

**Concord Quarterly Meeting at West Chester Meeting, January 26, 2020  
Minutes**

**Opening Worship: Chris McKenney (Clerk)**

The meeting opened at 8:45 AM with a period of worship. Thirty-five friends were present as the meeting began. Friends approved John Lavin as recording clerk to fill in for Marty Boston who is ill.

**Welcome to Newcomers: Chris McKenney**

The clerk welcomed all newcomers and invited them to introduce themselves, but none were in attendance.

**Monthly Meeting Count: (Birmingham, Concord, Middletown, West Chester, Westtown, Willistown, Wilmington): Chris McKenney**

Representatives were present from all meeting in the Quarter except for Goshen and Chichester Meetings.

**Approval of Agenda: Chris McKenney**

The group approved the agenda.

**Approval of Minutes from October 25, 2019: Chris McKenney**

The minutes were approved without further correction.

**Report DVFS/Concord Quarter Care Committee (Appendix 1): Susan Brodesser**

Susan Brodesser gave a report from the Care Committee from Delaware Valley Friend's School. The report is attached as Appendix 1. The clerk asked how many Friends have been to DVFS taken a tour or participated in one of their events and most of those present. The clerk noted that the future of Quakers is really dependent on organizations like these to instill Quaker values into our future generations.

**Report of Friendly Audit (Appendix 2): David Wickard**

David Wickard gave a report on the audit of Concord Quarter's finances. The report is attached as Appendix 2.

**Treasurer's Report (Appendix 3): Charles Spadoni**

Charles Spadoni gave the Treasurer's report. It is attached as Appendix 3. Regarding the Friendly Audit, Charlie noted that the Clerk of the Quarter gets the

statements mailed to him so there is an additional review step for the Quarter's finances. He noted that Lynne Piersol and Rich Ailes are working with him in reviewing suggestions from the audit committee regarding using "cloud storage" for the Quarter's financial records and they will make a recommendation at a future time. Lastly, Charlie noted that the Quarter does have workers compensation insurance if Lynne gets hurt on the job and he is looking into insurance plans.

**Proposal for Youth Program Planning Group (Appendix 4): Melinda Wenner Bradley**

Melinda Wenner Bradley reported on the proposal for a youth program planning group. The report is attached as Appendix 4.

Melinda has reached out to some of the families within the Quarter about the planning group. Lynne has an e-mail list of families with children. It includes families who have come to events and have applied for Tuition assistance. Members of any Religious Ed, or Oversight committee in the monthly meetings would be able to make sure this program information is shared appropriately within the Quarter.

A Friend asked what the next steps are. If approved, the coordinator will put out a call for volunteers to be the core organizing group. They would work with the four monthly meetings hosting the Quarter.

Friends approved the proposed youth program planning group and directed the Quarter Coordinator to ask for volunteers to serve in its core organizing group.

**Consideration of Bucks County QM Gun Protest Minute (Appendix 5): Chris McKenney**

Chris Mckenney read Birmingham Meeting's response to the Buck's County QM's Gun Protest Minute. It is attached as Appendix 5.

West Chester Meeting has reviewed the minute and Birmingham's minute. Birmingham Meeting agreed with most of the Buck's County minute but there was a concern about the concrete actions. It was unclear who would organize lead the suggested actions. Celia Lang noted that the letter from Birmingham's Peace and Social Concerns committee letter raised an active discussion and we still have lingering questions, but Birmingham Meeting supports the spirit of the minute. The

most important message Birmingham Meeting has is that we should heed God's call to action on this important issue.

A Friend asked about how this minute relates to FCNL's work on commonsense gun legislation. The response was that the argument that FCNL makes to legislators is amplified by Friends actively witnessing against gun violence.

A discussion ensued about the current status of the minute with PYM. The minute was accepted by PYM's Quaker Life Council but there have been no concrete actions approved. The Quaker Life Council is currently threshing the minute with regard to Buck's Quarter.

Friends were asked how the minute sits with them. A concern was raised that the Bucks Quarter Minute appears to be asking others to do something instead of taking the concern up and acting on it. A Friend liked the more specific nature of Birmingham's minute to begin the process and act on the concern.

Friends approved uniting around supporting the spirit of the Bucks Quarter Minute, but also asked for more concrete actions and/or a planning group to be formed to consider many potential actions, and to consider state-level actions in addition to national action. The Quarter recommends that PYM take up further discernment on this concern at either the March Continuing sessions or another appropriate time as soon as can be organized. This minute will be forwarded to both the Quaker Life Council and Bucks Quarter.

Friends approved having an ad-hoc committee formed to represent the Quarter's minute at PYM's Continuing sessions in March. Bruce Harrison, Chris Smith, and Celia Lang agreed to serve. Other interested Friends should reach out to Bruce.

**Coordinator Report (Appendix 6): Lynne Piersol**

Lynn Piersol gave the Concord Quarter's Coordinator Report. It is attached as Appendix 6.

**Reading of Minutes for Approval: John Lavin, Recording Clerk**

John Lavin read action items from the minutes.

**Second Count of Meetings and Members in Attendance: Chris McKenney**

Forty members were present at the end of the meeting. All meetings except Goshen and Chichester were represented.

### **Announcements of Upcoming Events: Chris McKenney**

February 2, 2020, 10:30 AM Westtown Meeting is 100 years old. Come  
For worship and a reception following.

February 2, 2020, 3-5 PM, CQ Planning Committee meets at Jeanes Building, the Hickman.

February 4, 2020, 10:30 AM-12 PM, Aging Concerns Working Group meets at the Jeanes Building, the Hickman.

February 22, 2020, 7-9 PM, CQ Square Dance will be held at Willistown Meeting.

March 28, 2020, PYM Continuing Sessions will be held at Westtown School

April 26, 2020, Joint Quarterly Meeting with Concord and Western Quarters will be held at Kennett Meeting.

Respectfully submitted: Chris McKenney Clerk; John Lavin Acting Recording Clerk

### **Appendix 1:**

#### **Care Relationship between Concord Quarter and Delaware Valley Friends School**

##### **Annual Report to Concord Quarterly Meeting January 26, 2020**

The establishment of the Care Relationship of Concord Quarter for Delaware Valley School (DVFS), approved by the Quarter on October 28, 2018, is intended to provide a vibrant, active, and meaningful connection between the Quarter and the School, with a focus on spiritual life and nurture of the Quaker identity of the School. Likewise, the School is an outreach of Friends faith and practice to the greater world, with a particular focus on students who learn differently and their families.

The Quarter and the School jointly established a Care Committee that consists of six members, three of which were appointed by the Quarter and three were appointed by the School. The nominations of Susan Brodesser (Birmingham MM), Ginny Sutton (Westtown MM), and Tom Ceresini (Middletown MM) to be the Quarter representatives on the committee were approved on January 27, 2019. David Calamaro, Associate Head of School and Academic Dean; Gray Goodman, Friend in Residence and Student Government Advisor; and Christa Harp, Trustee of the Board, were appointed as representatives of the School. The clerk of the committee (currently Susan Brodesser) was selected by the Quarter in consultation with the senior administration of the School. Lynne Piersol, Quarter Coordinator, assists with administrative tasks of the Committee. Meetings are open to all members of the Quarter and School communities.

The Care Relationship Committee met three times during 2019; the focus of the meetings was to plan for events and other means of maintaining an active connection between the Quarter and the School.

Outcomes of this planning included:

1. Inviting all Quarter members to join students, faculty, and administration for Meeting for Worship on Thursday mornings (RSVP required). Several Quarter members have availed themselves of this opportunity and have found it to be a meaningful experience.
2. Quarter representatives on the committee sharing information about DVFS and making announcements about DVFS events in their individual monthly meetings
3. Lynne publicizing Quarter and School events and activities to which both communities were invited, such as
  - The Musical, written and performed by students, 4/11—4/12
  - Presentation by Dr. Amanda Kemp at Quarterly Meeting, 4/28
  - DVFS Arts Fest, 5/10
  - Hayride and Potluck, 10/6
  - Participation in Birmingham MM's Friendly Beast Ensemble, 12/22
4. Kirk Smothers, David Calamaro, Gray Goodman, and Elizabeth Kriynovich providing an excellent and well-received presentation about the School's values, mission and teaching methods at the October 27<sup>th</sup> Quarterly Meeting
5. The School's arranging for Quarter and Board members to participate in a tour, followed by Meeting for Worship, 11/14. This was more than just a "tour" as participants were able to sit in classes for some time.

A number of Quarter and School community members have participated in the above activities, which has led to increased knowledge about and appreciation of each other's communities.

Plans that have been discussed but not implemented include:

Social Service projects at individual MMs. Tentative plans for projects at Birmingham and Westtown MMs were discussed in September but neither monthly meeting could accommodate the number of students who would be working together. Individual monthly meetings inviting members of the DVFS community to their meetings for worship or to other special activities.

Arranging for structured conversations between students and Quarter members on topics of common interest and/or inviting students to present information at individual monthly meetings on topics of their own choosing.

Making Quarter members available for consultation with students about Quaker tenets in relation to their committee work and to student life in general.

We believe that these efforts have been successful in beginning the process of developing a meaningful, mutually beneficial, and warm relationship between Concord Quarter and Delaware Valley Friends School. We look forward to expanding and deepening this connection and invite

Quarter members to participate in the process by attending School events and Meetings for Worship, by inviting members of the School community to events and Meetings for Worship at Quarterly or Monthly Meetings, by attending Care Relationship Committee meetings to share their expertise/suggestions, and by lovingly holding our two communities in the Light as we continue our journey together.

Submitted by Tom Ceresini, Ginny Sutton, Susan Brodesser, David Calamaro, Gray Goodman, and Christa Harp, members of the Concord Quarter/Delaware Valley Friends School Care Relationship Committee.

## **Appendix 2:**

### **Concord Quarterly Meeting**

#### **Treasurer's Operations - Friendly Audit**

##### **Summary**

On Ninth Month 23, 2019, Friendly auditors David Wickard and Tom Gilbert met with Charlie Spadoni, CQM Treasurer, to review the Quarter's financial management and records since the last audit of Ninth Month 2017. During the meeting, we discussed current processes, record-keeping, and banking arrangements. We asked a wide variety of questions.

The review did not perform all the tests that a formal audit would require but we did review records, electronic data, and documents. In general, the auditors found that the financial operations of the Quarter are carefully and thoughtfully managed, and we commend the Treasurer for his effective stewardship of the Quarter's finances.

##### **Procedures**

1. The Treasurer maintains documentation for the work.
2. The Treasurer uses his personal email account for CQM financial business.
3. The Treasurer uses QuickBooks, a commercially available accounting package, to manage all accounting. He is skilled at using the software effectively.

##### **Income**

1. The auditors spot reviewed 2017-2018 and 2018-2019 financial records for unusual check recipients and amounts. Nothing unusual was seen in either year.
2. The Treasurer keeps careful documentation of checks received from Monthly Meetings, including correspondence and allocation of funds to the various accounts.

3. The Treasurer and Quarterly Meeting has completed the task of having Monthly Meetings send their PYM Covenant amounts directly to PYM, rather than having those funds pass through CQM accounts. The cash flows managed by the Treasurer are simpler than observed at the prior Audit.
4. The Treasurer deposits checks at a branch of National Bank of Malvern either in person or via first class mail.

## Expenses

1. The auditors spot reviewed 2017-2018 and 2018-2019 financial records for unusual check recipients and amounts. Nothing unusual was seen in either year.
2. The Treasurer keeps careful documentation of payments made to various purposes, including for payroll, independent contractors, and program expenses.
3. A debit card on the National Bank of Malvern account is now in use by the CQM Coordinator to manage expenses incurred during their work activities.

## Investments

1. The Treasurer appears to be the sole contact with Friends Fiduciary. He implements investment allocation decisions.
2. The Treasurer determines when and if to move excess cash from the bank account to Friends Fiduciary accounts.
3. The Treasurer is maintaining records to document the original sources for all funds in the endowment.

## Record-Keeping

1. There is no formal document retention policy; all documents are indefinitely retained.
2. All electronic data is contained on a single laptop, with quarterly backups of that laptop being performed by copying files onto flash drives and handed to the CQM Clerk.
3. We understand that the financial reports produced by the Treasurer are included in the Quarterly Meeting's annual report; we did not confirm that these records are provided to the Friends Historical Library at Swarthmore College (or similar archival facility).

## Organizational Structure and Support

1. When consultation is required by the Treasurer, he relies on the CQ Planning Committee.
2. There is no formal succession planning process for the position of Treasurer.

## Auditor Observations

1. It appears that all income is recorded and deposited in CQM accounts; that all expenses are recorded and paid from CQM accounts and via the payroll service, and that all seem to be properly managed and accurate.
2. It appears that all records are formally maintained; while correspondence and additional records are on paper while accounting data and statements are electronic.
3. We did not review any of the Quarter's insurance coverages or applicability.

## Auditor Suggestions

1. We suggest that a second individual receive automatic, electronic copies of monthly statements from Friends Fiduciary and National Bank of Malvern. This would ensure that additional transparency around financial operations is in



place and could be helpful if the Treasurer were unavailable for a period of time.

2. The Treasurer might research storing all data on cloud storage and accessing it directly from software on the laptop. This would prevent a hard drive crash from interrupting financial operations. This might also simplify the current data back-up process.
3. The Treasurer might review insurance coverages related to employment by the Quarterly Meeting to determine if there are any unmanaged risks.

### **Appendix 3:**

#### **CONCORD QUARTERLY MEETING TREASURER'S REPORT Financial Statements Through the Second Quarter Ending December 31, 2019**

Concord Quarterly Meeting's financial statements through the second quarter ending December 31, 2019, are set forth below. The revenue and expense statement display actual revenues and expenses versus the prior year's revenues and expenses for the same period.

- For the first time the Quarter purchased Worker's Compensation Insurance which cost \$286.
- The Quarter provided tuition assistance to 18 students that are attending 3 Quaker schools: Westtown School; West Chester Friends School; and Wilmington Friends School. Each received \$560 in assistance.

Fiscal Period Ending December 31, 2019 (redacted, contact Coordinator for non-redacted copy)

**December 31, 2019 Balance Sheet Prior Year Comparison (redacted, contact Coordinator for non-redacted copy)**

- There are no liabilities.

Note: Individual monthly meeting Growth & Income Fund and Green Fund balances are available by request.

Respectfully submitted,

Charles B. Spadoni, Treasurer  
January 26, 2020

## **Appendix 4:**

### **Let's Get Together!**

*A proposal to create a youth program planning group for Concord Quarterly Meeting gatherings*

Since January 2019, Friends have engaged across meetings to plan the children and youth programs at our Quarterly Meeting gatherings. This has created a sense of collaboration, intention, and connection between Friends -- both the planners, and the young people attending programs!

At the Quarter's meeting for business in January, we'll consider a proposal to form a youth program planning group. This core group of volunteers would have care of working with the four host meetings to plan the youth programs for that year's Quarterly meetings. The host meetings for the four QM gatherings could send someone to serve on the group for the year, or a Friend from the host meeting could join the "core" planning group to serve for just the planning period before the QM they host. Interested Friends might serve for one year or renew to serve longer.

The children and youth program planners would work together to plan a year-long arc of program and communication to meetings and families, with the CQM Coordinator's support with communication. Collaborating to provide the four programs annually for youth in CQM means that the planners could build on an experience, project, or conversation from one event to the next, while also creating programs that connect with the main CQM program each time. Experience in the last year has shown that this approach could continue to grow the sense of connection among the youth in the Quarter.

The proposed plan will also serve to support meetings where there isn't a religious education committee, or families with children currently in the meeting; regardless of whether a host meeting sends someone to the planning group, a program will be planned for each QM gathering. If Quaker communities are going to be vital and grow, we need to be paying explicit attention to families and children, and this is an opportunity to try an idea toward that end.

## Appendix 5:

### Birmingham Friends Meeting Response to Bucks Quarterly Meeting Minute

Consideration of Minute Adopted by Bucks Quarterly Meeting The following minute was approved by Bucks Quarterly Meeting on August 18, 2019 and forwarded to PYM, where it was referred to Quaker Life Council. P&SC has been invited to read the Minute and offer its thoughts. Bucks Quarterly Meeting supports a Friends-led national protest against the private sale and possession of assault-style rifles and large-capacity gun magazines in the United States. This is rightly ordered and in alignment with our peace testimony, or opposition to physical violence, and with our support of efforts to reduce and eliminate armaments and militarism in our society. The protest should take place in our nation's capital at the earliest possible date that a well-organized one can be launched.

Members of the P&SC Committee share the grief and outrage that has so moved Bucks Quarter Friends. For far too long our country's leaders have lamented gun violence but have taken no meaningful steps toward curbing it. We wholeheartedly agree that our Testimony of Peace directs and even commands us to work for rational firearm-safety legislation. Members of the Committee seek to support Bucks Quarter Friends and PYM in their concern, and we address the following questions, thoughts, and recommendations to them for their consideration:

o Since PYM has accepted the Minute and referred it to Friends Life Council, is this indication that PYM plans to take a leadership role in organizing the proposed march? For instance, will a new Collaborative be formed to spearhead the effort?

o Does "Friends-led" refer to the membership of FGC specifically, or might PYM consider reaching out to members of other branches of Quakerism as well, such as Friends United Meeting?

o There are many interfaith and non-religious local and national coalitions dedicated to promoting effective gun-safety legislation. Some local organizations include GunSenseUs (<https://gunsenseus.org/>), Heeding God's Call to End Gun Violence (<https://www.heedinggodscall.org/>), and Delaware County United for Sensible Gun Laws (<http://delcounited.net/>). Some of these organizations have gained the trust and participation of sympathetic gun owners. This type of consensus building is a crucial component in achieving legislation. The committee suggests that Bucks Quarter Friends and PYM also engage in consensus building efforts and, perhaps, work with some of the above-mentioned organizations. A one-time protest in the nation's capital would indeed make an impressive statement. However, consensus building may prove to be a more efficacious strategy in the long term.

o Bucks Quarter Friends rightly draw attention to the increasing number of mass shootings committed by persons wielding assault-style rifles. Such weapons allow a perpetrator to inflict the maximum number of casualties in a matter of minutes, even seconds. Nevertheless, FBI

statistics indicate that the greatest number of murders in the U.S. is committed with handguns. Friends recommend that Bucks Quarterly Meeting and PYM broaden their objectives beyond the ban of assault weapons and large-capacity magazines.

o We urge PYM to reach out to other Yearly Meetings in the country and, as a collective Friends body, write to our national legislators to demand effective gun regulation. We recommend that PYM seek the assistance of Friends Committee on National Legislation in this endeavor.

o If there is interest on the part of Birmingham Meeting, P&SC suggests that an ad hoc advisory group or committee be formed around the issue of gun violence legislation.

The committee would maintain contact with Bucks Quarterly Meeting, PYM, and other groups as appropriate, keeping the Meeting abreast of developments and allowing interested Meeting members to participate in their actions.

Respectfully submitted,

Celia Lang, Clerk, Birmingham Monthly Meeting

Barbara Quintiliano, Clerk, Peace & Social Concerns Committee

January 5, 2020

## **Appendix 6:**

### **Coordinator Report for Concord Quarterly Meeting, January 26, 2020**

The late fall of 2019 was a busy time for me as your Coordinator, for events, committees and planning ahead. The Working Group on Aging Concerns has met three times since October Quarterly Meeting and offered a very successful workshop called "Organized for Life" on downsizing, decluttering and the feelings that can get in the way. We were generously hosted by Willistown Meeting and had 26 people present on November 16 for the presentation by Carol Bernard of Hockessin Meeting. Three non-Quakers attended who saw it posted on Facebook (using Facebook tools I "boosted" the event). Many stayed for lunch and the evaluations were very positive. Our next event will be a workshop in May with Susan Hoskins, Director of Friends Foundation on the Aging. We have also produced a simple checklist for helping those you leave behind called "At Your Fingertips" which can be found on the website in the aging concerns section. We have also connected with the new director of The Hickman, Jen Karsten. The Working Group welcomes anyone interested in learning more about aging concerns and helping to plan activities.

Also, in November was an event at Delaware Valley Friends School open to those in the Quarter for worship and a tour. The DVFS/Concord Quarter Care Committee met recently, and you will hear more about that in their report today. There are 3 members of the Care Committee from Concord Quarter, and 3 from DVFS, but anyone is welcome to attend the meetings which are 3 times a year. I take the minutes for this group and help with logistics, including publicity for our and DVFS events.

We scheduled the annual Parents' Morning Off event for an earlier date than usual, the Saturday before Thanksgiving and that seemed to work well. We had 14 youth attend from Western and Concord Quarter who enjoyed activities jointly planned by both Quarters. Cheryle Oshman Blunt and a Westtown student volunteer coached participants through an outdoor game of Frazzlerham and we all enjoyed a pizza lunch. Some children expressed an interest in doing this more than once a year!

Other duties have included gearing up for the application process for the Quarter's Tuition Aid program (due February 17), writing for the newsletter about my experience attending the PYM Thread Gathering on Religious Education and Youth Work hosted by Wilmington Meeting, and the usual announcements, Facebook posting, calendar posting and mailing out the newsletter. I am also working with Deb Wood as the Western Quarter Coordinator on plans for a joint Quarterly Meeting on April 26 to be held at Kennett Meeting. Birmingham Meeting, whose turn it would normally be, is helping with logistics. I also coordinated dates with Willistown Meeting, the band and the caller for the annual Square Dance to be held February 22. We experimented with having an evaluation form at Quarterly Meeting and I saw some interest in having some other events, but we only had 18 responses, so please make sure you fill it out today!! I'd love to help organize more events if you want them!