

**North Pacific Yearly Meeting Coordinating Committee**  
**DRAFT Minutes of July 17 & 19, 2019**  
**Linfield College, McMinnville OR**

Present at the meeting (Wednesday and/or Friday):

Steven Aldrich, Olympia; PNQM Uprooting Racism Committee  
Adam Billen, South Seattle, Junior Friends Co-Clerk  
John Etter, Eugene; Annual Session General Arrangements Clerk  
Ted Etter, member from Missoula; Nominating Committee Clerk;  
Georgia Foster, member from MGOF Monthly Meeting  
Lucy Fullerton, University, representing Ministry & Counsel  
Rocky Garrison, Bridge City; Associate CC Clerk  
John Gotts, Pullman-Moscow, NPYM Webkeeper & Registrar  
Lucretia Humphrey, Great Falls WG; Presiding Clerk  
Nancy Irving, Olympia, Finance & Legal Committee Co-Clerk  
Janet Jump, Bridge City, Finance & Legal Committee Co-Clerk  
Carolyn Landowski, member from Tacoma (substituting for Kat Willard)  
Thalia Newman, Eastside, Junior Friends Co-Clerk  
Johanna McNee, member from Pullman-Moscow; representing Site Committee  
Nora J. Percival, University; NPYM Secretary  
Leni Skarin, Agate Passage; AS Program Clerk  
Jane Snyder, member from Bridge City; CC Clerk,  
Joe Snyder, member from Multnomah; Outreach & Visitation Committee  
Pablo Stanfield, University, Annual Session Recording Clerk  
Ann Stever, member from University  
Donal Sullivan, University; NPYM Treasurer  
Debbie Townsend, member from Eastside; CC Recording Clerk  
Dina Wills, member from Eugene  
Virginia Wood, member from Salem (substituting for Martha Smith)  
David Zeiss, Eugene; Rising Clerk

Meetings not represented during meetings at Annual Session: Bellingham, Billings, Boise Valley, Corvallis, Lopez Island, Port Townsend, Salmon Bay, Sandpoint, South Mountain, Whidbey Island.

We opened in expectant worship.

**CC 7/2019-1 Personnel Committee** (Rocky Garrison)

The Personnel Committee has formally evaluated Nora Percival's work as NPYM Secretary; they are very pleased with what she does for the Yearly Meeting! This evaluation is to be done annually. The committee will soon evaluate John Gotts's work as Webkeeper. Rocky asks Friends to respond to requests for information promptly when the Personnel Committee is evaluating YM employees and consultants.

There are discrepancies between the descriptions for the Youth Coordinator (the paid position) and the Youth Committee. Rocky is revising the descriptions to bring them into alignment. He notes that the Youth Committee has been short-staffed and largely inactive for some time and as a result Mim

Coleman does not feel adequately supported in her role as Youth Coordinator. Ted Etter of the Nominating Committee confirms that it has been difficult to find people for the Youth Committee.

The Finance & Legal Committee wishes to coordinate with the Personnel Committee about timing employee evaluations so that recommendations for salary changes can be worked into the YM budget.

Coordinating Committee minutes appreciation to Rocky Garrison as CC Associate Clerk for his attention to the administrative details.

#### **CC 7/2019-2 Executive Committee (Jane Snyder)**

Since our last meeting the Executive Committee has approved an extension in Tom Head's term as Board member for *Western Friend*: Tom will now serve until 9/30/2022. Executive Committee also approved Shannon Perry and Debbie Townsend as members of the Epistle Committee for AS 2019.

#### **CC 7/2019-3 Minutes**

**The minutes from the March meeting are approved as sent out and posted.** Coordinating Committee minutes appreciation to Debbie Townsend for her work as CC Recording Clerk, with special thanks for the summary reports for members to share with their meetings.

#### **CC 7/2019-4 Registrar's Report (John Gotts)**

John reports that registration is running smoothly. We have about 240 participants. He asks that future AS materials state a very clear due date for registration, because the large number of last-minute sign-ups has made this year very stressful. Registrars and other AS organizers need two full weeks to be able to assign lodging, volunteer jobs, etc.

There is some concern that our "abundant financing" model has reduced the incentive for early registration. In lieu of a discount, we have given early registrants a \$10 coupon for new book purchases at the AS Bookstore.

Friends expressed concern about the recent drop-off in AS participation. Where is our vitality?

Coordinating Committee is very grateful to John for his excellent work juggling tasks as Registrar, Webkeeper, and Volunteer Coordinator.

#### **CC 7/2019-5 Junior Friends (Thalia Newman)**

There was some difficulty in finding Junior Friends Advisors, especially for this year's camp. Brontë Miller has agreed to be an advisor during camp, so the event can go forward. (Paul Christiansen is the other advisor.) Junior Friends need to recruit two advisors before the winter gathering. Volunteers to be Friendly Adult Presences are always welcome.

Junior Friends are planning a Summer 2020 service trip to "Camp Restore" in New Orleans LA. Dates are July 11-18, the week before Annual Session. Eight to 10 JFs have expressed interest so far. The cost will be approximately \$800 per participant. They are planning fundraising activities, perhaps to include a Cajun dinner.

Junior Friends will lead the Friday evening plenary during this Annual Session.

**CC 7//2019-6 Finance & Legal Committee** (Nancy Irving)

Nancy mentioned again the need to coordinate the Personnel Committee's employee/consultant evaluations to mesh with the NPYM budget development cycle.

The full financial report is on the website. NPYM's balance sheet shows that almost all our budget surplus is in regular savings and checking accounts. We also have about \$40K in a Pax World Fund Account. The committee plans to bring a recommendation to the Executive Committee to invest roughly \$60 - 100K in either Friends Fiduciary or Everence.

Some financial policies and procedures need updating, particularly around authority to make this kind of substantial decision on investment of NPYM assets.

There was discussion about the financial impact of paying an event coordinator for Annual Session. We currently expect Annual Session to "pay for itself" – would the additional cost come from the AS budget [*yes; see below*], and would it then raise the cost of attending AS? Nancy notes that NPYM has sufficient reserves in general funds to pay for event coordination for the first two years as an experiment.

**CC 7/2019-7 Rising Clerk** (David Zeiss)

David has spent a year observing how much work and attention to detail our Annual Sessions require. He asks for support and guidance from the Coordinating Committee. He asked CC members to introduce themselves and describe their experience with clerking; he may need to ask us for specific help. CC members can draw on a truly remarkable breadth and depth of experience.

During this Annual Session, Nora Percival will work with David to prepare short introductory articles for the "Daily Bulletin" to introduce him to a wider group of Friends. He will also speak to a plenary session.

**CC 7/2019-8 General Arrangements for Annual Session** (John Etter)

There have been some problems to resolve in getting Annual Session underway. John notes that Linfield College has been responsive to NPYM's concerns. John has some concern about the AS budget, since we planned based on an attendance of 275 and we have closer to 240.

John was glad to be able to step in to help with this Annual Session. Coordinating Committee minutes its deep appreciation to John for his willingness to do so, and his expert handling of all concerns, both big and small.

**CC 7/2019-9 Ad Hoc Committee** (Jane Snyder)

*[RECORDER'S NOTE: CC discussed the following issues on two occasions: during the regularly scheduled meeting on Wednesday afternoon 7/17, and again at Friday dinner 7/19. Not all CC members could be part of both discussions. The notes here summarize both the general discussion on 7/17 and the more focused decision-making on 7/19.]*

Ad hoc committees were formed at the October 2018 Coordinating Committee meeting to consider some deep issues around nominations and – a related issue – the possibility of hiring a conference

planner for Annual Session. The committee discussion Annual Session event planning met by conference call and has these recommendations for CC consideration:

1. Ask the Site Committee to look for a long-term site for Annual Sessions. (They have begun to consider the question, and will also hold an Interest Group on this question on Saturday.)
2. Make AS Registrar into a paid position.
3. Combine General Arrangements Clerk and Physical Arrangements Clerk into one and make it a paid position (with at least one assistant as a volunteer position).

Making the Registrar and General Arrangements/Physical Arrangements Clerk into paid positions could be temporary steps until we have clarity about a long-term site.

John Etter is willing to be a resource person for whoever is General Arrangements/Physical Arrangements Clerk in 2020 (but not to take on the job himself).

Issues raised during discussion:

- For budgeting, we need to know roughly how much AS event planning will cost. There was considerable discussion about whether to hire positions at \$25/hour with some kind of cap, or as consultants working for a fixed amount (plus mileage). We don't know yet how exactly many hours go into the various jobs.
- General and Physical Arrangements costs are likely to decrease if we have a long-term site – less “reinventing of wheels” each time we move to a new site. Registrar costs might come down a bit with a long-term site, but likely not much.
- Some Friends have reservations about combining General Arrangements and Physical Arrangements. These jobs were combined in the past and there were good reasons for separating them out.
- What are our minimum requirements for the combined job? What might we be giving up as well as gaining? Friends urge thoughtfulness and foresight.
- On the other hand, there is some overlap in responsibilities (General Arrangements/Physical Arrangements).
- General Arrangements and Physical Arrangements may be too much for one person, so having assistants will be useful, especially if they live close to the AS site.
- Much of the work of General Arrangements and Physical Arrangements is not Quaker-specific. Much of the work of the Registrar is.
- Site Committee is already calculating where our geographical and population centers are.

- If we go with the long-term site plan, we can consider discounts for Friends coming long distances, and offer help with organizing shared transportation.

Decisions reached: We reached unity to

1. Ask Site Committee to move forward with looking for a long-term site, with a suggestion that we try meeting for AS at the same location for five years.
2. Make AS Registrar a paid position on a contract basis, to be paid \$5,000 from the Annual Session budget for all the tasks outlined in the current position description. Payment schedule to be arranged. The Associate CC Clerk, as Clerk of Personnel Committee, will be the contract administrator.
3. Ask former General Arrangements and Physical Arrangements Clerks to estimate the hours required for their jobs to confirm that the proposed payment is reasonable. (Our \$5,000 flat rate is based on 200 hours.) and help shape a combined job description. Ted Etter will convene this conversation.
4. Combine General Arrangements Clerk and Physical Arrangements Clerk into one paid position, on a contract basis, to be paid \$5,000 from the Annual Session budget for all the tasks to be outlined in the position description – which will need to be refined. Payment schedule to be arranged. The Associate CC Clerk, as Clerk of Personnel Committee, will be the contract administrator.
5. Ask the two new consultants to track the number of hours they spend on the tasks. They are not being paid by the hour; however, the hours-totals gathered during the first year will help us adjust the contract amount in future.
6. Approve mileage reimbursement at the federal rate for contractors' necessary travel.
7. Ask Nominating Committee to recruit for the two new paid positions from within NPYM between now and September 15. Nominating will also recruit assistant positions on the usual volunteer basis. If no NPYM Friends are found for the paid positions by that date, the Executive Committee will look for professional services to hire for AS 2020. It may be possible to hire the couple who work on FWCC conferences, at least for 2020.

Ted Etter thinks he may have a lead on a Registrar.

#### **CC 7/2019-10 Nominating Committee (Ted Etter)**

About one-third of the slate of positions has been filled and approved. Names representing another one-third will come before AS for approval. This leaves one-third still to be recruited. The committee is particularly concerned about the Youth Committee and the Information Technology Committee, neither of which has been functioning recently. The committee is “soft-peddling” the Peace & Social Concerns Committee since it seems that the various ad hoc and working groups have diverted energy away from that standing committee.

### **CC 7/2019-11 Secretary's Report** (Nora Percival)

Nora asks CC members to help ensure that she gets updates for the directory and meeting/worship group contacts list. Directory changes should come to her as they occur; please do not send a whole meeting directory document and expect her to compare every detail in it with the NPYM directory.

Nora provided a summary of the 2019 census: 1,171 active adult participants, of whom 863 are members of the Religious Society of Friends. We have 28 Junior Friends, 37 Central Friends, 62 elementary-school-age children, and 33 children younger than school age. Meetings pay for a total of 966 assessments. Nora reports difficulty in getting census data from all meetings and worship groups this year. CC members are asked to help make sure the information gets to her when she asks for it!

Rather than paste in epistles from other Yearly Meetings on npym.org, Nora will post a link to the FWCC collection of epistles from around the world.

Nora will be in Kenya in November. She will be able to perform some Secretary duties there by e-mail, but her availability will be limited; please contact her about major tasks before her trip.

### **CC 7/2019-12 Site Committee** (Johanna McNee)

We expect to return to Linfield next year. We are on the University of Montana (Missoula) calendar for 2021 and 2022. If we are going to switch to a long-term site, we need to make a firm decision and begin to work toward that goal.

The committee is in a difficult position and needs input from monthly meetings. It is increasingly difficult to identify sites that are suitable for all the criteria NPYM Friends have, including size, configuration, accessibility, food, arrangements for children, costs. Every 2 years we have to learn a new campus, figure out their equipment, discover which rooms work for what, etc. Going back to the same place consistently would be much easier for many Friends in many ways; it would create hardships for Friends who live at a distance. CC members: if your meeting has not discussed the "long-term site for AS" question yet, please have that discussion and send comments! NPYM's current plan is to look for one location to return to every year for a five-year trial, with the option of returning to our three-region/six-year pattern after that. There are alternatives we could consider:

- Choose two sites (one west of the Cascades, one east) and alternate between them
- Shift Annual Session to every-other-year (preserving some kind of children's program in off years)

Please send comments to the Site Committee, clerked by Lyn Gordon.

### **CC 7/2019-13 Next Meeting**

Coordinating Committee will meet again on October 26 at Multnomah Meeting (Portland OR).

We closed with a period of grateful worship.

Jane Snyder, Coordinating Committee Clerk

Debbie Townsend, Coordinating Committee Recording Clerk