

## **Deep in the Well: Being Held and Heard in Community and Spirit Minutes**

Plenary 1, 7th Day, November 6, 9:30 - 10:15 am

### **Welcome, Sacred Land Acknowledgement**

Clerk Jane Blount transitioned us from opening Meeting for Worship into our first plenary with reflections on the theme of the weekend “Deep in the Well: Being Held and Heard in Community and Spirit.” She invited us to enter into and dwell in the depth of spirit and breath and to recognize we are all kin. How can we listen closely to all our kin? Can we set aside our own agendas? Can we pause to hear the whisperings, calls for help and joy? How do we hold ourselves and each other with care, compassion and integrity? May we nurture our kinship this weekend, may we all be well. Welcome.

The clerk invited us all to utilize the chat function to interact and share the name of the indigenous peoples whose land we are on: Friends are worshipping with us today from the lands of the Chumash, Tongva, San Luiseno, Kumeyaay, Serrano, Cahuilla and more. We are invited to honor the lands and honor the people who are still here.

### **Community Expectations and Introduction of M&C and Compassionate Listeners**

The clerk shared the community expectations as posted on the new SCQM website and read from them. (Attachment 1)

Designated compassionate listeners for today from SCQM Ministry and Council, Gail Thomas (Santa Monica MM) and Will Barclay (Inland Valley MM, Spanish speaker) introduced themselves.

An extra breakout room will be created during sessions for worship sharing groups and workshops and interest groups. If something has arisen, like an “ouch, oops, or whoa (using PacYM’s recent exercise in recognizing wounds or potential wounds and addressing them) or you just need someone to talk to you, Friends are invited go to the extra breakout room and host will help get you in touch with Gail or Will.

The other M&C members present were asked to introduce themselves.

The clerk also noted that 7 teens gathered virtually last night as well. May all our gathering be filled with love and light.

### **Zoom Logistics**

The clerk spoke about Zoom logistics and interactions in today’s meeting. Friends were reminded to use the raise hand function under the reaction button first, and then wave a physical hand if needed. Remember to mute, unmute. Zoom tech host will help mute Friends after they’ve spoken if needed.

### **Roll Call & Welcome Visitors**

The clerk invited friends to unmute and make a sound when their Monthly Meeting or Worship Group was called.

Friends from Claremont MM, Conejo Valley WG, Inland Valley MM, La Jolla MM, Orange Grove MM, Santa Barbara MM, Santa Monica MM made themselves known.

No Friends appeared to be present from Las Vegas WG, Marloma Long Beach, Ojai WG or San Diego MM, during this session of the gathering.

The clerk then invited visitors to introduce themselves and the following Friends did so:

Laura Magnani, Clerk of Pacific Yearly Meeting  
Mary Ann Percy, Bellingham Friends Mtg in North Pacific YM, formerly of La Jolla MM  
Keenan Lorenzato, Davis Friends Mtg, Youth Programs Coordinator for Pacific YM  
Daniel Lean-Moctezuma, Mexico City MM  
Allison Kirkegaard, former Assistant to the SCQM Clerk, currently living in Nashville  
S Y B, Zooming in from Atlanta, connected to La Jolla MM.

Newcomers were also invited to introduce themselves. Among them were Bronwen Hillman, Larry Carter, SYB, Jean Ferrante and Dell Gossett.

## **Review Schedule**

### **Naming report - Jane Blount**

It was noted that the Clerks committee is now doing the work of naming the Nominating Committee. They are presenting Susy Cervantes for a 3 year term formally starting Nov. 2021. This Friend has been serving in the role as approved by Clerks Cmte but her name will be brought forward a second time tomorrow. Mary Jo Housman will continue for one year.

### **Nominating Slate - first reading, Katrina Mason**

Katrina Mason, of Claremont MM, and SCQM Nominating Committee clerk presented the slate.  
(Attachment 2)

For Arrangements, in addition to bringing forward Judi Oehmen, Santa Monica MM, 11/21 to 11/24, they have two more names they hope to bring in the Spring. We may be on firm ground with this committee next year.

For Children's committee, they bring forward Steve Rosenbluth, Orange Grove MM, 11/21 to 11/24, who has already been meeting with the committee.

The Teen's Program committee is a strong, multigenerational committee composed of busy people that needs someone to serve as the clerk to corral them and keep them going. Nominating welcomes suggestions or volunteers today.

The Nominating Committee clerk went on to note that we have some significant needs with respect to SCQM Officers. We continue to have volunteers to serve as ad-hoc Recording Clerk, as is being done this weekend, but Nominating would like someone committed in the role and is also asking the gathering for self volunteers or ideas of names.

Alison Kirkegaard has concluded her time as Assistant to the Clerk and so Nominating is looking for a new, detail-oriented person, who likes projects and is able to meet with the clerk every two weeks. Serving in the role may lead to an increased understanding of how the quarter works and may provide a deeper sense of being in the well.

A Directory Clerk is also needed. A high tech person who can take info from Pac YM's Communication Committee and turn it into a directory for SCQM. It's a doable job for the right person.

Finally, it was noted that we currently have a good web committee but we need a webmaster.

The names on the attached slate will be presented for a second reading and will be considered for approval in Plenary 2.

### **Finance Committee Report, Proposed Investment Policy and Corporate Resolution - Rebecca Searl**

Rebecca Searl, Santa Monica MM and Clerk of SCQM Finance Committee described the three action items to be presented today for a first reading and which will be brought forward tomorrow for approval. Full details of these proposed action minutes are described in the finance committee report (Attachment 3).

The Finance Committee has been working to enhance maintenance of the Ruanne Peters Memorial Fund, which was established in 2014 to support the spiritual life of SCQM.

In summary, the three proposals are as follows:

1. Request for approval of a new Investment Policy the committee developed. It creates a checking account and investment policy, involving the Interfaith Credit Union & Friends Fiduciary.
2. Request for approval of a Corporate Resolution required in order to open the account.
3. Request for approval to separate Peters Funds Accounts from General Accounts and to direct our Treasurer to move the balance accordingly.

Finance Committee has also recently updated their job description.

Friends were invited to contact Rebecca or other Finance Committee members including Bill Rock, Kip McBane, and Dan Strickland with any questions. Those present were reminded that the details of these proposals were sent in the Advanced Materials.

## **Announcements**

Kate Connell of Santa Barbara MM and SCQM Children's Program, living on Chumash land, and going by she/her pronouns, noted that tonight Friends have an opportunity to share their creative sides at an intergenerational family variety show night. It will be on Zoom for 1 hr at 7:30-8:30pm Natasha Herrera will MC, and the event will close with a bedtime story.

Peggy Craik, of Conejo Valley WG, Orange Grove MM and Friends Committee of Legislation in California, noted the spirit filled meeting of the racial justice interest group last night. Today she will be talking about AB 256 and the work of FCL-CA (Friends Committee on Legislation of California). Advocates hope to extend the racial justice act to make it possible for people to address racial justice issues in their trial.

Friends noted there is an announcements page in the advanced packet.

Friends were reminded of the interest group being led tomorrow by Laura Magnana and Sterling Spence centering on issues around racial justice and the prison industrial complex. We'll look at the whole way we create narratives about safety, what makes us safe, and what our needs are. What's currently going on and what we can do.

Keenan Lorenzato Pacific Yearly Meeting Youth Programs Coordinator is trying to survey MMs to find out what childrens and teens programs look like at this point in the pandemic and is looking for feedback to be sent to [youthprogramscoordinator@pacificyearlymeeting.org](mailto:youthprogramscoordinator@pacificyearlymeeting.org). Friends don't have to be a committee or meeting clerk to send in info about children and teens in your MM or WG.

Arthur Kegerreis, of Orange Grove MM noted that Interfaith Communities United for Justice and Peace are holding a racial justice event from 4-6pm tomorrow. More info will be posted on the announcements page.

An announcement was made about an upcoming reading group centered around Vanessa Julye and Donna McDaniel's book, *Fit for Freedom, Not for Friendship: Quakers, African Americans, and the Myth of Racial Justice* that will begin on Monday, November 22, 2021 with Vanessa Julye present to talk about her experiences researching, writing and sharing this book.

Kate Connell noted that two presentations are coming up involving Truth in Military Recruitment around the mandatory draft and related topics, sponsored by the Western Friend Board of Directors. If the draft is implemented it would affect girls born 2005 and later.

## **Reading Action Minutes - Recording Clerk**

It was recently decided that, in the interest of time, only action minutes would be read back for approval at the end of this session. Sarah Rose House-Lightner, Ad-Hoc Recording Clerk for this session reminded us that no action minutes were approved during this plenary session.

## **Closing Worship**

The Clerk closed the Plenary Session with a brief period of worship and the program transitioned to the presentation from our Keynote Speaker, Stan Searl.

## **Plenary 2, First Day, November 7, 2021. 9:30 a.m.**

Meeting began in silent worship

Clerk, Jane Blount, welcomed everyone, noting that there were no newcomers. She thanked recording clerk, Ann Fuller, for her service.

***Presiding Clerk's Report*** – Jane read the Clerk's Report (attachment 4).

The clerk asked us to sit for a moment to bring us all in together.

***Naming*** – Jane Blount reported. Naming is now carried on as part of the Clerks' Committee's work. The committee brought forward Susana Cervantes (La Jolla MM) for the Nominating Committee, with a term from November 2021 to May 2023. It was noted that Mary Jo Housman's term is extended to 2023 and Rebecca Searl will continue as clerk of Finance. Concerns can be communicated to the Clerk during plenary.

***Nominating Committee*** - Katrina Mason, clerk, reported.

A Friend has withdrawn from consideration for Directory Clerk; the position is charged with creating a SCQM Directory with information from PacYM's directory. The position is now open.

Recording Clerk has been taken on this year by three Friends filling in; Friends contacted by Nominating have not been able to commit to availability at both gatherings during the year. Katrina suggested a trio, similar to Peace and Social Order at PacYM which has three co-clerks. Rather than looking to fill a slot, honor what people have to offer and change the slot. This was referred to Nominating Committee and Clerks Committee for seasoning.

Current needs:

Teen Committee clerk. Katrina described her rewarding experience at Baltimore Meeting for 15 years, supporting teens, watching them grow up and blossom. Three Friends are being contacted; please let Katrina know if you are called to be this person.

Assistant to the Clerk. This position requires interest in the workings of the Quarterly, joining the Clerks Committee and doing the detailed work to support the clerk. A former assistant noted that the work was never overwhelming.

Webmaster

Peace and Social Order. Katrina asked where the committee was going and asked Friends to join the lunch discussion today. Nominating needs to know how to support the committee and the Racial Justice group.

Steven Rosenbluth (Orange Grove MM) has withdrawn from Children's Program Committee.

**Minute 11-21-01:** Meeting approves the Nominating Slate (attachment 2b) as amended.

***Silent Retreat*** – Judy Leshefka (LaJolla MM) presented the committee report (attachment 5), noting the 24 year history of the retreat. The committee hopes to see everyone next year in person at Prince of Peace Abbey.

***Finance Committee*** – Rebecca Searl (Santa Monica MM), clerk, presented the committee report (attachment 3).

**Minute 11-21-02:** The Peters Bequest Investment Policy is approved.

**Minute 11-21-03:** The Corporate Resolution to open accounts at Interfaith Federal Credit Union and Friends Fiduciary Corporation is approved.

**Minute 11-21-04:** The Treasurer is authorized to move the balance of the Peters Fund into accounts separate from the general operating account. The new accounts will be an Interfaith Federal Credit Union checking account and a Friends Fiduciary investment account.

***Ad Hoc Website Committee*** – Jane Blount named the committee members: Mitchel Cox (La Jolla MM), Kerwin Flowers (La Jolla MM), and Jane Blount (La Jolla MM). She share-screened the website and put the link in chat (<https://scqm.org>). She noted that in the documents section, Minutes and newsletters are not yet complete, since we have no archivist. If Friends have more of these documents, please share them with the committee. In the committees section, Friends can post content and contacts.

In response to a question, Jane said that a password protected directory is planned. Friends brought concerns with security and privacy. Lawrence Alderson, former member of the PacYM Communications Committee, responded that PacYM asked Friends whether they are willing to be included in PacYM's directory, and whether they want their contact information included. This issue was referred back to the Ad Hoc Committee.

***Treasurer's Report*** – Rebecca Searl (Santa Monica MM) screen-shared the report (attachment 6); Gary Wolff, clerk, was detained at an AVP meeting. Rebecca appreciated Gary's brilliant work in drafting and researching the report, including a comparison chart from 2018-2021, and setting up a PayPal account. Rebecca noted that the general fund and the Peters Fund will be separated, although they are both included in Savings in this report. All accounts are in balance and healthy.

Rebecca described the purpose of the Peters Fund, to promote the spiritual and social life of Quarterly. Individuals and meetings can apply, using the form to be added to the Quarterly website. Ministry and Counsel approves requests.

She asked Friends to let Finance know of any adjustments to the budget, before funds are spent. She noted that this is a proposed budget; details will change over time and will be affected by new developments.

Meeting assessments will be sent out soon, based on PacYM's membership lists.

***Nomination:*** Jane brought forward Susana Cervantes (La Jolla MM) for the Nominating Committee for approval, having received no concerns, noting that Clerks' Committee had approved in July.

**Minute 11-21-05:** Susana Cervantes is approved for Nominating Committee.

There were no announcements.

Action Minutes were read by the recording clerk.

**Minute 11-21-06:** Plenary 2 minutes were approved.

The clerk called for a moment to breathe, followed by a five minute break before workshops begin.

Respectfully submitted,

Jane Blount, Clerk

Sarah Rose House Lightner, Recording Clerk for Plenary 1

Ann Fuller, Recording Clerk for Plenary 2

#### **Attachment 1 Community Expectations**

### **Community Expectations for Southern California Quarterly Meeting**

SCQM gatherings are gatherings of the Beloved Community where Friends experience fellowship and worship, working together to discover the will of the Divine. In order for our time together to be joyful and safe, we embrace the following expectations:

- We come together in joyful anticipation of recognizing that of God in each other. We put aside our worldly and individual desires to unite in something greater. Our worship is the foundation for our deep seeking.
- We acknowledge that this is a gathering planned and run by volunteers. We acknowledge their work by honoring the schedule, the arrangements, and the space they have created for us.
- We communicate our personal boundaries and respect those of others. We are willing to ask for help when we encounter hurdles. Arrangements Committee members or Compassionate Listeners specially designated by Ministry & Counsel are available if you need to address a challenging situation. These Friends names and how to connect with them will be posted either online or at the check-in table and announced at plenary.
- We embrace children as integral members of our community. We ensure that they and their parents are supported so that our young Friends are safe, supervised and engaged.
- We refrain from use of alcohol and recreational drugs during the gathering.
- We abide by the guest policies of our host site.

**May all our gatherings be guided by love and filled with Light.**

Adopted March 11, 2021

**Attachment 2a Proposed Nominating Committee Slate**

**OFFICERS**

**Clerk:** Jane Blount, La Jolla, 5/20 to 5/23

**Recording clerk:** \_\_\_\_\_

**Treasurer:** Gary Wolff, Orange Grove, 11/19 to 5/23

**Assistant to the Clerk :** \_\_\_\_\_



**Directory Clerk:** \_\_\_\_\_

**Webmaster:** \_\_\_\_\_

## **COMMITTEES**

### **Arrangements**

Peggy Craik (clerk), Orange Grove 5/18 to 5/24

Judi Oehmen, Santa Monica. 11/21 to 11/24

### **Children's Program Committee**

Kate Connell (convenor), Santa Barbara, 5/19 to 5/22

Robin Durant, Orange Grove, 2020 to 2023

Louise Sherikar, Orange County, 11/2020 to 11/2023

Steve Rosenbluth, Orange Grove, 11/21 to 11/24

### **Finance Committee**

Rebecca Searl (clerk), Santa Monica, 5/20 to 5/23

Bill Brock, San Diego, 5/21 to 5/24

Kip McBane, La Jolla, 5/21 to 5/22

Dan Strickland, Orange Grove, 11/21 to 11/24

Gary Wolff (ex officio)

### **Ministry and Counsel committee**

Gail Thomas, Santa Monica, co-clerk, 8/16 to 5/22

Stan Searl, Santa Monica, 5/17 to 5/23

Elva Carter, Inland Valley, 5/18 to 5/24

Cate Wilson, Orange Grove, 5/21 to 5/24

Will Barclay, Inland Valley, 5/21 to 5/24

Robin Durant, co-clerk, Orange Grove, 5/20 to 5/23

Jack Leshefka, La Jolla, 5/20 to 5/23

Henry Yang, Santa Monica, 11/20 to 11/23

## **Peace & Social Order committee**

**In Transition**

## **Retreats Committee**

Pat Wolff (clerk), Orange Grove, 5/14 to 5/23

## **Representatives to Pacific Ackworth Foundation**

Gary Wolff, Orange Grove

Kip McBane, La Jolla

Michelle White, Orange Grove

## **Representatives to Pacific Friends School**

Jan Tappan, Orange Grove

Peggy Spear, Claremont

**Registrar:** Lawrence Alderson, Orange County, 5/19 to 5/22

## **Teen Program Committee**

Cassidy George, La Jolla, 5/20 to 5/22 (teen representative)

Mandy George, La Jolla, 5/21 to 5/22

Robert Valente-Neighbors, San Diego, 5/21 to 5/24

Rob Cimorelli, Orange Grove, 5/21 to 5/24

**Clerk** \_\_\_\_\_

**Nominating Committee**

Katrina Mason (clerk), Claremont, 5/16 to 5/22

Betty Guthrie, Orange County, 5/17 to 5/23

Trudy Freidel, Inland Valley, 5/19 to 5/22

Susana Cervantes, La Jolla, 11/21 to 5/23

Mary Jo Housman, San Diego, 5/21 to 5/23

**Ad Hoc Website Committee Appointed by the Clerks' Committee**

Jane Blount, La Jolla, Convenor

Kerwin Flowers, La Jolla,

Mitchel Cox, Orange Grove

**Attachment 2b Approved Slate of Officers and Committee Members**

**Southern California Quarterly Meeting  
Roster of Officers and Committee Members as of 11/07/21**

**OFFICERS**

**Clerk:** Jane Blount, La Jolla, 5/20 to 5/23

**Recording clerk:** \_\_\_\_\_

**Treasurer:** Gary Wolff, Orange Grove, 11/19 to 5/23

**Assistant to the Clerk :** \_\_\_\_\_

**Directory Clerk:** \_\_\_\_\_

**Webmaster:** \_\_\_\_\_

**COMMITTEES**

## **Arrangements**

Peggy Craik (clerk), Orange Grove 5/18 to 5/24

Judi Oehmen, Santa Monica. 11/21 to 11/24

## **Children's Program Committee**

Kate Connell (convenor), Santa Barbara, 5/19 to 5/22

Robin Durant, Orange Grove, 2020 to 2023

Louise Sherikar, Orange County, 11/2020 to 11/2023

## **Finance Committee**

Rebecca Searl (clerk), Santa Monica, 5/20 to 5/23

Bill Brock, San Diego, 5/21 to 5/24

Kip McBane, La Jolla, 5/21 to 5/22

Dan Strickland, Orange Grove, 11/21 to 11/24

Gary Wolff (ex officio)

## **Ministry and Counsel committee**

Gail Thomas, Santa Monica, co-clerk, 8/16 to 5/22

Stan Searl, Santa Monica, 5/17 to 5/23

Elva Carter, Inland Valley, 5/18 to 5/24

Cate Wilson, Orange Grove, 5/21 to 5/24

Will Barclay, Inland Valley, 5/21 to 5/24

Robin Durant, co-clerk, Orange Grove, 5/20 to 5/23

Jack Leshefka, La Jolla, 5/20 to 5/23

Henry Yang, Santa Monica, 11/20 to 11/23

## **Peace & Social Order committee**

In Transition

**Retreats Committee**

Pat Wolff (clerk), Orange Grove, 5/14 to 5/23

**Representatives to Pacific Ackworth Foundation**

Gary Wolff, Orange Grove

Kip McBane, La Jolla

Michelle White, Orange Grove

**Representatives to Pacific Friends School**

Jan Tappan, Orange Grove

Peggy Spear, Claremont

**Registrar:** Lawrence Alderson, Orange County, 5/19 to 5/22

**Teen Program Committee**

Cassidy George, La Jolla, 5/20 to 5/22 (teen representative)

Mandy George, La Jolla, 5/21 to 5/22

Robert Valente-Neighbors, San Diego, 5/21 to 5/24

Rob Cimorelli, Orange Grove, 5/21 to 5/24

**Clerk** \_\_\_\_\_

**Nominating Committee**

Katrina Mason (clerk), Claremont, 5/16 to 5/22

Betty Guthrie, Orange County, 5/17 to 5/23

Trudy Freidel, Inland Valley, 5/19 to 5/22

Susana Cervantes, La Jolla, 11/21 to 5/23

Mary Jo Housman, San Diego, 5/21 to 5/23

**Ad Hoc Website Committee Appointed by the Clerks' Committee**

Jane Blount, La Jolla, Convenor

Kerwin Flowers, La Jolla,

Mitchel Cox, Orange Grove

**Attachment 3 Finance Committee Report**

## **Attachment 4 Clerk's Report**

### **Clerk's Report FF 2021, 11th Month 7th day**

This year, as presiding clerk of Southern California Quarterly Meeting, has been one of focused attention, space holding, on-going work of supporting, learning and letting go.

Committees and clerks have made significant progress on revising the Job Descriptions Handbook. 50% of the job descriptions have been updated, some may not need any revisions. Some roles may need to be laid down. The clerks' committee will look at what may need to be laid down and bring those roles and/or committees to the body at Spring Gathering.

I'm deeply grateful for the efforts that the Children's and Teen Program Committees have put forward to gather and support our youth. Zoom burnout for kids and teens is real which is why it was wonderful that an in person gathering happened for families in October at the Stone Pantry Orchard in Oak Glen, CA.

I've witnessed the Quarter's Peace and Social Order Committee exist, resting perhaps, without a clerk since this past spring. I'm aware that at least two Monthly Meetings in our Quarter do not currently have active Peace and Social Order Committees while other Monthly Meetings Peace and Social Concerns Committees are vitally alive. We will be meeting over lunch today to reflect on the role and structure of Peace and Social Order within our Quarter. Some Friends have ideas, please join us.

I've witnessed at a distance the effortful and meaningful work being done by a group of Friends, the Southern California Racial Justice Network, who are seeking to hold Racial Justice up to the light with their monthly zoom meetings. This work is important, heartfelt, hard and in need of continued support and light as they seek clarity on their mission and vision and role within our Quarter and world.

I've witnessed the steady, grounded presence and contributions from the treasurer, the Finance, Ministry and Counsel, and Nominating Committees in doing the work of the Quarter to keep us moving forward with integrity and Light. I'm grateful for their kind, competent and cheerful work.

I'm thrilled that the small Ad Hoc Website Committee has been able to give our website new life and energy. Sharon Gates was an integral member of that committee and her organizational prowess is present on the site. It's a work in progress with room for expansion.

There are still gaps in the slate of officers. I'm keenly aware of the lack of an assistant to the clerk yet I'm grateful that I actually enjoy doing administrative and organizational work myself but I need to be mindful that I don't take on too much. I do, however, continue to feel supported in my role as a Friend in leadership/servership positions within my own Monthly Meeting as well as the Quarter. One of the ways that support showed up was a poem by the 14th century Persian poet Hafiz from a Friend arriving in my inbox. Here's the last stanza

O keep squeezing drops of the Sun  
From your prayers and work and music

And from your companions' beautiful laughter  
And from the most insignificant movements  
Of your own holy body.

Now, sweet one,  
Be wise.  
Cast all your votes for Dancing!

I look forward to the time when we can once again meet in person for Fall Fellowship and do some contra dancing together.

In peace, service & joy,

Jane Blount, SCQM Presiding Clerk



## **Attachment 5 Silent Retreat Committee Report**

### **FRIENDS' SILENT RETREAT REPORT**

#### **Southern California Quarterly Meeting**

**November 5-7, 2021**

The Twenty-Fourth Annual Friends Silent Retreat was held via the Zoom platform on Friday, September 3<sup>rd</sup> through Saturday September 4<sup>th</sup> 2021. We also offered an optional extended retreat from Saturday evening through Sunday, Sept. 5<sup>th</sup>. The theme this year was: "Recreating Our Lives in Transformative Light"

**Participants** included twenty-four Friends from SCQM meetings, two from Redwood Forest Meeting, one from Mexico, one from Baltimore and one from Idaho. There were 27 women and 2 men. One was between the ages of 20 and 45, eleven between 45-65, and seventeen over 66. This was the first Silent Retreat for four Friends. Seventeen attended the extended retreat.

**Program:** To help participants prepare for a silent retreat at home, we provided several handouts which included suggestions on how to create a sacred space, queries to help Friends make a firm intention to avoid distractions, and several supplemental readings to enrich the retreat experience.

We offered opening and closing worship sharing sessions, two Meetings for Worship, a Meeting for Healing and three workshops: Morning Pages, Nature Journaling and Writing in the Light. In addition, we sent out handouts on meditation practices that one could do alone and a link to a Tai-Chi Chakra video.

**Evaluation:** Participants were positive about the retreat although Zoom burnout was very apparent this year. Having the worship sharing groups in breakout rooms provided more time for individual sharing but several Friends missed our traditional opening and closing with all

the participants. Many expressed a hope that we will be able to meet in person next year. We felt the loss of several younger Friends who attended the previous year.

We employed a Friend to act as Zoom host and were gratified that all went well and that there were no major technical glitches.

**Finances:** This year, we asked for a \$25 donation and received 15 donations.

After last year's retreat, we were in unity to give a \$100 donation to Holy Spirit Retreat Center for the use of their Tai Chi video and \$500 to Ben Lomond to help with their fire damage.

Our current balance is \$2510.73

**Friends' Silent Retreat Committee:** Judy Leshefka, Judith Favor, Jack Leshefka, Monica Faulkner, Robin Durant and Maggie Hutchinson

**Attachment 6 Treasurer's Report**

**Southern California Quarterly Meeting  
of the Religious Society of Friends, Inc.**

**2021 Fall Gathering - Treasurer's Report  
November 7, 2021**

Since the Spring Gathering, there has been little activity:

- All accounts (Interfaith Federal Credit and PayPal) have been reconciled through September 30, 2021.
  
- Assisted the Finance Committee in developing an Investment Policy for the Peters Memorial Fund. Drafted a corporate resolution to implement the Investment Policy if the Quarterly Meeting approves.

Plans for the coming months:

- If the Quarter approves the Investment Policy and corporate resolution, establish an investment account with Friends Fiduciary Corporation and transfer the remaining funds from the Peters Memorial Fund into that account based on the Investment Policy.
- Request annual donations from our constituent monthly meetings based on membership size with a suggested donation of \$10 per member.

Attachments:

- Income and Expense Report, May 1, 2018 through April 18, 2021
- Balance Sheet, As of September 30, 2021

Gary A. Wolff, Treasurer

# Southern California Quarterly Meeting (SCQM)

## Balance Sheet

As of September 30, 2021

10-17-21

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	<u>Sep 30, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash	
Interfaith Fed CU - Checking	1,026
Interfaith Fed CU - Savings	90,624
PayPal	156
Petty Cash and Postage Stamps	<u>16</u>
Total Cash	<u>91,822</u>
Total Checking/Savings	91,822
Accounts Receivable	
Accounts Receivable	<u>210</u>
Total Accounts Receivable	210
Other Current Assets	
Deposit, Conference Facility	<u>1,000</u>
Total Other Current Assets	<u>1,000</u>
Total Current Assets	<u>93,032</u>
<b>TOTAL ASSETS</b>	<b><u>93,032</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Peters Memorial Fund	72,596
Opening Balance Equity	15,844
Retained Earnings	(7,238)
Release of Restricted Funds	11,796
Net Income	<u>34</u>
Total Equity	<u>93,032</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>93,032</u></b>

# Southern California Quarterly Meeting (SCQM)

## Income and Expense

June 2018 through September 2021

October 17, 2021

	Jun '18 - May 19	Jun '19 - May 20	Jun '20 - May 21	Jun - Sep 21	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Meeting Donations	3,218	3,471	1,550	0	8,239
Donations (Individuals)	80	40	10	0	130
Conference Attendance Fees	9,697	7,708	2,782	179	20,366
Interest Earned	1,039	947	73	30	2,089
<b>Total Income</b>	<b>14,035</b>	<b>12,165</b>	<b>4,415</b>	<b>209</b>	<b>30,824</b>
<b>Expense</b>					
<b>Committee and Officer Expenses</b>					
<b>Presiding Clerk</b>					
Administrative Assistant	0	570	900	0	1,470
<b>Total Presiding Clerk</b>	<b>0</b>	<b>570</b>	<b>900</b>	<b>0</b>	<b>1,470</b>
<b>Ministry and Counsel</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>
Treasurer	0	60	71	0	131
<b>Total Committee and Officer Expe...</b>	<b>35</b>	<b>630</b>	<b>971</b>	<b>0</b>	<b>1,636</b>
<b>Conferences and Meetings</b>					
<b>Fall Fellowship</b>					
Supplies and Snacks	39	0	0	0	39
Children's Program	0	134	0	0	134
Speakers	1,493	0	1,084	0	2,577
Entertainment	800	1,000	500	0	2,300
Food	6,270	4,330	0	0	10,600
Facilities	4,210	8,580	550	0	13,340
<b>Total Fall Fellowship</b>	<b>12,812</b>	<b>14,044</b>	<b>2,134</b>	<b>0</b>	<b>28,990</b>
<b>Total Conferences and Meetings</b>	<b>12,812</b>	<b>14,044</b>	<b>2,134</b>	<b>0</b>	<b>28,990</b>
<b>Peters Memorial Fund projects</b>	<b>1,000</b>	<b>1,493</b>	<b>0</b>	<b>0</b>	<b>2,493</b>
Filing Fees	25	5	325	0	355
<b>Insurance Expense</b>					
General Liability Insurance	248	221	161	0	630
<b>Total Insurance Expense</b>	<b>248</b>	<b>221</b>	<b>161</b>	<b>0</b>	<b>630</b>
<b>Technology Services</b>	<b>16</b>	<b>251</b>	<b>18</b>	<b>175</b>	<b>461</b>
<b>Financial Service Charges</b>	<b>30</b>	<b>35</b>	<b>15</b>	<b>0</b>	<b>80</b>
<b>Total Expense</b>	<b>14,166</b>	<b>16,679</b>	<b>3,623</b>	<b>175</b>	<b>34,644</b>
<b>Net Ordinary Income</b>	<b>(132)</b>	<b>(4,514)</b>	<b>791</b>	<b>34</b>	<b>(3,821)</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
Special Event	0	0	(305)	0	(305)
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>(305)</b>	<b>0</b>	<b>(305)</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>(305)</b>	<b>0</b>	<b>(305)</b>
<b>Net Income</b>	<b>(132)</b>	<b>(4,514)</b>	<b>486</b>	<b>34</b>	<b>(4,126)</b>

# Finance Committee Report to Fall Fellowship

11/6/2021

Finance Committee has continued to meet monthly via Zoom, continuing the solid work initiated by our clerk last year, Sharon Gates. Finance Committee has a full complement of members this year, including Gary Wolff, Treasurer, Orange Grove; Bill Brock, San Diego; Kip McBane, La Jolla; Dan Strickland, Orange Grove; Rebecca Searl, Committee Clerk, Santa Monica.

Finance Committee has moved forward with a number of projects initiated last year, has approved 3 Minutes, and now needs to request approval of the full Quarter here at Fall Fellowship so that we can continue implementing the new arrangements related to the Peters Memorial Fund.

## Peters Memorial Fund

The Ruth Kleopfer Peters Memorial Fund (Peters Memorial Fund) was established in 2014 to support the spiritual life and to build community in SCQM. This includes supporting children and youth activities and programs, providing resources to enrich SCQM adult programs and activities, and promoting attendance at Quarterly events. The Peters Memorial Fund has supported a number of activities over the years, including speakers and entertainment at Fall Fellowship and intervisitation with Casa de los Amigos. Currently the balance stands at over \$70,000.

### *Investment Policy*

In order to optimize the use of the Peters Memorial Fund, Finance Committee recommends that an investment policy be adopted in order to guide the use of the funds. The Peters Bequest Investment Policy (Attachment 1) documents the expectation that the growth of the fund will support a \$4,000 per year draw into the future. The policy describes the use of 2 accounts dedicated to the Fund, a checking account and an investment account. The policy calls for the use of socially responsible financial institutions. The investment accounts are to be held with Friends Fiduciary, split between the Short Term Investment Fund and the Quaker Growth & Income Fund. The policy describes details of the management of the funds, and a process for policy revision. Finance Committee recommends that the following Minute be approved:

**Minute:** The Peters Bequest Investment Policy (attached) is approved.

### *Corporate Resolution*

In order to manage the funds encompassed by the Peters Memorial Fund, new savings and investment accounts need to be opened. Finance Committee recommends approval of the Corporate Resolution to open accounts at Interfaith Federal Credit Union and Friends Fiduciary Corporation (Attachment 2).

**Minute:** The Corporate Resolution to open accounts at Interfaith Federal Credit Union and Friends Fiduciary Corporation (attached) is approved.

Further, the Treasurer will need to move Peters Memorial Funds money from the current accounts, where they are co-mingled with other SCQM money, into the new accounts. Finance Committee recommends that SCQM approve the Minute to authorize the transfers.

**Minute:** The Treasurer is authorized to move the balance of the Peters Fund into accounts separate from the general operating account. The new accounts will be an Interfaith Federal Credit Union checking account and a Friends Fiduciary investment account.

## Job Descriptions

Finance Committee has updated the job descriptions for the Finance Committee and for the Treasurer. These descriptions, as approved by Finance Committee, were presented to the Executive (Clerks') Committee. (Attachment 3)

*Submitted by Rebecca Searl, Clerk of Finance Committee*

**PETERS BEQUEST INVESTMENT POLICY****Introduction**

The purpose of this Investment Policy is to guide the SCQM Treasurer and Finance Committee in making appropriate financial investments to manage the Peters Bequest Fund. The Peters Bequest arrived in two payments: first of \$64,616.95 in March, 2014; second of \$19,775.22 in May, 2015.

The need for this Investment Policy arose because of an unrestricted bequest from Ruanne Peters. The Quarter created the Peters Fund with the expectation that up to \$4,000 per year would be available for making grants. The expectation is that the investment will grow and will support a \$4,000 per year draw in perpetuity.

**Finance Committee and Treasurer Responsibilities and Authority**

The Treasurer with the guidance of the Finance Committee shall maintain the following investment accounts:

- **Peters Fund Checking Account.** Liquidation of assets from the Peters Fund Investment Account will be deposited to the Peters Fund Checking Account. Disbursements for approved purposes of the Peters Fund<sup>1</sup> shall be withdrawn from the Peters Fund Checking Account. The Treasurer will maintain a balance that is only sufficient to cover anticipated expenses for the Peters Fund.
- **Peters Fund Investment Account.** The Peters Fund Investment Account shall hold the most of the assets of the Peters Fund. As funding requests for the Peters Fund are approved, the Treasurer will liquidate, if necessary, the required assets and transfer the proceeds to the Peters Fund Checking Account for disbursement.

Peters Fund Accounts shall not be commingled with other SCQM accounts.

The Authorized Signers on all institutional financial accounts are the Treasurer, Clerk of Finance Committee, and the Presiding Clerk.

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<sup>1</sup> In accordance with the Ruth Ann Kloepfler Peters Memorial Fund Request for Funding documentation dated September 3, 2020.



## **Socially Responsible Investing**

The Finance Committee understands that SCQM wants to deal with socially responsible financial institutions. Therefore,

- The Peters Fund Checking Account shall be held with Interfaith Federal Credit Union.
- The Peters Fund Investment Accounts shall be held with Friends Fiduciary Corporation.

## **Investment Objectives**

The deposits in the Peters Fund Checking Account shall be insured. The interest earned on these deposits shall be competitive with comparable financial institutions.

The Peters Fund Investment Accounts shall have a long-term investment horizon. It is the goal to achieve a return on investment sufficient to support a withdrawal of \$4,000 per year in perpetuity with managed risk.

At any given time, the value of the Peters Fund shall be the value of the Peters Fund Investment Account plus the value of the Peters Fund Checking Account

## **Asset Allocation**

The asset allocation in among the Peters Fund Investment Accounts shall be as follows:

- Friends Fiduciary Short Term Investment Fund 5%
- Friends Fiduciary Quaker Growth & Income Fund 95%

The Treasurer shall on an annual basis rebalance assets between these two investment funds to maintain the 5% / 95% ratio.

## **Performance Management**

The Treasurer shall on an annual basis report to the Finance Committee the performance of the Peters Fund Investment Accounts.

## **Conflict of Interest**

Conflicts of interest shall be minimized. The Treasurer shall have no direct involvement in the investment decisions of the Interfaith Federal Credit Union nor with Friends Fiduciary Corporation.

## **Investment Policy Revision**

The Investment Policy and subsequent revisions will be developed by the Finance Committee, approved by the Clerks Committee, and brought to the next scheduled SCQM Gathering for consideration and approval. The approved Investment Policy will be available to the Quarter at large.

## **Approvals**

2021-07-23 Approved by the Finance Committee  
2021-08-12 Approved by the Clerks Committee  
2021-xx-xx

## **Revision History**

2020-08-10: Initial draft outline  
2021-01-11: 2<sup>nd</sup> draft  
2021-03-08: 3<sup>rd</sup> draft  
2021-05-14: 4<sup>th</sup> draft  
2021-07-23: 5<sup>th</sup> draft  
2021-08-12: 6<sup>th</sup> draft

**Southern California Quarterly Meeting  
of the Religious Society of Friends, Inc.**

**Corporate Resolution  
Financial Accounts**

On \_\_\_\_\_, at a Plenary Session of the Fall Gathering, 2021,  
the Southern California Quarterly Meeting (SCQM) of the Religious Society of Friends,  
Inc., approved the following minute:

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\_\_\_\_\_

The Southern California Quarterly Meeting of the Religious Society  
of Friends, Inc. authorizes the Treasurer, Gary A. Wolff, to  
establish the following accounts:

- Peters Fund Investment Account with Friends Fiduciary Corporation, and
- Peters Fund Checking Account with Interfaith Federal Credit Union.

Furthermore, the following people shall be named Authorized  
Signers for the above-mentioned accounts:

- Treasurer, Gary A. Wolff,
- Clerk, Finance Committee, Rebecca Searl, and
- Presiding Clerk, Jane Blount.

Furthermore, for the existing accounts with Interfaith Federal Credit  
Union, the following people shall be named Authorized Signers:

- Treasurer, Gary A. Wolff,
- Clerk, Finance Committee, Rebecca Searl, and
- Presiding Clerk, Jane Blount.

Any person not so named shall be removed from the list of  
Authorized Signers.

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\_\_\_\_\_  
Recording Clerk

\_\_\_\_\_  
Dated

**Attachment 3.**

**FINANCE COMMITTEE**

**FUNCTION**

The Finance Committee administers the finances of Southern California Quarterly Meeting.

**RESPONSIBILITIES**

The Finance Committee is responsible for:

1. Preparing the annual budget for the following fiscal year beginning June 1 for approval at the Spring gathering of the Quarterly Meeting. This responsibility generally includes:
  - a. Asking committee Clerks and Officers for budget requests,
  - b. Holding a Finance Committee meeting to draft a proposed budget,
  - c. Computing the per-member contribution needed from Monthly Meetings to meet the proposed budget, and
  - d. Presenting the proposed budget to a Meeting for Business at the Spring Quarterly gathering for discussion and approval.
2. Proposing to the Quarterly Meeting the expected per member contribution that will be required from Monthly Meetings to meet the approved budget.
3. Receiving periodic summaries of income and expenses from the Treasurer.
4. Consulting with and advising the Treasurer regarding any major departures from the budget, such as inadequate income or excessive expenses, evaluating these in terms of the budget and any special requests, and making needed recommendations to Executive Committee and/or Quarterly Meeting as appropriate.
5. Receiving and evaluating special requests for funds by committees of the Quarter and other special requests by Friends; and working with a liaison person on special projects requiring unusual budget requests to arrange the finances of the project.
6. Recommending to the Quarterly Meeting financial policies regarding such things as stipends, endowments, fund-raising, etc.
7. Performing other tasks for the Quarter as may be requested.

The Clerk of the Committee is a member of Executive Clerks' Committee. The Clerk is to see that minutes of Committee meetings are taken and kept in a permanent file.

**COMPOSITION AND TERM OF OFFICE:** The Committee has two to four members, including the Treasurer who serves as an *ex-officio* member. Members are nominated by Nominating Committee and appointed by the Quarter, serving, ideally, rotating three-year terms.

**MEETINGS:** The Committee has at least one meeting annually to prepare the budget, with other meetings called by the Clerk as needed.

Revised 7/2021

# TREASURER

## FUNCTION

The Treasurer keeps an accurate accounting of the monies of Southern California Quarterly Meeting (SCQM), as directed by the Quarterly Meeting.

## RESPONSIBILITIES

The Treasurer is responsible for:

1. In accordance with SCQM policies, establishing and maintaining SCQM checking, savings and investment accounts in appropriate financial institutions, which may from time to time be changed; and keeping accounts in a manner that permits easy auditing and budget control.
2. Advising Monthly Meetings of their expected per capita contribution to the Quarterly Meeting budget approved by Quarterly Meeting and of the status of their accounts.
3. Preparing annual and periodic financial statements for Finance Committee and for Quarterly Meeting.
4. Filing documents with the State of California, and IRS, as required of non-profit religious corporations.
5. Providing Finance Committee with appropriate financial information so that it can prepare an annual budget proposal.
6. Serving as *ex-officio* member of the Quarterly Meeting Finance Committee and Arrangements Committee, and advising and making recommendations to these committees as needed.
7. Serving as a member of the Executive Committee, and giving information about finances as needed.

**TERM OF OFFICE:** The Treasurer is nominated by the Nominating Committee and appointed by the Quarterly Meeting for a term of three years.

**QUALIFICATIONS:** The Treasurer should be a member of Southern California Quarterly Meeting, and have some knowledge of finances and accounting procedures.

Revised: 07/2021