

**Bellingham Friends Meeting for Worship with Attention to Business**  
**February 12, 2017**  
**Approved minutes**

Present: John Hatten (Clerk), Judy Hopkinson (recording clerk), Lorina Hall, Susan Richardson, Virginia Herrick, Nan Macy, Don VanValkenburgh, Joanne Cowan, Lynne Lohr, Don Goldstein, Wendy Goldstein, Kristen McLewin, Laurie Glenn, Mark Hersh, Larry Thompson

The meeting opened with silent worship

2017.02.01 Minutes for December and January were approved with minor edits.

In the future, draft minutes will be sent sequentially to primary editors and then the consolidated draft will be circulated.

It was noted that the MfWfB mailing list has been shared with Ministry and Council on 1/24/17

2017.02.02 Children's Program Committee (Report Attached)

2017.02.02.1

Action item: **The revised job description for the Children's Program Committee was approved**

2017.02.02.2 Information added re background checks: The Meeting is now registered as a non-profit with Washington state so that we can now run background checks for free. Volunteers will now have background checks and the Children's Committee will keep records. The practice will be that no one without a background check will be alone with a single child.

2017.02.02.3 The Children's Committee yearly report will be sent to Joanne Cowan for incorporation into the State of Society Report.

2017.02.02.4 The Children's Committee needs more space for books and games - perhaps a bookshelf, and the building liaison has so far not been able to get a response from Explorations Academy.

2017.02.03 Social and Environmental Concerns (**Report attached**)

2017.02.04 Nominating Committee

2017.02.04 - Revised job descriptions for the following committees were submitted and **are attached:**

*Social and Environmental Concerns Committee*

*Nominating Committee* - It was noted that the job description was altered to reflect a term that coincided more closely with the terms of other committees. The change made would make Nominating committee terms run from June to June. A second change would be to have two year terms on Nominating rather than three year terms. The requested size of Nominating Committee is also changed to four members.

2017.02.04 - New job descriptions (**Attached**) were submitted for

Key Holder

Hospitality Coordinator

Discussion: A Friend expressed concern that the description for Key Holder places responsibility for canceling a Meeting due to inclement weather with the Key Holder rather than with the Clerk or M&C. Another Friend pointed out that this is already our documented process and is not new with this job description. This issue was noted and Friends were asked to consider it during the seasoning process

2017.02.04.3 All 4 job descriptions submitted were accepted for seasoning.

### **2017.02.05 Outreach and Welcoming Committee**

**Attached** is the yearly report for the committee which will be submitted for the State of Society Report

Don G. reported that OWC recommends that we continue to have a table at the Martin Luther King Human Rights Conference and asked whether those who had helped staff the table at the event this year felt it was worth while to have the table staffed for the entire day. Joanne C. replied that interactions at the table were sporadic but that some people showed an interest even though traffic was very light while workshops were meeting.

### **2017.02.06 Ministry and Counsel Report (Attached)**

Discussion: Regarding item #4, Susan R clarified that collaboration with University Friends would likely mean that the workshop would be presented both in Seattle and here. Another Friend suggested that we might invite Lopez Island Meeting to join us.

Question: A Friend asked about the next scheduled meeting for M&C. It will be at 7 PM on March 9th at Mary Ann's

2017.02.06 Member Concerns:

2017.02.06.1 Lynne Lohr expressed a concern about fluorescent lights. They irritate her eyes and may have adverse health impacts. She suggested that someone might bring some other form of lighting. A question was raised about LED lighting. John H will check to determine whether the current lights have been or could be replaced with LED bulbs. Judy H offered to bring battery operated candles next week. John H also offered to bring another option for non-fluorescent lighting. It was suggested that Explorations Academy might not be in a position to purchase new lighting at this time. There was also concern expressed that Explorations Academy may not continue to operate past June.

2017.02.06.2 Lynne L. asked whether we might find a way to encourage more vocal ministry. John H. described the range of meeting types from completely silent to "popcorn" or excessively verbal meetings. Another Friend pointed out that we have a large sign to help people discern whether to offer ministry during meeting. A Friend asked whether we also have a handout - which we do. However, we need more copies, and John H. will send a link to Don G who will have additional copies made. The clerk suggested that we put a notice in the e-news with a link to our materials. Another Friend suggested that more worship sharing opportunities could be helpful and she will see the M&C considers it.

2017.02.06.3 Don G (**member concern attached**)

**The Meeting approved laying down the publication of Metamorphosis and the position of Metamorphosis Editor.**

**The Meeting minutes its deep appreciation to Betty McMahan for her many years of dedicated and excellent service to the Meeting in the role of Metamorphosis Editor.**

2017.02.06.4 Lynne L asked that the Meeting hold Dusty Andersen in the Light due to current stresses in her life.

M&C Report 2-12-17

1. 1. February Query: From NPYM, Faith and Practice, p. 47 “Are we conscientious in fulfilling obligations to the state and society while opposing those contrary to our understanding of the leadings of God?”
2. We discussed State of Society and level of specificity appropriate for report. We discussed how best to strengthen love and sense of community amid our diversity of experience, viewpoint and style.
3. Second Hours dates and topics  
February 5 –Potluck  
February 12—MFWFB  
February 19—OWC diversity  
February 26--Monique’s presentation on her travels  
  
March 5—Potluck  
March 12—MFWFB  
March 19—  
March 26-- SEC will screen a short film "Every Row A Path," which looks at the experiences of several young female migrant workers and their families in Skagit County. Discussion to follow.
4. We would like to consider inviting Bob & Kathy Runyan to lead their workshop “Roots, Shoots and Fruits” at BFM on September 16-17, 2017. We will explore the costs and the possible sharing of the cost of their visit with University Meeting. This would serve as our annual retreat.
5. Another camping trip at Excelsior Campground has been scheduled for August 25-27. We considered a possible camping trip at Birch Bay State Park Group Camp, but it is already reserved for likely dates. We will check early next year for Birch Bay, with the idea of alternating beach and forest site.

Children's Committee Report,  
MfWfB, Feb. 12, 2017

**1. Background checks.** Children's Program Committee runs background checks through the WA State Patrol on all childcare workers we hire. We feel it is just good practice not to have volunteers or paid workers who have NOT had background check be alone with individual children. Although not everyone on our facilitator team has had a background check, as long as a childcare worker is present, the worker can do any one-on-one that is needed (taking kids to the bathroom, etc.)

a. However, occasionally, childcare workers are not available, and there may be only one child in attendance.

1. Volunteers can be asked to "stand in" for one-on-one with any kids as needed.

a. Any Friend who would like to be "on call" for this responsibility can get a background check run free, once we establish our non-profit status with the State Patrol.

b. Some Friends have already had recent background checks: people who have recently worked or are currently working as teachers, Peace Corps, etc. (Kristen, Rachel, Aurora)

b. We agreed that anyone whose job involves or who volunteers to be alone with kids should have a background check run every five years. We propose to keep background checks in a confidential file, shared only with Ministry and Counsel.

**2. Change in schedule.** Aurora won't be able to facilitate CP Feb. 19, so she is trading with Jessica. New teaching schedule for the rest of the quarter is:

Feb. 19: Jessica B. (Anna)

Feb. 26: Don G. (Dora)

March 5: Aurora F. (Anna)

March 12: Anna (Susan R.)

March 19: Aurora F. (Dora)

March 26: Rob D. (Dora)

**3. Student Voices.** We decided to support this project of *Friends Journal* by contacting individual families via email and notifying them of this opportunity for middle school and high school students to get letters to the President published. For Bellingham children, we also offer to publish their

letters in our weekly e-newsletter, regardless of whether they are chosen for publication in *Friends Journal*. The deadline for letters to *Friends Journal* is Feb. 13 (tomorrow!) As of Friday, when this report was written, we had not received any submissions.

#### **4. State of the Committee, 2016.**

**Successes:** Committee members are excited and happy about establishing our committee again. We appreciate the wonderful trove of arts and crafts supplies, curriculum, toys, games, and books our former Children's Program Coordinator kept organized and available. We have added to our arts and crafts supplies, as well as games and toys, via the committee budget and donations from Friends. We keep a stock of gluten-free snacks for kids. We have met almost every month since the committee was formed, and made regular reports to MfWfB. We have a roster of more than a half-dozen CP volunteers, who receive reminders the Friday before they teach, so that there is someone ready with a lesson each Sunday. As a result of the rotation, kids and adults get to know one another better. Most team members teach only once in a three-month period, so the responsibility is not burdensome, and doesn't take anyone out of worship all the time. We have two regular childcare workers who have established rapport with the kids and do a great job of providing a sense of consistency. We are working on an overarching program of "Living Our Testimonies" to provide more cohesiveness.

**Challenges:** Some members of the committee have been unable to attend meetings regularly because of either work or family, so don't always have a consistent presence in committee meetings. Because of this, some initiatives have moved slower than they might otherwise have done. We do not have a parent of a child currently in the program on the committee, which we would like, if any are moved to join us. We do not have adequate space to display the library, so it is difficult to access both for CP facilitators, childcare workers, and children themselves, who might like to peruse the books and check one out occasionally. We do not have space for all our games and toys, so some are currently stored at a committee member's home. We have not been keeping attendance, but our sense is that we only rarely have no children in attendance in the past year.

5. Our next meeting will be at 5:30pm. Monday Feb 27. All are welcome.

Social and Environmental Concerns (SEC) Committee  
Bellingham Friends Meeting  
Report for February 12, 2017 M4W4B

Action Items:

- Revised SEC Committee Job Description to be submitted by Nominating Committee at M4W4B Sunday 2/12/2017. Originally this was to have been brought to meeting in January, but entire SEC committee was sick and unable to attend.
- Welcome Neighbor signs that SEC requested comment on at December's meeting: The input we received was very helpful. Our committee decided to provide the PDF of the free sign via the e-news, and leave it up to individuals pursue if they are so led.
- As we look to the next year, the committee has put forward to Nominating Committee Nan Macy's name as SEC Committee Clerk, and she is willing to serve.
- In the social and political times in which we currently we find ourselves, SEC wants to shine a light on the many and varied ways that Friends are showing up, acting on our convictions, and letting our lives speak positively in the community. In our recent committee meeting, the question arose of whether there are more or different ways that we—as a Meeting rather than as individuals as part of the Meeting—need to or feel led to be involved in this time. We invite the Meeting to consider this question.

Information Items:

- Acknowledge thank-you note from Bellingham YWCA, December's Concern of the Month
- February Concern of the Month will be Puget Soundkeeper Alliance. Due to committee illness in January, there was no January Concern of the Month after all, and SEC decided to move Puget Soundkeeper Alliance forward as February's Concern of the Month.
- SEC will be sponsoring a second hour at the end of March featuring the short local film, *Every Row a Path*, followed by a discussion. Film summary: "In the berry fields of Washington State's Skagit Valley, migrant teenage girls struggle to balance family and school with back-breaking agricultural work. Statistically, they are destined to fail, but five young women are determined to beat those odds."
- The Bellingham Human Rights Film Festival runs February 16-25.
- Our next meeting will be the week of March 6<sup>th</sup>. Exact time and place TBD.

## **Social and Environmental Concerns Committee (SEC) Job Description**

### **Mission Statement:**

The Social and Environmental Concerns Committee of Bellingham Friends Meeting seeks to help Friends recognize and act upon leadings that move society toward the realization of the Blessed Community and Right Relationship with the Earth.

We seek to nurture the spiritual life of the meeting by honoring the Light of each Friend and supporting the leadings of each heart that propel them to take actions in accord with our testimonies. We deeply trust that those leadings of the heart are sacred and worthy of honor.

We seek to encourage both social justice and a sense of wonder at the diversity of humanity and the natural world. We believe that true leadings arise in our hearts when we are well grounded in awareness of our place in the Web of Life.

### **Job Description:**

The committee is open to all Friends. Ideally, 3 -5 Friends will serve on the committee. The committee meets monthly in member homes for 1.5 to 2 hours. Term of service is two years.

### **Ongoing Activities:**

- Share our personal leadings and support each other in our chosen efforts.
- Review opportunities for right action and bring them to the attention of the meeting in a manner (e.g, prepared letter, on-line link) that makes it convenient for Friends to respond and/or participate.
- Review options for educational and experiential programs and activities that will enhance our appreciation of nature and/or our understanding of complex social issues.
  - This may include arranging for speakers, performances, or programs for the meeting when congruent with our own leadings and the Life of the Meeting.
- Support the leadings of individual Friends by serving as a clearness committee when

asked, by helping Friends obtain resources to carry out a leading, or by assisting with a leading when possible.

- Maintain Bellingham Friends Meeting banner and check it out to interested Friends for activities approved by meeting (generally at M4W4B).
- Send announcements of social and environmental action opportunities to editors of the weekly e-news as appropriate.
- Announce future SEC committee meetings at M4W4B and in the e-news.

### **Recurring Activities:**

- Send written reports of committee activities to Meeting for Worship with Attention to Business as warranted.
- “Concern of the Month”
  - Each month, identify an organization or a cause that is in keeping with Quaker values regarding social justice and stewardship of the earth. To the extent possible choose local causes and organizations.
  - Collect and distribute donations, and maintain records of funds collected.
  - Share collection amounts and notes of appreciation with the Meeting in person and/or in the e-news.



# Nominating Committee

Reviewed and revised January 2017

Nominating Committee has a central role in the life of the Meeting. It builds the spiritual life of the Meeting by thoughtfully discerning the needs of the Meeting and the talents of the people in the Meeting. By best fitting positions that need to be filled with the talents and interests of members and attenders, we support the smooth running and growth of the Meeting and its members.

Purpose: To recommend names of specific Friends for Monthly Meeting to consider for all vacant positions in the Meeting and the Sponsored FGC Gathering Attender.

Responsibilities:

A. In the months prior to the March Meeting for Business, the Nominating Committee:

1. Reviews all committees and positions of responsibility for vacancies.
2. Responds to new needs in the Meeting by recommending changes in Meeting structure.
3. Checks in with people already serving the Meeting regarding their leadings.
4. Finds people willing and able to serve in positions that become open either by completion of term or otherwise. As part of this process, Nominating Committee members send job descriptions to Friends who express interest, or who have been approached by the committee for a position. If a Friend is under consideration to join a committee and is interested, they are encouraged to attend that committee's meeting and/or speak with the clerk of that committee, to find out more about the committee's work.
  - Checks with people about their willingness to continue in their current positions.
  - Recommends a slate of names to the March Meeting for Business.
  - Responds to concerns that may arise as to how new committees or subcommittees are formed.
  - Nominates a Friend as Sponsored Attender to the annual FGC Gathering, and:
    - ◆ Provides information to potential applicants and encourages application;
    - ◆ Informs applicants of their responsibilities related to the sponsorship.

B. In May of calendar years divisible by five, the committee will send out job descriptions to all committee clerks and other Friends after their positions have received final approval, and ask that Friends give a “five year review” to all job descriptions. Minor wording changes can be returned to Nominating Committee. Substantive changes should come to Meeting for Worship for Business for Approval. Nominating Committee keeps all job descriptions (with date of last review) on file.

Nominating Committee meets five or more times a year, for about 1½ to 2 hours, beginning in late fall, unless there are midterm nominations or other business to be considered. We report the slate to the March business meeting; the slate is then seasoned until April.

A committee size of four works nicely to allow wider representation as to knowledge of members, yet small enough to allow ease of scheduling meetings. Most of the work occurs in the first quarter of the calendar year.

All committees are encouraged to schedule an overlap meeting that includes outgoing and incoming new committee members as a way to facilitate smooth transitions.

Ministry and Counsel nominates Nominating Committee members for terms of two years, with staggered terms so there are usually two members continuing on when two new members begin. The committee terms begin on June 1<sup>st</sup>.

# Key Holder

Revised February 2017

There are currently four Key Holders, one of whom serves at any time as the Lead Key Holder (see below).

**Purpose:** To unlock Explorations Academy and oversee the setup of the worship space, signage, literature, and (as needed) Greeter station in preparation for Meeting for Worship on Sunday morning. Also, following Meeting for Worship and any Second Hour activities, oversee the restoration of the worship space, the putting away of Meeting signs and other materials, and locking of cabinets and doors as needed. Most weeks, the Key Holder for that Sunday is assisted by a Setup Helper and possibly others who volunteer to help.

## **Responsibilities:**

1. Hold and safeguard a set of keys consisting of (a)an outside door key to the Creekside Building; (b)an inside key from Explorations Academy which opens the doors to the Commons (kitchen) and the Library; and (c)a key to the BFM Quaker Administration cabinet.
2. Each Key Holder is expected to sign up for “Key” on the chore signup sheet for an average of at least one Sunday per month.
3. If illness or some other emergency prevents the signed-up Key Holder from attending meeting, that Key Holder is responsible for recruiting a substitute for that week, either from among the other current Key Holders or by contacting a previous Key Holder and arranging for that person to borrow keys to use for that Sunday.
4. In case of heavy snow or other inclement condition, the Key Holder for that Sunday is responsible for deciding by 9 am whether or not to cancel Meeting for Worship and any Second Hour activity. If the decision is to cancel, the Key Holder should immediately contact the Clerk (or Co-clerks) of the Ministry and Counsel Committee and the Directory Manager in order to activate the process of notifying Friends by telephone of the cancellation. The Key Holder should also attach a written notice of the cancellation to the door at Explorations Academy, or arrange for another Friend to do so by 9:45 am.
5. The specific setup/cleanup task list for Key Holder and Setup Helper, which changes fairly frequently, is in another document titled “Overview and Detailed Task List for BFM Key Person and Setup Helper”. A briefer version of the list is in the document “Checklist for BFM Key Person and Setup Helper”, a copy of which is kept on the chore signup clipboard at Explorations Academy. Each Key Holder is encouraged to keep a current printed copy of one or both of these documents at home, for reference and memory refreshment prior to each time serving as Key Holder or Setup Helper.
6. Report to the Meetinghouse Liaison any concerns that should be shared with the contact person for Explorations Academy or the building owner.

**Lead Key Holder:** The Lead Key Holder is also responsible for maintaining and updating the two documents cited above in point 4, and for distributing newly-updated versions to the other Key Holders, and to other individuals who frequently serve as Setup Helpers. The Lead Key Holder is also responsible for sending copies of the current versions of these documents to newly-appointed Key Holders each spring.

The number of Key Holders is determined by the number of sets of keys we have received from Explorations Academy, so this number could change in the future.

The Nominating Committee nominates new and renewing Key Holders for terms of two years each, with staggered terms so there are usually two Key Holders continuing on when two new ones begin to serve.

# Hospitality Coordinator

Drafted February 2017

**Purpose:** The Hospitality Coordinator oversees the use of the kitchen at Explorations Academy and the use of the Meeting's hospitality equipment and supplies both at Explorations Academy and elsewhere (e.g., for Meeting retreats at other venues). This Friend also prints and provides the Meeting's chore signup sheets

## **Responsibilities:**

1. Monitor hospitality supplies (e.g., coffee and tea) and purchases supplies as needed. Such purchases shall be reimbursed by the Treasurer upon presentation of receipts.
2. Oversee the storage of supplies and equipment in the Hospitality cabinets at Exploration Academy and the labeling of shelves in order to facilitate such storage.
3. Oversee the orientation of Friends who work in the kitchen either to set up or clean up. Such orientation includes, as needed and appropriate, demonstration and provision of task lists and instructions that are kept available in the main Hospitality cabinet.
4. Provide sheets that can be used to indicate ingredients and/or possible allergens in items brought by Friends for snacks and potlucks.
5. Transport Meeting Hospitality supplies and equipment to and from other venues as needed for retreats and other special events.
6. Post a notice on the Explorations Academy door when Meeting for Worship is held elsewhere because of a retreat or other special event (since the Hospitality Coordinator needs to visit Explorations Academy anyway in order to pick up hospitality supplies and equipment).
7. The Hospitality Coordinator should announce in advance when he or she will not be attending meeting personally, so that the special need for kitchen volunteers for such Sundays is widely known.
8. Notify other Friends who frequently volunteer for Kitchen Setup and/or Kitchen Cleanup of any major changes in procedure, whether temporary or permanent.
9. Print and provide chore signup sheets at least one month in advance of need, updating as needed the brief chore descriptions that are printed on the back of each signup sheet.
10. Report to the Meetinghouse Liaison any concerns that should be shared with the contact person for Explorations Academy or the building owner.

The Hospitality Coordinator serves for a term of two years.

## Report to MfWfB on Outreach and Welcoming Activities and Meeting Attendance During 2016

During 2016 the Outreach and Welcoming Group, which had been a subcommittee of BFM's Ministry and Counsel Committee for over five years, requested and was given recognition as an independent standing committee, and now is the Outreach and Welcoming Committee.

Our activities last year were unusually diverse and vigorous. For outreach purposes we had literature tables at the Western Washington University Student Information Fair and the International Day of Peace event, both in September, and we planned for a similar table at the Martin Luther King Saturday Human Rights Conference in January 2017. Inreach activities that we sponsored included a second hour for sharing favorite poems, a reading of three short plays, and opportunities for Friends to share personal experiences about gifts, about having taken risks, and in response to words from a pre-selected list. We also organized and began a series of second-hour presentations called "Quaker Ways" on subjects such as Discernment of the Sense of the Meeting, Diversity Among Friends, and Quaker Testimonies, and we began reading entries from our Quaker Glossary during announcements time following meeting for worship.

Other committee activities in 2016 included working with the Meeting's webmaster to create an online photo gallery intended to help newcomers in learning Friends' names and faces, creating and maintaining a document listing current Meeting-related activities and sources of information about them, and a continuation of our oversight of the Greeter role and provision of personal name tags for all Meeting attenders. All in all, it was a busy year, and one during which we welcomed more than a dozen new attenders to Bellingham Friends Meeting.

One part of our management of the Greeter role involves calculating annual average meeting attendance in several categories, using attendance counts recorded weekly by each Sunday's Greeter. Here are the averages calculated for the last three completed years:

Year	# of Sundays recorded	Total Attendance	Adults	Children	Visitors and New Attenders
2014	43	26.4	24.4	2.0	1.6
2015	49	27.5	24.9	2.6	1.7
2016	49	29.1	26.4	2.7	1.7

As the table shows, Bellingham Friends Meeting is growing, and the pace of growth in adult attendance has increased somewhat from that observed between 2014 and 2015.

--Don Goldstein, OWC Clerk, 2/9/17. Other committee members are Dusty Andersen, Wendy Goldstein, and Kathy Long.

## **Member concern for BFM MfWfB on February 12, 2017**

My concern for today is a simple one, namely that we formally decide and document our decision to lay down Metamorphosis as a Meeting publication and the position of Newsletter Editor as a nominated job within the Meeting.

When the question of laying down our then-bimonthly newsletter arose last fall, Karen Steen suggested that we instead consider producing a quarterly publication with the same name that would focus on resources for spiritual growth, including books, pamphlets, online materials, and courses of study. She subsequently drafted a proposal for such a publication, to be distributed as a quarterly supplement to the E-News, and shared it with a few Bellingham Friends including myself. Shortly after than she decided that she would not herself be willing to edit the publication (for reasons beyond the scope of this concern) and therefore never formally submitted the proposal to either Nominating or Ministry & Counsel Committee for their discernment. I felt that the proposal had some merit but was not something I myself felt the energy to take on. I subsequently asked Nan Macy (another recipient of Karen's proposal) to discern whether or not she would be interested in editing it if the Meeting decided to support it, and Nan also decided that she could not do so, given her other commitments.

Given this history, I ask that Meeting today approve laying down Metamorphosis and the position of Newsletter Editor. I also ask that we notify existing Metamorphosis subscribers in writing of this decision, and volunteer to work with Betty McMahon in distributing such a notice.

--Don Goldstein, 2/8/17