

**Concord Quarterly Meeting Planning Committee Minutes DRAFT
May 3, 2020 by Zoom**

Present: Chris McKenney (B-Clerk), Debbie Murray-Sheppard (Wilm-Asst. Clerk), Charlie Spadoni (B-Treasurer), Rich Ailes (M), Deb Wood (WT), Steve Kupferschmid (Willis), Deb Lyons (WC), Chris Smith (WC), Todd Krasnai (WC), Marty Boston (B-Recording Clerk)

Excused: Judy Reese (C), Julie Senko (B), Bruce Harrison (WT)

Worship

The Committee welcomed Todd Krasnai from West Chester Meeting.

Approval of Agenda - approved

Approval of February 2, 2020 minutes and March 25, 2020 minutes- approved.

Review of Quarterly Meeting by Zoom on April 26:

Chris McKenney

A total of 14 adults were present on Zoom in person or by phone. The agenda was shortened from what it usually is, and included only items for which a decision needed to be made. Thoughts about why the attendance was small included that people have Zoom fatigue and the short agenda was pretty dry.

Planning for Joint Quarterly Meeting on July 26

Lynne Piersol and Deb Wood

How will we decide if this should be an in-person or virtual meeting and what pieces would we want to include?

Committee members have different ideas about when the stay at home orders might be lifted, and what it might mean even if the order is lifted. One thought might be to do a hybrid gathering which would be a combination of in-person and virtual meeting for business and programming. This would need some expertise and possibly equipment. Due to Zoom fatigue, we may want to have the actual program on a separate day. Western Quarter is still interested in having Braver Angels do a workshop and Braver Angels is working on a virtual format for their work. It was agreed that the Coordinator will explore the possibility of a hybrid format, in consultation with Todd Krasnai from West Chester. We will also meet to decide on the format, whether in person or virtual or hybrid at a special meeting to be held on May 31 at 2:45 pm.

Tentative Business Agenda for July not necessarily in this order...):

Lynne Piersol

Query:

Joys and Challenges Report: Goshen? And West Chester? & Willistown? – or postpone one till fall (yes postpone one until October)

Treasurer's Report

Working Group on Aging Concerns Update

Coordinator's Report

The Hickman report

State of the Quarter draft report?

Program – Braver Angels?

Schedule (if in person)

8:45am Sign-In

9am - Meeting for Worship with Attention to Business

10:30 – Meeting for Worship

11:45-12:45 - lunch

Lunch provided by both Quarters, Birmingham will help

1-3pm Workshop by Braver Angels (previously named Better Angels)

Children’s programming (including child care): will be available for the whole day.

This agenda and schedule were approved for now, but they will be revisited at the May 31 Planning Committee when the format is decided.

Coordinator Review

Chris McKenney and Charlie Spadoni

The committee to review the performance of Coordinator Lynne H. Piersol, consisting of Clerk Chris McKenney (Birmingham MM), Assistant Clerk Debbie Murray-Sheppard (Wilmington MM) and Rich Ailes (Middletown MM) commented favorably on Lynne’s performance, and it made the following compensation recommendations:

- (a) Lynne’s compensation for the current fiscal year should be increased by \$1,000.
- (b) During the fiscal year ending June 30, 2021, Lynne’s compensation should be increased from \$24.25 per hour to \$25.25 per hour. Such increase reflects a 1.6% cost-of living adjustment and a 2.6% merit increase.

The Planning Committee approved such recommendations with the following qualifications:

- (a) Lynne’s compensation increase of \$1,000 shall be for the period ending June 26, 2020, the last payroll date in the current fiscal year. Such amount shall be deemed paid to the extent the Coordinator’s actual compensation through such date under the existing payroll arrangement exceeds the hourly compensation she earns through such date under her existing contract. The amount of such \$1,000 increase in compensation that remains after such deemed payment, if any, shall be paid to Lynne in July 2020 in a lump-sum payment.
- (b) Notwithstanding the terms of Lynne’s contract, commencing June 27, 2020, and ending on the last day of the last payroll period in the fiscal year ending June 30, 2021, Lynne’s compensation shall be \$394.33 per week (\$20,505 per year divided by 52 weeks) regardless of how many hours she works. The determination of that weekly rate is based on the guaranty of 740 hours of work per year determined as follows:

<u>No. Weeks</u>	<u>52</u>
<u>No. Hours/Wk</u>	<u>15</u>

<u>Total Hours Per Year</u>	<u>780</u>
<u>Ailes Graphics' Annual Hours*</u>	<u>-40</u>

<u>Total Hours for Piersol</u>	<u>740</u>
<u>Rate:</u>	<u>\$ 25.25</u>
<u>Subtotal Base Pay</u>	<u>\$ 18,685</u>
<u>Expense Reimbursement</u>	
<u>(\$35/wk)</u>	<u>\$ 1,820</u>
<u>Total</u>	<u>\$ 20,505</u>

*Ailes Graphics (Rich Ailes) supplies webmaster and graphic services to the Quarter in lieu of the Coordinator's doing so. He is paid at an agreed-on rate of \$20 per hour. In the event that the current Coordinator or a future Coordinator is able to assume the webmaster and graphics responsibilities which Rich Ailes provides, payment for such services would be made to such Coordinator instead of Rich Ailes.

Review and Updates on fellowship activities:

Feb 22	Square Dance at Willistown. Kitchen was out of commission and some tidying needed doing, but the event was well attended and enjoyed by 38+ of all ages. Coordinator purchased water, and attendees brought snacks.
TBD	Tubing on the Brandywine. – probably should not happen. Western Qtr is using the State Health Dept guidelines. The Coordinator will work with the Western Quarter Coordinator to develop a virtual fun event possibly including music.
TBD	Other ideas for virtual activities include: show and tell, games, share your talents, Scavenger hunt for things you find in your house.

The Coordinator will explore setting up some virtual events to continue the success we have had with encouraging families and others to be involved.

Youth Program Working group update:

Lynne Piersol

The group has met once via conference call along with the youth program people from Western Quarter to plan for April, so there are some ideas, although how we would do them virtually is a question. Some of the original volunteers dropped out, but the group includes folks from West Chester, Birmingham, and Goshen meetings.

Treasurer:

Charlie Spadoni

The Treasurer brought a question of raising insurance coverage for incidents of sexual abuse. Charlie Spadoni, Treasurer, had our insurance policy reviewed by our insurance agent, Bob Register of Univest. The agent suggested that the Quarter consider increasing the amount of sexual misconduct coverage. Charlie doesn't think such increase is worth the increased cost since the Quarter's risk is low. In addition, it is under PYM's umbrella policy of \$10 million in excess coverage, although there is a slight risk that a claim elsewhere in the Yearly Meeting could use up that coverage in any one year. The Coordinator will distribute a copy of the current child abuse policy to the members of the Planning Committee. The Committee decided not to increase the Quarter's existing insurance coverage.

Use of cloud storage to back up all Quarter documents. The Coordinator will review iDrive to confirm that more than one device can be included on a single policy. If everything checks out, the Coordinator will get an account for Concord Quarter to back up all Quarter documents.

Update on concern for archiving, document retention policy

Lynne Piersol

The Coordinator is currently creating a digital file of documents for the past 3 years to be given to Friends Historical Library.

She is also working on a draft policy for document retention for documents other than those going to Friends Historical Library and is looking for help. She is working from policies from PYM and FGC. Deb Wood is interested in helping and will check with archivist at Westtown School about their policies. Marty Boston has also done archival work and is willing to help.

Tuition Aid program:

Lynne Piersol

The question has arisen as to whether the tuition aid program includes children in PreKindergarten. The application does not explicitly say they are excluded, although it does ask what grade they are in. We currently have an application for this age child. The Planning Committee agreed that in the absence any evidence to the contrary, the Quarter's existing policy is not to give tuition aid to those in PreK and the Coordinator will let the applicant's family know that. However, we agreed to revisit the policy in light of the fact that PreK has become so important in the lives of Quaker families and children. The concern is that adding that age group dilutes the amount of money that can be given to aid children attending Quaker elementary and secondary schools. The Coordinator will review the "How To Do Tuition Aid" document originated by Beth Lawn. Rich Ailes will review the a past newsletter that provided a history of the Quarter's tuition assistance program which was established in 1993. The issue will be on the agenda for the Planning Committee meeting in August, as it would be good to confirm the existing policy or create a new one.

Concord Quarter Working Group on Aging Concerns:

Rich Ailes

The Working Group is continuing to meet, and it decided to cancel the May 2, 2020 workshop on senior housing with Susan Hoskins and to have it in person on October 10, 2020.

Newsletter Articles:

Rich Ailes

An

article about Braver Angels is already written, but it was not used for the April Newsletter. If anyone has other ideas, please share them with Rich. It was suggested that the Coordinator's report of the "Growing Our Meetings" session offered by Caln Quarter on May 2, 2020, might be a good article.

Outreach:

Lynne Piersol

The Coordinator is creating a list of meetings, what they are doing for remote and/or in person worship, and how to access the links to virtual worship. for posting on the Quarter's website. The Committee agreed that the Coordinator could share such information on the Quarter's website and on the Quarter's FaceBook page.

In reach:

Lynne Piersol

The Coordinator continues to share information across meetings and on FaceBook, especially regarding how to do things virtually. She is continuing her visits to meetings virtually when such visits are possible. Small meetings have reached out for resources as they think about the future. The idea of a display board of Quarter activities for sharing at PYM's Annual Sessions, which is not happening in person, and at the next Quarterly Meeting, which also may not happen in person.

Delaware Valley Friends School Care Committee—

Lynne Piersol

The Committee met via Zoom in April. School is online right now. We are sharing Clerking resources with them. There may be an online meeting for worship to which the Quarter will be invited. The Care Committee Clerk Susan Brodesser attends the School's Quaker Life Committee which includes students.

State of the Quarter report

Lynne Piersol & Debbie Murray-Sheppard

Pending.

Time and location for the next meetings. May 31, 2:45, and August 9, 2020

The Coordinator will send out a doodle poll to choose a time for the August meeting.