

**Concord Quarterly Meeting  
At Willistown Meeting  
July 21, 2019  
Minutes**

**Opening Worship**

The meeting opened at 8:30 AM with a period of worship. Twenty-five friends were present as the meeting began.

**Welcome to Newcomers**

**Chris McKenney (Clerk)**

The clerk welcomed all newcomers and had them introduce themselves.

**Monthly Meeting Count**

**Chris McKenney**

(Birmingham, Concord, Goshen, Middletown, West Chester, Westtown, Willistown, Wilmington, Chichester)

Representatives were present from all meetings in the Quarter except for Concord and Goshen Meetings.

**Approval of Agenda**

**Chris McKenney**

The group approved the agenda.

**Approval of Minutes from April 28, 2019**

**Chris McKenney**

The minutes were approved without further correction.

**Report from The Hickman (attached)**

**Martha Boston**

The report was presented by Martha Boston, a member of the Hickman's governance committee and was received with appreciation. It is attached as Appendix 1.

**Minute of Appreciation for Pam Leland (attached)**

**Rich Ailes**

Rich Ailes, Clerk of Concord Quarter on Aging Concerns, minuted appreciation for Pam Leland for her leadership of the Hickman for the past six years. The minute was approved by those present. A copy of this minute is attached as Appendix 2.

**Nominating Committee Report**

**Julie Senko**

Nominating Committee recommends David Wickard from West Chester Monthly Meeting and Tom Gilbert from Willistown Monthly Meeting to serve on the Friendly Audit committee. The Friendly Audit will be conducted with the Concord Quarter Treasurer, Charles Spadoni. The Quarter is hoping that the audit can be completed by the next Quarterly Meeting, October 27, 2019. The group approved these appointments with appreciation.

**Treasurer's Report (attached)**

**Charles Spadoni**

The report is attached as Appendix 3. The treasurer added a new category in the statement for income. Charles answered questions about the various funds mentioned in the report. Twenty percent of income goes into the Green Fund and eighty percent goes into the Growth and Income Fund. The report was received by the group with appreciation.

**Coordinator Report (attached)**

**Lynne Piersol**

Lynne reported that she has just finished two years as Concord Quarter Coordinator. Lynne answered a question saying that Concord Quarter newsletters are on the website. Planning Committee meets on August 4<sup>th</sup> at the Jeanes Building at the Hickman. All are invited. The report is attached as Appendix 4.

**DVFS/Concord Quarter Care Committee**

**Virginia Sutton**

A report was written by Susan Brodesser, a member of Birmingham Meeting who is Clerk of the Care Committee for DVFS. Another report was written by Kirk Smothers, Head of Delaware Valley Friends School. The two reports were read by Virginia Sutton, a member of the Care Committee from Westtown Meeting. The students are available to do service projects for Meetings. Meetings that would be interested in partnering with the school on a service project could contact the school. Westtown Meeting would like to have the program for the October Quarterly Meeting about DVFS. The two reports are attached as Appendix 5.

**Joys and Challenges Report from Concord Meeting (attached)**

**Judy Reese**

The report was given by Judy Reese from Chichester Meeting on behalf of Concord Meeting. The report is attached as Appendix 6. Judy spoke about service dogs and emotional support dogs. A question was asked about the Chichester Meeting restoration. The restoration will be completed in two weeks.

**Salem Oak at Salem Friends Meeting**

**Lydia Willits Bartholomew**

Lydia Willits Bartholomew gave a report about the Salem Oak at Salem Friends Meeting in Salem, New Jersey. It was a 600 year-old tree that recently died. She asked that information about the tree be shared.

**Minutes of Appreciation for Deb Wood and David Leonard**

**Serita Spadoni**

The body expressed Minutes of appreciation for the service of Deb Wood who served as Assistant Clerk of Concord Quarter and David Leonard for his service as Recording Clerk of Concord Quarter. Their terms ended 6/30/19. Friends approved this expression of thanks.

**Reading of Minutes for Approval  
Clerk)**

**Martha Boston (Recording**

The report from the Concord Quarter Nominating Committee was the only action item that was reviewed for the minutes.

**Second Count of Meetings and Members in Attendance  
Clerk)**

**Martha Boston (Recording**

Twenty-seven friends were present as the meeting ended. Meeting representation at that point was: Birmingham, Middletown, West Chester, Westtown, Willistown, Wilmington, and Chichester.

## **Announcements of Upcoming Events (all on the CQ website calendar) Chris McKenney, Clerk**

- July 23 – Pre-Sessions Spiritual Retreat at The College of New Jersey
- July 24-28 – PYM Annual Sessions Programs for all ages! Valerie Brown is speaking on Saturday evening. Walk in registrations for the day are ok, pre-registration is closed.
- July 31 following the Westtown Lakeside Supper in the Boathouse, Reflections on Israel and Palestine
- August 3 – BBQ and Blue Grass at Birmingham Meeting 4-7 pm
- August 4 – CQ Planning Committee at 1pm at The Hickman, all welcome
- September 15 – Fall worship at Chichester Meetinghouse
- September 22 - History Day at Chichester Meetinghouse, the 250th Anniversary of Current Fieldstone Building
- October 6 – Hayride and Bonfire Potluck at the Stratton's farm.

## **Appendix 1. Hickman Friends Senior Community of West Chester Annual Report to Concord Quarterly Meeting**

In our 128<sup>th</sup> year of service to older adults, The Hickman Friends Senior Community of West Chester remains committed to its mission of providing an affordable and accessible supportive living environment.

In bringing this annual report to the Quarter, we are most aware that we have experienced a full year of operating our newly expanded community after opening the Anna T. Jeanes Building in May 2018.

As planned for in the overall expansion project timeline, we remain in the phase of increasing our number of residents. As of June 30, we had a total of 75 residents in the Hickman and Jeanes buildings with the license to serve up to 125 individuals in 114 Studio and 1-BR apartments. We have grown from approximately 55 employees to about 100 full and part-time employees. And, as an indication of the growing need for high quality dementia care, we have a waiting list for our Darlington Neighborhood, a secure, specialized dementia program.

Given the growth in the number of residents, cost of quality care and national trends of decreasing retirement assets, we anticipate an increase in the need for financial assistance in the coming years. A task force was appointed in 2018 and completed its work in the spring, noting in its final report there are no simple or easy answers to this problem: like many mission-driven organizations, we need to invest in developing a larger group of donors who will support our mission through both annual contributions and legacy gifts.

A significant change for us in the coming year will be in our community's leadership. Pamela Leland, who joined us as executive director in 2013, announced her resignation in January. With the assistance of an outside search consultant, the Board of Directors has named Jennifer Karsten as Pam's successor. Pam will remain in her position until Jennifer joins us in September. The Board of Directors is deeply grateful to Pam's leadership during a period of intense change and organizational transformation. We look forward to welcoming Jennifer to our community and to receiving her gifts and talents after serving for 9 years as the executive director of Pendle Hill.

We approach this next period in our community with optimism and intention, knowing that while the senior living industry is both rapidly changing and highly challenging, we are well-positioned to continue our mission of serving older adults of moderate means.

In sharing this report to the Quarter, we would like to acknowledge those individuals and Meetings who support our efforts through financial contributions. In 2019 we will provide almost \$250,000 in financial assistance to specific residents who no longer have sufficient funds to remain at The Hickman. This is a 10% increase over the amount we provided in 2018.

Our work is strengthened through the participation of the following Concord Quarter Friends on our 16-member board of directors: Marty Boston from Birmingham Meeting; Betsy Stratton from Middletown Meeting; Evelyn Brownlee, Chenda Davison and Barry Snyder from Wilmington Meeting; and Don Kidder, Ellen Millick, and Dean O'Banion from Willistown Meeting. Andrea Taylor from Centre Meeting, Matt Krasney of Falsington Meeting, and Hank Schellenger of Valley Friends join these Concord Quarter Friends on the Board. We would welcome the participation of other Friends who are interested and able to deeply engage in the work of governance.

In closing, the next year promises to be another year of growth for us as we continue to welcome more residents into our community. We look forward to the future with gratitude, anticipation, and appreciation of the support and encouragement from Concord Quarter Friends.

*Submitted by Martha Boston, Member of the Board of Directors, on behalf of Betsy Stratton Chair, Board of Directors, and Stephen Olsen, Clerk of the Governance Committee.*

## **Appendix 2. Minute of Appreciation for Pamela Leland**

The Concord Quarter Working Group on Aging Concerns minutes its appreciation to Pamela Leland, the outgoing Director of The Hickman. Pam raised the concern of Aging Friends in the Fall of 2016 by organizing a workshop on the ARCH program of New York Yearly Meeting. That is the workshop which led a number of us to become involved in this concern, eventually leading to the formation of our group. Pam was instrumental in providing critical logistical support for our Aging Concerns Facilitators Training held at The Hickman in April of 2018. Recently at one of our planning meetings, she presented us detailed information about The Hickman, demonstrating where it fits on the continuum of Senior Care Facilities. She has always been a helpful consultative presence for us whenever needed. We give many thanks for the service she has provided regarding the concern of aging Friends.

## **Appendix 3. Concord Quarterly Meeting Treasurer's Report**

### **Financial Statements for the Fiscal Year Ending June 30, 2019**

Concord Quarterly Meeting's financial statements for the fiscal year ending June 30, 2019, are set forth below. The revenue and expense statement displays actual revenue and expenses versus budget. Please note that Restricted Revenue now includes a line item for realized capital gain in the Friends Fiduciary STIF Tuition Operating Fund (TOP).

#### **June 30, 2019 Actual Revenue and Expenses Versus Budget Comparison**

|                                   | <u>Actual</u><br><u>July 1, 2018-</u><br><u>June 30, 2019</u> | <u>Budget</u><br><u>July 1, 2018 -</u><br><u>June 30, 2019</u> |
|-----------------------------------|---|--|
| <b>Operating Revenue/Expenses</b> |   |  |
| <b>Income</b>                     |   |  |
| Covenants - Coordinator           | 24,424  | 22,575   |
| Covenants - Operating Programs    | 2,471   | 2,400  |
| FFA Program                       | 0   | 0  |
| Other Programs                    | 134   | 0  |
| <b>Total Operating Revenue</b>    | <u>27,029</u>   | <u>24,975</u>  |
| <b>Expense</b>                    |   |  |
| Coordinator Programs              | 23,188  | 22,575   |

|                                   |               |               |
|-----------------------------------|---------------|---------------|
| FFA program                       | 1,203         | 0             |
| Other Programs                    | 1,524         | 1,144         |
| Administrative Costs              | 724           | 810           |
| Insurance                         | 521           | 446           |
| <b>Total Operating Expenses</b>   | <b>27,160</b> | <b>24,975</b> |
| <b>Net Operating Revenue</b>      | <b>(131)</b>  | <b>0</b>      |
| <b>Restricted Revenue/Expense</b> |               |               |
| <b>Revenue</b>                    |               |               |
| FFC - Green Fund                  | 1,679         | -             |
| FFC - Growth & Income Fund        | 7,645         | -             |
| FFC - STIF (TOF)                  | 44            | -             |
| Covenants                         | 7,713         | 6,500         |
| <b>Total Restricted Revenue</b>   | <b>17,081</b> | <b>-</b>      |
| <b>Expense</b>                    |               |               |
| Coordinator Surplus Refund        | 6,977         | -             |
| Student Tuition Grants            | 8,000         | -             |
| <b>Total Restricted Expenses</b>  | <b>14,977</b> | <b>-</b>      |
| <b>Net Restricted Revenue</b>     | <b>2,104</b>  | <b>-</b>      |
| <b>Net Total Revenue</b>          | <b>1,973</b>  | <b>-</b>      |

#### June 30, 2019 Balance Sheet Prior Year Comparison

- There are no liabilities.

|  | <u>June 30.</u><br><u>2019</u> | <u>June 30.</u><br><u>2018</u> |
|--|--------------------------------|--------------------------------|
| <b>ASSETS</b>                            |                                |                                |
| <b>Current Unrestricted Assets</b>       |                                |                                |
| Coordinator Payroll                      | 14,260                         | 29,736                         |
| <b>Operating Fund/Programs</b>           |                                |                                |
| Checking Account 1                       | 1,196                          | 2,337                          |
| Checking Account 2                       | 526                            | 0                              |
| FFA Program                              | 0                              | 6,478                          |
| Reserve                                  | 4,000                          | 4,000                          |
| <b>Total Current Unrestricted Assets</b> | <b>19,982</b>                  | <b>37,186</b>                  |
| <b>Restricted Assets</b>                 |                                |                                |
| FFC- STIF (TOF)                          | 10,845                         | 8,539                          |
| <b>FFC - Tuition Endowment Fund</b>      |                                |                                |
| Growth & Income                          | 216,320                        | 196,478                        |
| Green Fund                               | 53,815                         | 48,784                         |
| Checking Account 1                       |                                |                                |
| Restricted - Pass Thru - TEF             | 1,428                          | 0                              |
| <b>Total Tuition Endowment Fund</b>      | <b>282,408</b>                 | <b>253,801</b>                 |
| <b>Total Restricted Assets</b>           | <b>282,408</b>                 | <b>253,801</b>                 |
| <b>TOTAL ASSETS</b>                      | <b>302,309</b>                 | <b>290,987</b>                 |

Note: Individual Monthly Meeting Growth & Income Fund and Green Fund balances are available by request.

Respectfully submitted,  
Charles B. Spadoni, Treasurer  
July 21, 2019

#### **Appendix 4**

#### **Concord Quarter Coordinator Report for July 21, 2019**

I answer a lot of questions! They range from where can a meeting get funding for repairs, to what other meetings might be considering on a particular issue, to where is there a week day meeting, to a request to publicize a meeting event.

Publicizing events includes putting them on the Concord Quarter website calendar, including them in the Monthly Announcements, or perhaps sending them out to a particular group of committee clerks, such as Peace and Social Concerns or Property. I also post our own events on the PYM website (Quarterly Meeting in April then became one of the events highlighted by PYM!) and on our Facebook page. Planning Committee has approved some funds to boost events on our FB page, which I did for Amanda Kemp's program. I attend all the committees of the Quarter including Planning Committee, Working Group on Aging Concerns, Nominating Committee, and the newest, the Delaware Valley Friends School/Concord Quarter Care Committee and take all the minutes. I also write for the newsletter, most recently about the Friends General Conference's Institutional Assessment and what PYM could take away from it. I consulted with members of the Assessment's Implementation Team as part of my research.

Events supported include the workshop "The End is Dear" on May 4 on hospice organized by the Working Group on Aging Concerns at Goshen Meeting. Attendance was lower than we would have liked, but those present heard an excellent program by Pat Myatt, a hospice social worker who had a wealth of information, stories and experience to share. The Working Group is now reaching out to see what topics the Concord Quarter community might like to see in a workshop, as well as continuing to strengthen our own knowledge and resources as Aging Concerns Facilitators. We next meet on September 4. Join us!

I'm also now certified in the American Heart Association's First Aid/CPR thanks to Birmingham Meeting, which organized training on June 15.

Tubing on the Brandywine was joyous occasion on June 23 with Friends from Western and Concord Quarters enjoying the beautiful day on the water, food provided by our host, MaryEtta Clendenin and attendees, and the music of Rich Ailes and Pete Lane. Those present had a wonderful time.

Recently I attended Friends General Conference Gathering as I do pretty much every year. This year I learned about the Spiritual Deepening eLibrary that has free resources online. I'll be sharing more about it with the Quarter.

Moving forward, Western Quarter and I are making plans to meet to plan more joint activities, including the Hayride and Campfire Potluck on October 6 and the Parents Morning Off in December. I'd also like to get the First Day School people in the Quarter together, perhaps with Melinda Wenner Bradley who is available to us as a resource. And I'll be attending PYM Annual Sessions July 24-28 and will bring back information, ideas and resources to the Quarter.

Submitted by Lynne Piersol

## **Appendix 5: Report from the Delaware Valley Friends School/Concord Quarter Care Committee**

### **The First Report**

The Committee has met twice with a third meeting scheduled for September 23. All interested are welcome to attend.

A number of Quarter members have attended DVFS's meeting for worship and special events, such as the school musical (written, produced, and performed by students) and Arts Fest.

Head of School, Kirk Smothers, attended Concord Quarter's Amanda Kemp program at Quarterly Meeting.

Lynne has publicized events/activities electronically and will continue to do so.

November 7 is probably the date for Quarter members to attend a meeting for worship at DV followed by a tour of the school. Please watch for confirmation in Quarter news!

Other activities under consideration include having students complete service projects at individual meetings; having DVFS staff provide a presentation about learning differences and Quaker education of students with LD at a Quarterly Meeting, having students present on topics of special interest to them; implementing a structured program of story exchange between DVFS students and Quarter members, and having meetings invite DVFS faculty/families to a particular meeting for worship.

If you have other ideas or wish to participate in any way please let Susan Brodesser, Clerk of the Care Committee, know ([be\\_still@verizon.net](mailto:be_still@verizon.net))

### **The second report**

DVFS has been thrilled with the beginnings of our care relationship with Concord Quarterly Meeting. It is true that in these first months as a result of the Care Relationship Committee, we have already begun to forge a stronger relationship with the Concord Quarter than we felt we had with the Philadelphia Yearly Meeting. There are several reasons for this. First, DVFS has had previous relationships with members of the Care Relationship Committee—in particular Susan Brodesser, who is a DVFS alumni family, and Ginny Sutton, who has worked in her practice with several current and former DVFS students. Also, we are pleased by the several visits by Quarter members so that they can experience our Thursday Meeting for Worship and see the school. The Care Relationship Committee meetings themselves have produced fruitful dialog about strengthening our relationship over time. To this end, any good ideas have been raised for further exploration; these are recorded in the March 4, 2019 Care Relationship Committee minutes. We are especially eager to explore how our care relationship might be an asset to the DVFS Quaker Life Committee, which is charged with overseeing and supporting Quaker values and practice in the school.

As earlier reported, DVFS would be delighted to have a specific occasion to share more with the Quarter about learning differences, how our school responds to the needs of students, and how we might collaborate with the Quarter in the future. Our hope is that this might happen during the October 2019 Quarterly Meeting at Westtown Monthly Meeting.

In Friendship, David Calamaro, Associate Head and Academic Dean, Delaware Valley Friends School

## **Appendix 6. Joys and Challenges from Concord Meeting, July 21, 2019**

**Joys:** The foresight of our members of times past endowed us with enough means to care for the buildings and property. There are six new children in our membership ranks. Our business meetings are run with good order. We loan out durable medical equipment. (The equipment is much needed and used after the Barclay fire). Our emotional support dog Shakespeare won the Halo award at the Devon Horse Show for the best therapy dog. We provide community service workers with a means of working off their community service.

**Challenges:** We have a small number of active members. We lack an audio book of *Faith and Practice*. Chichester Meeting house that Concord Monthly Meeting oversees is not handicap accessible. We are planning our 250th anniversary of Chichester Meeting House on Sept 22 2019.

Valerie Peery, Clerk Concord Meeting