

Western Quarterly Meeting Minutes
2023-07-17 1:15 pm 7th month Quarterly Meeting
Kennett Meetinghouse and via [Zoom](#)

<https://us02web.zoom.us/j/81814846752?pwd=UjU3WE0rS3Rka2VhYTRYMk0zZmxjZz09>

Opening Worship - 17 Friends were present in person and online from London Grove, Kennett, Newark, New Garden, West Grove, Centre, and Fallowfield Monthly Meetings, and Western and Concord Quarter.

Query Responses - 5th Query Nurturing Our Community; Religious Education in the Home and Meeting

Mill Creek - How does our meeting prepare our members, attenders and children for worship, for the conduct of its business and for a way of life consistent with the principles of the Religious Society of Friends?

We have worship sharing the first first day of the month which includes reading the Faith and practice. We include everyone present and we don't indoctrinate them. We discuss passages and how we can apply them. At every meeting we start worship in the Sphere of Silent preparation, at business meeting we consider the query.

What opportunities do we provide for all in the meeting to learn about Friends' history, practices and testimonies, the Judeo-Christian tradition, the life and teachings of Jesus, and other religious traditions?

We have bibles and other Friends reading materials. We share messages of various faiths that align with Friends values. We read Faith and Practice monthly. We attended as a meeting the 350th anniversary of the first Quaker meeting for worship in Delaware and learned more of George Fox.

How does our meeting's religious education program provide experiential learning that enhances the sense of belonging to our worshipping community?

Everyone is welcome to share or meditate. Everyone is engaged when we have worship sharing.

***London Grove* - Query 5 Nurturing Our Community: Religious Education at Home and in Meeting**

A Friend enumerated many ways our Meeting is doing a good job in this area. We are making a heartfelt effort to reach out into the larger community and enhance our

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commitment to Quakerism in the LGMM community. Peace and Social Justice tackles difficult and relevant issues. The monthly bible study led by Donald La Branche is just amazing and we have an active children's First Day School program. Our relationship with Allen AME church is growing and fosters optimism about bridging the gap across racial barriers. We actively pursue issues of Climate Change in a small group.

Another friend noted we are doing well offering spiritual nurture but wondered what else new attenders would like to know about Quakerism. What would help parents with their own spiritual growth and development and what else do they desire for their children.

News from Meetings -

[Fallowfield](#), tonya thames taylor expressed appreciation for the support from Friends in Western Quarter for People's Hall, a building for the people of Ercildoun but also very connected to the area's Quaker community. tonya shared this video, <https://www.youtube.com/watch?app=desktop&v=nYj4SiOoeTg>

People's Hall is the story of how Quakers found a way through a difficulty they faced internally and made a space to meet with others from other religious faiths. The building has been used by many groups over the years. Because the building is the "people's building," it can not survive on public grants, only private funds. To continue to have it as an open space for office work, rentals, public programs, it will need private support and fees for its use. The Quaker community "showed up and showed out" at the 23 June event; we need volunteers for various projects to support People's Hall.

Centre - The annual concert in the burial ground will be Saturday 19 August from 6-8pm. You are welcome to bring lawn chairs, blankets and picnic baskets. Jake and Jinks will again provide the music.

Newark - will hold an art show at London Britain Meetinghouse on August 13 from 1-5pm in honor of Ruth Thompson's 104th birthday. Artists please bring what you need to display your work.

New West Grove Meetinghouse - did get a termite treatment but the building needs to be left alone for 6 months. When we are able to re-enter we will check the building for further repair needs.

[Friends Home Report](#) - Christine McDonald prepared the report. Debby Brumbaugh gave the report. *See end of minutes for report.*

Friends expressed their appreciation for the work of Christine, the staff at Friends Home, and the board.

Questions: How many are on the board?

There are 12, about half Quaker, more women than men, one person of color. Increasing board diversity is a goal; three are retiring from the board in the coming year. We are seeking replacements.

What are the demographics of the residents?

There are more women than men and the majority are white. There is broad religious diversity.

Budget - Reports included at close of minutes after Friends Home Report. Bob Frye shared a summary of the budget. Support Committee approved the budget in June. For the first time in some years we have finalized and approved a budget before the fiscal year started!

Our process is to form a small committee to draft budget of the treasurer, assistant treasurer, and clerk. That draft we presented to MM treasurers in May. After their approval the budget came to Support Committee in June. We are projecting a deficit of \$2,800; Column I is the budget and G is how we finished 2023. The budget is in line with 2023. The difference primarily is the technology grant from PYM and New Garden MM. Anyone who wants a full budget can get it from Bob Frye. Operating expenses will stay the same primarily because bookkeeping will move in house. We will dip into the reserves again this year at about the same amount.

Questions: Thanks! It was very clear!

Financial Report - 4th quarter 2022 - Ariana Langford

PRELIMINARY YEAR END REPORT FY2023 (July 2022 – June 30, 2023)

Summary Year End Income and Expense vs. Budget:

	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Total Income	\$184,413.33		
Less PYM Covenant Collected	(\$126,851.50)		
Less Restricted/ Pass Through Funds*	(\$18,099.77)		
Net WQM Operating Income	\$39,462.06	\$34,000	116%
Total Operating Expenses	\$40,070.52	\$44,240	91%
Net Operating Income	(\$608.46)	(\$10,240)	

* Includes FFC distributions, except Fallowfield burial ground maintenance, which is paid out of WQ operating expense.

Highlights:

1. This report is preliminary and has not been audited.
2. Also the first report since we lost our bookkeeping service.

3. William Jackson Educational Fund Balance - \$8,647.60
 - a. \$1500 in grants issued this fiscal year
4. John Woolman Traveling Minister's Fund Balance - \$3,169.16
 - a. No grants issued this fiscal year
5. Technology Grant of \$1,000 received from PYM. New Garden donated an additional \$200 to be added to this fund. This was not spent this fiscal year which contributes to why there is more income than expected.
6. Additional Comments – Treasurer Transition
 1. Training on Quickbooks started with Deb and Karen, to be continued
 2. Setting up switch at Citadel

Discussion: Thanks!!

Bob will start auditing in 8th month.

We are blessed to have people in the wings when someone jumps off the trampoline!! Thank you Ariana, for your continued and repeated help, so eat well and stay well!

Friends Home Elevator Contribution – Margaret shared that the Support Committee raised the idea of a contribution to support the construction of the new elevator at Friends Home, a \$1000 over two years.

We have a historic and ongoing connection to Friends Home.

WQ made a donation for PPE during COVID; the current elevator is not safe: a resident needing transport to hospital has to come off the gurney to use the current elevator.

The suggested amounts seem reasonable given WQ's finances.

Friends approved \$500 this year with \$500 from next year; this year's donation coming from the reserves.

It would be great to have QM or some event there. Local Quakers need to know what we started. It will also help put thinking of end of life needs sooner for some if we have connections there.

The elevator will cost about \$850,000 and you can donate on phones; 50% raised through institutions, foundations, and deep pockets. Over \$80,000 has been so far.

The following thank you Minute for Mill Creek was approved:

Western Quarter minutes our deep appreciation to members of Mill Creek Monthly Meeting for hosting the Quarterly Meeting on 16 April, 2023. The enticement of the delicious buffet breakfast with at least 6 kinds of tarts that Mill Creek provided ensured a good, prompt turnout of over two dozen people, including seven children. We all benefited and enjoyed the tai chi program led by J. Roy Cannon and Tom Biso outdoors which, in turn, provided a smooth transition for settling into meeting for worship.

Thank you minutes to Kennett and London Grove. Margaret and Deb will work

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on these.

London Grove is so incredibly grateful for Deb Wood and Kennett Meeting for standing in the breach and sharing the facility, helping with dishwashing and tech from Kennett. Our ceiling was just fixed and we will return to normal soon.

Friends also expressed their appreciation for both children's programs, the one led by Alix Vallery and Elizabeth Croce from Yearly Meeting Middle School Programs, and by Kim Brosnan-Myers from London Grove.

Coordinator's Report -

Updates from Historic Properties - Life Cycle series

<https://quakeremily.wordpress.com/resources-for-quaker-meetings/end-of-life-for-meetings/consultations/>

The Historic Properties Committee gave itself homework. We will view the slides and presentation video of [Sharing, Repurposing, and Selling buildings](#) in anticipation of having a discussion on these topics with the quarter.

The committee also has received reports on the burial grounds. The previous Historic Property report focused on meetinghouses so we are hoping to gather a more complete picture of the status of the [historic] properties.

Annual Sessions - I will be at most of the business sessions. Sign up to go as well! [Harriet Tubman Museum](#), Cambridge MD Field trip tentatively scheduled for Sept. 30. A friend shared that weekend is a major bicycle race weekend so the coordinator will find a new date. Friends asked for an interest form, and possible deposit process.

Archiving for the past three years is underway. I am about two thirds of the way through minutes. According to Friends Historical Library, Western Quarter has not sent newsletters since 1985. So that will be the next large archiving project.

Deb will be away on vacation the beginning of August.

Next Meetings: 20 August 3:00 pm Historic Properties via Zoom

10 September 3:00 pm Support Committee via Zoom

17 September Historic Properties 3:00 pm via Zoom

15 October - Western Quarter - host Newark MM, 8th Query

Upcoming Western Quarterly Meeting Gatherings:

2024 1st month - Hockessin - 12th Query

2024 4th month - West Grove - 3rd Query

2024 7th month (joint gathering) - Kennett - 6th Query

Attached Reports:

Report of the Friends Home in Kennett for calendar year 2022 for Western Quarterly Meeting.

The mission of the organization continues to guide the board and staff of the Friends Home in Kennett:

Mission Statement: The Friends Home in Kennett is a non-profit organization dedicated to providing quality care in a homelike atmosphere for older men and women of modest means. We encourage independence and we respect the individuality and dignity of all in keeping with the values of the Religious Society of Friends.

Value Statement (added 2023)

Friends Home in Kennett has been home to seniors in our community for over 120 years. The way of living at Friends Home is guided by the Quaker values of simplicity, peace, integrity, community, equality, and stewardship. In these past 5 years, Friends Home of Kennett has expanded on these values by incorporating the Montessori philosophy of adapting our physical and intangible environments to encourage optimal independence for all our residents.

This lifestyle is reflected in our day-to-day operations by including residents with the planning and preparation of meals, developing the social calendar, and finding opportunities for our staff and residents to both benefit and give back to the Kennett Square community. Friends Home has been able to offer our residents numerous opportunities utilizing the community right outside our doors. Friends Home in Kennett strives to maintain an environment for both our staff and residents inspired by the words of Maya Angelo “People will forget what you said but they will never forget how you made them feel.”

Board Update:

The Friends Home Board resumed in person meetings in 2022. Two board members termed out, Ann O’Donnell and Bob Struble. Their service was commended, and Bob continues to work with the Home at a committee level. The board has several potential candidates that are going through the vetting process at year end.

The 5-year strategic plan was developed and implemented by the board in 2022. A copy of the plan is available upon request. The board continues with succession planning and member recruitment. A capital campaign for the Friends Home Elevator was initiated in 2022 and will be put in process in 2023.

Capital Improvements

The renovation of Maiden Lane, an administrative building was initiated last year. The elevator project also came to life in 2022 with architectural plans and professional estimates obtained.

The hair salon was completed in 2022 with the help of extensive grants. The completion of the art/garden room is carried over to 2023.

Operations:

COVID continues to be a part of life in the Friends Home, but it is not the main focus. Census continues to grow in 2022 with more families and residents looking for a solution to the social isolation that occurred during the pandemic.

Staffing

Staffing concerns continued to be an issue throughout 2022. Our new hires in 2021 for Facilities Manager and DON of Linden Hall did not work out. A new Facilities Manager, Dennis Jones, was added to the management team in 2022. We are actively looking for our next DON. I decided in 2022 to amend the process for resident admissions. I will be visiting with all prospective residents and families for their initial visit. This process has been working well and I enjoy getting to meet families and residents. It also provides me with input on the families' and resident's decision making and any possible changes Friends Home can adopt to meet their needs. Jennifer Dischert was added to the staff for marketing and admission. She is responsible for the admission process once someone submits their application. The employee survey has been completed. Minimal participation did skew most of the results. One positive outcome is the initiation of a quarterly community-wide staff meeting to discuss any inter-departmental concerns.

Resident Life

We were able to resume our collaboration with other community providers that were put on hold due to COVID. The Friends Home has an integral relationship with the Senior Center, YMCA, Longwood Gardens, Rotary Club, library, and several local schools in our community. Our volunteer program was also able to re-open this year. The Friends Home residents were also able to volunteer their time in the community at the Grain Train and with the annual backpack contribution program run by the Longwood Rotary.

The Montessori program continues to grow in both interest and implementation. We have presented our program to other Quaker communities and the FSA. We are on target to get our Gold certification in 2023.

Our Health and Wellness Program is also being expanded. The Friends Home hired a professional dancer, Michael Nguyen to lead and develop this program. The Friends Home is a member of the International Council on Active Aging (ICAA) and with their guidance our program has goals and inspirations to lead us to meet our resident's health and wellness needs.

Finances:

The year 2022 was operationally driven by the unpredicted rise in cost of living and the need to rebuild census. Our average census for Friends Home in 2022 increased to 37.36 just below budgeted census of 38. The average census for Linden Hall was 17.75 which was above budgeted census of 16.. Our investment account, valued at \$8,548,746 million at year end, continues to provide support to the Home. The Spending Rule from the Investment Account allows a 3% budgeted spending allocation, which we utilized.

The Friends Home experienced a similar and unexpected rise in cost of living during 2022 as the rest of the country. Census improved from 2021 but in order to balance the 2023 budget room rates did have to be increased 9%. Our hourly wages were also significantly increased for 2022 to be competitive with the surrounding market. The board recognized the industry wide staffing challenges following the pandemic and wanted to encourage staff retention.

Grants and budgeted funds have also enabled Friends Home to provide financial support to residents, which in 2023 totaled just over \$88,134.

Progress with 2022 GOALS: (in red)

The primary goals for 2022 were the following:

1. Develop a 5-year strategic plan- **developed and implemented.**
2. Initiate the construction of a second elevator at FH- **8/23 tentative ground breaking**
3. Progress the Montessori and Health and Wellness programs **Gold certification scheduled for summer 2023 Health and Wellness program received \$10,000 grant to blend H&W with Montessori techniques.**
4. Obtain and maintain budgeted census numbers **FH census .25 below budget, LH census 1.75 above at year end**
5. Update marketing tools such as website, referral home pages and local advertisements. **Goal met please visit our new web page and let me know your thoughts.**

Goals for 2023

1. Obtain Montessori Certification-begin presenting our programming to local and national communities.
2. Pursue Friends Home conversion to Assisted Living licensure.
3. Begin construction of 2nd elevator
4. Celebrate our 125th anniversary with a community wide event

Thank you:

We continue to be thankful for the support and concern of the Monthly Meetings and individuals of Western Quarterly Meeting. Even though Friends Home is no longer owned and managed by Western Quarter, we still benefit from the “care relationship” with the Quarter. Thank you!

**Sincerely,
Christine McDonald, ED**

**Western Quarterly Meeting
Proposed Budget FY2023**

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	Actual FY2021	Actual FY2022	3/2023 YTD Actual	FY2023 Annual (EST)	FY2023 BUDGET	FY 2024 BUDGET	Comments
Income Sources							
Covenant Income							
* WQM Covenant Income	33,659	31,812	24,751	34,000	34,000	34,000	Assume FY2024 WQM Covenant = FY2023
PYM Covenant Income	124,648	114,788	89,570	123,500	123,500	123,500	Assume FY2024 PYM Covenant = FY2023
Total Covenant Income	\$ 158,307	\$ 146,600	\$ 114,321	\$ 157,500	\$ 157,500	\$ 157,500	
Investment Income							
* Interest from Citadel	129	133	152	203	150	203	Assume Citadel Interest Income equivalence
* FFC General Unrestricted	2,253	2,636	1,273	2,558	2,000	2,584	(per FFC) 1.22 / unit in 12/23 & 1.23 / unit in 6/24 vs. 1.20
FFC Income - Fallowfield Ortho BG			238	478		483	
FFC Income Pass Through				-		-	
Total Investment Income	\$ 2,382	\$ 2,769	\$ 1,663	\$ 3,239	\$ 2,150	\$ 3,270	
Other Income							
Insurance Dividends		464					
Other Income		221	\$ 20				
PYM Grant - Restricted		1,304	\$ 1,200	1,200			
Total Other Income		\$ 1,989	\$ 1,220	\$ 1,200	\$ -	\$ -	
TOTAL INCOME	\$ 160,689	\$ 149,369	\$ 117,204	\$ 160,739	\$ 159,650	\$ 160,770	
WQM OPERATING INCOME	\$ 36,041	\$ 35,266	\$ 26,434	\$ 38,439	\$ 36,150	\$ 37,270	
Expenses							
Staff							
Salaries and staffing contracts	27,283	26,000	19,405	28,000	30,780	29,680	
Payroll Tax Expense	1,912	1,989	\$ 3,265	1,981	2,355	2,271	
Evolution Payroll Expense	1,256	1,248	\$ 905	1,206	1,300	1,327	Assume 10% increase over '23 Annualized
Workers Compensation Insurance	260	288	\$ 289	289	300	300	
Travel Reimbursement		95	\$ -	-	150	-	
Staff Development			\$ -	-	100	-	
Subtotal, Staff expenses	\$ 30,711	\$ 29,620	\$ 23,864	\$ 31,476	\$ 34,985	\$ 33,577	
Newsletter	\$ 66	\$ 82	-	\$ 120	\$ 150	\$ 150	
Office							
Rent	600	600		600	600	600	
Telephone, internet	1,798	1,905	1,504	2,026	1,900	2,100	Verizon 167.65 X 3 + '23 YTD GOOGLE 6.36 X 3 + '23 YTD. Assume Verizon +5%
Postal box rental	112	204	204	204	205	204	
Insurance, Prop/Liab/SM	1,748	1,610	1,795	1,795	1,650	1,900	Assume 6% premium increase
Software (Quickbooks)		-		-	-	-	
Postage	58	46		100	100	100	
Supplies	5	87		100	100	100	
Videoconferencing	75	-		75	75	75	
Tech Upgrades (to support virtual)		-		1,200	500	-	
Website	164	148	73	100	175	125	
Domain Hosting	250	17	84	84	250	100	westernquarterquakers.org
Misc (e.g., ads)					50	-	
Accounting / Bookkeeping	2,235	2,456	2,175	2,900	2,500	-	Bookkeeping brought In-house
Subtotal, office expenses	\$ 7,045	\$ 7,073	\$ 5,835	\$ 9,184	\$ 8,105	\$ 5,304	
Quarterly Meetings							
Refreshments		-		-	-	-	
Programs		-	100	200	200	200	
Childcare				-	-	-	
Subtotal, WQM Sessions	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ 200	
Youth Programs		\$ 225		\$ -	\$ 500	\$ 250	
Other Expenses to WQM							

**Western Quarterly Meeting
Proposed Budget FY2023
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	Actual FY2021	Actual FY2022	3/2023 YTD Actual	FY2023 Annual (EST)	FY2023 BUDGET	FY 2024 BUDGET	Comments
Fallowfield Orthodox Burial	650	490	200	300	300	600	
Subtotal Other Expenses WQM	\$ 650	\$ 490	200	\$ 300	\$ 300	\$ 600	
WQM OPERATING EXPENSE	\$ 38,472	\$ 37,490	\$ 29,899	\$ 41,280	\$ 44,240	\$ 40,081	
Operating Expenses WQM only	\$ 38,472	\$ 37,490	\$ 29,899	\$ 41,280	\$ 44,240	\$ 40,081	
Operating Income WQM only	\$ 36,041	\$ 35,266	26,434	\$ 38,439	\$ 36,150	\$ 37,270	
Deficit	\$ (2,431)	\$ (2,224)	\$ (3,465)	\$ (2,841)	\$ (8,090)	\$ (2,811)	
Applied Reserves Required	\$ 2,431	\$ 2,224		\$ 2,841	\$ 8,090	\$ 2,811	

**Western Quarterly Meeting
Proposed Budget FY2023**

	Actual FY2022	FY2023 Annual (EST)	FY2023 BUDGET	FY 2024 BUDGET	Comments
Income Sources					
Covenant Income					
* WQM Covenant Income	31,812	34,000	34,000	34,000	Assume FY2024 WQM Covenant = FY2023
PYM Covenant Income	114,788	123,500	123,500	123,500	Assume FY2024 PYM Covenant = FY2023
Total Covenant Income	\$ 146,600	\$ 157,500	\$ 157,500	\$ 157,500	
Investment Income					
* Interest from Citadel	133	203	150	203	Assume Citadel Interest Income equivalence
* FFC General Unrestricted	2,636	2,558	2,000	2,584	(per FFC) 1.22 / unit in 12/23 & 1.23 / unit in 6/24 vs. 1.20
FFC Income - Fallowfield Ortho BG		478		483	
FFC Income Pass Through		-		-	
Total Investment Income	\$ 2,769	\$ 3,239	\$ 2,150	\$ 3,270	
Other Income					
Total Other Income	\$ 1,989	\$ 1,200	\$ -	\$ -	
TOTAL INCOME	\$ 149,369	\$ 160,739	\$ 159,650	\$ 160,770	
WQM OPERATING INCOME	\$ 35,266	\$ 38,439	\$ 36,150	\$ 37,270	
Expenses					
Staff					
Subtotal, Staff expenses	\$ 29,620	\$ 31,476	\$ 34,985	\$ 33,577	
Newsletter	\$ 82	\$ 120	\$ 150	\$ 150	
Office					
Rent	600	600	600	600	
Telephone, internet	1,905	2,026	1,900	2,100	Verizon 167.65 X 3 + '23 YTD GOOGLE 6.36 X 3 + '23 YTD. Assume Verizon +5%
Postal box rental	204	204	205	204	
Insurance, Prop/Liab/SM	1,610	1,795	1,650	1,900	Assume 6% premium increase
Software (Quickbooks)	-	-	-	-	
Postage	46	100	100	100	
Supplies	87	100	100	100	
Videoconferencing	-	75	75	75	
Tech Upgrades (to support virtual)	-	1,200	500	-	
Website	148	100	175	125	
Domain Hosting	17	84	250	100	westernquarterquakers.org
Misc (e.g., ads)			50	-	
Accounting / Bookkeeping	2,456	2,900	2,500	-	Bookkeeping brought In-house
Subtotal, office expenses	\$ 7,073	\$ 9,184	\$ 8,105	\$ 5,304	
Quarterly Meetings					
Refreshments	-	-	-	-	
Programs	-	200	200	200	
Childcare	-	-	-	-	
Subtotal, WQM Sessions	\$ -	\$ 200	\$ 200	\$ 200	
Youth Programs	\$ 225	\$ -	\$ 500	\$ 250	

**Western Quarterly Meeting
Proposed Budget FY2023
DRAFT**

	Actual FY2022	FY2023 Annual (EST)	FY2023 BUDGET	FY 2024 BUDGET	Comments
Other Expenses to WQM					
Fallowfield Orthodox Burial	490	300	300	600	
Subtotal Other Expenses WQM	\$ 490	\$ 300	\$ 300	\$ 600	
WQM OPERATING EXPENSE	\$ 37,490	\$ 41,280	\$ 44,240	\$ 40,081	
Operating Expenses WQM only	\$ 37,490	\$ 41,280	\$ 44,240	\$ 40,081	
Operating Income WQM only	\$ 35,266	\$ 38,439	\$ 36,150	\$ 37,270	
Deficit	\$ (2,224)	\$ (2,841)	\$ (8,090)	\$ (2,811)	