

**Yearly Meeting Executive Committee as Personnel Committee  
Southeastern Yearly Meeting  
Third Month 27, 2013**

**AGENDA**

- 2:00 p.m. Worship
  - Report from the search committee to identify candidates for the positions of SEYM Administrative Secretary and SEYM Bookkeeper
  - Question of publications to be completed in 2013
- A. Present: Ann Jerome, Executive Committee and IBM clerk (Orlando MM); Joel Cook – YM and IBM assistant clerk (Palm Beach MM); Jan Dahm and Lisa Erasmus - SEYM co-recording clerks (Tampa MM); Peter Crockett and Davida Johns – Gathering Committee co-clerks (St. Petersburg MM); Nancy Triscritti – Worship and Ministry co-clerk (Tampa MM); David Hersh YAQ co-clerk (Miami MM); Kody Hersh – YAQ co-clerk (Miami MM); Carl Hersh (Miami MM); Warren Hoskins – Peace and Social Concerns clerk (Miami MM); Andrea Hoskins (Miami MM); Susan Taylor – Nominating Committee clerk (Tallahassee MM); Ellie Caldwell - Committee on Ministry for Racism clerk (Palm Beach MM); Tor Bejnar (Tallahassee MM); Neil Anderson – Treasurer (Tallahassee MM); Phoebe Anderson – YM Clerk (Tallahassee MM); Jack Bradin (Palm Beach MM); Barbara Letsch (Palm Beach MM); Dustin Lemke (Tampa MM); Ann Sundberg (Sarasota MM).
- B. The search committee to identify candidates for the position of Administrative Secretary was made up of Ellie Caldwell, Andrea Hoskins, Nancy Triscritti, and Tor Bejnar. Ellie Caldwell –committee clerk - reported that there had been 4 applications for the position of Administrative Secretary. The person chosen by this committee was Vicki Carlie (Orlando MM) who is able to begin employment by June EC with a two-week prior overlap. Due to the timing of the May 31 resignation of the outgoing Administrative Secretary, Lyn Cope, a provisional decision was made to allow for a two-week salary to be paid to Lyn after May 31, this period not to extend beyond June 30.

Executive Committee as Personnel Committee, approved the hiring of Vicki Carlie for the position of Administrative Secretary. A meeting will take place between Ann Jerome, EC clerk, Joel Cook, Peter Crockett, and Vicki to finalize details of the employment. The results of this meeting will be reported to EC at a future time. Neil Anderson reported that the current budget would support a \$20/hour salary for the position. After some discussion, EC agreed that the job description would be used as is for now. The following minutes were approved by the body.

**13YEC01 – Executive Committee as Personnel Committee accepts with gratitude the first report of the search committee to identify candidates for the position of Administrative Secretary and thanks them for their extensive work and deep discernment.**

**13YEC02 – Executive Committee approves the intention to hire Vicki Carlie as SEYM Administrative Secretary. Details of salary and transition logistics will be negotiated and submitted for EC’s approval by an ad hoc subcommittee of Ann Jerome, Joel Cook, and Peter Crockett.**

**13YEC03 – Executive Committee as Personnel Committee will review the job descriptions of SEYM Administrative Secretary and Bookkeeper after FIBM 2013, and again annually upon regular personnel review.**

- C. The question of publications to be completed in 2013 was discussed. The publications in question are: the Michener Lecture brochure, Walton Lecture brochure, and Faith and Practice.

Michener Lecture and Walton Lecture brochures are covered in the budget and the funds continue to be available for the personnel necessary to put together these two brochures but the question remains of who will actually design and lay out the brochures. Lyn Cope has expressed the willingness to complete the two brochures for 2013 on a contract basis.

Faith and Practice is complete and will be published in print as well as available on e-readers. Print will be \$16 and the e-reader version will be \$7.99.

**13YEC04 – Executive Committee approves contracting with a publishing professional to fulfill the design, layout, and publication of the 2013 Michener Lecture and 2013 Walton Lecture pamphlets up to the amount in the approved budget current as of the contract date.**

- D. The meeting closed after a period of silent worship.

**Yearly Meeting Executive Committee  
Southeastern Yearly Meeting  
Third Month 27, 2013**

## **AGENDA**

- 3:20 p.m. – Open EC Meeting
- Clerk's Remarks
- Agenda changes/corrections
- Clerk's Report
- Secretary's report – Lyn Cope
- Committee Reports
  - Faith and Practice Committee – Phoebe Andersen
  - Earthcare Committee – Barbara Letsch
  - Youth Committee – Ann Sundberg
  - Finance Committee/Treasurer – Neil
- Other Business
- 4:45 p.m. Closing Worship

## **MINUTES**

- A. Present: Ann Jerome, Executive Committee and IBM clerk (Orlando MM); Joel Cook – YM and IBM assistant clerk (Palm Beach MM); Jan Dahm and Lisa Erazmus - SEYM co-recording clerks (Tampa MM); Lyn Cope - Administrative Secretary (Space Coast MM); Peter Crockett and Davida Johns – Gathering Committee co-clerks (St. Petersburg MM); Nancy Triscritti – Worship and Ministry co-clerk (Tampa MM); David Hersh YAQ co-clerk (Miami MM); Kody Hersh – YAQ co-clerk (Miami MM); Nancy Fennell (Ft. Meyers MM); Richard Frechette (Ft. Meyers MM); Warren Hoskins – Peace and Social Concerns clerk (Miami MM); Andrea Hoskins (Miami MM); Susan Taylor – Nominating Committee clerk (Tallahassee MM); Cheryl Demers-Holton ( Gainesville MM); Rolf Hansen (Sarasota MM); Ann Sundberg – Youth Committee clerk (Sarasota MM); Sybil Brennan (Gainesville MM); Mimi McAdoo (Sarasota MM); Barbara Letsch (Palm Beach MM); Carl Hersh (Miami MM)
- B. The meeting began with Open Worship at 3:20 p.m.
- C. Ann Jerome, Executive Committee (EC) clerk, made opening remarks out of the silence.
- D. Clerk asked for changes, additions, or corrections to the agenda.
- E. Clerk gave the report from the Executive Committee as Personnel Committee meeting. The following minutes were read from that meeting:

**13YEC01 – Executive Committee as Personnel Committee accepts with gratitude the first report of the search committee to identify candidates for the position of Administrative Secretary and thanks them for their extensive work and deep discernment.**

**13YEC02 – Executive Committee approves the intention to hire Vicki Carlie as SEYM Administrative Secretary. Details of salary and transition logistics will be negotiated and submitted for EC’s approval by an ad hoc subcommittee of Ann Jerome, Joel Cook, and Peter Crockett.**

**13YEC03 – Executive Committee as Personnel Committee will review the job descriptions of SEYM Administrative Secretary and Bookkeeper after FIBM 2013, and again annually upon regular personnel review.**

**13YEC04 – Executive Committee approves contracting with a publishing professional to fulfill the design, layout, and publication of the 2013 Michener Lecture and 2013 Walton Lecture pamphlets up to the amount in the approved budget current as of the contract date.**

- F. Peter Crockett gave a preview of Yearly Meeting Gathering and a welcome to all to enjoy the Gathering.
- G. The Secretary’s Report was submitted in writing (attached). Friends were asked for comments or questions regarding this report. Friends accepted the Secretary’s Report.

The follow minute was brought forward to be approved by EC. After discussion, it was decided to turn it over to the Finance Committee for review.

**To support the ongoing activities of the Youth Committee and the need for advance planning, Executive Committee approves having Youth Committee funds carry over from one fiscal year to the next.**

The following minute was brought forward for approval by Executive Committee:

**13YEC05 – SEYM recognizes the need for staff to have appropriate office equipment and software provided for its working office(s). Therefore, Executive Committee approves purchasing SEYM-dedicated office technology and equipment, and software appropriate to the tasks.**

Lyn Cope shared new items that came out of the Secretary’s office.

- H. Committee Reports:
  - 1. Faith and Practice Committee: Phoebe Andersen, clerk of the Faith and Practice Committee shared information about the publication of the Faith and Practice. Faith and Practice is complete and will be published in print as well as available on e-readers. Print will be \$16 and the e-reader version will be \$7.99.
  - 2. Earthcare Committee – Barbara Letsch reported that there is a minute that is being made available for seasoning
  - 3. Clerk of YBM, Phoebe Andersen, asked for minutes that were being brought forward to YBM to be given to her in advance. Additionally, if there were any reports to be brought forward, they need to be sent in as soon after YBM as possible so they can be attached to the minutes. Any standing committees or SEYM representatives should also provide reports.

4. Neil Andersen gave the Treasurer's Report. All budgets, cash flow, and apportionments are in line.
5. Neil Andersen gave the Finance Committee report for Nil Wilkins, clerk of Finance Committee. Expenses are 1% more than last fiscal year. Income across the board is down approximately 5 ¼%.

**13YEC06 – Executive Committee of the Southeastern Yearly Meeting of the Religious Society of Friends minutes appreciation of Lyn Cope's many years of faithful service to SEYM as Administrative Secretary. Her many talents generously shared and her dedication to serving the YM have helped make SEYM a vibrant, loving, and blessed community.**

- I. Peter Crockett, Gathering Committee co-clerk, reminded Friends to maintain quiet in the lobby area in order to preserve worshipful space for the annual sessions. All Friends are invited to be unofficial "husher ushers."
- J. The meeting closed after a period of silent worship.

Respectfully submitted,  
Lisa Erazmus and Jan Dahm  
SEYM Recording co-clerks

**Yearly Meeting Executive Committee  
Southeastern Yearly Meeting  
Third Month 28, 2013**

This meeting was called to address two more issues that had been intended to be on the agenda for the meeting Third Month 27 (minutes above) but were not.

- A. A letter was brought forward requesting funds for Lisa Stewart's ministry in Kenya. After discussion, Executive Committee proposed the following minute:  
**13YEC07 – Executive Committee approves supporting Lisa Stewart's ministry in Kenya to the amount of \$500 from the Contingency Fund. It is felt that this witness of loving support expresses the SEYM minute of relationship with FUM.**

This minute was approved by Executive Committee.

- B. Finance Committee met following the EC meeting and they addressed the proposed minute regarding Youth Committee funds being carried over:  
**To support the ongoing activities of the Youth Committee and the need for advance planning, Executive Committee approves having Youth Committee funds carry over from one fiscal year to the next.**

The minute was approved with the following emendations:

- 13YEC08 – To support the ongoing activities of the Youth Committee and the need for advance planning, Executive Committee approves having Youth Committee funds carry over from one fiscal year to the next with an annual review by the Finance Committee and the Treasurer.**

An additional minute was brought forward by the Finance Committee for approval by Executive Committee:

- 13YEC09 – All funds that carry over will have an annual review by the Finance Committee and Treasurer for reasonableness of the balance that exists in the fund and expenditures from it.**

Respectfully submitted,  
Lisa Erazmus and Jan Dahm  
SEYM Recording co-clerks