

**Minutes**  
**FMSA Meeting for Business**  
**March 19<sup>th</sup>, 2023**

**Attending:**

- In Person: Bill Wilkinson, Rachael Cundey, Jim Spickard, Julie Crum, Kara McGinnis, Pat Sweet, Bill Sweet, Von Keairns, George Feden, James Mize, Joni Mize, Pam Spurgeon, William Kandra, Val Liveoak, Denise Wilkinson, Greg Koehler, Gretchen Haynes, James Goslin, Susan Lee
- On Zoom: Hector Cruz

**The meeting opened with silent worship.**

**Clerk's Comments:** Committee reports will be available on the website.

**Prior Minutes**

Friends approved the Minutes from the Feb 19<sup>th</sup> Meeting for Business without corrections.

Friends approved the Minutes from the Mar 12<sup>th</sup> Called Meeting for Business without corrections.

**Transfer of Membership:**

The meeting received a request from Bill and Pat Sweet to transfer their membership from the Lawrence, Massachusetts meeting to the Friends Meeting of San Antonio.

**MINUTE 2023.03.02 FMSA joyously accepts the transfer of membership of Bill and Pat Sweet from Lawrence monthly meeting to FMSA.**

Friends approved the minute.

**Meeting Reorganization:**

Friends were comfortable with the list of basic areas crucial to the meeting as outlined in the draft reorganization proposal. There was discussion that further simplification could be possible, but the list reflects our current priorities as a group.

Friends were also comfortable with the proposed committee structure, which leaves us with Ministry and Care, Religious Education, Finance, Property, and Nominating. We may form ad hoc committees for time-limited concerns as necessary. Committees may seek volunteers from outside the committee for assistance in carrying out tasks.

One Friend suggested we give a monthly invitation for Friends to bring any Peace and Social Concerns issues that they feel should be considered by the larger meeting to business meeting. Friends noted the need to make our practices clearer to newcomers. Friends are encouraged to suggest those with passion for a social issue bring the concern to either business meeting or Ministry and Care, as appropriate.

Friends agreed to a trial period of the proposed committee structure to be reassessed in the middle of next year. With this timeline, Nominating will have time to adjust to any changes we may make in 2024 in time to make nominations for 2025.

Some Friends were concerned that tasks on the proposed board would not be done or done well if we rely on episodic volunteering to complete them. There was particular concern about tasks involving communications with a content creation/editing aspect. Friends stressed the need for discipline on the part of the Volunteer Coordinator to avoid taking on the tasks that are left undone.

In the past, no one has continued a tech/communications role within the meeting for a year or more, and the Community Engagement committee has not functioned for the last six years, so that way of organizing has not been successful for us. The current situation has put unsustainable strain on Jim, and he cannot continue. Jim is happy to train the next tech coordinator but will not serve in that role himself.

One Friend proposed making some of the physical maintenance tasks that would otherwise go on the board a paid job, perhaps for \_\_\_\_\_. She has been dependable as a childcare professional for the last 5 years and may be interested in extra work. She currently works with the children only the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month.

Friends agreed to try a task board. Co-Clerk Bill Wilkinson is gathering a small group to determine the exact list of tasks. The board will go up without further input from the larger meeting. This aspect of the reorganization may be revised before the reassessment of our committee structure in mid-2024 as it does not require effort from Nominating.

### **The Meeting closed with silent worship.**

For reference, Friends are invited to read the Draft Proposal on Meeting Reorganization (appended) and review the list of current FMSA posts -- including empty ones -- that can be found in the February 2023 Minutes.

***Committee reports were not read during this Business Meeting.  
They have been appended here for Friends' perusal.***

A DRAFT PROPOSAL FOR MEETING REORGANIZATION  
TO FIT OUR CURRENT SIZE AND RESOURCES

FMSA's annual meeting of officers, committee clerks, and conveners was held on January 28<sup>th</sup> to talk about how we might best accomplish the tasks needed to sustain a Meeting of our size. We face both vacancies in our current committee structure and the possibility of burning out those of whom we ask too much. We are 2/3 the size we were before COVID, and even then we had difficulty filling all of the slots called for in our Handbook. We met to consider two questions:

1. What tasks do we absolutely need to accomplish in order to maintain our Meeting?
2. How can we best organize ourselves to do these tasks?

**To Question 1:**

The meeting identified six areas that are crucial to FMSA's health. They are:

- A. Sustaining the quality of our Meetings for Worship and the spiritual state of the Meeting;
- B. Providing spiritual care and support to Meeting members and attenders;
- C. Providing opportunities for fellowship and spiritual growth, such as post-Meeting potlucks, forums, spiritual education, etc.;
- D. Good stewardship of our property, both real and financial;
- E. Accomplishing the mundane chores needed to open and close the Meetinghouse, set up and run the Zoom system during Meetings for Worship and after-Meeting forums/discussions, provide post-Meeting refreshments, maintain the Meeting Website, inform Friends of Meeting activities, make sure we have bathroom and cleaning supplies, etc.
- F. Sufficient coordination to ensure that tasks are accomplished without overburdening anyone, including the coordinators.

Without specifying its shape, we felt it important to provide sufficient outreach to outsiders so that those who might appreciate our form of worship and life can find us. We also felt it important to support Friends who have a leading to Quakerly social action.

Though it was not specifically mentioned, we presumed a ministry for children so that parents can participate in Meeting life.

**To Question 2:**

The above tasks are currently handled through our extant committee structure, though some of those committees are overburdened and others have been understaffed or moribund. Co-Clerk Jim S. proposed a possible reorganization. He was asked to put this in writing, which appears in outline form, below:

1. Standing committees that would stay pretty much the same as now, with some adjustment of tasks:
  - o A Ministry and Care Committee to attend to Items A and B: the quality of our Meeting for Worship and the spiritual state of the Meeting, along with providing spiritual care

and support to Meeting members and attenders. This committee could coordinate other activities to maintain the Meeting’s spiritual health as it sees fit.

- A Religious Education Committee to coordinate forums and education sessions – Item C (except the potlucks) – plus the children’s program.
- A Property Committee to coordinate maintenance of and repairs to our physical property (part of Item D).
- The Finance Committee to work with the Treasurer (as now) to steward our financial resources (the other part of Item D).

These committees would not be charged with doing all of the work in their respective areas. They would instead coordinate that work, drawing in other Friends as needed and appropriate.

2. Tasks that are currently assigned to committees would be handled as follows:

- The currently unstaffed and non-functioning Community Engagement Committee would be replaced with a “volunteer board” that would list tasks (such as those in Item E). (Some jobs would have space for more than one person, e.g: bring snacks).

Here is a sample:

<b><u>Sunday Tasks</u></b>	<b><u>1<sup>st</sup> Sunday</u></b>	<b><u>2<sup>nd</sup> Sunday</u></b>	<b><u>3<sup>rd</sup> Sunday</u></b>	<b><u>4<sup>th</sup> Sunday</u></b>	<b><u>5<sup>th</sup> Sunday</u></b>
Open Meetinghouse					
Greet visitors as they arrive					
Close Meetinghouse					
Set up & Run Meeting Tech					
Bring after-Meeting snacks					
Set up Potluck etc.					
<b><u>Weekly Tasks</u></b>	<b><u>1<sup>st</sup> Week</u></b>	<b><u>2<sup>nd</sup> Week</u></b>	<b><u>3<sup>rd</sup> Week</u></b>	<b><u>4<sup>th</sup> Week</u></b>	<b><u>5<sup>th</sup> Week</u></b>
Send out weekly announcement					
Create Facebook posts					
Check bathrooms for T.P. & towels etc.					
<b><u>Monthly Tasks</u></b>					
Send out newsletter					
Post events to website calendar					
Post special events to website					
Check and renew coffee, tea, filters, creamer, sugar, etc.					
Check and renew cleaning supplies					

Check and renew bathroom supplies	
etc.	

The board would be available on the porch before and after Meeting for Worship so that Friends can see what needs to be done and sign up for it. If no one signs up, the job doesn't get done. (And perhaps we learn that we do not need to do it.)

This board would require a Volunteer Task Coordinator. This person would not do the tasks. Instead, this person would have information about how to do the tasks that they could give to the volunteer.

The web and tech tasks would probably best be coordinated by a Tech Coordinator. This person would also not do the tasks but would explain (and perhaps teach) them.

- Barring the sudden emergence of a Clerk or Convener for the Peace and Social Concerns Committee, this committee's functions would be assumed by Business Meeting. Specifically, any Friend could bring a concern to Business Meeting, which would decide whether to deal with it directly or to appoint an ad-hoc group to meet with the bringer of the concern. The Business Meeting would be tasked with providing clearness committees and other support for those with leadings to Quakerly action.
  - Duties of the Long-Term Planning Committee would be assumed by the Business Meeting.
  - The Librarian post would remain as at present: unfilled except by those led to work ad-hoc on our library collection.
3. Roles that would not change:
- Two Co-Clerks would be responsible for the oversight of Meeting (Item F), working with and supported by the Meeting officers. Tasks would be those listed in the Handbook (not more). Other oversight (as needed) can be directed to one of the remaining committees or to Business Meeting.
  - Nominating Committee.
  - Individual roles listed in the Handbook: Recording Clerk, Recorder, SCYM Rep, FCNL Rep

This proposal reduces the number of standing committees by three, while reassigning a few tasks to make the load on other committees less burdensome. It also makes it easy for Friends and Attenders to see what smaller tasks need doing and to volunteer to do them for a specific period of time.

-- J.S.

# Friends Meeting of San Antonio

## Treasurer's Report

### February 2023

#### Balance Sheet

- ✓ In the January report, there is a \$9.00 difference between the accounting program Balance Sheet Net Income and the Statement of Activities Net Ordinary Income. Net Income from QuickBooks was reduced by \$9.00 to clear the difference.
- ✓ In November 2022, \$1,109.29 was advanced to Thad Ziegler Glass for replacement of glass in the Meetinghouse door. However, they were unable to make the repair. The refund was deposited in Operating Cash, inflating the amount in General Contributions, and then transferred to the Sinking Fund.
- ✓ There is no other unusual activity to report.

#### Statement of Activities

- ✓ Actual undesignated contributions in February totaled \$1565.00. Contributions to date are 7.4% of the 2023 budgeted general contributions at 16.7% of the year.
- ✓ Income for Facilities Use is \$385, 16.8% of budget at 16.7% of the year.
- ✓ The CPS bill in February is \$356.85 (\$279.28 last month) for 2.606 MWh (2.652 MWh last month) of electricity. The Big Sun Community Solar off-site photovoltaic panels gave us a credit of \$132.51 (\$90.88 last month). After charges for additional services, the bill totaled \$275.28 (\$279.28 last month).
  - ✓ Expenditure for electricity is 23.1% of the annual budget at 16.7% of the year.
  - ✓ From the initial connection through February, payment for solar-generated electricity totals \$6,498.29, which averages to \$175.63 per month compared to the amortized capital cost of the panels of \$131.40 per month.
- ✓ The February bill for San Antonio Water System was not received in February.
- ✓ The Other Types of Expenses, Property and Liability Insurance premium is a 23.8% increase over last year. As a 20% increase, rounded up to the nearest \$100, was budgeted, actual exceeded budget by \$206.00.
- ✓ Other expenditures were routine.

Faithfully submitted,  
William D. Sweet, Treasurer

# FMSA Balance Sheet

February 2023

	<u>28-Feb-23</u>	<u>31-Jan-23</u>	<u>Difference +/-</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10000 · Frost Bank - Checking			
10010 - Cash Flow Reserve	\$ 6,000.16	\$ 6,000.16	
10020 - Operating Cash	\$ 24,477.36	\$ 30,579.65	
10030 - Relief Fund	\$ 7,145.00	\$ 7,145.00	
10040 - Sinking Fund	\$ 22,955.65	\$ 21,346.36	
10050 - Immigrant Aid	\$ 10,521.31	\$ 10,521.31	
10070 - General Maintenance		\$ -	
10080 - Janet Southwood Hospitality Fund	\$ 390.00	\$ 390.00	
10000 - Checking-Other		\$ -	
Total 10000 · Frost Bank - Checking	<u>\$ 71,489.48</u>	<u>\$ 75,982.48</u>	\$ (4,493.00)
11000 · Frost Bank - Savings	<u>\$ 14,964.80</u>	<u>\$ 14,944.59</u>	\$ 20.21
Total Checking/Savings	<u>\$ 86,454.28</u>	<u>\$ 90,927.07</u>	\$ (4,472.79)
Other Current Assets			
18000 · Friends Fiduciary Corporation			
18100 · FFC Quaker Growth & Income Fund	\$ 555,863.25	\$ 555,863.25	
18200 · FFC Short-Term Investment Fund	\$ 53,900.10	\$ 53,900.10	
Total 18000 · Friends Fiduciary Corporation	<u>\$ 609,763.35</u>	<u>\$ 609,763.35</u>	\$ -
Total Other Current Assets	<u>\$ 609,763.35</u>	<u>\$ 609,763.35</u>	
Total Current Assets	<u>\$ 696,217.63</u>	<u>\$ 700,690.42</u>	
Fixed Assets			
19000 - Fixed Assets			
19100 - Buildings & Land	\$ 811,944.73	\$ 811,944.73	
19200 - Solar Panels w/Big Sun	\$ 34,689.60	\$ 34,689.60	
19300 - Assisted Listening/Zoom integration sy	\$ 6,997.83	\$ 6,997.83	
19990 - Accumulated Depreciation			
19991 - Solar Panels Depreciation	\$ 4,730.40	\$ 4,730.40	
19992 - Assisted Listening/Zoom Depreciat	\$ 788.65	\$ 788.65	
Total 19990 - Accumulated Depreciation	\$ 5,519.05	\$ 5,519.05	
Total 19000 - Fixed Assets	<u>\$ 859,151.21</u>	<u>\$ 859,151.21</u>	\$ -
<b>TOTAL ASSETS</b>	<u><b>\$ 1,555,368.84</b></u>	<u><b>\$ 1,559,841.63</b></u>	\$ (4,472.79)
<b>LIABILITIES &amp; EQUITY</b>			
Equity			
32000 · Unrestricted Net Assets	<u>\$ 1,438,596.40</u>	<u>\$ 1,438,596.40</u>	\$ -
45500 · Investment Inc/Dec	<u>\$ 124,935.36</u>	<u>\$ 124,935.36</u>	\$ -
Net Income	<u>\$ (8,162.92)</u>	<u>\$ 3,690.13</u>	\$ 11,853.05
<b>Total Equity</b>	<u><b>\$ 1,555,368.84</b></u>	<u><b>\$ 1,567,221.89</b></u>	\$ (11,853.05)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>\$ 1,555,368.84</b></u>	<u><b>\$ 1,567,221.89</b></u>	\$ (11,853.05)

# FMSA Statement of Activities

February 2023

	<u>February 2023</u>	<u>2023 YTD</u>	<u>2023 Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>43400 · Contributions</b>			
<b>43410 · General Contributions</b>	\$ 2,674.29	\$ 3,364.29	\$ 30,675.00
<b>43440 · Designated Contributions</b>		\$ -	
43441 · General Maintenance	\$ -	\$ -	
43442 · Immigrant Aid	\$ -	\$ -	
43443 · Meetinghouse	\$ -	\$ -	
43445 · Miscellaneous	\$ -	\$ -	
43447 - Relief Fund	\$ -	\$ -	
43448 - Janet Southwood Hospitality	\$ -	\$ -	
<b>Total 43440 · Designated Contributions</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total 43400 · Contributions</b>	<u>\$ 2,674.29</u>	<u>\$ 3,364.29</u>	<u>\$ 30,675.00</u>
<b>45000 · Bank Interest</b>	\$ 20.21	\$ 41.00	\$ 50.00
<b>46400 · Other Income</b>			
46431 · Facilities Use	\$ 385.00	\$ 925.00	\$ 5,500.00
46432 · Yard/Online Sales		\$ -	\$ -
46433 · Miscellaneous		\$ -	
46434 - Festival		\$ -	
46434.1 - Festival In-kind		\$ -	\$ -
46499 - In-kind		\$ 313.58	\$ -
<b>Total 46400 · Other Income</b>	<u>\$ 385.00</u>	<u>\$ 1,238.58</u>	<u>\$ 5,500.00</u>
<b>Total Income</b>	<u>\$ 3,079.50</u>	<u>\$ 4,643.87</u>	<u>\$ 36,225.00</u>
<b>Expense</b>			
<b>62100 · Ministry &amp; Oversight</b>			
62110 · FJ/QL Subscriptions		\$ -	\$ 50.00
62140 · Relief Fund		\$ 4,000.00	
62150 · Travel Fund		\$ -	
62100 - M&O Other		\$ -	
62199 - In-kind		\$ -	\$ -
<b>Total 62100 · Ministry &amp; Oversight</b>	<u>\$ -</u>	<u>\$ 4,000.00</u>	<u>\$ 50.00</u>
<b>62500 · Religious Education</b>			
62510 · Childcare		\$ 75.00	\$ 1,600.00
62520 · Library		\$ -	\$ 50.00
62525 - Materials & Activities		\$ -	
62530 · Supplies & Misc		\$ -	\$ 50.00
62599 - In-kind		\$ 250.00	
<b>Total 62500 · Religious Education</b>	<u>\$ -</u>	<u>\$ 325.00</u>	<u>\$ 1,700.00</u>



<b>62800 · Building &amp; Grounds</b>			
<b>62810 · Cleaning Services</b>			
68811 · Supplies		\$ -	\$ 400.00
62810 · Cleaning Services	\$ 300.00	\$ 600.00	\$ 3,600.00
<b>Total 62810 · Cleaning Services</b>	<b>\$ 300.00</b>	<b>\$ 600.00</b>	<b>\$ 4,000.00</b>
62830 · Grounds Maintenance		\$ -	\$ 4,300.00
62840 · Major Repairs		\$ -	
62870 · Minor Repairs & Maintenance		\$ -	\$ 5,850.00
<b>62890 · Utilities</b>			
62891 · Electric & Gas	\$ 275.28	\$ 554.56	\$ 2,400.00
62892 · Phone	\$ 108.01	\$ 216.02	\$ 1,200.00
62893 · Water & Sewer		\$ 117.66	\$ 2,000.00
<b>Total 62890 · Utilities</b>	<b>\$ 383.29</b>	<b>\$ 888.24</b>	<b>\$ 5,600.00</b>
62899 - In-kind		\$ 63.58	
<b>Total 62800 · Building &amp; Grounds</b>	<b>\$ 683.29</b>	<b>\$ 1,551.82</b>	<b>\$ 19,750.00</b>
<b>63000 · Contributions to Others</b>			
63100 · Emerging Issues		\$ -	\$ 300.00
63200 · Designated Gifts (Unbudgeted)		\$ -	\$ -
63300 · Local Organizations		\$ -	\$ 1,500.00
63400 · Quaker Organizations	\$ 160.00	\$ 160.00	\$ 1,800.00
63510 · Immigrant Aid		\$ -	
<b>Total 63000 · Contributions to Others</b>	<b>\$ 160.00</b>	<b>\$ 160.00</b>	<b>\$ 3,600.00</b>
<b>65000 · Outreach</b>			
65010 · FJ/QL Advertisement		\$ -	\$ 225.00
65020 · Website/New Media	\$ 3.00	\$ 26.17	\$ 500.00
65030 · Publications, Printing, Copying		\$ -	\$ 25.00
65040 · Supplies		\$ -	\$ 75.00
65050 · Refreshments		\$ -	
65051 - Refreshments - In-kind.		\$ -	
<b>Total 65000 · Outreach</b>	<b>\$ 3.00</b>	<b>\$ 26.17</b>	<b>\$ 825.00</b>
<b>65100 · Other Types of Expenses</b>			
65120 · Property/Liability Insurance	\$ 6,706.00	\$ 6,706.00	\$ 6,500.00
65140 · Bank Charges		\$ -	\$ 50.00
65160 · Miscellaneous		\$ 37.80	\$ 150.00
65180 · Festival		\$ -	
65180.1 - Festival In-Kind		\$ -	\$ -
<b>Total 65100 · Other Types of Expenses</b>	<b>\$ 6,706.00</b>	<b>\$ 6,743.80</b>	<b>\$ 6,700.00</b>
<b>66900 · Reconciliation Discrepancies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>68300 · Yearly &amp; Quarterly Meeting</b>			
68310 · Cielo Grande Quarter		\$ -	
68320 · South Central YM		\$ -	\$ 3,600.00
<b>Total 68300 · Yearly &amp; Quarterly Meeting</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,600.00</b>
<b>Total Expense</b>	<b>\$ 7,552.29</b>	<b>\$ 12,806.79</b>	<b>\$ 36,225.00</b>
<b>Net Ordinary Income</b>	<b>\$ (4,472.79)</b>	<b>\$ (8,162.92)</b>	<b>\$ -</b>
<b>Sinking Fund</b>	<b>\$ 500.00</b>	<b>\$ 1,000.00</b>	
<b>Net Income</b>	<b>\$ (4,972.79)</b>	<b>\$ (9,162.92)</b>	<b>\$ -</b>

## **Ministry and Care, March 2023**

Ministry and Care met at noon on Wednesday, March 8, 2023. Val Liveoak, Gretchen Haynes, James Goslin, and Julie Crum attended.

Review of worship:

We continue to have difficulty hearing messages from Friends, both ministry during worship and during the introductions/announcements after. It's difficult sometimes to speak to the whole room.

Upcoming forums:

March 12: South Central Yearly Meeting, led by Val Liveoak

March 24: Worship sharing considering reproductive rights. Friends' thoughts to be collected to send to Friends Committee on National Legislation for consideration in developing policy, led by Hector Cruz

April 9: Fellowship (Easter Sunday, Yearly Meeting)

Future forums will be a series of discussions arising from selected foundational pieces from George Fox, Isaac Penington, and Margaret Fell, led by Gary Whiting, and sessions on the subject of holding in the light and clearness committees.

We discussed concerns for individual friends.

Our next meeting will be Monday, April 3 at noon.

Property Committee Report  
19 March 2023

The Property Committee met by phone on 16 March 2023.  
Von Keairns, Joni Mize, and James Mize were present.

1. The March 11 workday was successful and a heartfelt thank you to all who participated. The next scheduled workday is 15 April 2023.
2. We discussed completion of the restroom doors. We have the door sweeps scheduled for installation for 3 April 2023. We have a stencil for the restrooms, looking for "Accessible" to complete the stencil pack and application.
3. Richard Saldivar has mowed, which started his grounds keeping contract.
4. The Committee thanks the co-clerks who stepped up and facilitated the tree pruning and removal for the grounds.
5. The structural work on the Memorial Garden is complete. The garden area is a work in progress. The display board has been designed for metal plaques and a creative arts section. A standardized template for the plaques (material, size, source) is in the works. Additional memorial display options are also being considered. The Committee asks the Meeting or Ministry and Care to determine how memorials are to be funded.
6. The part for the water fountain has arrived, Property Committee (James) will attempt repair (hold us in the Light).
7. Bill S has suggested a person who will repair our HVAC system at cost. We wish to give a big thank you to Bill for his help. Property Committee will help as we can in the process.
8. The cement culvert is an eyesore and potential hazard. Property recommends an effort be made to find it another home, or make it and the bench that sits beside it more attractive (mural, paint).
9. The Property Committee draws your attention to the weeds growing through the cracks in the main parking lot. To avoid further deterioration, resurfacing and repainting will be necessary soon.

Submitted with gratitude.

**RELIOUS EDUCATION COMMITTEE**  
**REPORT FOR MARCH, 2023 BUSINESS MEETING**

The Religious Education Committee has planned a series of forums based on 3 quotes from early Quakers, which are attached to the report. It is our discernment that these quotes, from George Fox, Issac Penington, and Margaret Fell, provide a rich source for exploration of basic Quaker sensibilities and a foundational sense of true spiritual seeking. It is felt that these quotes, when fully discussed, will reveal some of the core insights and psychological truths which are unique to our Society and which provide a framework for daily guidance. Our committee has been given April 23<sup>rd</sup> as the first date for a forum and we look forward to other dates in the future.

The committee also encourages all Friends and attenders who feel a leading to provide a forum topic and to lead such a discussion to please come forward and let us discuss your ideas and encourage you in your efforts.