

Support Committee of Western Quarterly Meeting  
10 March, 2024 3:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/92668234836>

Draft Agenda

**Historic Properties Update – Deb**

Summary reminder of last meeting -

Steve Balderston and Deb spoke via phone on Feb. 20. - update

Reminder of our Professional Services Fund for Historic Properties – (2022-01 approved this minute in Running Minutes of Historic Properties.)

**Nominating Committee**

Margaret Walton - clerk, agrees to continue to serve

Recording clerk - volunteers at QM - names welcomed for someone to serve in the role

**Education Grants**

Three received from a family at London Grove.

**Quarterly Meeting at West Grove 21 April**

**Performance Review** - Margaret Walton, Karen Conlan, Deb Wood - to be scheduled

**Budget Preview - Coordinator Job Description**

Is a group interested in reviewing the Coordinator job description with an eye towards how the job should/could shift. This suggestion comes in recognition of the quarter's desire to plan for spending that will not dip into the reserves every year.

Job Description attached.

## **MINUTE ON ESTABLISHING A PROFESSIONAL SERVICES FUND**

Western Quarterly Meeting of the Religious Society of Friends has custodial responsibility over six properties that do not currently have active membership. We recognize that over time decisions may need to be made related to management and/or potentially disposition of some or all of the buildings, grounds, and burial sites. We further anticipate that the number of properties under our care may increase over time. Recognizing that decision making likely will require outside expertise, it is recommended that a PROFESSIONAL SERVICES FUND be established and included in our Annual Budget. The initial budget amount will be \$25,000.

Specifically, the fund would be available for assessment and planning for needs of the historic meeting houses and graveyards. That would include professional planning responses and advice to unexpected events, new uses, repurposing, transfer, and sale. It is not intended for ongoing or deferred maintenance and support.

As funds are depleted WQM should make every reasonable effort to restore the fund to \$25k on an annual basis.

In the event that Western Quarterly Meeting members determine to eliminate the Professional Services Fund, any residual balance shall be returned to the Unrestricted Reserves balance.

# Western Quarterly Meeting of the Religious Society of Friends

## Coordinator Position Description

### Position Summary:

The Coordinator for Western Quarterly Meeting (WQM) shall provide organizational and administrative support to the members of Western Quarter while facilitating cross Meeting communications and activities. Time expected is 21 hours per week on average.

The work of the Coordinator can be summed up as follows:

- To facilitate spiritual and social opportunities for members of Monthly Meetings to come together in mutual support and community-building.
- To foster relationships between and among Monthly Meetings and the Quarterly Meeting to address issues of common concern.

### Key Responsibilities:

1. Serves as the point of first contact for the Quarter and as a resource for Monthly Meetings.
2. Arranges, communicates and oversees video conferencing for the Quarter, its programs and committee meetings, as needed or requested, via Zoom.
3. Helps to coordinate the preparation for and attends Quarterly Meeting sessions, and Western Quarter Support Committee meetings, including drafting agendas and distributing communications before and after meetings.
4. Supports the committees and working groups of the Quarter.
5. Maintains a contact database and listserv for key Quarter contacts.
6. Posts information on website and social media sites.
7. Assists in producing a Quarterly Newsletter and eNewsletter that includes information on upcoming Quarterly Meeting and Monthly Meeting events, as needed.
8. Develops and maintains an email relationship with key communications contacts from each Meeting, that includes sending out Quarterly Meeting and Monthly Meeting announcements on a monthly basis.
9. Connects the Quarter with local Quaker resources such as PYM and Pendle Hill
10. Visits the Monthly Meetings of the Concord Quarter on a regular basis.
11. Works with the Coordinator and Youth Coordinator of Concord Quarter on a variety of joint programs.
12. Participates as a Quarterly Meeting representative at PYM Annual Sessions and Continuing Sessions.
13. Other duties as assigned by the Clerk or the Support Committee.
14. Checking mail depositing checks, responding to inquiries received by phone, mail, email.
15. Maintain website - posting meeting for business documents, events, newsletters.
16. Archiving of records - both electronic and hard copy. Hardcopy to go Friends Historical Library every 3 years.
17. Added since I started – assistance to treasurer with bookkeeping.

**Accountability/ Annual Review:**

An Annual Review will be conducted by the officers.