larger SAYMA community at the Annual Meeting in June. Thank you for your continued support of this wonderful group of teens in their efforts to live, learn, and love as Friends.

Respectfully,
Jennifer Chapman
Durham Friends Meeting
SAYF Steering Committee Co-Clerk

I: Ad Hoc Assessment Report

Overview and Highlights

This report summarizes the work of the SAYMA Ad Hoc Assessment Committee since its appointment at Yearly Meeting in June 2016. The report is in five sections:

1. **Background:** Why and how the committee was established.
2. **Activities:** Intra-committee communications, clarification of charge, involvement of SAYMA treasurer and administrative assistant, development and implementation of survey of monthly meetings.
3. **Survey:** Survey mechanics, questions, responses and analysis.
4. **Tentative direction:** Where the committee is heading for recommendations.
5. **Request for guidance from rep meeting:** General and specific feedback requests.

Points of particular interest are:

- 20 out of SAYMA's 21 monthly meetings responded to a survey about how they determine their assessments.
- Two-thirds of monthly meetings use a per-head count to determine their assessments; the other third do not.
- There is considerable variation in whether youth and inactive members are included in the assessment counts.
- There is potential for improvement through:
 - Sharing membership practices among monthly meetings.
 - More guidance from SAYMA.
 - Aligning the assessment with the annual census.

The committee looks forward to feedback and guidance from March rep meeting.

1. Background

Throughout SAYMA's history, the organization has been funded primarily by monthly meetings via a per-person assessment intended to roughly reflect the relative size and, by implication, financial resources of the monthly meetings. A helpful description of SAYMA's assessment is included as Appendix A. It explains that the assessment is paid by monthly meetings "per member and regular attender" and further explains: "Monthly meetings exercise discretion in deciding whom to consider 'regular attenders.'"

Over the years, SAYMA's treasurers and finance committees have reported that year-to-year assessment revenue, which it seems should be fairly steady, is in fact somewhat erratic. This makes budgeting difficult. Furthermore, questions keep arising about whether all monthly meetings are paying their fair shares. Friends have wondered whether the discretion given to monthly meetings in determining their assessments might have led to differences in practice that result in significant inequities in the amounts paid.

At YM 2016, as part of its report, the finance committee recommended that Friends “Appoint an ad hoc committee to study the matter of how people are counted for the purpose of the assessment.” After discussion, Friends approved minute 46-23-02: “The Clerk will appoint an ad hoc committee to study the nature of how meetings count people for their assessment.”

In minute 46-43, the clerk appointed four members of the committee and invited others interested to contact her if they were also interested in serving. The committee ended up with five members, all of whom have been active in its work over the past nine months: Brian Yaffe, Celo, clerk; Carol Lamm, Berea; Wood Bouldin, Greenbrier Valley Worship Group; Bill Holland, Atlanta; and Chuck Jones, Chattanooga.

2. Committee Activities

Over the summer of 2016, the committee began communicating by email. Several committee members contributed thoughtful reflections that served as starting points for us. Some of the emails included suggestions (some originating with committee members, others passed on to us) for changing how the assessment is handled. Among the suggestions we received: pay according to average attendance; pay a percentage of each monthly meeting’s budget; connect the assessment to the census.

On September 21, 2016 we had a conference call in which all five members participated. Outcomes of the call included the following shared understandings:

- The creation of, and the charge to, the committee came out of the context of SAYMA's budget crunch.
- The long-standing difficulty of projecting assessment revenue was another factor leading to the creation of the committee.
- Recommendations from our committee should continue to place responsibility with monthly meetings for determining their own assessments with integrity, i.e. SAYMA may guide but should not dictate assessment calculations for monthly meetings.
- It was clear that there is variation among monthly meetings on processes and criteria for determining their assessment to SAYMA. We did not have good data on the variations, however, and we had many questions.
- Promising directions for improvement included the following:
 - More consistency around processes and criteria for determining monthly meeting assessments.
 - More guidance from SAYMA to monthly meetings.
 - Alignment between the annual census and assessments.
- We agreed to survey monthly meetings to gather data to answer our questions about how they handle the assessment.

Over the next several months we drafted, edited, distributed and followed up on a survey of monthly meetings. See the next section of this report for details.

On February 10, 2017, with survey responses from 20 of SAYMA's 21 monthly meetings in hand, we had a second conference call. Again, all five committee members participated. This time, we were joined by Roger Wise, SAYMA treasurer. The outcome of the February call is this report.

Throughout our work, we have received great support from Roger Wise as well as from Charles Schade, assistant treasurer, and Liz Dykes, SAYMA's administrative assistant. They unfailingly responded quickly and clearly to our questions. We kept them in the loop, and they took the initiative to send us relevant and helpful information at critical points when they could see we needed it. We are very grateful for their assistance.

3. Survey

We used Survey Monkey, an online service with which SAYMA maintains an account, to conduct the survey. On November 4, we sent the link to the survey by email to treasurers and/or clerks¹ of SAYMA's 21 monthly meetings. We had our first response within hours, and several more over the next few days. Subsequent lulls led to follow-up emails and eventually phone contacts for a few stragglers. In the end, we were gratified to have responses from all but one of SAYMA's monthly meetings.

The survey was comprised of 12 questions in four categories:

1. Monthly meeting (MM) name and contact info for person who filled out survey.
(Q1-Q4)
2. MM fiscal or budget year, and how frequently MM pays SAYMA. (Q5-Q7)
3. How MM determines the amount to pay for its assessment. (Q8-Q11)
4. Percent of MM budget that goes to assessment. (Q12)

Appendix B consists of summarized survey data for all responses except Q3 and Q4, which provide individual contact information for the respondents. In addition to summarized numerical data, the appendix includes responses to open-ended questions. Key results are summarized below by category.

Questions 5-7: MM fiscal or budget year, and how frequently MM pays SAYMA.

The questions in this section were included because from the perspective of SAYMA treasurers, the timing of payments is somewhat unpredictable. However, MMs report they are paying regularly. Sixteen report that they pay on a regular schedule, with only two indicating that their payment schedule is based on available cash. One respondent confessed: "Our quarterly payments have sometimes been late and this has caused confusion for the SAYMA treasurer with regard to how many payments we have made during SAYMA's fiscal year. I will try and do better during our coming year in making timely payments."

Another factor in unpredictable timing may be the difference in fiscal years between MMs and SAYMA. Most MMs use the calendar year for their fiscal year. Since SAYMA is on an

¹ Clerks were included when we were not confident that we had the correct email address for the monthly meeting treasurer.

October – September fiscal year, it is possible that the six monthly meetings who report paying once a year might not be paying at the same time each year. This is a question we didn't ask.

Questions 8-11: How MM determines the amount to pay for its assessment.

These questions are at the heart of the survey.

Two-thirds of the MMs pay the assessment on some kind of per-head basis. The other six follow different methods in determining their assessment.

- One meeting collects individual assessments and sends in the amount collected.
- Two meetings report calculating the amount per-head but then adjusting it downward in lean years.
- One meeting reported that it has sent in the same amount as its assessment for several years in a row. The treasurer in this case noted that any number arrived at would be a guess, as membership records are incomplete and no one is keeping track of attendance.
- Just in the current year, one meeting changed a practice of counting individuals and instead paid a percentage (22%) of its budget to SAYMA instead of a per-head assessment.

Fourteen MMs multiply the SAYMA assessment (in recent years \$60, but raised to \$65 for 2017) by some number of persons. However, there are variations in who is counted.²

- All count active adult members.
- All but one count active adult attenders.
- Nine count inactive adult members who contribute financially.³
- From there the numbers decline notably:
 - Six count active youth members.⁴
 - Six count active youth attenders.
 - Six count inactive adults who do not contribute financially.

² Three MMs that replied to Q8 that they followed a different method nevertheless responded to the question asking for details of the count. Two were MMs that did the count but then sometimes sent less due to financial constraints. The third was the MM that recently switched to a percentage basis, evidently providing information on how the count had previously been done. Another MM indicated on Q8 that they did use a count, but did not provide a response to the question asking about the detail. In a similar case, follow-up contact provided the missing information. Bottom line: the numbers here represent the closest we can come at present but may not agree in every case with the results appearing in Appendix B.

³ The survey results only show eight, but one MM's response about counting inactive adult members who do not contribute financially but not inactive adult members who *do* contribute financially led to follow-up communication. The MM would have counted inactive adult members who do contribute financially, if there had been any.

⁴ The survey results only show five, but one MM's response about counting active youth attenders but not active youth members led to follow-up communication. The MM would have counted youth members if there had been any.

- Three count non-members who do not attend but contribute financially.
 - Only two count inactive youth members, regardless of whether their families contribute or not.
- One meeting pays half the assessment for youth members.
- One meeting pays on average attendance over the past year, regardless of age or membership status. This respondent explained: “We do not differentiate between members and attenders; in following the equality testimony, all Meeting participants are treated equally.”

Connection to the census (Question 11) is all over the map, as we would expect, given this statement included in the census cover letter for recent years:

Note that the census information is not used to determine your assessment (the amount your meeting owes to the yearly meeting). The yearly meeting requests that each monthly meeting contribute an amount based on the total number of adult members and regular attenders (currently \$65 per person). The actual amount is determined by your monthly meeting. However, census information is used to estimate the income the yearly meeting might receive when SAYMA sets its annual budget.

We asked the census question because our committee sees potential for changes that would align the assessment more closely to the census. The annual census does include the categories promoted as the basis of assessment, i.e. members and active attenders.

The survey showed that twelve MMs already consider the census as they determine their assessment. Three actually use the census as the basis of their assessment count. Ten other MMs consult the census but do not follow the number strictly due to calendar differences between the census and the budget year and/or because of definition differences between census and assessment categories.

Question 12: Percent of MM budget that goes to assessment.

We asked this question because we knew that one MM had recently made a change to a percentage of budget method, and the committee had received a suggestion that a percentage-of-budget method might be a better solution overall. The committee was interested in knowing how much congruence there was in how the assessment relates to MM budgets. The range was 6.5% to 22%. The average was 13.5%, the median 12.3%.

4. Tentative Direction for Committee’s Work

The committee is inclined to move in the following directions:

- Encourage MMs to share practices and understanding of membership, such as:
 - Inviting attenders to move into membership.
 - How to maintain contact with and/or release long-gone members.
 - Recordkeeping.

- Responsibility of members for financial support of MM, including SAYMA assessment. E.g.: How do we integrate individual and collective responsibility? What are our expectations of ourselves and each other?
- Develop guidelines for tricky areas. Without dictating changes, SAYMA could helpfully recommend guidelines and encourage MMs to work toward consistency among MMs over time. Promising areas are:
 - Whether and if so, how, to include youth for assessment purposes.
 - Counting attenders/taking attendance.
- Alignment of assessment with census. We think it may make sense to align the two administrative processes, i.e. census and assessment calculation. We propose taking a close look at the census definitions and any barriers to using this data as the basis for assessments.
- Evaluate financial implications of any changes we propose.

5. Request for Guidance from Rep Meeting

- Is our committee doing what you hoped? If not, where are we on and off track?
- Do you see any reason we should not pursue the directions laid out in section 4, above?
- Are there other options you would like us to explore?
- What do you think about youth and assessments? In our discussions, we have identified these two perspectives:
 - Pro payment: SAYF takes a sizable portion of the YM budget. It makes sense for MMs that have a lot of youth to contribute more.
 - Against payment: As a group, youth don't have money to contribute.

Our committee is eager to hear responses from rep meeting!

Appendix A

Source: http://www.sayma.org/online_documents.htm, see "Other Documents."

Yearly Meeting Assessments

SAYMA's current assessment is \$60⁵ per member and regular attender. Representative Meeting established this level through minute 113-5, which adopted the FY 2006 budget that included the assessment. Monthly meetings exercise discretion in deciding whom to consider "regular attenders." SAYMA encourages periodic payment of assessments, as these monies cover ongoing operational expenses of the yearly meeting which are continuous throughout the year. The annual gathering in June is largely self-financed, with those who attend and are able to pay providing most of the cost of the event.

Yearly meeting assessments cover ongoing operations of the yearly meeting, including salaries of two staff (administrative assistant and SAYF coordinator). They pay for operating our office, much of the SAYF program, the newsletter, contributions to wider Quaker organizations, set-aside funds for purposes such as spiritual development, and committee expenses. Operational expenses are detailed in SAYMA's current budget, which is approved at each fall Representative Meeting, and is attached to that meeting's minutes.

Friends with questions or concerns about the assessment or the use of budgeted funds are invited to contact the clerk of the Finance Committee or the Treasurer. Contact information for these individuals may be found in SAYMA's ["Positions of Responsibility"](#) roster on this website.

⁵ The assessment was increased at YM 2016 to \$65 for 2017 and \$75 thereafter, but as of the date of this report the updated assessment did not appear in this document on the SAYMA website.

Appendix B

Summarized Survey data follows.

SAYMA Assessment Survey Nov 2016

SurveyMonkey

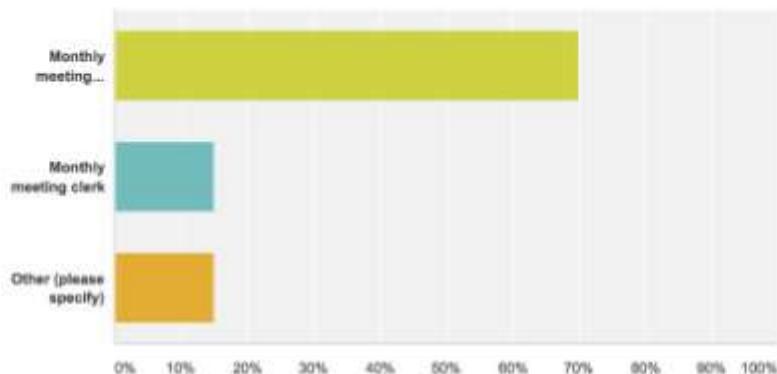
Q1 What is your monthly meeting?

Answered: 29 Skipped: 0

#	Responses	Date
1	Columbia ,SC Monthly Meeting	1/28/2017 4:09 PM
2	Oxford Quaker Meeting	1/26/2017 10:55 AM
3	Boone Friends	1/25/2017 7:02 PM
4	Asheville Monthly Meeting	1/5/2017 1:18 PM
5	Atlanta	1/4/2017 3:14 PM
6	Foxfire Monthly Meeting	12/27/2016 1:53 PM
7	West Knoxville Monthly Meeting	12/17/2016 2:01 PM
8	Chattanooga Friends Meeting	12/16/2016 12:25 PM
9	Charleston WV	12/16/2016 9:39 AM
10	Crossville	12/15/2016 7:22 PM
11	Huntville Area Friends Meeting	11/20/2016 3:09 PM
12	Cockeville Friends Meeting	11/15/2016 7:15 AM
13	Athens Religious Society of Friends	11/12/2016 8:15 PM
14	Brevard m.m.	11/7/2016 4:11 PM
15	Swannanoa Valley	11/7/2016 11:02 AM
16	Greenville Monthly Meeting (SC)	11/6/2016 8:21 AM
17	Berea	11/4/2016 5:56 PM
18	Memphis Friends Meeting	11/4/2016 4:58 PM
19	Celo Friends Meeting	11/4/2016 4:28 PM
20	Nashville	11/4/2016 12:57 PM

Q2 What is your role?

Answered: 20 Skipped: 0

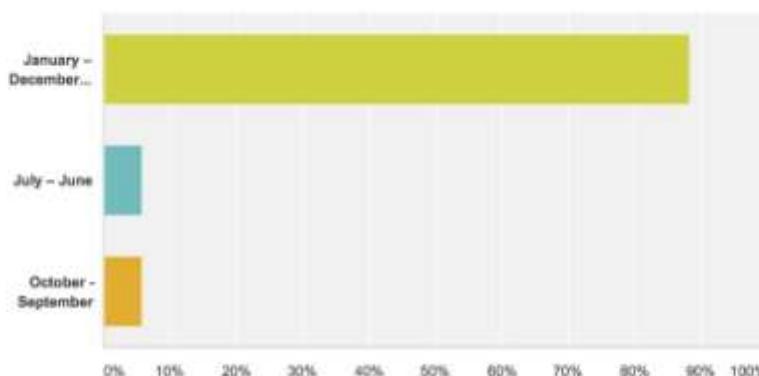


Answer Choices	Responses
Monthly meeting treasurer	70.00%
Monthly meeting clerk	15.00%
Other (please specify)	15.00%
Total	20

#	Other (please specify)	Date
1	At present, John and I are the only Friends meeting. We have an attendee who enjoys the silence.	1/25/2017 7:02 PM
2	Clerk of Finance Committee	12/16/2016 12:25 PM
3	SAYMA rep, co-founder of the Meeting	11/7/2016 11:02 AM

Q5 What is your meeting's fiscal or budget year?

Answered: 17 Skipped: 3

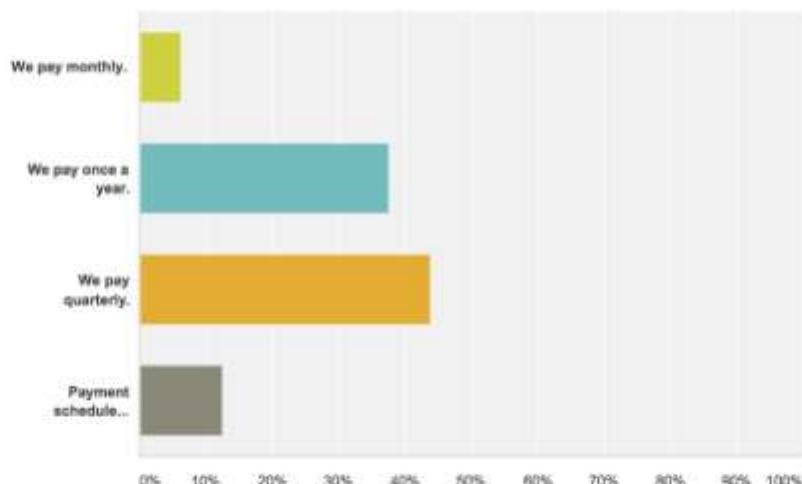


Answer Choices	Responses	
January - December (calendar year)	88.24%	15
July - June	5.88%	1
October - September	5.88%	1
Total:		17

#	Other (please specify)	Date
1	We have no official budget year at this time.	1/26/2017 7:03 PM
2	June - May	12/15/2016 7:22 PM
3	May - April	11/4/2016 5:56 PM

Q6 On what schedule does your meeting make assessment payment(s) to SAYMA?

Answered: 16 Skipped: 6



Answer Choices	Responses
We pay monthly.	6.25% 1
We pay once a year.	37.50% 6
We pay quarterly.	43.75% 7
Payment schedule depends on available cash.	12.50% 2
Total	16

#	Other (please specify)	Date
1	Twice a year	1/26/2017 4:10 PM
2	we have been paying Quarterly, but the finance committee has authorized one yearly payment. Which does SAYMA prefer?	1/5/2017 1:21 PM
3	That seems to depend on who is treasurer and who is on the finance committee.	12/16/2016 12:27 PM
4	usually twice a year, no definite dates	11/7/2016 11:03 AM
5	We used to pay quarterly.	11/6/2016 6:22 AM
6	We pay twice a year.	11/4/2016 5:00 PM

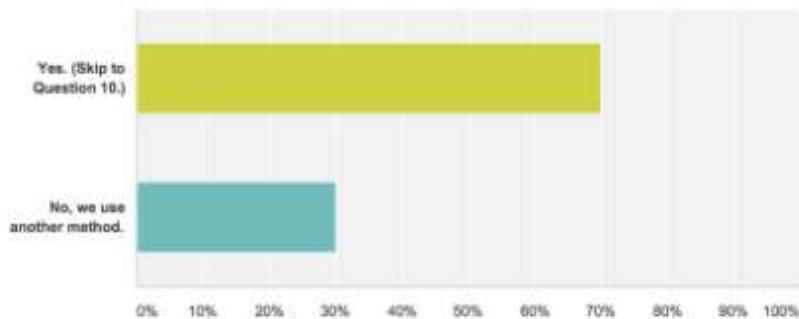
Q7 If you have anything to add about the annual schedule, please explain.

Answered: 6 Skipped: 14

#	Responses	Date
1	We are such a very small meeting that our share has to be small, so it doesn't make sense to make more than one payment.	1/26/2017 10:56 AM
2	John Geary, my husband, is supposed to access the meeting account (our former treasurer died) and contribute to SAYMA.	1/26/2017 7:03 PM
3	Our Quarterly payments have sometimes been late and this has caused confusion for the SAYMA treasurer with regard to how many payments we have made during SAYMA's fiscal year. I will try and do better during our coming year in making timely payments.	1/5/2017 1:21 PM
4	Our schedule may also change depending on whether we are ahead or behind our budget projections.	12/16/2016 12:27 PM
5	We understand that SAYMA prefers to receive payment distributed over the fiscal year. We're flexible as to the frequency of payment.	11/20/2016 3:11 PM
6	Over the years, we have mostly made donations to SAYMA quarterly. When funds are low, we donate when funds are available.	11/12/2016 8:16 PM

Q8 Does your meeting determine its assessment amount by multiplying the SAYMA assessment (\$60 in recent years) by a number of individuals?

Answered: 20 Skipped: 0



Answer Choices	Responses
Yes. (Skip to Question 10.)	70.00% 14
No, we use another method.	30.00% 6
Total	20

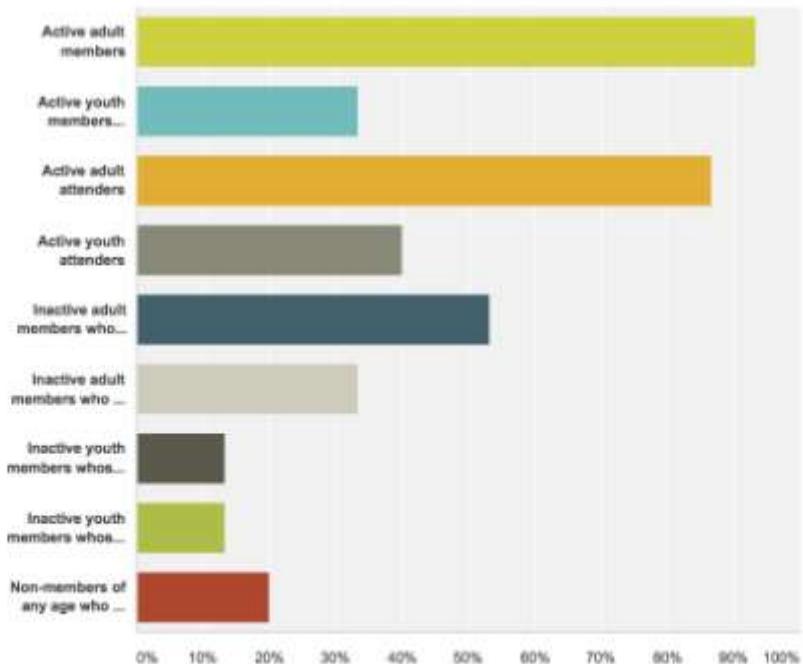
Q9 If you answered No to the question above, please explain how your meeting determines the dollar amount of the assessment.

Answered: 6 Skipped: 14

#	Responses	Date
1	We do the calculation (\$60 x number of members/attenders) but then take a good look at our bank account and determine the assessment based on what we can afford, preferably the recommended amount.	1/26/2017 10:59 AM
2	I don't know.	1/25/2017 7:04 PM
3	The number of Recorded Members is uncertain as our records are incomplete. The number attending Meeting for Worship is inconsistent and there is nobody counting. Any number we would arrive at would be a guess. Some in the meeting suggest that the contribution should amount to 15% of our budget, but this has not been correct for many years if it was ever correct. The true answer is that it has been \$2860 for several years. Our new budget will be approved in the next month or two, and that budget includes an increase in this amount. The final amount will be determined once the Meeting for Business approves the budget.	1/26/2017 1:26 PM
4	We collect individual assessments and send in whatever we collect.	11/15/2016 7:17 AM
5	We use the suggested \$60 / number of individuals method when our Meeting has enough funds. When funding is low, we donate an amount that fits our budget.	11/12/2016 8:45 PM
6	This year (2017 budget) we determined the giving based on a percentage (~22%) of our budget. In previous years the giving determination was made by identifying the number of Friends who qualified as members or regular attenders with an expectation that it should be about 20% of our budget.	11/4/2016 4:36 PM

Q10 When determining the number of individuals for whom the assessment should be paid, which of the following are counted? Check all that apply. (Note: "Youth" in this context means non-adult, at whatever age your meeting draws that line.)

Answered: 15 Skipped: 5



Answer Choices	Responses
Active adult members	93.33% 14
Active youth members (including associate members*, if applicable)	33.33% 5
Active adult attenders	88.89% 13
Active youth attenders	40.00% 6
Inactive adult members who contribute financially	53.33% 8
Inactive adult members who do not contribute financially	33.33% 5
Inactive youth members whose families contribute financially	13.33% 2
Inactive youth members whose families do not contribute financially	13.33% 2
Non-members of any age who do not attend but contribute financially	20.00% 3

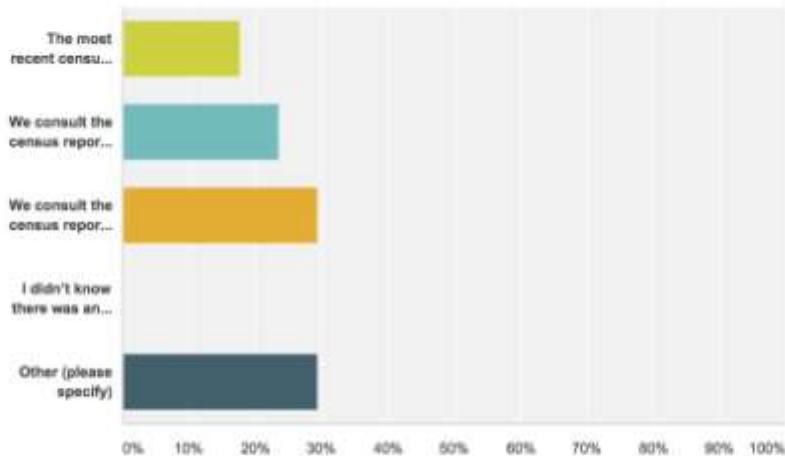
10 / 14

Total Respondents: 15

#	Other (please specify)	Date
1	We pay half the assessment for youth members.	1/28/2017 4:14 PM
2	This fall the Finance Committee took over CFM's SAYMA Census for two reasons. 1. The assessment census needs to be done the same way each year for consistency. (In past years it was done by one person. The person doing that year's census chose his/her own methodology.) 2. Finance needs the census to be done in the fall so that we can use the figure in developing our budget. We can't afford the "spring surprise" anymore. We noted that SAYMA "suggests" that we pay the assessment on every member over the age of eighteen, and every "active attender". SAYMA has no definition of active attender. The CFM Census formula will count each member of CFM, unless the member has had no contact with the meeting in 2 years and does not support the meeting financially. We will count as an "active attender" one who comes to MFV at least half the time, on average, and who contributes somehow to the life of the meeting, for example attending second hour, MPB and/or social events, or financially. CFM has nearly a dozen members whom we have not seen or heard from in years. We don't have addresses, phone numbers or email for those members. We are a small meeting. In 2017, using this formula, SAYMA is nearly 12% of our budget. We can't afford to include long-lost members and still do any work in our meeting, our community, and the world. Unfortunately, we don't have any attenders or members under 18. Thank you for asking and working on this issue.	12/16/2016 12:42 PM
3	We have no youth or inactive members who contribute.	12/15/2016 7:23 PM
4	We count whoever pays the assessment.	11/16/2016 7:17 AM
5	We do not differentiate between members and attenders; in following the equality testimony, all Meeting participants are treated equally. To determine participation, we look at the average number of people attending each week over the past year (regardless of age or official membership status).	11/12/2016 8:45 PM
6	We use the numbers from our "census", which I have not been involved in. I would ask our clerk how this is calculated (rfmclark@gmail.com).	11/4/2016 1:03 PM

Q11 In calculating the number of individuals for whom the assessment should be paid, what connection is there to the monthly meeting's annual census report to SAYMA?

Answered: 17 Skipped: 3



Answer Choices	Responses
The most recent census report determines the assessment count and agrees with it.	17.65% 3
We consult the census report, but the assessment count may differ because the census cut-off date does not correspond with our budget year.	23.53% 4
We consult the census report, but numbers may differ because the census does not correspond on all points to the definitions used for assessment.	29.41% 5
I didn't know there was an annual census report.	0.00% 0
Other (please specify)	29.41% 5
Total:	17

#	Other (please specify)	Date
1	Like the number of Recorded Members, the census report is our best estimate of the state of our members and attenders. Some in our meeting think the assessment should include everybody, including young children and infants. Others think that the assessment should be based only on adult attenders and recorded members. Others think it should be based only on the number of recorded members regardless of their state of activity. In short, if you ask any group of Friends from Asheville meeting, you will get the number of Friends asked plus one (or two or three) opinions.	1/5/2017 1:30 PM
2	We use the formula stated above to determine the assessment. The Finance Committee has not yet done a census and I don't know what our decisions will be about that form. We have encouraged the meeting to clean its membership rolls. In my humble opinion, budget years, the census, and the assessment need to work together better. For example, our budget year is the calendar year. Our next-year budget is finalized in December. Doing the census in the early spring means the budget was only a guess. In 2016, the assessment ended up being 13.75% of our income. We can't afford guesses and surprises. The only solution I can think of immediately is to have a rolling census, where each meeting does theirs at the end of their budget year. Again, thank you for asking.	12/16/2016 1:03 PM
3	The assessment count is determined by how many pay the assessment. This normally does not agree with our census since there are some who cannot pay.	11/16/2016 7:19 AM

4	Two of the above seem appropriate; the census date does not correspond with our budget year, and, the definitions on the census do not correspond to definitions used for assessment.	11/12/2016 8:49 PM
5	It has not been used at all. They were thought to be separate processes unconnected to each other.	11/4/2016 4:38 PM

Q12 What percentage of your monthly meeting's annual budget goes to the SAYMA assessment?

Answered: 17 Skipped: 3

#	Responses	Date
1	12%	1/28/2017 4:21 PM
2	We don't do this calculation.	1/26/2017 11:01 AM
3	11.36% of income, 12.6% of contributions, 5.29% of total expenses. We performed significant renovations and maintenance on the meetinghouse amounting to more than our budget projection for all other expenses. Thus, we spent twice as much money as originally budgeted.	1/5/2017 1:49 PM
4	6.5%	1/4/2017 3:16 PM
5	11%	12/17/2016 2:09 PM
6	11.5 to 13.75	12/18/2016 1:06 PM
7	about 15%	12/16/2016 9:43 AM
8	25%	12/15/2016 7:24 PM
9	10%	11/20/2016 3:14 PM
10	Last year it was about 12%.	11/15/2016 7:24 AM
11	approximately 7.5%	11/12/2016 9:02 PM
12	15%	11/7/2016 11:05 AM
13	Approx. 25%	11/6/2016 8:24 AM
14	10.5%	11/4/2016 5:56 PM
15	12-13%	11/4/2016 5:05 PM
16	~22%, you did not but I will state that we decided to use a percentage because several individuals objected to using financial offerings of friends as part of the determining factor for whether or not someone's head counts. Also, in rural meetings some offerings are in cash, unnamed, and well below the \$85 per head.	11/4/2016 4:43 PM
17	8.67%	11/4/2016 1:04 PM

J: Ad Hoc Digital Communication Report

At the September 2016 SAYMA Representatives Meeting, I circulated a survey including questions targeting Friends' Internet access and facility with information technology. Results indicate nearly uniform access to a fast Internet connection and reliable computer technology. This seems to indicate that we might begin to implement practices capitalizing on these technologies such as cloud-based document sharing and video conference communication.

Notes:

- It bears noting that a small proportion of Friends indicated that they did not have easy Internet access. This should be highlighted as we consider any new practices or policies.
- Some Friends indicated that although they didn't have certain IT skills (e.g., video conferencing), they felt able to use them if they had help. Providing support to Friends so described should be a vital part of any potential new practices.
- We can make use of free services provided by Google, Box, Dropbox, Skype, etc. It may be prudent to pay for services, however, in order to access more advanced features, heightened security, or extra storage capacity.
- With the advent of social media, the new responsibility of monitoring social media accounts seems to be emerging. Currently, Charlie Wilton (Berea Friends Meeting) supports the web page and email applications. This new responsibility may cause us to consider redesigning the Web Manager description or add another role description.

Next Steps

- Create a social media manager role
- Networking (internal) and outreach
- Survey for meetings about their social media presence

K: Ad Hoc SAYF Oversight Discernment

We were charged at the September, 2016 SAYMA Rep Meeting to constitute the ad hoc SAYR Oversight Committee (ahSOC) to consider how the SAYF Steering Committee is constituted and how it might be better supported.

137-03 Ad Hoc Committee to Support SAYF Steering Handbook Committee

While nominating committee was working they uncovered divergence in the way that the SAYF Steering Committee members are selected and what is stated in the handbook. The clerk would like to constitute an ad hoc committee to consider how we select and staff the steering committee. We also realized that we did not have a SAYF steering committee handbook, which might be beneficial for FANs and SAYF Steering Committee members so they can learn how the process works as new people start working with the program. The clerk will select this committee between

- *FANs*
- *SAYF Steering Committee members*
- *SAYF members (teen)*
- *Nominating Committee Members, and*
- *SAYMA members not connected to the teen program who might bring a fresh perspective and might help strengthen the relationship between SAYF and SAYMA.*

Charge

1) *Revise definition of process for selection of SAYF Steering committee members recognizing the committee is a management committee working with minors.*

2) *Review the SAYF handbook and see if that description might need to be expanded to create a handbook for the SAYF Adult Support positions.*

After this process, whatever is revised or written needs to be published on the website.

During the intervening period, members were invited to participate and I attended the January SAYF Nurturers' retreat, which was also a Steering Committee meeting. Consequent to those actions, the following have occurred:

1. The SAYF Steering committee accepted several tasks for the upcoming year including revising their Handbook, and promoting their committee to the larger SAYMA community.
2. An initial survey was sent to the ahSOC members, and several have provided responses.

Our next steps will be continued asynchronous meetings around shared documents and arranging some video conference calls with the goal of having a revised Steering Committee charge and revisions to the SAYF Handbook.

Respectfully Submitted,

Jon Saderholm

L: SAYMA Uplifting Racial Justice Report

SAYMA 2016 Minutes Concerning the Formation of a Racial Justice Committee:

46-13 Racial Justice Proposal Steve Livingston (Asheville), SAYMA's representative from Asheville presented the following minute from Asheville Meeting. Asheville Friends approved the proposal at Fifth Month Meeting for Business in Fifth Month. The proposal calls for SAYMA to create a Racial Justice Committee—or whatever they want to call it— charged with supporting SAYMA Friends of Color as a place they can bring their issues and concerns when they come up, as they inevitably must, in an effort to make SAYMA a safe and welcoming community for Friends of Color. This committee would also be charged with educating the wider SAYMA community regarding issues of race and racism; compiling and disseminating resource materials; identifying and selecting workshop presenters, anti-racism trainers, organizers and organizations within our SAYMA region; and facilitating access to said resources among SAYMA Friends.

Comments from the floor: Overall, there was support for creating such a committee; however, some Friends wanted to make sure that we were spending some time reviewing the minute and figuring out what the Yearly Meeting needs in forming said committee.

Friends were clear that this was not the same as Peace and Social Concerns as Racial Justice is not just about what is happening outside of the yearly meeting but also what is happening inside our own body. The Racial Justice Committee would be a place for people of color to come when they have concerns about something happening in the yearly meeting as well as be a committee to support the developing resources for our monthly meetings. This is a population that deserves to be heard, loved, and fully included. The role of this committee is extremely important for the yearly meeting as a whole to educate and add resources to understanding the issues of racism and the things white Europeans are doing to contribute to racism.

Friends expressed the need to make sure that we are doing outreach and working with our children and addressing their understanding and exposure to diversity or the lack thereof. This committee may help do outreach to people of color. We have this wonderful religion made up of great faith and practice, yet we keep it a secret. There is an opportunity for us to encourage people of color to join our Faith through this committee. Another Friend mentioned that we might want to set guidelines about the makeup of the committee as well as make sure we get input from our young adult friends.

Friends were concerned that at times we have seasoned a topic too much. Friends thought that we might make it an ad hoc committee so that it could start working and discerning what it was called to take part in. Another Friend mentioned that ad hoc did not prioritize the group enough to show that we as a body are committed to the work for the long haul. Also with seasoning, it becomes easy to make too broad of a proposal that then doesn't allow the committee to do its work reasonably and then dies from over commitment.

Friends mentioned that three different issues had been mentioned: race, outreach and youth. Yes, they all merge, and it is too broad. 46-13-01 The Yearly Meeting affirms the broad idea from Asheville Meeting to form a Racial Justice Committee and unites to form this committee by the end of the weekend. Rebecca Sullivan (Atlanta), Sharon Anise (West Knoxville) and Tim Lamb (Berea) will convene a group of interested Friends to get together to present a report back by Saturday business meeting.

46-31 Racial Justice Committee Proposal Continued Tim Lamm (Berea) presented the edited proposal on the creation of the Racial Justice Committee. We want SAYMA to be a welcoming and safe place for people of color. Therefore, we propose SAYMA create a standing committee on Racial Justice to support SAYMA Friends of Color and provide education and resources to monthly meetings and the yearly meeting regarding issues of race and racism. Examples include: providing spaces for listening and talking about our experiences of race and racism; compiling and disseminating resource materials; coordinating workshops and trainings. We propose an ad hoc committee to address needs that arise for support and education. We also ask the ad hoc committee to develop the standing committee's charge and structure to be presented at Spring 2017 Representative Meeting. We expect the ad hoc committee to be drawn largely from Friends of Color.

Friends asked for clarification about why the ad hoc and standing committee were both used in the proposal. To create a standing committee, we need to follow some procedural steps to get the committee description and procedures prepared, so we are creating an ad hoc committee to both set up the procedures as well as act on any concerns that may arise for the standing committee before it is completely formed. Friends had some concerns regarding the racial makeup of the committee. However, other Friends spoke of the importance of the committee for all of us no matter our race. 46-31-01 Friends approved the proposal.

SAYMA/URJ Report

Six Friends of Color (Folami Adams, Lisa Bennett, Gabrielle Hammonds, Shahina Lakhani, Art Jones and Sharon Smith) were charged with forming a standing SAYMA committee to support Friends of Color and provide educational resources to SAYMA yearly and monthly meetings regarding issues of race and racism. Loving fellowship was enjoyed by all as we accomplished the tasks through working worship on the weekend of November 18-20, 2017 in Atlanta.

The committee members decided that the name of the standing committee is **SAYMA/URJ (Uplifting Racial Justice)**. Folami Adams (Atlanta) and Sharon Smith (Asheville) are its co-clerks. A draft mission statement and vision were written and approved by the committee. Goals were agreed on by canvassing a wider group of SAYMA Friends of color (FOC) regarding what they need to feel safe and welcome as SAYMA Friends of Color. SAYMA/URJ approved those too.

Vision: SAYMA/URJ envisions a Yearly Meeting community where every Friend of color is safe and feels welcome. We see a SAYMA community where the divine light

Attachment L: SAYMA Uplifting Racial Justice Report

within every Friend of color is affirmed, his or her unique history, spiritual journey and lived truth is honored, where our messages and concerns, are heard and respected with due consideration. We see a SAYMA community where Friends of color are empowered to build close spiritual Friendships, appreciation, love and support for the weighty responsibilities we carry as people of color, embodying Quaker Testimonies, within and outside of the Religious Society of Friends.

Mission: To help SAYMA become a safe and welcoming place for Friends of Color. The committee will do this by providing a safe place for Friends of Color to bring issues and concerns regarding racism within their monthly meetings and SAYMA and to find support and advocacy. The committee will also work to raise awareness about white supremacy (aka racism) within SAYMA by compiling and disseminating educational resources.

Goals: The following goals were compiled by canvassing SAYMA Friends of color (FOC). We asked what FOC needed to feel safe and welcome among Friends.

1. Help navigate Quaker culture and process (e.g., a FOC welcome committee; a printed guide to Quaker culture for newcomers; and/or assigned mentors).
2. Provide opportunities to connect with other FOC to build a community of support, share experiences and resources, and receive emotional and tactical support from other FOC.
3. Commit to addressing the concerns of FOC and respond to said concerns in a timely manner with sincere listening and not avoidance, “management,” and process violence.
4. Engage in a conflict resolution/reconciliation process that does not expect victims to facilitate or take responsibility for what happened to them.
5. Hire skilled facilitators for private FOC only sessions to help FOC understand and heal from generational racial trauma and develop personal and group empowerment.
6. Arrange ongoing workshops and other opportunities for learning that focus on dismantling racism for all SAYMA Friends, beginning with the Yearly Meeting leadership (including all clerks, the Planning Committee, Ministry and Nurture, the Education Committee, and the Finance Committee).

Approved:

1. Folami Adams and Sharon Smith will serve as co-clerks.
2. SAYMA/URJ will meet every quarter (a schedule has yet to be approved).
3. Only FOC will be members of SAYMA/URJ.
4. SAYMA/URJ encourages Friends of European descent to support SAYMA/URJ by forming a separate committee or working group.
5. SAYMA/URJ will create and manage an operating budget with sufficient funds readily available to dispense grass roots reparations and fund operational expenses as needed

(e.g., lodging, transportation, and travel expenses; resources; training as well the cost of an annual pre-SAYMA gathering and skilled facilitation.

6. SAYMA/URJ needs its own bank account to create financial independence and autonomy for FOC.

Recommendations

1. Hire CrossRoads Anti-Racism Training and Organizing to train all the YM clerks and staff as well as Friends in Ministry and Nurture, the Finance Committee, the Nominating Committee and the Quaker Education Committee.

<http://crossroadsantiracism.org/organizing/institutional/>

2. Include SAYM/URJ members on the SAYMA Planning Committee, Ministry and Nurture, the Nominating Committee, the Quaker Education Committee, and the Finance Committee. Ideally, there should be at least one SAYF representative/intern working with SAYMA/URJ.

3. Grant SAYMA/URJ an independent operating budget (see budget request).

Budget Request

SAYMA/URJ requests \$16,000 (approximately 20% of SAYMA's overall income) for fiscal year 2017 in order to faithfully and sufficiently fulfill its mission and goals.

SAYMA/URJ requests a separate bank account in order to establish financial independence and confidentiality for Friends of Color. The money will be used to dispense grass roots reparations and fund operational expenses as needed (e.g., lodging, transportation, and travel expenses; resources; training; the cost of our annual pre-SAYMA gathering; skilled facilitation for racial trauma healing for FOC; part-time administrative support, compilation of an anti-racism/multicultural resource database for all SAYMA Friends).

Here is to SAYMA Uplifting Racial Justice!

Folami Adams (Atlanta) SAYMA/URJ co-clerk

Sharon Smith (Asheville) SAYMA/URJ co-clerk

Lisa D. Bennett (Memphis)

Shahina Lakhani (Atlanta)