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Minutes of LEYM Executive Committee Meeting Bluffton, Ohio 7/29/10

Friends present: Ellen Barnes (Ministry & Nurture), Eric Starbuck (Treasurer), David Lore (Peace), Becky Morehouse and Clemence Ravacon Mershon (Program), Phil Clampitt and Judy Greenberg (Earthcare), Jeff Cooper (Publications & Archives), Nancy Taylor (Peace), Thomas Taylor (Nominating), Rosemary Coffey (Advancement & Outreach), Olwen Pritchard (Site), Sally Weaver Sommer (Finance), Mathilda Navias (Database Manager), Joseph Mills (Recording Clerk), Merry Stanford (Clerk), and Peggy Daub (Assistant Clerk)

After we each shared our recent experiences, Merry shared an email from Margy Liske who will not be with us at annual meeting due to the return of her daughter from Morocco. Su Penn will not be with us for health reasons; she has been in contact with the teachers and assistants who will carry on the youth program in her absence.

1. Report from Yearly Meeting Worker

Mathilda Navias (Meeting Worker) submitted a written report highlighting her work for the Yearly Meeting. Half of her time has been spent on the Yearly Meeting website. Her accomplishments include:

- * Development of web pages for meeting clerks which include a list of published resources with links and contact information.
- * Creation of a checklist of annual updates for the website following annual sessions, to be done by the Yearly Meeting Worker.
- * Working on a process for posting minutes to the Yearly Meeting website. Mathilda will be contacting Rosemary, Jeff and Eric about obtaining past minutes.
- * Establishing a listserv for clerks and conveners of monthly meetings and worship groups with minimal ongoing maintenance. The listserv fosters inter-meeting communication.
- * Developing a clerk's packet which includes tips for new committee clerks, a guide to the Annual Records, and a piece on preparing to bring business to business sessions. Other ideas for additional documents are welcomed.

From mid-November through 7/26/2010 Mathilda has expended 51.5 hours as Yearly Meeting Worker @ \$15 per hour = \$772.50 (roughly half the amount budgeted.) She will be performing an annual update to the website and continuing tasks in process.

Mathilda brought to our attention some website features:

- * "Committee Pages" for use of Yearly Meeting committees. Current use of these pages varies; they offer an opportunity to share a committee's work and to provide materials helpful to Friends to explore leadings.
- * A page with a list of hyperlinks to other Quaker websites of interest to Yearly Meeting Friends. The links may need to be updated and additional links may be added.
- * Youth Pages with separate pages for youth groupings by age.

During annual meeting, Mathilda will be contacting committee clerks and Friends about these features and ways to enhance their benefit to us.

We have a new procedure for submitting materials for the website. New items (where timeliness is important) should go to Bill Wartens, the Web Master, and all other materials to Mathilda Navias. Mathilda, instead of the assistant clerk, will be updating the Yearly Meeting calendar on the website.

We agreed to have a listserv for the Executive Committee to facilitate communications through one address.

2. Selling merchandise through the bookstore

We discussed the need for a policy and process regarding selling merchandise through the bookstore. Elaine Wilson will be selling her paintings during annual meeting as a fundraiser for Friends School in Detroit. Concerns discussed included: screening of merchandise, allowing vendors to retain a gain, and space concerns. A similar concern was raised about the display area. Representatives from the Program, Finance, Arrangements & Site, and Ministry & Nurture committees will explore this further and consider a proposal for a policy and process. Sally Weaver Sommer will convene this group and Valerie Groszmann will be consulted.

3. LEYM-FGC web site pilot project

FGC is putting together a pilot project for website services and development. The project involves use of templates and modular features. The anticipated features include easy editing and updating by Friends with minimal computer skills and the ability to select modular components as needed for specific tasks and purposes. The project will have a strong component of outreach to younger seekers who may be interested in Quakerism. FGC will maintain the technical infrastructure, software, and security.

FGC is seeking three monthly meetings and one yearly meeting to participate in the project during the upcoming year. The project is expected to be completed with a new service in 2011. The Yearly Meeting's participation in the pilot project would involve free use of the hosting and software and providing input on design and features to be used throughout FGC. We would also have to maintain the current website until the new one is ready to replace the current one. The Yearly Meeting Worker, Web Master, some members of the Publications & Archives and Advancement & Outreach Committees, and the Presiding Clerk, or her designate, would work on the project.

At the FGC Gathering several Yearly Meeting Friends (Mathilda Navias, Bill Warters, Jeff Cooper, Merry Stanford, and Peggy Daub) met with Chris Pifer of FGC to explore the Yearly Meeting's collaboration and participation in the project and all felt our Yearly Meeting should join the project. We approved that the Executive Committee recommend at annual sessions that the Yearly Meeting apply to participate in the pilot project.

4. Executive Committee sessions closed

Merry brought a question raised by another Friend, about whether Executive Committee Meetings are open (although no Friend not currently serving on the Executive Committee has asked to attend). Our consensus is that as a matter of practice the Committee meets in closed sessions and all other committees are open except for Nominating and Finance. The three committees with "closed" meetings are administrative in nature, rather than programmatic. We will seek approval and confirmation of this policy at annual sessions for inclusion in Policies and Procedures.

5. Worship at Annual Sessions

Ministry & Nurture is taking responsibility for the Meetings for Worship at annual sessions under its care, and may be asking for volunteers in undertaking this charge.

6. Fall Executive Committee Meeting

Peggy Daub brought up scheduling the fall Executive Committee Meeting with our recent change in calendar. The meeting will occur on 10/30 or 11/6 in either Perrysburg or Oberlin. Advices and Queries and revisions to Policies & Procedures will be significant agenda items for next year.

7. Approval of previous Executive Committee meeting minutes

The minutes of the last Executive Committee meeting were approved with the following changes to minute 6:

LAKE ERIE YEARLY MEETING EXECUTIVE COMMITTEE MINUTES
7/29/10

(a) (b-2) that the Database Manager be under the *supervision* of the Publications and Archives Committee.

d. Changed “We remain undecided about dropping the term Planning Committee” to “We decided not to drop the term Planning Committee”.

Joe Mills, Recording Clerk
Merry Stanford, Presiding Clerk