

**Pacific Northwest Quarterly Meeting  
Continuing Committee -- July 16, 2011  
Pacific Lutheran University  
Draft Minutes**

**11-07-01 Opening:** The Continuing Committee meeting began in worship at about 12:10 pm. In attendance were Susan Richardson (presiding PNQM Co-clerk and Bellingham rep), Iris Graville (PNQM Co-clerk), Don Goldstein (Recording Clerk and Listkeeper), Margaret Coahran (Registrar and Site Liaison), Johanna MacNee (Pullman-Moscow rep), Pablo Stanfield (M & O Co-clerk), Sandy Harold (M & O Co-clerk), Theo Mace (South Seattle rep), Warren Ostrom (University rep), Chris Willard (acting Tacoma rep), Louis Webster (Treasurer and Eastside rep), Beth Rodman (acting Olympia rep), Liz Willey (Sandpoint co-rep), and Deborah Lewis (acting Port Townsend rep); incoming new officers Linda Ellsworth (nominated as PNQM Co-clerk), Sea Gabriel (nominated as Recording Clerk), and Brynnen Ford (nominated as Children's Program Co-coordinator); and visitor Dorene Cornwell (University). We introduced ourselves and reviewed the agenda.

**11-07-02 Treasurer' report:** Louis distributed a written report, which will be distributed separately after correction of figures for the 2011 Silent Retreat. The report shows that there was a deficit from the Spring 2011 QM session in the amount of about \$1,470. Louis reminded us that we had proposed (and the Meeting for Business in Spring 2010 agreed) to raise assessments in order to offset (partially) QM session deficits, and stated that our cash reserves (currently about \$7,725) are still healthy. A Friend asked whether there was a policy on the amount of reserves to be maintained, and the Listkeeper reminded us that the policy is to maintain reserves amounting to at least 50% of the cost of a QM session, which normally would be between \$5,000 and \$6,000. It was pointed out that the most expensive QM session to date actually cost around \$13,000, implying that perhaps the targeted amount of reserves should be increased accordingly.

**11-07-03 Nominations:** Iris announced and we **approved** the nominations of Linda Ellsworth as Co-clerk and of Sea Gabriel as Recording Clerk in replacement for Parise Whitley, who had announced in May 2011 her need to withdraw as incoming Recording Clerk. Susan announced that Brynnen Ford has agreed to accept nomination as Children's Program Co-coordinator but is only able at this point to commit to serving for the Fall 2011 QM session due to uncertainty about her other future obligations. Friends **approved** an interim appointment for Brynnen with this understanding. Brynnen was welcomed and encouraged to consult soon with the other Children's Program Co-coordinator, Katherine Spinner, who has agreed to be responsible for recruitment of teachers.

**11-07-04 Service dogs:** Margaret reviewed and summarized the information which was distributed on this topic prior to this meeting, a copy of which accompanies these minutes. It seems clear that Lazy F is in compliance with the requirements of the Americans with Disabilities Act (ADA) as concerns service dogs, and also that dogs that only provide emotional support are not service dogs as defined by the ADA. The question to be answered is what, if anything, do we need to do in light of that fact that a service dog may attend a Quarterly Meeting session and be permitted to go anywhere that its owner was allowed to enter, while other Friends may have allergies and/or be fearful of dogs. The only clear requirement is to do whatever is needed to facilitate relevant communication. [Following this meeting, Margaret clarified her wish that "service dogs" not be explicitly mentioned in the registration packet and her sense that the "other" column on the registration form provided an adequate invitation for communication on this topic, partly because there are adequate housing and other options to separate Friends with allergies from any dogs that may be present.]

**11-07-05 Listkeeper job description:** Iris announced that a revised Listkeeper job description based on consultation between herself, Susan, and Don will be completed by the end of July and circulated with minutes from this meeting (and it does accompany these minutes).

**11-07-06 Planning Guide update:** Don reminded us that he had asked for a collaborator for this work, and that Margaret Coahran had agreed to fill that role. He sent a new draft to Margaret in late May, and Don and Margaret met recently to discuss it. Margaret then suggested some overall changes, such as the addition of a chart summarizing who carries what responsibilities with respect to planning and organizing QM sessions. Don reported that he agreed to make such changes in the near future and hopes to have a new draft ready before the Fall 2011 QM session.

**11-07-07 Fall 2011 QM Planning Committee report:** Chris reported, as Clerk of Tacoma Friends Meeting, that the Planning Committee has recently laid itself down due to lack of unity concerning the theme for the Fall 2011 QM session. The events leading to this outcome are described in some detail by Chris's written report, a copy of which accompanies these minutes. Following some grieving over this problem and expressions of support for Chris and other Tacoma Friends still willing to help with the upcoming session, we turned our attention to how we can make sure that the session will be planned and organized without a normal Planning Committee. The following efforts were volunteered by those present:

Don will do volunteer assignments in advance of the session

Louis will be the on-site volunteer coordinator

Susan, with support from Don, will approach John Holding to ask whether he will facilitate a plenary session with a theme along the lines of creating more vital meetings

Pablo will coordinate small worship group assignments and will create appropriate queries

Chris will contact Tom Rawson about whether he can MC a Community Night on Saturday and/or lead a song circle on Friday evening

Chris will also continue to be a liaison with Tacoma Friends and convene for whatever further overall communication is needed

Chris also reported that there are currently Tacoma Friends who are willing to oversee arrangements for the Friday evening shared supper, signs, and grace at mealtimes. A Vashon Worship Group Friend has also volunteered to help and is awaiting an assignment. [Following this meeting: John Holding did agree to facilitate the plenary session and requested that the session theme be "Building Vibrant Meetings". Sea Gabriel volunteered to coordinate interest groups. Tom Rawson declined his invitations on account of not being able to attend the session, and Chris agreed to contact other possible MCs and song circle leaders. The Vashon Friend, Susanna Leigh, will work with Carolyn Laskowski on Friday evening supper coordination. Chris and Kathryn Willard will arrive early at Lazy F, work on signs (including creation of an inventory of stored signs) and nametag materials, and provide support to the Registrar. Sandy volunteered to help with an assignment to be determined.]

**11-07-08 Junior Friends:** No Junior Friends Co-clerks or Advisors were present, so this item was skipped. [It was realized after this meeting that Junior Friends were supposed to have communicated the name of a nominee for Junior Friends Advisor, succeeding Regon Unsoeld, but had not done so prior to the meeting. Cliff Mountjoy-Venning subsequently reported to Don that the Junior Friends wanted to nominate Adrienne Solenberger as their new Advisor, and then Don learned from Adrienne that she was unaware that she was being nominated for a two-year term. After receiving a copy of the JF Advisor job description, Adrienne advised Don that she needed to rescind her agreement to be a JF Advisor for this fall. Meanwhile, given the uncertainty about Adrienne's availability, Cliff contacted a second candidate for JF Advisor, Tom Rawson, and Tom agreed to be nominated as JF Advisor with the understanding that he could not begin his service until the Spring 2012 QM session. This nomination requires approval by the Continuing Committee in September. Meanwhile, the Junior Friends Co-clerks and the continuing Advisor, Jane Mountjoy-Venning, are seeking an interim Advisor for just the Fall 2011 QM session.]

**11-07-09 Ministry and Oversight:** Pablo reported that he and Sandy are hoping to resume their travel among Friends in the near future, and that eldering work is a rising concern that will receive attention from the Ministry and Oversight Committee.

**11-07-10 Children's Program:** Katherine Spinner was not present, and Brynne has just begun her service, so this item was deferred until fall.

**11-07-11 Online registration:** Sea and Margaret recommended that PNQM proceed in the direction of having online registration available with advance payment of fees using PayPal, similar to what NPYM now provides, but Margaret indicated that there are several logistical problems that would need to be checked out first. Just as with NPYM, paper registration would continue to be an option regardless. A Friend urged that implementation of online registration be no earlier than next spring, particularly in light of the extra work entailed in planning for the upcoming Fall 2011 session, and Friends **agreed**.

In connection with registration for this fall, Don indicated that he would probably need to distribute information/registration packets in two stages, the first one soon and the second in late August. [This no longer appears to be necessary since all major decisions have been made except for the identity of the Community Night host and Song Circle leader(s).]

**11-07-12 Closing:** The meeting closed at approximately 1:30 pm, with a few moments of open worship. Our next meeting will take place during the Fall 2011 QM session following dinner together on Saturday, September 24<sup>th</sup>, in Ridgeview Lounge.

Don Goldstein, Recording Clerk

Susan Richardson, Presiding Co-clerk