

# YOUNG FRIENDS GENERAL MEETING

Newcastle-upon-Tyne FMH, 20-22 February 1998

## *Minutes*

### **Present:**

Co-clerks:	Nick Perks Daphne Fisher	Co-conv. of Overseers:	Kate Coole Paddy Uglow
International Secretary:	Hannah Williams	Convenor of Nom.Com.:	Jane Cowling
Interchurch/faith Secretary:	Katy Turquoise	Treasurer:	Gavin Burnell
Officer of Outreach Committee:	Anne Pommier	Administrator:	Klaus Huber

### *Monthly Meeting Representatives:*

Brighthouse	Robyn Kearns		
	Bethan Hillas	Northampton & Well.	Lawrence Martin
Bristol & Frenchay	Paul Bailey	North Wales	Sam Morley
	Anna Coldham	Notts. & Derby	David Newton
Carlisle & Holm	Stephen Inch	Oxford	Barnaby Watson
Cheshire	Ruth Todhunter	Pickering & Hull	Tessa Dunning
East of Scotland	Rachel Bryers	Preston	Duncan Curtis
Guildford & Godalming	Nick Perks	Ratcliffe & Barking	Olivia Thompson
Hardshaw East	Heather Rowlands	Settle	Helen Vittery
Hereford & Mid-Wales	Hannah Engelkamp	South East Scotland	Andy May
Jordans	Chris Butterfield	South Wales	Ruth Wood
Lancaster	Tony Padgett	Southwark, Lew. & Br.	Beth Rigby
Leeds	Anna Benedikz	Warwickshire	Michael Simpson
Leicester	Nessa Williams	West Devon	Paddy Uglow
Lincolnshire	Naomi J Bailey	West Somerset	Jane Cowling

Linda Batten, Philip Batten, Simon Bethel, Adam Boulter, Christine Brown, Leif Burrough, Steven Cappelmann, David Carter, Sue Cassell, Joseph Coffin, Jennie Craddock, Alice Drewery, Mark Eccles, Bluebell Eikonoklastes, Chris Elliott, Owen Evans, Carolyn Forrest, Stephen Gibbs, Anthony Gray, Chris Gribble, Michael Grimes, Nicky Grimes, Zandy Hemsley, Judi Hodgkin, Jenny Holmes, Abi Horsfield, Mark Jones, Jonathan Kemp, Harry Kingham, Marion Leighton, Clare Lockwood, Alice Lynch, Amanda Morin, Alice Morning Star, Rachel Muers, John Myers, Anja Nuttin, Ben Parker, Rachel Phillips, Wil Quick, Cathy Sharman, Jenny Shellens, Lana Snook, Michael Stiasny, Juliette Stoller, Rob Wallis, Andy Wilkins; TOTAL: 83

### **98/1 Welcoming Minute**

We welcome each other to Young Friends General Meeting in Newcastle. A particularly warm welcome goes to Jenny Holmes, the Quaker Parliamentary Liaison Assistant, who joins us again, and to Christine Brown who has been working in Indonesia.

### **98/2 Dots and commas**

We thank Hannah Engelkamp and Ben Parker for agreeing to check our dots and commas this weekend.

### **98/3 Winter weekend report**

We have heard briefly about the discussion at Winter Weekend around the current number and structure of posts within YFGM. Groups are asked to consider whether they could function as effectively or more so with fewer members or different structures.

We agree that, as a first experiment, the Interchurch/Interfaith Secretary post should become a designated role within Outreach Committee and that it ceases to be an Officer post. We hope that this new arrangement will be beneficial both for the Interfaith work and for outreach as a whole.

#### **98/4 Appointment to Nominations Committee**

We appoint Clare Lockwood to Nominations Committee for a period of 2 years.

#### **98/5 Financial Report**

The Convenor of Finance Committee, Gavin Burnell, has reported on our current financial position. With the exception of the appeal account (see minute 98/6), our financial position is very healthy. Following last year's problems with the Young Quaker account, General Fund paid a total of £1,998.32 on YQ's behalf. The grant to YQ will be reduced by £198.32 this year to give YQ a grant of £1,800 for 1995, 1996, and 1997. The YQ account is now running normally. We thank all those who helped to sort it out.

#### **98/6 Appeal account**

We have heard reports from Gavin Burnell and Anna Benedikz on the difficulties with the YFGM Appeal accounts over the past two years. Accurate accounting records have not been kept and around £600 of unpresented cheques have become out of date.

Although some £300 has already been re-donated we should not underestimate the seriousness of the situation both in terms of our reputation within Britain Yearly Meeting and the work it has caused for members of YFGM in addition to the potential financial loss.

We have heard from Finance Committee concerning the procedures they are implementing to increase mutual support and to ensure that in future cheques are presented and that up-to-date accounts are maintained. Minute 5 of January 1998 Finance Committee is appended to these minutes. Finance Committee will monitor how these new arrangements work.

We ask Nominations Committee to bring forward the name of someone to help Anna to sort out the appeal accounts for 1996 and 1997. We are very grateful to Anna for all her work to date, and to all those who have put many additional hours into dealing with the accounting problems.

We recognise that specific skills are required to act as a Treasurer and that appropriate training and support and a clear remit are required. We hope Finance Committee will feel able to ask YFGM for resources required in providing appropriate training.

We shall be giving further consideration to the whole issue of the responsibility, support and role of YFGM posts at General Meeting in May.

We ask Finance Committee to write to The Friend and Young Quaker, honestly setting out our difficulties over the past two years and the actions we are now taking.

#### **98/7 Confidentiality**

Officers/Overseers/Quintessential have reported back on their ongoing consideration of the issue of confidentiality, further to minute 97/27(b).

We agree to adopt the following confidentiality guidelines:

- (a) We want to encourage communications, access to information and transparency in all areas of YFGM and its work. However there may be times when discussion in a group or committee of YFGM should be confidential.
- (b) The process of confidentiality and these guidelines apply only to situations involving identifiable individuals rather than policies and processes.
- (c) We should only invoke confidentiality to avoid hurting people and to enable committees to work freely and appropriately.
- (d) In all other circumstances, information should be readily accessible and shared freely.

Officers/Overseers/Quintessential have already agreed how they will apply these guidelines. A copy is appended to these minutes.

We are reminded that we all have responsibility for being sensitive about issues of confidentiality within YFGM.

### **98/8 Workshop on Racial Identity**

We thank Becci Singh, current Joseph Rowntree Fellow, for running a stimulating workshop on Racial Identity this afternoon.

### **98/9 QPS Report**

David Newton has reported to us on the last two Quaker Peace & Service Representative Council Meetings. He has outlined the process of reconstruction that is occurring within QPS. He encourages responses from Young Friends and offers the QPS Representative Council "Peace Forum" as an opportunity to publicise actions and concerns.

We have also heard about the work Turning-the-Tide is undertaking for the Trident Ploughshares project and we have heard about work being undertaken concerning racism in the life of Britain Yearly Meeting and are encouraged to think about using the video "Searching our Hearts".

### **98/10 Swarthmore Lecture**

The final version of the book is now complete and will be going to the printers shortly. We thank all those, in particular the editing teams, who have made this possible.

The Presentation Group has met and will be running a session this evening and a weekend in Bristol (20-22 March) to involve all those interested in contributing in many shapes and forms.

### **98/11 Management Group report**

Management Group have reported to us about the YFGM Office and Administrator. Further to minute 97/48, e-mail has been in use in the office on a trial basis since January. We accept Management Group's recommendation that this should continue on a permanent basis.

### **98/12 Young Friends Appeal**

We have heard from David Newton and Abi Horsfield about the progress of the Young Friends Appeal for the Centre for Humanitarian Programmes in Abkhazia. The Appeal Committee is in the process of purchasing a risograph (a sophisticated photocopier) for the Centre and is also hoping to raise funds to purchase a van.

We now have a telephone and fax link to Abkhazia, so Young Friends can send messages.

We are encouraged to speak to our local Meetings about the Appeal on an "Appeal Day", on the 19 April, not necessarily to collect money but to raise awareness. Further information will be provided via YQ.

We are glad to hear of the success of the Appeal, and we are enthusiastic about the new ideas for raising its profile.

### **98/13 YFGM Budget**

Gavin Burnell, Convenor of Finance Committee, has presented the budget for 1998 and has introduced the question of the level of fees charged for business meetings. These were raised in October 1995 to the current levels in order to cover the cost of the whole meeting and the Officers' preparation for it (see minute 95/38). We have been told that it is getting more difficult to cover these costs at the current level of fees. We agree that the principle set out in minute 95/38, that fees should cover all costs, should be relinquished. We ask Finance Committee to discuss the suggestions raised in this meeting and to bring recommendations to a future meeting as appropriate. We recognise the need for a realistic, prudent approach that will enable us to maintain a stable and sustainable financial position.

We approve the budget for 1998, including provision of £500 this year for bursary assistance for Young Friends wishing to attend Summer Gathering in 1999, so that they may take advantage of

any discounts available for early booking, and £450 from the International Secretary's budget for Europe & Middle East Young Friends to help pay for a Young Friend from Russia to attend Spring Gathering.

We agree to donate £401.68 to Young Quaker this year.

#### **98/14 Change of Signatories**

The new signatories on the Appeal account are Anna Benedikz and Abi Horsfield.

#### **98/15 Minute of Record**

We note that the Swarthmore Lecture Steering Group has two new co-convenors: Leif Burrough and Nessa Williams.

#### **98/16 Membership**

We are pleased to support Hampstead Monthly Meeting in asking Meeting for Sufferings to examine procedures to make it easier for mobile Young Friends to apply for Membership of the Religious Society of Friends.

#### **98/17 Nominations Returns**

We appoint the following people to the posts which they have kindly agreed to take on. We release from service the people mentioned below and thank them for all their work on our behalf.

<u>Post</u>	<u>Person appointed</u>	<u>period</u>	<u>released from service</u>
Interchurch/faith Secretary	Harry Kingham	3 years	Katy Turquoise
Overseer	Carolyn Forrest	2 years	Will Miles
YQ Editor	Robyn Kearns	3 years	Kate Smith
Children & Young People's Committee Representative	Jennie Craddock	3 years	Cathy Sharman
Quaker International Social Projects Representative	Lawrence Martin	3 years	Rowan Burrough
Report for "The Friend"	Owen Evans	one-off	N/A
Appeal Accounts 1996 and 1997 Reconstructors	Stephen Gibbs Anne Pommier	until the appeal accounts can be examined	N/A
Jamboree Committee	Nick Sturge Beth Rigby Alice Lynch Lawrence Martin Michael Simpson	until Jamboree 1998 is over	N/A
Treasurer for Jamboree 1998 (signatory)	Owen Evans	until the Jamb. accounts are examined	N/A
Overseers for BYM Young Friends Accommodation	David Carter Jennie Craddock Hannah Williams Katy Turquoise Rob Wallis	one-off	N/A

We also release the Jamboree 1997 account treasurer, Bee Jasko, from service.

### **98/18 Volunteers**

The following people have volunteered for the following opportunities:

#### YFGM May 1998

Caterers:	Bluebell Eikonoklastes Jenny Holmes
Janitors:	Lawrence Martin Abi Horsfield
Off-floor accommodation co-ord.:	Andy May
Crêche co-ordinator:	Jennie Craddock
Pan transport:	Rachel Phillips

#### Britain Yearly Meeting

Caterers:	Paul Bailey Chris Elliott
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### **98/19 Examiners**

We appoint Dave Moll (Cockermouth Preparative Meeting) to examine the Young Quaker accounts for 1997 and re-appoint him to examine the 1996 accounts.

We ask Officers to appoint examiners for the Appeal accounts.

### **98/20 Closing Minute**

We have enjoyed an interesting weekend in Newcastle, with some stimulating business and fun events such as a masked ball. We are grateful to Newcastle Friends for letting us use their spacious Meeting House.

Marion Leighton and Leif Burrough have excelled themselves as our caterers this weekend, and Alice Lynch and Nicky Grimes have done a sterling job as janitors. We thank them for their hard work.

One person is ceasing to be an Officer this weekend: Katy Turquoise, Interchurch/Interfaith Secretary. It has been great to have the chance to benefit from her energy and enthusiasm and her experience of other voluntary organisations. We thank her for her Interchurch/Interfaith work, her contribution to the Officers' work and her ceaseless determination to find volunteers and organise interest groups.

Signed in and on behalf of Young Friends General Meeting

*Nick Perks*

*Daphne Fisher*

## APPENDICES TO YFGM MINUTES FEBRUARY 1998

### Appendix to minute 98/6

*YFGM Finance Committee, January 1998 Leeds, minute 5:*

We have considered how we can best monitor and support ourselves within Finance Committee. We have agreed to instigate some new procedures and to tighten up some existing ones.

- Support

We shall establish a support circle within Finance Committee. We shall each get in touch with the person we support at least 6 times per year (including Finance Committee meetings and YFGMs) to find out how they are, and if they need help in fulfilling their role. In turn we can get in touch with our support person if we need to.

Fundraiser 1 (Duncan)	YQ Treasurer	Employment Treasurer
Pardshaw Treasurer		Appeal Treasurer
General Fund Treasurer	Fundraiser 2 (Nick)	

- Monitoring

We will establish an audit system for incoming cheques. Cheques will be selected at random by the person who receives them (in most cases this is the Administrator). The support person for the treasurer concerned will be sent a photocopy of the cheque and the treasurer a note that the cheque is being audited. The treasurer will then send photocopies of the entry in the account books and proof that the cheque has been banked to the support person, ideally within one month.

Each treasurer will aim to pass at least 3 audits per year. All failed audits will be noted by Finance Committee who will make a recommendation to Officers if action needs to be taken.

- Other measures

In future treasurers will bring their account books to Finance Committee, or if prevented from attending, will send photocopies.

All communications by members of Finance Committee on YFGM's business should not use personal addresses.

When cheques are sent from the office, their safe delivery should be acknowledged. The administrator also needs to be told when they have been paid in if the receipts are sent by the administrator.

### Appendix to minute 98/7

*Officers/Overseers/Quintessential Winter Weekend, December 1997 Bristol, paragraph 9D:*

How Officers, Overseers & Quintessential will apply the guidelines

- Unless necessary for clarity, individuals will not be named in our discussions or minutes.
- Where a piece of information is confidential, we will make sure it is explicitly labelled as being so.
- Correspondence to and between groups must be official and kept as such. We will keep personal correspondence personal and separate.
- These criteria all apply to communications within and between groups.
- If a confidentiality issue cannot be resolved within our group, the sphere of confidentiality widens to an appropriate wider group, ultimately a YFGM business session. But confidentiality issues should be kept to the smallest possible group.
- When difficult issues arise we will evaluate and keep notes on how the situation was handled, our actions and the emotional and practical issues which arose. This is the only form in which this information should and will be recorded and kept. It will not name or judge individuals. It will be available for reference in future situations.

We realise there are many situations which are not sufficiently covered by these guidelines.