

# YOUNG FRIENDS GENERAL MEETING (YFGM)

*Manchester Mount Street Friends Meeting House*

*13<sup>th</sup> – 15<sup>th</sup> February 2009*

## **Minutes**

### **Present:**

Co-Clerks:	Cáit Gould & Siobhan Haire
YFGM Treasurer:	Eleanor Coss
Co-Convenors of Overseers:	Hugh Williams & Mary Estall
Management Officer:	Tom Rowlands
Co-ordinator:	Hugo Finley

### **Area Meeting Representatives:**

Cáit Gould - West Scotland  
Maud Grainger - Colchester and Coggeshall AM  
Harriet Hart - Norwich and Waveny AM and Craven and Keighley AM  
Selina Larsen - Mid-Thames AM  
Ellen Marshall - London West AM  
Mark Russ - London West Area Meeting  
Edward Ullathorne - Central England AM

### **Those Present:**

Sam Barnett-Cormack, Nicola Bowerman, Peggy Brett, Jennifer Brett, Hannah Chittick, Eleanor Coss, James Davis, Paul Dodwell, Ellen Elliott, Lucy Entwistle, Mary Estall, Deborah Fenney, Mark Gartside, Toby Gibbons, Ian Goggin, Hayley Gullen, Rosalind Haire, Tom Harris, Ben Jarman, Alexander Long, Penny Markell, Rebecca Mattingly, Maurice Nagington, John Nicholls, Sally Nicholls, Filip Nohe, Anne Norton, Peter Parr, Helen Percy, Andrew Rendle, Nick Rendle, Katrina Richter, Oliver Robertson, Andy Salkeld, Kristin Ethel Skarsholt, Charlotte Smith, Cecily Smith, Hannah Spiers, Alison Elisabeth Squires, Majk Stokes, Rachel Swancott, Thomas Taylor, Kris Turner, Maya Williams, Andrew Williams, Ruth Wood

### **09/01 Accessibility Fund Policy**

Eleanor Coss, our Finance Officer, has presented us with a draft policy for how we will govern the accessibility fund we approved in principle last YFGM.

It was felt that it shouldn't be necessary to fill in forms to apply for an accessibility bursary and that those who require assistance should be able to liaise directly with the YFGM office, who will keep records of how the money is being spent. The policy outlines all those who would be eligible to receive money from this fund and what it can be used for.

We approve this policy, a copy of which is attached to these minutes, to be included in the budget to be presented tomorrow. We look forward to continuing our exploration of the issues surrounding accessibility in a special interest group later this weekend, and thank Finance Committee for all their work on our behalf.

\*nb change policy itself to read "or carrying out a role on behalf of YFGM"

### **09/02 Opening Minute**

We welcome one another to YFGM in Manchester and to our community, especially those who are here for the first time or who are attending our Enquirer's Gathering. We look forward to sharing this weekend together.

### **09/03 Volunteers**

We thank Kathryn McIntosh for agreeing to help cater at this YFGM.

## 09/04 Nominations Review and Reduction

Oliver Robertson, Hannah Spiers and Nominations Committee have proposed changes to some of the positions nominated by YFGM. This follows a review of roles which has been ongoing since last year.

We agree to the following changes and to the following committees thanking all committees involved in finding this solution and affirming our commitment to the process through which the reductions were arrived at. We thank the committees and representatives who are being laid down for their services to YFGM.

Nominations Committee	Reduce from 7 to 6
Outreach Committee	Reduce to 5 members, including Website Co-ordinator
Pardshaw Committee	Lay down committee
Website Co-ordinator	Incorporate into Outreach Committee
British Youth Council Representatives	Lay down position
Living Witness Project Representative	Reduce to 1 representative who will take on the responsibilities of the recycling co-ordinator
Quaker Life Representatives	Reduce to 1 representative
Representative to Quaker Peace and Social Witness	Replace with one-off appointments to events
Caterers	Ensure that there are 3 caterers for May YFGM
Recycling Co-ordinator	Incorporate into the Living Witness Project representatives

## 09/05 Young Quaker

We have heard from John Nicholls, one of our current Young Quaker editors regarding YQ, the magazine for Young Friends which is produced by YFGM. Recently there have been problems, due to editors' time commitments, in creating and promoting a monthly magazine. After some careful thought, and consultation with others, the editors have decided that their efforts would be made more efficient if YQ were to be brought out less frequently. We ask them to come back to planning weekend in April with firm suggestions following discussion in the Special Interest Group later today. To facilitate this process we feel that a reduction in the frequency of issues produced will aid the Editors in their reflections, however it is important that subscribers still get the same number of issues that they've paid for.

We are reminded that YQ is a means by which all our voices can be heard in the wider community and ask that YFGM continue to support it by submitting articles, publicising it in their local meetings and making suggestions as to how it can be improved. This is a valuable means of outreach within the Society of Friends, and a place to offer exploration which can support our focus in 2009 and beyond, and we look forward to pushing it forward. We thank the YQ editors for all their work and look forward to the chance to explore this further in a Special Interest Group later today.

## 09/06 Pardshaw

YFGM's relationship with Pardshaw Young Friends' Centre has been an ongoing issue and we are happy to have reached a resolution. We have now handed over all responsibility for Pardshaw Meeting House to West Cumbria Area Meeting trustees and agree to donate the sum of £1351 from the General Fund to West Cumbria Area Meeting in order to allow them to continue to develop Pardshaw as a resource for Friends. This sum is equal to the amount generated by Pardshaw today. We hope Young Friends will be able to be involved in this process and look forward to hearing from the Pardshaw Moving Forward Group later this year. We thank Pardshaw Committee for all their hard work throughout this process.

## 09/07 Budget

Eleanor Coss, our Finance Officer, has presented our budget for 2009, a copy of which is attached to these minutes. We approve this budget and thank finance committee and the financial overseers for their work in preparing it on our behalf, and for their work in making

YFGM members more aware of the cost of running our gatherings. We recognise that our continued spending from our reserves is something which YFGM as a body does not wish to do for longer than absolutely necessary, and ask all members of YFGM to consider how they could contribute to balancing the budget for YFGM.

### **09/08 Creche facilities update - Minute of record**

Mary Estall has informed us that we are now members of CCPAS – Churches Children Protection Advisory Service and will bring the finalised policy to October YFGM.

### **09/09 Events**

Sam Barnett-Cormack has brought the suggestion of creating an events body to organise events outside of YFGM which involve no business. The remit of which should be fairly flexible.

It was felt that having an events committee would create more roles than are necessary at a time when we are looking at the reduction of posts to YFGM. We are unsure of precisely what format this should take, it is something we haven't done before and feel that it can be revisited in February 2011, but to make this idea happen there needs to be a specific person to facilitate it. Therefore we approve the role of Events Co-ordinator and ask our nominations convenor, Oliver Robertson, to work with Sam to draw up a detailed role description to be brought to planning weekend in April for consideration by YFGM in May. We thank all involved for their work in bringing this creative proposal.

### **09/10 What is our truth? - Spirituality session**

Nick Rendle and Majk Stokes have led us in our Spirituality Session. We have had the chance to reflect on what we hold to be true; How this can be quite a scary and daunting thing to consider; and how vulnerable it can make us feel. We welcome this chance to listen to our inner light and explore how we live our truth as Quakers. We were reminded of the importance of bringing this truth to light in our wider community. We felt that although the questions were difficult and we were uncertain of our definition of truth, we appreciated this search and value where it can take us. We are grateful for this opportunity to reflect on our faith.

### **09/11 Minute of Record – Accounts**

We appoint Peter Ullathorne to examine our consolidated 2008 accounts. We thank him for doing this on our behalf.

### **09/12 Change to bursary policy – minute of record**

Further to minute 08/37 where it states 'YFGM Treasurer' in our bursary policy this will now refer to the General Fund Treasurer.

### **09/13 Change to financial policy – minute of record**

In line with the decision recorded in minute 09/01, we are amending our financial policy to take into account the accessibility fund and will be amending the following sections: 1n, 3.a, 4.b, 5.c, 6.a, and 7.d.

### **09/14 Pardshaw financial policy amendment – minute of record**

Further to minute 09/04 we are removing section 13 from our financial policy.

### **09/15 Yearly Meeting Gathering Involvement**

Siobhan Haire and Cáit Gould, our clerks, have reported back from their meeting with YMGPC clerks Paul Parker and Lizz Roe on the role which YFGM might play in YMG to be held in York this summer. In our special interest group earlier this evening we decided that YFGM will serve YMG in a number of ways, including

An epilogue for the whole of YMG

A stall at the Groups Fair

A response group to the “Creating Community” and “creating connections” sessions  
 A talk with JYM  
 A “meet and greet” with Transitional Group  
 A session co-facilitated with Northern Friends Peace Board  
 There are other ways in which to possibly be involved, and anybody interested in further involvement is encouraged to contact Cait Gould promptly. We thank those who have already expressed their interest in making a successful YFGM presence at YMG. We re-affirm our enthusiasm for this opportunity to reach out into the wider Quaker Society.

### **09/16 Planning Weekend Report**

Maurice Nagington, Kristin Skarsholt, and Thomas Taylor have given us a thoughtful and positive report on their observations of ,and involvement in, Planning Weekend which was held in January in Colchester. We thank them for this report.

### **09/17 Volunteers**

We thank the following people for volunteering to help in the following ways at YFGM in May in Lancaster.

Caterer: Lexy Long  
 Pan Transport: Hugh Williams

We hope to find two more caterers before May.

### **09/18 Special Interest groups**

This YFGM we have had the opportunity to do the following special interest groups:

Flamenco dancing  
 Making cards  
 Arranging our involvement in Yearly Meeting Gathering  
 Discussing a way forward for Young Quaker magazine

We thank those who led these groups, for their work.

### **09/19 Nominations Returns**

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

<b>Position</b>	<b>Released</b>	<b>Appointed</b>	<b>Until</b>
Nominations Committee	Hilary Topp	Rosalind Haire	Feb 2011
Young Quaker Editors	Jess Metheringham Alex Simpson	Handover period of financial oversight Erika Smith	May 2009 Feb 2012
Overseers	Jess Metheringham Adam Lee	Charlotte Smith Katrina Richter	Feb 2011 Feb 2011
Pardshaw Committee	Andrew Rendle Anne Norton Jack Underwood Sam Barnett-Cormack	Committee Laid Down	
Meeting for sufferings Representative	Laura Wirtz	Esther Leighton	Feb 2012
Quintessential	Edd Ullathorne	Kathryn McIntosh	Feb 2012

Planning Weekend Newcomers	Thomas Taylor Maurice Naggington Kristen Skarsholt	Rebecca Mattingly Maya Williams Katrina Richter	May 2009
NFPB Representative	Chris Hanning Carried Over	Carried Over Carried Over	
General Fund Treasurer	Eleanor Coss	Andrew Rendle	May 2012
YMG 2009	New position	Position not filled	
YMG 2011	New position	Siobhan Haire	October 2011
Coordinator's Support Group (Coordinator's Choice)	Lizz Roe	Maud Grainger	Feb 2010

### **09/20 Signatories - Minute of Record**

Further to minute 09/19 we authorise the following people to act as signatories for the following accounts with the Co-operative Bank:

General Fund, and Deposit Accounts:      Andrew Rendle  
    Cáit Gould, and  
    Siobhan Haire

### **09/21 Closing Minute**

We have had the opportunity this weekend to develop new friendships and continue our business. A successful enquirers gathering ran this weekend and we were pleased to see new faces.

We valued the chance to gather together as a whole and in smaller groups; Exploring Manchester in our Community time Scavenger hunt, playing games and exploring our truth during our spirituality session.

We should bear in mind that we all serve YFGM for the love of this community, that imperfections should be considered so as to improve but not be dwelled upon. We are a rich spiritual entity and should look forward with a smile.

We look forward to building our community at the longer weekend in May at YFGM in Lancaster.

## The YFGM 2009 budget

	2009 Draft budget	2008 Actual figures (to November)	2008 Budget (for comparison)
<b>Income</b>			
BYM grant	6,800	6,600	6,600
JRCT grant	7,000	7,000	7,000
Legacies	0	0	0
YFGM contributions	3,500 <sup>1</sup>	2,470	3,500
Meetings & Friends	7,500 <sup>2</sup>	6,123	8,250
Young Quaker	1,500	1,532	3,000
Pardshaw	120	1,057	1,300
Interest	100	148	150
Outreach	0	0	50
Other income	3,000 <sup>3</sup>	2,367	2,500
<b>Total</b>	<b>29,520</b>	<b>27,287</b>	<b>32,350</b>
<b>Expenditure</b>			
YFGMs	4,400 <sup>4</sup>	4,581	4,875
Planning Weekends	2,375	2,676	2,100
Accessibility	2,000	0	0
Bursaries	1,500 <sup>5</sup>	424	1,000
Training	750	0	500
Outreach	700	30	700
International	450	0	250
Interchurch/faith	250	0	250
Reps & Subs <sup>6</sup>	600	606	300
Grants & donations	2,151	1,600	1,600
Contingency	1,000	598 <sup>7</sup>	1,000
Employment	18,697 <sup>8</sup>	14,090	18,725
Young Quaker	2,000	2,512	4,000
Pardshaw <sup>9</sup>	118	739	1,300
Quintessential <sup>10</sup>	0	0	125
Other expenses <sup>11</sup>	0	11	600
<b>Total</b>	<b>36,991</b>	<b>27,867</b>	<b>37,325</b>
<b>Net spending</b>	<b>-7,471</b>	<b>-580</b>	<b>-4,975</b>

<sup>1</sup> Although this is not breaking even with the expected costs, if we can stick to this budget it will be closer than it was in 2008, and is at least a start. It is also more realistic than trying to get back to breaking even straight away.

<sup>2</sup> It could go up to this if we put it as a fundraising priority...

<sup>3</sup> As a result of all the fundraising we'll be doing this year, but worse times economically.

<sup>4</sup> We are going to be working towards costs going down, but must also budget for food and travel costs continuing to rise.

<sup>5</sup> Expected limits would be: YFGM Travel, £600; EMEYF, £250; Yearly Meeting Gathering, £650

<sup>6</sup> This includes sending representatives to BYM meetings such as the Living Witness Project or Quaker Life Representative Council.

<sup>7</sup> Bloomer Heaven

<sup>8</sup> This includes the EF contingency amount.

<sup>9</sup> Being laid down, by minute from YFGM in October 2008.

<sup>10</sup> This is being absorbed into the general YFGM expenditure row, to match it to what happens with the overseers expenses.

<sup>11</sup> This is covered by the 'contingency' column at present, and is just confusing!

	<b>2009 Draft budget</b>	<b>2008 Actual figures</b>
<b>Cost of YFGMs</b>		
Appointees' travel	£2000	£2593
Food costs	£1400	£1634
Accommodation	£600	£120
Overseers	£50	£112
Quintessential	£50	£0
Speakers	£300	£122
<b>Total</b>	<b>£4400</b>	<b>£4581</b>
<b>Cost of Planning Weekends</b>		
Appointees' travel	£1800	£2165
Food costs	£525	£511
Resources	£50	£0
<b>Total</b>	<b>£2375</b>	<b>£2676</b>

For reference: YFGM's 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.

## **YFGM Accessibility Fund Policy - DRAFT**

### *Eligibility*

We think the Disability Discrimination Act is a minimum standard and our commitment to equality requires us to exceed it wherever possible. This policy only covers the financial part of our commitment to accessibility. This means that this fund will cover all accessibility needs for those with mobility disabilities, sensory impairments, learning disabilities, mental health issues, and people with epilepsy and other unseen impairments. These needs can be due to temporary or long-term condition. You do not need a formal diagnosis to apply to this fund.

The fund will be available to all those attending a YFGM weekend, a Planning Weekend, or any other event run under the auspices of YFGM.

The fund will be available for:

1. Paying for suitable accommodation for those unable to sleep on the floor and unable to find alternative accommodation with Local Friends (with the help of the YFGM Office).
2. Paying for a support worker's travel. (This could include a carer, personal assistant, communications support etc.)
3. Use by any YFGM committee to make their work more accessible.
4. Providing documentation in alternative formats, including translating them.
5. Making special interest groups and sessions at YFGM events accessible.
6. Providing food and facilities for assistance dogs.
7. Any other adaptation to our usual working practices necessary to enable the full participation of a member of YFGM.

In the case of a negative response to a request for funding, the applicant can appeal to the YFGM Trustees. They will consider the matter in the manner they feel is appropriate, most commonly in a Meeting for Clearness.