

Doylestown Friends

**3/11/18 – DFM
Meeting for Business**

**5/20/18 – BQM at
Camp Onas**

**3/24/18 - PYM
Continuing Session**

March 2018 Newsletter

Refreshments Schedule

March 4th - Wally Evens

March 11th - Liz Fritsch

March 18th - Karl Howard

March 25th - Betsy Eschallier

Self-Discipline and Responsibility

Query: Do we attend meeting for worship regularly and punctually? Do we participate in meeting for worship with a concern for business and support it financially and with personal service according to our resources and abilities? Are we conscientious in fulfilling all obligations of state and society that are

not contrary to our religious convictions? Are we punctual in keeping promises, just in payment of debts, and honorable in all our dealings? Do we choose recreations that strengthen our physical, mental, and spiritual life, avoiding those that may hinder others, our Earth, and ourselves? Do we act responsibly concerning substances and behaviors that can become addictive?

From the Finance Committee

Thanks to all who have made a donation to the meeting this fiscal year. We are doing well; donations are running ahead of last year at this time. We especially appreciate our monthly donors. So far we have 11 new donors and 12 donors who have increased their gifts. There were several donations in memory of Bob Trepeta.

We still have a little more than \$12,000 to go to reach this year's budget goal of \$40,470. So it's important to keep the momentum going. There are still a number of last year's donors who have not yet made a gift. If you have not given in several years, please help.

There are several convenient ways to make a donation. Many friends find it easiest to simply add Doylestown Friends Meeting to the businesses and organizations they pay through their bank. You can also make a secure online donation by going to doylestownquakers.org and clicking on the donate button. You can mail a donation to Doylestown Friends Meeting, 95 East Oakland Avenue, Doylestown, PA 18901, or drop it in the Treasurer's box in the side entry or in the donations box on the front door in the library.

We need everyone's help to continue to be a vibrant spiritual community of adults and children.

Ginger Barlow, DFM's newest member, has a passion for harps, sewing, and computers, among many other talents. She currently assists with the FDS program and will be leading it next year. Ginger lives in New Jersey, but her beau (Dean) lives in Doylestown - luckily for us! Her two children are grown, but she truly enjoys spending time with our FDS children...and even the adults!

In her weekday life, Ginger is the Director at DOSCS Program Management. Her specialty is managing people who are in the biometrics field, either working under her direction or as clients. She has her B.A. degree from LSU in Business Management and an MBA from University of Phoenix.

If you haven't met Ginger, you will notice her lovely red hair and be charmed by her Southern twang. Be sure to say hi!

Doylestown Friends Meeting

Minutes of Meeting for Worship for Business February 11, 2018

Co-Clerk Bill Thode opened the meeting with a period of worship.

January Minutes were approved.

The monthly query was read Barbara Lewis.

Pastoral Concerns: Stu bush, Liz Fritsch are co – clerks. It was reported that volunteers were needed to visit Ginger Barlow to welcome her to the Meeting. Jody Howe volunteered to check to see if someone had already volunteered to visit. In the event no one had previously volunteered, Bill and Judy Thode said they would welcome Ginger as well.

Worship & Ministry: Barbara Lewis reported on the visit to our Meeting of General Secretary of PYM, Christie Duncan-Tesser. She will share her experiences from her attendance at the World Council of Churches, in which she represented the Quakers. Possible dates for her visit are either 3/18 or 4/15 and would last for approximately 30 minutes at the rise of meeting. Suggestions for promoting this event included inviting other meetings, posting the information on our Facebook page. Joe Simek asked Barbara for a flyer he could use.

Need for childcare for this event, 2 people. We can also pay someone for childcare if necessary.

Barbara also stated that they were looking for volunteers for an ad-hoc committee for the Camp Onas day which will be May 5th. It will be a one-day event and follow the same schedule as last year. Please contact Barbara if interested in volunteering for either babysitting or ad-hoc committee.

Peace & Social Concerns: Jenny Isaacs – no report

First Day School: Gail Linenberg

Our theme for February is "Circles of Friends" and Equality. Here is what we plan to highlight each week.

Feb 4 -Ginger is teaching about integration among ethnic groups.

Feb 11 - Nick and Jen Maio will engage the children to talk about child labor in our world, past and present.

Feb 18- Gail will be teaching about Quakers and their involvement in the various Movements for Equality, with an emphasis on Women's Rights. An assistant may be needed.

Feb 25 - Arla Patch will share the experiences of Indigenous Peoples of our country from the Age of European Discovery through today. You may have heard that the Cleveland Indians will be changing their logo in 2019, thanks to ongoing efforts to right past wrongs. Gail will be helping or in the nursery.

Treasurer: Bob Kupsch

Treasurers Report for January 2018 (February 11, 2018)

The reports for the Months of August through December have been revised. The Spreadsheet reports for December 2017 and January 2018 (Fiscal Year 2017-2018) are being submitted at this February 2018 Meeting for Business.

There are discrepancies between the previously submitted reports and what is being submitted to revise the reports. The discrepancies with income are the result of the income being credited in the month it actually shows up on the banking account statement. That is to say that some of the donations received and dated for the previous month are actually deposited in the subsequent month. The statements sent out to the contributors for the 2017 contributions reflect the date on the contributors check, so that they would receive the full charitable deduction for the year it was intended to be made. Similarly, the expenses are accounted for in the month that the checks are cleared by the bank, therefore payments that have not yet been deposited in the recipients account do not show up in the invoice was received or the check issued. I received notice from Quarterly Meeting that a check that was sent to them dated in October was only recently received by the Treasurer and as such has not yet cleared the bank. As such it does not show up on the statement. In this way it is intended to make any future audits consistent with the statements and actual flow of funds.

Income: December 2017 donations totaled \$12,290 for the month. The previous years donations for December were \$4,703. With 50% of the year now completed there is \$12,630.00 or 31% of the Budget still to raise for the remainder of the year. For January Donations of \$3,461 were received resulting in 77% of the budget raised in 58.3% of the year.

Expenses: Expenses have generally been below budget. It should be noted that the Insurance expense for the 2018 Calendar Year which is being paid in January 2018 has increased from \$1,660 in 2017 to \$1,736 in 2018 or 4.57%

The 2017 Year-end contribution accountings were distributed by the Assistant Treasurer.

New Business: In consultations with the previous Treasurer it was noted that the accounting of the fund totals was done in the monthly spreadsheet reports and not captured in the QuickBooks accounting. It will be the goal of the current Treasurer to resolve the discrepancies that exist in the two data platforms. Again, with the intended goal of making future audits easier to follow. To do this will require Journal Entries to be made in QuickBooks to adjust the July 1, 2017 balances to match the spreadsheets in the Monthly Reports for that month.

Also, a new format for the monthly reports is being considered in an attempt to make it easier for members to follow the monthly activities. There have been anecdotal reports of difficulty understanding the current reports.

With the additional continued review of the accounting it is possible that again there will be adjustments made to prior months reporting.

Friends also revisited making a contribution to the Interfaith Coalition- Wendy discussed that back in Sept. that this came up at a monthly meeting. The previous year the Meeting gave them \$250.00. This group brings in the Syrian families and helps support them. Would we like to contribute to the group to help assist them? Discussion involved what criteria to use when determining who to give money to. Are we going to have a contingency fund or line items for groups such as this? Another thought was to set aside a certain amount of money for causes that may occur over the year. Friends agreed that the Peace and Social Concerns committee should be asked to develop causes to give to and possibly appropriate criteria for selecting the group as well. Bob did note that the reserve fund has already been allocated for the year and donating money would have to come from someone's line item.

Finance Committee: Betsy Eschallier. The finance committee will review the results of the recently completed financial audit.

The following written report provided by Liz Fritsch

I met with Treasurer Ken Miller in July 2017 and took possession of the financial records from July 2014 to June 2015. During this period, Phil Henderson was Treasurer of DRM. Consequently, Ken was not able to explain in any detail how receipts and invoices were handled during the 2014/2015 fiscal year. However, the files I received did contain monthly records on two banks accounts and Doylestown Friends Meeting (DFM) revenues and expenses.

The bank statements related to two Doylestown Monthly Meeting accounts at Citizen Bank; a money market account and a checking account

In reviewing the records of donations and income from the 2014/2015, there was documentation of donations and other income reviewed over the course of the year in the form of checks and cash. I did not see anything irregular and, while I did not have copies of deposit slips, the bank statement reflected regular deposits.

As for expenditures, I reviewed invoices and monthly bank statements. In comparing the, they seemed consistent with no unusual activities or discrepancies. There were no missing back statements. Nor did any expenses or bank withdrawals appear to be out of the ordinary.

My review indicated that our Treasurer in 2014/2015 handled and recorded the finances of DFM in a reasonable and appropriate manner. It should be noted that I have no training as an accountant or auditor. I am only able, therefore, to report on what I am shown in the records provided to me.

The following written report provided by Ted Fritsch
I met with Treasurer Ken Miller in May of 2017 and he explained how he uses the Quicken program to record financial transactions of the meeting. He provided me with his monthly treasurer's reports, bank statements, deposit details, and bill paying records for review.

The bank statements related to two Doylestown Monthly Meeting accounts at Citizens Bank a money market account called a Commercial account and a checking account called a Business Advisor Account. Upon a review of the accounts I noted no unusual activity, and the beginning year balances as of 6/30/15 were closely equivalent to the year ending balances as of 6/30/16

Similarly, a review of the monthly treasurer's reports indicated similar beginning and end of fiscal year balances with no unusual activity.

The deposit details revealed member contributions throughout the years, consisting mainly of check transactions with significantly fewer cash contributions. Donations were fairly consistent on a monthly basis throughout the year, with the exception of the summer months when receipts were lower. Deposit details consisting of copies of checks and currency with deposit slips were found to correspond accurately with the bank statements.

With respect to expenditures, I went through invoices, payment confirmations and other disbursement documentation and compared them to the bank statements with accompanying check copies. No irregularities were apparent and expenses relating to the upkeep and operation of the Meeting were found to be moderate and reasonable. Payments from restricted funds were noted in the payment records.

My review has revealed that our treasurer has handled and recorded the finances of the Doylestown Friends Meeting in a reasonable and organized manner during the 2015/2016 financial year. It should be noted, of course, that I have no training as an auditor and my report is based solely on the information supplied to me.

During the meeting Ted did discuss the need to bring the audits up to date. The treasurer will provide the 2016/2017 information for an audit this spring and then to get on a regular cycle.

Hospitality: Cori Serayadarian-no report

Communications: Tim Carter/Joe Simek/Leslie Richardson

Joe Simek reported on the following at meeting

- 1) Communications Committee is propping a public facing newsletter sent through a 3rd party email delivery to a wide email list. The committee is recommending Mailchimp which is free for up to

2,000 subscribers and 12,000 emails per month. It is a better public option vs. the google list serve.

Benefits: more inviting to read

Includes first day school curriculum calendar

Link to minutes

Highlight events at the meetinghouse

Directs people back to website

Issues: Do we want to move ahead with this? Where does this responsibility fall; communication and newsletter? Bigger job than just sending through list serve. NewList serve seems to be annoying attendees who have found themselves on it. Bob K asked whether the financials would be accessed from newsletter. Wants that password protected. Communications committee will work in conjunction with Newsletter editor.

- 2) Doylestown PayPal Account- Currently PayPal account links to Jill Steelman's PayPal account. We need to create a DFM specific PayPal account. Create new email address such as doylestownfriends@gmail.com. Then create a PayPal account and get 501c3 approval for cheaper fees. Joe (assistant treasurer) will set up account and Gmail account and 501c3 account.
 - 3) New Website- current website housed through Leslie Richards at IQnections; and paid for through March. Information is proprietary to Leslie's account. Instead it was suggested to utilize wordpress.com. This digital platform is free except for a domain registration and mapping cost of \$31/year. The website would look basically the same but be easier to use and not go out of date. Also, full security/protection. Communication in favor to changing to this platform. Joe is willing to rework site but wants permission to move forward. If we wanted more bells and whistles can update it at a later date.
 - 4) Facebook Usage- Communications would like to start posting upcoming events and photos. Michelle Carter has control of our Facebook page. Do we need a social media policy and therefore an online policy? If it goes on website, it can also go on Facebook. Suggestion on Facebook, to add the Quaker schools, chandler hall etc. newsletter
- The meeting approved all 4 items and the committee can move forward.

Property: Ted Dempsey

Jody reported that sidewalks were in bad shape. Need to address this. Jody wants to buy salt and leave at meeting house. Approved.

Nominating: Wally Evans- Ted Dempsey was appointed to the Nominating Committee by the Clerks of Meeting, Pastoral Concerns, and Worship and Ministry.

Wendy Steginsky was appointed as the fourth and final member of the Nominating Committee by her fellow members of the Pastoral Concerns Committee. Approved

Librarian: Diana Morris-Bauer no report

Newsletter: Rick Howe- no report

Other DFM Business:

Respectively submitted,

Susan N. Kupsch Recording Secretary

Send postal, telephone, and email changes, as well as requests to receive the email version of the newsletter, to the recorder: Peter Schiano (peter.schiano@gmail.com)

DOYLESTOWN FRIENDS MEETING

