

Annapolis Friends Monthly Meeting (AFM)
Meeting for Worship with Attention to Business (MfW wAtB)
2nd Month, 6th Day, 2022
(2/6/2022)
Meeting Minutes – Approved

Note: The MfW wAtB was conducted using Zoom and some participants were in-person at the meetinghouse.

Present online: Martha B. (clerk), Arielle J. (recording clerk), Barb T., Ann R., Jack H., Cairn K., Dot W., Minette S., Jack H., Jeanne W., Joan P., Julie R., Larry M., Lisa H., Margaret C., Martha L., Mary B., Ria H., Sheila M., Sky E., Nan E., Wes J., Bonnie P., Carl B., Kit H.
Present in the meetinghouse: Peter M., Karen C., Kim F., JoAnna S.

9:00 am Opening: The clerk welcomed all of us and invited us to settle into some silent centering worship as we considered the 2nd month Baltimore Yearly Meeting queries that were displayed on the screen:

- Are meetings for business held in a spirit of worship, understanding and forbearance?
- When direction seems lacking, is this seen as a challenge to a more prayerful search for truth?
- Do we humbly set aside our own preconceived notions as to proper action, seeking instead Divine guidance as to the right course?
- Is the Meeting aware that it speaks not only through its actions but also through its failure to act?
- Do you participate regularly in meetings for business, discharge faithfully your committee responsibilities, and assume your share of financial support of the Meeting?

The agenda was displayed on the screen, followed by the AFM Anti-Racism Queries which the clerk read so that we could use the queries to assist us with our decision-making efforts.

Agenda:

- 1) 1st Month 2022 MfW wAtB Meeting Minutes Reviewed & Approved: The draft meeting minutes from the previous meeting held on January 2, 2022 were distributed after that meeting and again, with the invitation to the February 6th MfW wAtB. The 1st month minutes were approved with no requested changes. See the attached.
- 2) Quaker Holiday Market. Cairn K. shared that AFM held its 4th pandemic Quaker Market on 4 December, 2021. Thanks to the hard work, donations and purchases of so many Friends, a total of \$3,890 was available for disbursement. Friends expressed gratitude for all the gifts and efforts of those involved.
 - a) Beneficiaries included:
 - i) Internal cause: Dayspring Silent Retreat Center: \$910
 - ii) External causes:
 - 1) Episcopal Refugee and Immigration Center Alliance (ERICA—Baltimore): \$910
 - 2) Rocky Mountain Institute (RMI): \$910
 - 3) Youth Sentencing & Reentry Project (YSRP): \$910

- iii) AFM's Young Friends received \$250 for their discernment process, and the committee looks forward to their reporting on results.
 - b) Friends shared joy that some items were available for purchase on the day (including Fahima's items supporting Afghan Women's Fund), and hope to offer a more normal in-person Quaker Spring Market on 7 May, if the pandemic permits.
 - c) Friends will solicit suggestions for Spring Market beneficiaries at the end of 2nd month with the names of the discerned beneficiaries being brought to 4th month Meeting for Business.
- 2) Young Friends Opportunity Funds (YFOF) distribution (CREC): Martha L. reported that a \$1500 grant was made for a young Friend with existing YFOF account funds and supplemental funds via an approved request to Stewardship and Finance for the Committee Contingency fund. During 2021 a total of 2 requests for financial assistance were made to CREC for support from the YFOF.
- 3) Stewardship & Finance/Treasurers' Reports (S&F): Julie R. shared the detailed final 2021 budget report with respect to the 2022 proposed budget. See attached budgets.
- a) 2021 End of Year budget: S&F recommended that the earlier decision for all surplus to capital replacement be shifted to allocate some monies to other funds. S&F recommended that the \$4,777 surplus be allocated as follows: \$1,000 to the Young Friends Opportunity Fund; \$1,000 to Emergent Social Concerns, and \$2777 to capital replacement fund. Friends accepted this recommendation. See the changes reflected in the report. (See attached report.)
 - i) Some clarifications were requested about what funds remain in the Young Friends Opportunity Fund for 2022. S&F noted that some changes in allocated amounts in the 2022 budget are due to pandemic-related projections and more funding is available in the contingency fund, if needed. Julie noted that all 2021 charitable donation tax receipts have been sent and any concerns or requests should be brought to her attention.
 - b) S&F has additionally created documents capturing current S&F practices related to the tax receipt process and fund disbursement operations (i.e. how to read budget & request funds). Friends expressed gratitude to S&F and treasurers for capturing these practices and processes for clarity across all committees. See the attached.
- 4) Ministry & Worship (M&W): Dot W. and Ann R. shared a request & recommendation from M&W to make early Meeting for Worship (eMfW) available in person at 8am every First day. The committee assumes that those present when Meeting for Business (MfW wAtB) is held will adjust to allow for that to happen without disruption and will finalize their pattern as things evolve. Friends were in unity to hold 8am early worship each first day.
- a) One other caveat shared was that there would be no tech during early meeting. Friends are welcome to join spiritually but there will be no tech to connect with those in person in the meetinghouse.
 - b) An update was provided on Spiritual State of the Meeting (SSoM); BYM queries have been distributed with a later time frame for turning in our report due to the late distribution of the queries. M&W suggests moving forward with gathering input on SSoM on February 27th with worship sharing on the queries as part of the 8am & 11am gatherings & First Day School. M&W will pull responses together and share our report at

- a later MfW wAtB; the first reading is likely to be at 4th month MfW wAtB.
- c) M&W provided the reminder that we do not exist as a free monthly meeting, and are a part of BYM, celebrating 350 years of existence in 2022, and that we account to those in the yearly meeting for how we are functioning as a meeting and community of Quakers. BYM has provided suggested queries (though we are not required to use theirs) and they will gather reports from all monthly meetings to see how we are functioning in relation to other monthly meetings (are we faithful? do we need help from BYM?, etc.)
 - i) Friends expressed unity in the suggested date of February 27th for SSoM through worship sharing.

5) Support for Afghan Family: JoAnna S. provided an update and background on the Ad Hoc Assisting Afghan Refugees Committee (ARC) initiative. The committee has held a series of discernment meetings with members from AFM, Collington Retirement Community, Annapolis Unitarian Universalists, St. Philips and others. ARC was seeking unity from AFM for serving as co-sponsors to help an Afghan Family resettle through the Lutheran Social Services of the National Capital Area (LSSNCA) organization. Friends embraced this request. See attached for full proposal outline.

- a) Part of the committee's discernment process included a preliminary survey to the AFM community asking how Friends are willing to assist. The survey had 17 responses yielding pledges of substantial financial, in-kind and volunteer support for the initiative which was used in the continued planning.
- b) JoAnna outlined what would be involved for AFM related to ARC's proposal:
 - i) LSSNCA will act as the official sponsor & training provider for congregation members.
 - 1) Clarification was provided that LSSNCA would be the main organization responsible to ensure all needs are carried out with co-sponsors (AFM, UU, etc.) assisting with covering the list of needs & tasks. Further, JoAnna will serve as the AFM contact for LSSNCA, as well as the main contact for AFM volunteers, hosting trainings and events as needed.
 - ii) All those who would be working with the refugee family will require background checks.
 - 1) Friends requested some clarification on those needing background checks and it was confirmed that background checks will only be needed for those interacting directly with family.
 - iii) Finding an apartment for the family & setting it up: to include furnishing and food stocking.
 - 1) The committee noted that this would likely be the most challenging task with respect to affordable housing. LSSNCA assists with finding a place for the family to live.
 - iv) Rental assistance: the agency provides full rent for the first 3 months (\$1,500/month) & at least 6 months of partial assistance at 50%.
 - 1) JoAnna noted that sufficient AFM donation pledges along with Collington's committed support should cover this for at least 1 year.
 - v) Transportation: the coalition will need to provide roughly 3-10 trips in the first 90 days to LSSNCA & medical appointments.
 - 1) Estimate of at least 5 volunteers to cover this
 - vi) Additional general support tasks requiring volunteers include: agency contacts, family contact team, apartment setup team, transportation, employment development, ESL, financial literacy, navigation/neighborhood introduction, and

school enrollment/children assistance.

c) Detail of requests from AFM:

- i) Approval from AFM to serve as co-sponsor
- ii) Permission to solicit financial & in-kind donations & volunteers from AFM community
 - 1) Point of clarification to include that no financial donations are requested at this time; but holding the possibility for this as a future option, if needed.
- iii) Permission to advertise events associated with resettlement & use of meeting facilities & email lists

d) JoAnna additionally shared that there will be ongoing planning meetings for more insight into the work going into this project. Friends expressed overall enthusiasm for the project & endeavor and were in unity in approving all requests.

6) Statement on Retrospective & Restorative Justice for repair of the harms of racism

(proposed amendment): Martha B. shared on behalf of Phil C. that the BYM Committee on Indian Affairs had proposed an amendment when sent to BYM. The AFM subcommittee working on the statement have accepted the changes and will bring the language to 3rd month MfB w AtB for approval.

7) AFM policy & procedure compendium, working group proposal: Martha B. proposed a new working group to include the clerk and assistant clerk (Martha B/Karen C) plus 2-3 additional members tasked with developing a system for tracking AFM policies and procedures. A request was made to go forward with this working group and project.

a) This would include 3 parts:

- i) What exists?
- ii) What needs to be clarified?
- iii) What current best practices exist in various committees?

b) This system will supplement recorder activity & archives with the goal to have one centralized place to look for information without duplicating existing processes. The desire is to make this information more easily accessible to Friends.

c) Friends shared in discussion about past information collection and existing archives including the Swarthmore College general Friends archives, as well as requests for any future electronic repository to be made available as a paper copy. Concerns were expressed about sensitive/confidential materials to which clarification was provided that the focus would be on documentation of the reasoning/process for things not being disclosed, and not focused on specific incidents themselves. Additionally, Martha B and Karen C remarked that there would be an ongoing need to keep processes up-to-date as things change that will need to be addressed by the working group.

d) Friends shared in gratitude for those who seek to take on this effort with note that ongoing collaboration with committees will be important. Friends were in unity in granting approval of the working group.

Closing:

The MfW wAtB closed with a moment of silence, reflection and gratitude.

The recording clerk will send the draft meeting minutes to the AFM-Announce email list, so that

Friends can review the draft minutes and provide feedback. The minutes will be brought forth for approval at the beginning of the next MfW wAtB on March 6, 2022.

Respectfully submitted,

Arielle J., Recording Clerk
recording-clerk@gmail.com

ATTACHMENTS:

- [Meeting Minutes \(approved\) from the 1st Month MfW wAtB](#)
- [Stewardship & Finance/Treasurers' Reports](#)
- [S&F draft document on tax receipt process & policy](#)
- [Recommendations for AFM Co-Sponsorship to Resettle Afghan Refugee Family](#)

2/4/2022

Annapolis Friends Meeting 2021
Final Treasurer's Report

Operating Budget			
Income	Budget	Actual	Balance
Contributions	48,531	54,019	-5,488
Rentals	5,000	0	5,000
Other Income (interest)		0	
Approved mid-year budget increase- from CC			
Total Income	53,531	54,019	-488
Expenses			
Committee activities			
CREC	200	0	200
Library	400	222	178
Market	500	0	500
Meetinghouse and Lands	21,010	19,320	1,690
Ministry and Worship	300	0	300
Outreach	950	153	797
Pastoral Care	500	186	314
Peace and Social Concerns	3,400	3,400	0
Stewardship and Finance	500	189	311
Restricted Funds	7,080	11,857	-4,777
Quaker Causes	4,321	4,321	0
Apportionment	14,370	14,370	0
Total Expenses	53,531	54,019	-488
Net	0	0	0
Bank Account Balances			54,019
BB&T CD	101,350		
BB&T Checking	55,991		
Capital One Savings (old ING)	104,078		
Friends Fiduciary Corp as of 11/20/2020	122,389		
Sandy Springs Savings Bank CD	10,952		
Total	394,759		

AFM Fund Balances				
Internally Designated Funds	Start	Additions	Expenses	Total
Social Justice				
Emergent Social Concerns	2,712	5,080	4,008	3,784
Peace & Justice Center	2,928	0	0	2,928
Meetinghouse and Lands				
Building Fund	194,718	0	0	194,718
Capital Improvement	28,330	0	1,199	27,131
Capital Replacement	43,240	2,777	0	46,017
Memorial Garden	3,110	0	0	3,110
Individuals				
Adult Scholarship	2,000	0	0	2,000
Camping	2,000	0	0	2,000
Embraced Ministry	2,000	0	0	2,000
Suffering / Individual Emergency Fund	6,171	0	0	6,171
Young Friend's Opportunity Fund	2,005	1,000	1,000	2,005
Other				
Committee Contingency	10,097	3,000	0	13,097
Founders Fund	10,713	193	0	10,905
Total Internally Designated Funds	310,023	12,050	6,207	315,866
note: surplus of 4,777 distributed:				
1,000 to ESC				
1,000 to Young Friends				
2,777 to Capital Replacement				
Bank account balances	394,759			
minus designated funds	315,866			
minus other off-budget activities	0			
unrealized gains/losses this year				
other balance items				
Reserves	78,893			
remaining approved budget	0			
Undedicated Reserves	78,893			

Stewardship and Finance Committee Policy on Tax Receipts:

In January, Stewardship and Finance will provide a single thank you letter with any appropriate tax receipt language that summarizes cash donations to the general operating fund during the previous calendar year.

AFM records donations by the date that AFM receives the donations. For electronic transfers this is the date the funds are deposited in AFM's bank account. For donations that are delivered in person, this is the date the funds are left at the Meetinghouse or given to a treasurer. For donations that are mailed, this is the postmark date on the envelope.

Stewardship and Finance provides separate self-service tax receipts for non-cash donations.

Stewardship and Finance Committee Policy on Disbursing Funds:

Treasurers will only disburse funds after receiving a formal request from an authorized representative of AFM (clerks and co-clerks). Clerks and co-clerks may request expenditures from committee budgets or independent designated funds which they oversee. The same process is used for payments and reimbursements.

Because names, contacts, and addresses can change, the treasurers rely on those making the requests to provide accurate information with each request.

There are two ways to formally request payment.

- 1) Fill out an expenditure form and leave it in the treasurer's box at the Meetinghouse
- 2) Send an email to Treasurer@AnnapolisFriends.org that includes the same following information that is found on the expenditure form:

- The committee budget or independent designated fund being used for payment
- The amount and purpose of the payment
- The legal entity to which the check should be written
- The address to which the check should be mailed

Recommendations for AFM Co-Sponsorship to Resettle Afghan Refugee Family

4 February 2022

Request Summary: After several months of discernment, the Ad Hoc Assisting Afghan Refugees Committee (ARC) proposes co-sponsoring a family resettled through LSSNCA for one year, in partnership with Annapolis Unitarian Universalist Church, with some financial and volunteer assistance from Collington Retirement Community. Resettlement will involve both in-kind and financial donations from Meeting members and attenders, as well as both one time and ongoing volunteer support. We ask Meeting to embrace the work of our committee and invite all led to join with the work to participate. We do not ask Meeting for budgeted funds at this time, but ask approval to solicit in-kind, financial and volunteer support through the Meeting. However, to avoid additional burden to AFM co-treasurers, ARC will ask that Friend donations be handled by AUUC treasurers.

Background: Over 75,000 refugees were airlifted from Afghanistan in August, with many wishing to resettle in this region. Since July, Lutheran Social Services of the National Capital Area (LSSNCA), has resettled nearly 2,000 refugees in Maryland and Northern Virginia and expect many more coming from military bases in the near future. Other refugees are trying to leave Afghanistan through other means and are being supported in a variety of ways.

While those in the formal resettlement system receive government aid and assistance from voluntary agencies, the agencies are overwhelmed with the rapid increase in refugees and limited affordable housing. As recent Washington Post and some Friends' personal contacts articles indicate, numerous Afghan families languish in long-stay hotels without the support they need to resettle. Agencies like LSSNCA are most successful when they partner with congregations and other groups to resettle families.

Ad-Hoc Committee Activities to Date: Friends have monitored this situation since late August. After attending informational events held by Lutheran Immigration and Refugee Services (LIRS) and Philadelphia Yearly Meeting (PYM), a group from Annapolis Friends Meeting, Collington, Annapolis Unitarian Universalists, St. Philips and others have held five meetings (9/1/21, 10/28/21, 12/29/21, 1/20/22, 2/1/22) to discern how we can help. This led to a successful gift card drive and plans to create welcome kits for CWS, in addition to exploring resettlement.

At the end of December, a representative from LSSNCA met with us (by Zoom) and outlined the resettlement process and the various levels of support they ask of co-sponsors. Agreeing that we might need a coalition of ideally three organizations to resettle families, we reached out to other congregations and held two threshing sessions to discern what we were prepared to do. We also sent out a preliminary survey to the AFM community asking how Friends are willing to assist which had 17 responses yielding pledges of substantial financial, in-kind and volunteer support for the initiative. Our plan comes out of this discernment.

What is Involved in Resettlement and What Resources have Friends/Partners Offered? LSSNCA is the official sponsor of the refugee family with assistance from co-sponsoring congregations. LSSNCA provides training to those working on the project and requires anyone working directly with the family to have a background check. Level 1 resettlement involves:

Assist in finding an apartment and setting up a home for arriving family. LSSNCA is in the process of finding apartment complexes with affordable rates, but congregations alternately can locate the housing if they want. Our coalition would be responsible to provide all furnishings and household supplies and set up the apartment for arrival. This includes stocking the pantry and providing a welcome meal.

Coalition pledges: The UU and Friends involved are reaching out to try to find housing. The survey and conversation revealed significant interest in furnishing and setting up a home, including several households that would be moving/downsizing soon and had furniture to donate. We should have no trouble furnishing

and setting up a home, although finding an affordable apartment near public transportation may be a challenge.

Rental Assistance: Ensure that the family can maintain housing by providing full rental assistance for 3 months (approximately \$1500 per month) and at least 6 months of partial assistance (average \$750 a month).

Coalition pledges: Unitarian members have not been surveyed yet, but we had sufficient donation pledges to cover rent for one year from AFM with additional substantial donations from Colington.

Transportation: The coalition would need to provide transportation for the family to get to meetings at the agency office and medical visits during the first 90 days, usually between 3 and 10 trips. Provide occasional transportation after that when public transit not available.

Coalition pledges: At least 5 volunteers so far, sufficient for needs. Also exploring finding a donated car, bicycles, scooters and other means of transportation for family.

Adjustment Support. Provide at least 3 additional core areas of support. The agency lists a wide array of ways co-sponsors can help the family, from one time assistance to ongoing friendship, ESL training/conversation, assistance finding work, etc. Congregations/groups are asked to choose 6 options in total.

In addition, each congregation/group would need to appoint someone to be a main contact with LSSNCA. We also felt it important to have a small group of volunteers that would be on-call primary contacts with the family on a rotating basis to address issues as they arise. We identified the following needs:

- ▶ Agency contacts from each group
- ▶ Regular contact team with family
- ▶ Apartment set-up/pantry stocking/welcome home meal
- ▶ Transportation
- ▶ Employment development (must have expertise)
- ▶ ESL/English/Conversation
- ▶ Financial literacy
- ▶ Navigation/Neighborhood introduction
- ▶ School enrollment/helping with children/youth

Coalition pledges: We had volunteers for each of these tasks just from those attending the meeting and anticipate more volunteers once the congregations are surveyed.

What are we asking of the Meeting at this time:

- ▶ Approval for the Meeting to serve as a co-sponsor to resettle a refugee family in partnership with LSSNCA and other coalition partners for 1 year, including providing rental assistance.
- ▶ Permission to solicit financial and in-kind donations and volunteers from the AFM community. Financial donations would be handled by Annapolis UU church, so our treasurers would not be involved.
- ▶ Permission to advertise events associated with resettlement (like apartment set up, get to know you events for the family, needs for employment, etc.) to the Meeting and use Meeting facilities
- ▶ We are not asking for financial donation from the Meeting at this time but would like to leave that open as a possibility if needed later.

Key Questions:

Who is handling the financial donations for this project? AFM would not handle money donations, as the Annapolis UU church has offered to serve as the pass through entity. Checks should be sent to Annapolis Unitarian Universalist church with for Afghan refugee resettlement in the memo line.

When will a family be coming and how large will it be? It will probably take at least a month for training, background checks, etc. and then it could be anywhere from a few days to months waiting for a family to be assigned, hopefully a couple of weeks. We can stipulate the size of family we can handle but will know very little about them until they arrive.

What about Fahima's families? Fahima is working closely with us on this initiative and plans to be one of the volunteers working with the family. The families she is trying to sponsor are still in Afghanistan. While we are not in a position to offer full financial and other support to those families, we hope to assist them as we are able once they arrive. We will revisit this later.

What if the family has many, special needs and needs daily support? Co-sponsors are not expected to provide this level of support and LSSNCA has special programs for families with significant needs.

Respectfully submitted by Jo Anne Schneider on behalf of the Ad Hoc Committee on Assisting Afghan Refugees.