

YOUNG FRIENDS GENERAL MEETING (YFGM)

Redland Friends Meeting House, Bristol, 14th – 16th October 2005

Minutes

Present:

Co-Clerks: Nessa Grimes & Guy Milner
Treasurer: Huw Still
Co-Convenors of Overseers: Mike Stokes & Tom Rowlands
Management Officer: Ruth Wood
Coordinator: Ellie Colyer

Monthly Meeting Representatives:

Bristol & Frenchay:	Amanda Headley-White	Cheshire:	Darrel Spence
Colchester & Coggeshall:	Maud Grainger	Darlington:	Sally Nicholls
	Jez Smith	Hampstead:	Jonathan Doering
Hardshaw East:	Sarah Donaldson	Kingston & Wandsworth:	Annabella Krol
Luton & Leighton:	Hereward Mills	Mid Somerset:	Dorothy Lovell
North Somerset & Wiltshire:	Jennifer Batten	Norwich & Kings Lynn:	Ellen Elliot
Notts & Derbys:	Marie Drouin	Reading:	Rob Osborne
Shropshire & Worcester:	Dawn Filtness	Southampton:	Michelle von Hunnius
Southwark, Lewisham & Bromley:	John Bacon	Warwickshire:	Lailah Peel
Westminster:	Ellen Marshall		Kris Turner
West Scotland:	Oliver Robertson	West Somerset:	Charlotte Allen
Witney:	Alyn Still	York:	Hannah Spiers

Kakamega Yearly Meeting, Kenya: Eric Lung'aho Lijodi

Adam Boardman, Adam Harper, Amy Downing, Andrew Malcolm, Andrew Rendle, Andrew Williams, Anne Norton, Ben Jarman, Bettina Gray, Bob Maycock, Charlotte Wetton, Edd Ullathorne, Emily Maddison, Ericka Smith, Eudora Pascall, Hannah Leavett, Helen Percy, Hugh Williams, Hugo Finley, James Barnard, Jenny Moy, Jessica Thatcher, Joe Anderson, Jonathan Hearn, Joseph Coffin, Katharine McIntosh, Lucy White, Luke Spiers, Mark Russ, Mary Estall, Mathew Davies, Nick Rendle, Paddy Uglow, Paul Levy, Peter Parr, Rachel Xerri, Rebecca Xerri, Sam Barnett-Cormack, Sarah Lincoln, Simon Best, Simon Gray, Tara Buxton, Tom Harris

Total: 75

05/27 Opening Minute

We welcome each other to Redland Meeting, Bristol, for our October YFGM. We extend a particular welcome to Eric Lung'aho Lijodi from Kakamega Yearly Meeting in Kenya who is joining us this weekend.

05/28 Report from Planning Weekend

We have heard a report from the Glasgow Planning Weekend. The notes from this meeting are attached to these minutes.

05/29 Relationship between YFGM and Planning Weekend

We have heard the recommendations made by those present at the Glasgow Planning Weekend regarding the type of business that Planning Weekend should deal with. We agree to take these recommendations on board: PW should make no independent decisions; PW should not make minutes, but should record its work through notes; PW should be a place to thresh potential YFGM business and concerns, etc, and to prepare the presentation of items for YFGM; PW should be a place where committees meet and network;

PW does not have any special emergency powers; PW is not able to make public statements on behalf of YFGM.

We thank everyone who has spent their time thoughtfully considering this relationship.

05/30 Response to minute 05/19

In minute 05/19 'Do we want an age limit to YFGM nominations?' we asked our nominations committee and a special interest group to bring forward ideas for guidelines for nominations at YFGM. Our Special Interest Co-ordinator has arranged for Roy Stevenson to run a workshop on nominations at our February YFGM. We look forward to exploring this issue further at our February YFGM.

05/31 World Gathering of Young Friends Appeal

We have heard a report from Marie Drouin about the work of the WGYF Appeal Group. The World Gathering took place in August and a report from it will be heard later at this meeting.

We thank all members of the appeal group for the tremendous amount of work that they have done, both corporately and as individuals.

The work of the WGYF will continue and they wish to use any excess funds from the appeal to help finance future gatherings and foster international links.

We agree to transfer all funds from the WGYF appeal to the WGYF general account to enable them to do this.

We are now laying down the WGYF appeal, which will end on the 31st October 2005. Any funds received for the YFGM appeal after that date that do not specify the WGYF will be passed on to our new appeal, to be decided later at this meeting.

05/32 YFGM Priorities

Dawn Filtness and Huw Still have lead us in a workshop where we have considered the future priorities of YFGM.

We have had time in small groups to examine these priorities and to discuss ideas.

We look forward to considering this in a Special Interest group later in the weekend, and to using the feedback shared to inform the future work of YFGM.

05/33 2004 Accounts

Jenny Moy has given us an outline of the 2004 accounts. The full accounts will be presented at our next YFGM in February.

05/34 YFGM Breaking even

Minute 05/20 asked Finance Committee to bring a draft of new information for the YFGM registration form regarding breaking even to this YFGM. This draft has been available at YFGM. We agree that the cost of running YFGM includes all YFGM expenditure. This is with the exception of Pardshaw and Events, who should break even as per the Financial Policy, and Young Quaker who should break even with the exception of certain costs detailed in section 12 (d) of the Financial Policy. We agree to use the new information on future registration forms.

05/35 Organic/Fair Trade food

Further to minute 04/26 (P04/10), where possible, we actively encourage caterers to buy organic and fair trade products. We recognise these products are more expensive and, therefore, we authorize caterers to exceed their budget by up to a third to cover the additional fair trade and/or organic costs.

05/36 Food at Planning Weekend

We agree that the General Fund will cover food expenses of those attending Planning Weekends. This is in line with our Finance Policy for other meetings of Officers and appointed groups.

05/37 Reserves Policy

Finance Committee has agreed a Reserves Policy. We agree to this being included in the Finance Policy. The Reserves Policy is:

The minimum level of reserves that we aim to maintain should be approximately equal to six months to a year's average turnover plus any expenditure required in order to honour existing employment contracts.

We may also need to build up extra funds to enable us to offer a new contract on this basis. This is in order to enable us to survive a sudden drop in our expected income and to get new fundraising strategies in place without immediately curtailing our activities.

The level of reserves required should be considered annually during the budgeting process, and the budget should be set in accordance with this policy.

We agree to adopt this policy and ask Finance Committee to ensure it is considered in future budgeting and funding applications.

05/38 General Fund Reserves Account

Further to minutes 04/09 and 03/48, Finance Committee have reconsidered the investment of our reserves. We agree to have three general fund accounts: the Current Account, the present General Fund Deposit Account and a General Fund Reserves Account. The General Fund Reserves Account will contain reserves to the value indicated by our reserves policy. We ask the treasurers to review and adjust the level of reserves in this account each January when the budget is considered. The signatories for this account will be the two co-clerks and the YFGM Treasurer, as required by the constitution. All withdrawals from this account will require two signatories. We ask the treasurers to set up an account with Triados Bank, either by (i) changing the name and signatories of the Employment Fund Deposit Account, which is no longer required, or (ii) closing the Employment Fund Deposit Account and opening a new account, as they feel most appropriate.

05/39 Employment Fund Petty Cash

We agree to allow our Employment Fund Treasurer to open a bank account with the Co-operative Bank to replace our current petty cash system. We leave the decision as to the most appropriate account to our treasurers. The signatories to this account will be the Co-ordinator, the Employment Treasurer and the two Co-Clerks. This account should not contain more than £250.

05/40 Changes to Finance Policy

We agree to amend the Finance Policy in line with minutes 05/34 to 05/39. A copy of these changes is attached to these minutes.

05/41 Trade Justice

'Let truth be your first concern and put it into practice. You have to do more than those people who talk about Justice, righteousness and holiness while their lives deny what they talk about.'

George Fox

We have participated in a creative and prayerful session making a yellow brick road symbolizing the walk to Trade Justice.

We agree to take a photo of the yellow brick road and send it to the Greenbelt website as witness to our commitment to this important cause.

Following this session we have been encouraged to write individual letters to our MPs for which material has been provided at this YFGM.

We encourage each other to take steps along the road, both individually and together, recognizing how lucky we are to have been born in a rich country, and drawing on the strength we have gathered from this session together.

05/42 YFGM Appeal

We have heard from Maud Grainger, Simon Best and Hannah Leavett about an opportunity to support Akany Avoko, a centre for destitute young women and children in Madagascar. The centre is in great financial need as there is currently no state funding for its work, and there has been an increase in the number of children in need of its help.

We agree to adopt this as our appeal.

We ask our nominations committee to find names to form a group to take this appeal forward.

We will review this appeal at our October 2006 gathering.

05/43 WGYF Epistle

We have heard the World Gathering of Young Friends Epistle. We look forward to sharing the fruits of this gathering over the coming years, as those among us who were present feed their thoughts, ideas and inspiration into our own community here at YFGM.

05/44 Young Quaker magazine

We agree to raise the price of individual copies of Young Quaker magazine to £1.

We ask the current YQ editors, and others within YFGM with interest in this, to explore ways in which we can make YQ more widely available to people in the 16-18 age range and implement them. We see this as a valuable opportunity for outreach and thank those people for their efforts in advance.

We ask the YQ editors to report back at our October 2006 gathering to update us on how successful this process has been.

05/45 Management Group report

YFGM's Management Group have outlined our Co-ordinator's role, their own roles as Management Group, and how our management structures work. They have also outlined ways in which we can help our Co-ordinator to fulfill her duties smoothly both at YFGM and outside our gatherings.

We thank our Management Group for the work that they continue to do on our behalf.

05/46 Nominations

We appoint the following people to serve in the following posts for the periods mentioned. We release from service those mentioned, warmly thanking them for all their work on our behalf.

Position	Period of Service	Person appointed	Released from service
Employment Fund Treasurer	Until Feb. 2009	Ben Jarman	-
Line Manager	3 years	Nessa Grimes	Jonathan Doering
Overseer	2 years	Ellen Marshall	Ian Nicholls
		Kris Turner	Nick Rendle
Pardshaw Committee	3 years	Ericka Smith	-
Pardshaw Committee Financial Overseer	Until Feb 2009	Darrel Spence	-
Outreach Committee	3 years	Hugo Finley	Hannah Pennock Jane Osborne

Outreach Committee Financial Overseer	Until Feb 2009	Tom Harris	-
Northern Friends Peace Board Representative	3 years	Jez Smith	Vivian Barty-Taylor
Leaveners Management Committee Rep	3 years	Mary Estall	-
Planning Weekend Newcomers	Until Feb 2006	Ellen Elliott Andrew Williams Katharine McIntosh	Ben Jarman Michelle von Hunnius Oliver Robertson
Co-ordinator's Support Group	1 year	Mark Russ Matt Arnot Julie Ward	Reappointed Reappointed Reappointed
Appeal Group	1 year	Maud Grainger Hannah Leavett Majk Stokes Simon Best	James Doering Nick Rendle Marie Drouin -
Appeal Group Financial Overseer	Until Feb 2007		
Pollard & Dickson Trust Distributor	5 years	John Bacon	Nick Perks
Yearly Meeting <i>Quaker faith & practice</i> Drafting Group	1 year	Eudora Pascall	-
Nominations Committee Member	2 years	Emily Maddison	Joe Coffin

05/47 General Fund Reserves Account – signatory minute

We authorize the following people to be signatories for the General Fund Reserve Account:

Huw Still
Vanessa Grimes
Guy Milner

05/48 Employment Fund Petty Cash Account – signatory minute

We authorize the following people to be signatories for the Employment Fund Petty Cash Account:

Eleanor Colyer
Dawn Filtness
Ben Jarman
Vanessa Grimes
Guy Milner

Section 1(i) of the Financial Policy states that this bank account should have four signatories (co-ordinator, treasurer & two co-clerks). However, we make an exception to include the out-going and incoming Employment Treasurers during this hand-over period.

05/49 Employment Fund Current Account

Further to minute 03/49, we authorize the following signatories for the new Employment Fund Current Account with the Co-operative Bank:

Dawn Filtness
Ben Jarman
Vanessa Grimes
Guy Milner

Section 1(i) of the Financial Policy states that this bank account should have three signatories (treasurer & two co-clerks). However, we make an exception to include the out-going and incoming Employment Treasurers during this hand-over period.

05/50 Volunteers

We thank the following people for volunteering to help at the next YFGM in Nottingham, 17th – 19th February 2006.

Caterers: Jess Thatcher
Bob Maycock

Pan Transport: Marie Drouin
Mark Russ

05/51 Closing Minute

We have shared in fellowship and spirit at this YFGM in Bristol, working through a busy agenda yet still having the time to make new friends and catch up with old ones.

Our session, where we created a yellow brick road as a symbol of our walk towards Trade Justice, was moving and reminded us of our responsibilities as privileged citizens of a country in the developed world. We can make a real difference directly as we support our new YFGM Appeal for Akany Avoko in Madagascar.

We look forward to seeing one another at our February YFGM in Nottingham.

Signed in and on behalf of Young Friends General Meeting

Vanessa Grimes & Guy Milner
Co-clerks

Planning Weekend Notes
2-5 September 2005 Glasgow

1. Relationship between PW and YFGM

Following minute 05/18 'Relationship between YFGM and Planning Weekend' we considered the types of decisions that YFGM needs to make regularly and where these should be made or discussed: by PW; YFGM; trustees; a Special Interest Group.

From this exercise we decided that PW is not a decision making body except for the planning of the agenda. It is a body to thresh and plan how to present items to YFGM, as well as enabling committees to meet to support committees and support trustees. We noted that Trustees can make decisions in emergency situations in accordance with Charity Law which should be reported back to YFGM at the earliest opportunity.

2. BYM Under 19s Minutes

U19s are concerned that there is no support for over 19s at residential YM. YM had suggested that YFGM should provide or run some sort of transitional programme and this has been suggested by the U19s minute. We do not feel running such a transitional programme is within the remit of YFGM.

3. Parshaw

Sam Barnett-Cormack made a presentation to PW on behalf of Pardshaw committee regarding the offer Cockermouth MM have made to Pardshaw committee. There is a hostel opposite the Pardshaw Young Friends Centre which the MM has run as a hostel, however due to low bookings and gradual degradation of the building they feel it is no longer financially viable and have plans to turn it into a car park. Pardshaw committee have been given first refusal on taking on the responsibility of maintaining and running the hostel to save it from demolition. There is also a school building and toilet opposite the existing Pardshaw Young Friends Centre which is currently used by the hostel which cannot be demolished as they are listed. Parshaw Committee have also been asked whether they would like to use this building too. We need to decide how to respond to this offer. Our options are:

1. Do nothing and not take on either building
2. Take on responsibility for the school room now or in the future
3. Take on responsibility for the hostel and the school room.

We ask Sam to run a special interest group about this to form a group to look into

- a) a purpose for its use
- b) detailed financial outlay
- c) legal implications
- d) the hostel's books

and bring a set of proposals to January Planning weekend where we can decide how to present this to February YFGM.

4. Make Poverty History Campaign

Mark Russ, our Interchurch Interfaith Secretary, has brought a concern to PW regarding the Make Poverty History Campaign (MPHC). The next stage of the campaign is to do a large action involving community, church and youth groups based on the Wizard of Oz. The aim is for individual groups to make a yellow brick road and take a photo of it with their group to send to Tony Blair etc. The MPHC want to encourage groups to use their hearts, brains and courage to make a difference.

5. Fairtrade Certification

We have received a letter from Meeting for Sufferings Committee regarding fair trade certification for meetings. We need further information on what is required for us to be able to become certified.

6. Response to Minute 05/19 Do we want an age limit to YFGM nominations?

There are 2 issues:

- a. appointments which are unsuitable because of set criteria
- b. whether in general there should be an age limit to nominations

Sally Nicholls reported that she has invited Roy Stevenson a Rowntree Fellow who has offered to run a workshop on nominations at February YFGM and follow it with a SPIG on discernment. We feel that any guidelines we produce should be made after this group.

7. WG Report

The World Gathering of Young Friends took place in August. Several members of YFGM attended and YFGM raised a lot of money towards it. We would like to share some of the exercises that WG Friends did at October and future events.

8. Appeal

The present appeal (WGYF) will end at October 05 YFGM. We therefore need to consider a further appeal and pay attention to how this session is structured. There have been problems in the past when it has been felt that one appeal group has been favoured over another. We are aware of only one clear concern that has been tested and proposed so far by Maud Grainger.

9. Nominations for Central Committees

Our Co-Clerks have received a number of requests to nominate someone to be on central committees rather than to appoint a formal YFGM representative. We are unhappy with this practice as it bypasses both the YFGM and BYM full discernment process.

10. Request from Leighton Park School for a young Governor

In a similar vein to the above Leighton Park have asked YFGM to suggest names to become Governors at their school.

11. Request for Quaker Faith and Practise Drafting Group representative

Co-Clerks have received a request from Elsa Dicks Recording Clerk of BYM for Officers to nominate a YFGM representative to be co-opted to the above committee.

12. Report from Sally Nicholls (Speaker and Special Interest Group Coordinator)

Sally has a list of many speakers who would like to speak at YFGM. These include the Living Witness Project to do a personal integrity workshop and Helen Stevens this year's Swarthmore Lecture. Special Interest Group options next YFGM will include:

- a) A visit to a Mosque (if the Mosque agrees)
- b) Bulb planting in a local burial ground with local friends
- c) A Quaker history walking tour
- d) Visit to Frenchay Village Museum
- e) Rebel Clown Army

Changes to Finance Policy

Where an amendment is being made to a section of the Finance Policy, the original part is in normal type with the suggested amendments in bold. Any part of the section that is being removed will be in original type with a line through the middle.

Section 1(i)

The signatories of all accounts held by General Meeting shall be recorded by minute of General Meeting. **Except for the Employment Fund Petty Cash Account**, accounts shall have three signatories, the Treasurer and the Co-Clerks. **For the General Fund Reserves Account two signatures will be required for any withdrawal. For all other accounts two signatures shall be required for withdrawals from the accounts for amounts in excess of £700. The Employment Fund Petty Cash Account shall have four signatories, including the Co-ordinator, and should contain no more than £250.**

Section 1(l)

Reserves policy

The minimum level of reserves that we aim to maintain should be approximately equal to six months to a year's average turnover plus any expenditure required in order to honour existing employment contracts.

We may also need to build up extra funds to enable us to offer a new contract on this basis.

This is in order to enable us to survive a sudden drop in our expected income and to get new fundraising strategies in place without immediately curtailing our activities.

The level of reserves required should be considered annually during the budgeting process, and the budget should be set in accordance with this policy.

Section 3(b)

Friends are asked to contribute to the essential expenditure in running a business meeting by making a donation based on income after housing costs for the period of the event. It is expected that Friends who use the catering or sleeping facilities will make a donation that covers the cost of providing these. **A statement of the income from donations and the costs incurred for each business meeting, including the average cost per person attending shall be made available at the next business meeting.**

Section 3(c)

~~It is hoped that, over the year, the income from donations will largely cover the costs incurred in running business meetings.~~ **YFGM caterers will be reimbursed from the General Fund. They may exceed their budget to cover the additional costs of organic or fair trade food by up to a third. A statement of the income from donations and the costs incurred for each business meeting, including the average cost per person attending shall be made available at the next business meeting.**

Section 3(d)

The running of YFGM should break even over the year. This excludes events and Pardshaw, which should break even themselves, and YQ which should break even with the exception of the costs detailed in section 12(d).

Section 4(c)

~~Food costs of planning Weekends should be met by contributions by those attending.~~ **Food costs of Planning Weekends will be paid from the General Fund. The suggested food allowance per person is £8. Section 3(c) [new version] applies.**

Section 5(b)

If appointed groups or committees need to meet between business meetings, reasonable expenses of the meeting including food, travel costs and donation for the use of a Meeting House may be paid. Suggested food allowances per person are £8 for a weekend meeting, £5 for a one day meeting (3 meals), £3 for a single meal. **Section 3(c) [new version] applies.** Sometimes it is necessary to meet at Woodbrooke in which case their charges for food may be paid. Any further costs should as far as possible be met by the Young Friends at the meeting.

YFGM Priorities

What are your YFGM priorities? What should YFGM be doing and who should be doing it? What do you hope to get from YFGM?

- More links with other Quaker bodies presence at BYM (work with BYM Outreach)
- More involvement by Young Friends with local meetings
 - resources & local contacts of YFs
 - support coordinators of local YFs
- Session on how to talk about stuff (perhaps run by Outreach & Eudora)
- Provide a sense of unity among YFs
- Non-Quaker events – having fun
- Spiritual development/exploration e.g. Newcastle YFGM session on faith & sexuality, guest speakers – theologians, include former YFGMers. Prioritise spirituality in agenda time
- More outreach to non-Quakers, don't rely on Friends House
- Community-building – summer event – camping, informal, perhaps take the framework of appeals, a concern to have fun
- Finding out about Quaker work – interfaith, international, other Quaker traditions
- Learning and experiencing Quaker business
- Effective/broad outreach
- Supporting & sharing projects & concerns
- Supporting & exemplifying Quaker values & testimonies within individual & corporate lives
- Fostering community
 - making friends & having fun
 - spiritual growth
- Discussing & questioning important issues for YFs
- More sessions on Quaker values, lifestyles, & spirituality
- Encourage YFGMers in running Special Interest Groups on topics of interest
- Communicating
- Can we have a pastoral team? Keep overseers separate?
- Business method should be & is conducted well. Perhaps Quinty could have fewer, tried & trusted introductions to the business method
- Quinty/YFGM workshops for inreach
- Bring back base-group structured get-to-know-each-others
- Welcoming newcomers, especially before Saturday coffee morning
- Maintain community
- Social
- Supporting members of FYGM (its community). Give/ be able to give membership to YFs
- Welcoming newcomers
- Spiritual journey/sharing experience/ worship
- Giving a voice to the under 60s at BYM
- Outreach
- Coming together/community e.g. Social
- Plugging Quaker events – Networking/Publicity
- Providing means to live Quaker testimonies
- Remember to make time to remember spirituality
- Highlighting and taking action on issues – raising a concern
- Spiritual exploration
 - sharing our beliefs & our Quaker faith
 - discussions: more sessions exploring spirituality

- Special Interest Groups & Sessions at YFGM (organised by Quinty) to enable us to explore & share our spirituality, faith, & faith in action
- Social/fun/friendship
- For newcomers: welcoming & information
- Ongoing introduction & welcoming for late arrivals
- Informal discussion on spiritual themes could be better fostered in a formal sense (not just “Christian” topics)
- Corporate representation – expressing our group concerns & attitudes in a wider context (BYM & wider community)
- Making sure people know what we're doing – better reporting out
- Clearer explanation on how to bring a concern – who to talk to, what you need to do, any follow up
- Outreach to YFs & wider community
- Balance between informal & formal conversation – discussion topic for the day
- Participation – buddy system
- Advice available to business method jargon – more accessibility to info
- Making sure people are aware of our presence/community & our beliefs & practices (YQ, outreach, coordinator, & everyone could do this)
- Community/friendship
- Shared concern
- Play
- Communion (spiritual)
- A place where your life is tested – nicely
- Explore our spiritual priorities individually & as a community
- Supporting YFs in their concerns
- Supporting YFs in integrating into local meetings
- A rock for Quakerism – a touchstone for those moving around
- Having a voice in other Quaker groups
- Quaker business method & structures
- An other community, different from the rest of life. Particularly useful in times of difficulty. Meeting for clearness.