March 31, 2002

TO: PYM Meeting Clerks, Representatives, Committee Clerks, Officers, and Representatives to Other Quaker Organizations

FROM: The PYM Secretariat Committee

RE: Representative Committee, March 2, 2002

Enclosed you will find the Minutes from the Representative Committee with attachments. For those Meetings that did not have a Representative at the Meeting, or for those of you who were not there yourselves, there are also those handouts that were placed in your folder.

Please note that there are some handouts that have a sensitive time frame, so that it is important for you to review the materials and share them with members of your Meeting, or others as appropriate.

In addition Shan Cretin, the PYM Clerk, has requested that the following paragraph be included in this letter for your information, regarding the 2002 Yearly Meeting:

Update on USD Contract and Annual Session:

We have received very satisfactory responses from USD regarding the contract. We will be able to reduce our guaranteed numbers without affecting the other terms of the contract. This means that the "worst case scenario" reported at Rep Com is not a reflection of the contract we will be signing. A more realistic "worst case" will have us transferring no more than $8,000 from reserves, all of which can be covered from current Session Reserves.
PACIFIC YEARLY MEETING
Representative Committee Meeting 3-2-2002
First Church of the Brethren, San Diego CA

Representative Committee of Pacific Yearly Meeting met for worship on the occasion of doing business on 3-2-02 at San Diego Friends Meeting at First Church of the Brethren in San Diego, California. We thank San Diego and La Jolla Meetings for providing hospitality. Meeting opened with silent worship at 9:30 a.m.

Attendance: Shan Cretin, Clerk; Stephen McNeil, Assistant to the Clerk; Jeannie Graves, Acting Recording Clerk; Carin Anderson, San Francisco Meeting, Latin American Concerns Committee; Carl Anderson, East-West Relations Committee Clerk; Jim Anderson, Ministry and Oversight Clerk; David Barrows, San Diego Meeting, PYM Finance Committee; Julia Bazar, Berkeley Meeting, Archivist; Steve Birdlebough, Finance Committee Clerk; DJ Bloom, Appleseed Meeting, Finance Committee; Marty Carson, Claremont Meeting; Sally Davis, Sacramento Meeting Observer, Ministry and Oversight; Ellie Foster, Santa Cruz Meeting, Discipline Committee; Marie Fredell, Berkeley Meeting, Sites Committee Co-Clerk; Trudy Freidel, Peace and Social Order Clerk; Gene Gilmore, Arrangements Committee Co-Clerk; Linnea Hanson, Co-Clerk of JYM Adult Committee; Ellie Huffman, Monterey Meeting, Secretariat; Stratton Jaquette, Palo Alto Meeting; Walter Kersey, Reading Clerk; Janet Leslie, Wider Fellowship of Friends; Sherrin Lloyd, Strawberry Creek Meeting Observer; Melissa Lovett-Adair, Children’s Program Committee Clerk; Jean Malcolm, San Diego Meeting; Joe Magruder, Co-Registrar; Emily Leo, San Jose Meeting; Thomas Leo, Peace and Social Order; Judy Malcolm, Central Coast Preparative Meeting; Stephen Matchett, Co-Registrar; Karen Morgan, Arrangements Clerk; Margaret Mossman, Previous Presiding Clerk; Sharlene Roberts-Caudle, Visalia Meeting; Dee Rossman, Strawberry Creek Meeting, Unity with Nature; Nancy Rowan, Santa Barbara Monthly Meeting; Bob Runyan, Chico Meeting Rep; Ravahw Samati, Strawberry Creek Meeting, JYM Co-Clerk; Marie Schutz, Discipline Committee Clerk; Sherri Sisson, Orange County Meeting, Treasurer; Patricia Smith, Sites Committee; Steve Smith, Southern California Quarterly Meeting Clerk; Frances Taylor, Sacramento Meeting; Karen Thompson, La Jolla Meeting; Brian Vura-Weis, Inland Valley Meeting, Holding Corporation Clerk; Marybeth Webster, Grass Valley Meeting, Western Fellowship of Quakers in the Arts Clerk; Keith Wedmore, Nominating Committee Clerk; Gary Wolff, Orange Grove Meeting, Statistical Clerk;

Ministry & Oversight:
Ministry and Oversight Committee presented a report which is attached as part of these minutes. The committee recommends that the Religious Education for Children Committee be restored as a standing Committee.
Friends approve re-establishing the Religious Education Committee to the status of Standing Committee as described in our current Faith and Practice. In order to accomplish this, Nominating Committee is asked to nominate six members to the committee: two for one year, two for two years and two for three years to begin serving after our next annual session. Finance Committee is asked to include this committee in the budget for fiscal year 2003.

**Peace and Social Order:**
Action minutes approved by PYM 2001 are being distributed. The committee is working on Drug Concern Queries and will be bringing information to the Annual Session. They would like to hear about proposed Interest Groups for the Annual Session by 5-22-02. The committee reported on a survey of our 43 Meetings and Worship Groups on the subject of Meetings’ responses to the attacks on 9-11-01 and their aftermath. Most Meetings reported an immediate increase in attendance which eventually dissipated. Many Meetings held threshing sessions, participated in the American Friends Service Committee blanket drive and interacted with non-Quaker organizations in various ways.

**Nominating Committee:**
The committee tries to have nominations mostly complete before the beginning of the Annual Session. We now have a complete selection of job descriptions for committee work to which we will be adding guidance on the time commitment for each job.

**Secretariat:**
The committee is struggling with communicating by cyberspace. Paper copies of the next set of minutes for Representative Committee will be mailed. Attachments to minutes will be attached to minutes.

**Naming Committee:**
**RC 2002-2** Friends approve the following people to be on the committee to Name the Nominating Committee: Betty Miller (Appleseed Meeting), Gary Wolff (Orange Grove Meeting), Stratton Jaquette (Palo Alto Meeting) with Margaret Mossman (Berkeley Meeting) as an alternate. Stratton will convene.

**Discipline Committee:**
**RC 2002-3** Friends approve laying down the Faith and Practice Revision Committee.

Having laid down the Faith and Practice Revision Committee, as is stated in our Faith and Practice, the Discipline Committee, consisting of the six members approved in last summer’s Annual Session will continue to function, with the Archivist as an ex-officio member.
The new Faith and Practice seems to be well received. We are considering such questions as putting the Faith and Practice on the web, translating it into Spanish, creating a large type edition, and making it available to the wider community of Friends.

We will ask "Friends Bulletin" to announce that some 50 copies of the 1985 Edition of the Faith and Practice are available to individuals and Meetings who want it for their collections.

It was suggested that the Discipline Committee could continue fine tuning the Faith and Practice since printing practices now allow small print batches.

Pacific Yearly Meeting has established an M & O Subcommittee on Electronic Communications to recommended policies and values to guide the use of e-mail and the Internet for communication. Although Pacific Yearly Meeting has not formally minuted a decision to maintain an official website, we have in recent years posted minutes and information about the annual session on a website at

<http://www.quaker.org/pacific-ym>

The Webmaster is Peter Milbury. It would be good for the Subcommittee on Electronic Communications to bring the question of having an official website to Yearly Meeting along with proposed guidelines and procedures for maintaining its content. Ministry and Oversight will work with the subcommittee to see what they need in order to proceed with their work.

*Friends Bulletin* serves Pacific Yearly Meeting and could be used to communicate PYM information on their website if Friends so wish.

**Children’s Program:**
The committee is looking for four additional paid teachers for the Annual Session. The committee needs to transport 12 large bins of materials for the Children’s Program from San Francisco Meetinghouse to the site of the Annual Session and needs a place in the San Diego area to store them for the following year. Please tell the committee soon if you want to add activities to the Children’s Program.

The children’s theme will continue to be Conflict Resolution. The youngest group is Infants to five year olds and they have about 25 to 30 children. 1st to 3rd grade and 4th to 6th grade each have about 10 to 20 children. There is a transition group for the older elementary-aged children who are moving into Junior Yearly Meeting for the first time. We hope to have information in the registration packet on this option. All three age groups will meet daily for singing and adults are welcome.

The committee encourages opportunities for intergenerational activities, including Family Worship. It has become difficult to provide childcare for
important evening activities and the committee looks for another way to include the children in our activities every evening. The opening plenary communicates important announcements which the committee hopes will be available in written form for families who need to leave the session early. The committee will provide quiet handwork for children so that children can participate in more of that plenary.

Junior Yearly Meeting:
The JYM Committee is represented here to insure that Representative Committee will not do anything dumb or weird in relation to Junior Yearly Meeting. Their planning meeting will be on 3-15-17. They need a larger space since we are now blessed with many teenagers who want to come to the Annual Session. Our teenagers want and need to be together long after older adults have retired and they want and need to make noise. They like to sleep in proximity to one another and hope that will be possible. During the last night of the Annual Session, our teenagers prefer to stay up as late as possible. They ask for friendly adult participation to give the Adult Committee some rest time. Nominating Committee has been asked to find two additional members for the Adult Committee. The mission of Junior Yearly Meeting is to teach our teenagers Quaker process. It has been suggested that the teenagers participate in the AFSC/SCQM outreach border project. If such plans involve possibly crossing the border, adequate identification needs to be available for the participants.

Archivist:
The archives for Pacific Yearly Meeting have been moved from Whittier College to the Pasadena American Friends Service Committee office while the college does some remodeling. The remodeling project is scheduled to be completed in autumn, 2003. Friends are asked to save records but not to submit them to the Archivist yet.

Pacific Friends Outreach Society:
PFOS submitted a report which is attached to these minutes. PFOS has initiated the process of seeking formal approval for development of their site from the Tulare County Planning Commission.

Holding Corporation:
The Holding Corporation holds the assets from the sale of the San Fernando Valley Meeting’s Meetinghouse. When San Fernando Valley Meeting was laid down, the last members of the meeting asked that these funds be used to establish a permanent site for Pacific Yearly Meeting. The Holding Corporation requests direction from PYM regarding dispersal of these funds to Pacific Friends Outreach Society. This needs to be considered at an Annual Session. It was suggested that Monthly Meetings be given written materials to discuss prior to such consideration. Interest groups prior to Plenary discussions would also be helpful. We may want to begin seasoning this question now, as it will likely
take more than a year to involve monthly meetings and relevant PYM committees in informed deliberations. The Clerk will consult with Holding Corporation, PFOS and other PYM Committees about what can be done at this year’s annual session to help move this process along.

We have received written reports from Latin American Concerns Committee and East-West Relations Committee which are attached to these minutes.

**Treasurer:**
Because we had reserve funds beyond reasonable need, we budgeted higher expenses than our expected income. Our budget did indeed use up $6,000 of the reserve. The Treasurer’s Report is attached to these minutes.

**RC 2002-4** Friends accept the Treasurer’s final report for Fiscal Year 2001.

**Finance Committee: Report on PYM Budget for Fiscal Year 2002**
The Children’s Program Committee has asked for an augmentation of $100 to their budget.

**RC 2002-5** Friends approve increasing line item 5222 – Children’s Program from $400 to $500. The money will come from 4105 Transfer from Reserves and the various totals will be changed accordingly.

The committee recommends laying down the Peace Tax Fund. This fund was established for Friends who wish to withhold payment of their taxes for reasons of conscience. Friends may deposit the money that would have been paid to the IRS to this fund where it is held in a separate savings account from other PYM funds. If the IRS pursues payment of taxes, the depositor can withdraw their funds. When sufficient time has passed and the IRS can no longer claim the funds, Peace and Social Order designates an appropriate grantee to receive the deposited funds and accumulated interest. This a small fund and difficult to administer. With no recent deposits and older deposits maturing out, the fund balance has fallen so low that a $10 per month bank fee is now being charged. Other alternatives such as the Southern California War Tax Alternative Fund are available to Friends who wish to place funds in some place other than in Internal Revenue Service coffers on their way to Military Spending. These funds are larger and are able to earn higher rates of interest to support peace work.

The PYM Peace Tax Fund is a manifestation of our pacifism and some Friends feel that it is important to maintain, even if it costs us a Bank Charge of $120 per year. Our treasurers are not professional accountants and it is not straightforward to track this money and interest by individual depositor. No deposits have been made since 1998 and in recent years the deposits have been very small. It was suggested that we augment the fund by the amount needed to avoid bank charges. This would mean additional bookkeeping so
that there is no commingling of funds. We could return the money to the individuals who deposited it and tell them about the other funds available to them. It was suggested that the energies of Yearly Meeting might better go towards encouraging Friends to acts of conscience, such as tax resistance, rather than attempting to replicate the fund management and counseling services offered by larger War Tax Alternative Funds.

**RC 2002-6** Friends approve laying down the PYM Peace Tax Fund, notifying the individuals whose deposits we are currently holding, and offer to refund those deposits or transfer them to an alternative war tax resistance fund.

**Unity with Nature Committee:**
The committee submits a written report which is attached to the minutes. The committee has been working with a theme of Sustainability. The committee has reported to FCNL a list of important issues they would like to see worked on.

**Sites Committee:**
The committee is working on a site for 2004, since it is our practice to use a site for two years. The committee recommends a return to Mt. Madonna. We have talked to Mt. Madonna and they would be glad to have us back. We also have talked to St. Mary’s College which is undergoing some construction and not currently able to make a commitment. The Sites Committee would like to review the evaluation forms in order to keep aware of Friends feelings about site.

**Arrangements: Report on Status of University of San Diego Negotiations**
We only just received a proposed final contract from University of San Diego this afternoon and the numbers it contains require continued negotiation. The contract contains preliminary guarantees of 500 attendees per day, which is considerably higher than the 350 per day we have had in recent years. Copies of the contract will be given to the appropriate committees. The facilities themselves seem adequate to our needs. Camping is not possible at this site.

**Registrars: Recommendation of Fees for Annual Session**
We propose charging $95 for a single room, $75 per adult for a double room, $65 per youth 5 through 18 for a double room, $30 a day for a youth sleeping on the floor in a sleeping bag. Children under 5 would be free. If we need to increase costs, we will keep the fee structure proportions the same. We will still have our traditional early registration discount and late registration and cancellation fees. Scholarship funds will be available and Friends are encouraged to use them. The prices include meals, towels and linens and refrigerators. The rooms are actually suites. The day attender fee of $30 a day includes lunch only. Other meals may be purchased individually. The parking fee is $5 for the week. These rates are what we would like to charge based on our usual number of attendees.

**Finance Committee: Report on Budget for Annual Session**
Last year's annual session unexpectedly made money. The cost of facilities at Mt. Madonna was $11,000 less than the previous year despite similar attendance levels, largely due to changes in the types of accommodations. This has left us with about $15,000 in Session Reserves. (Page 5 of the attached Treasurer's Report.)

If we are unable to renegotiate the contract, our worst case scenario for the cost of facilities at the University of San Diego is $130,000. We hope that we will be able renegotiate more favorable terms but will not be able to do this until after RepCom. If we charge the attendance fees recommended above and have somewhat fewer attendees that we did at Mount Madonna we think we could reasonably take in attendance fees of $113,000. If more Friends attend, then we would, of course take in more fees. The difference between what we take in and the total costs would be transferred from Reserves. It is recommended that we encourage Friends to attend Yearly Meeting since in these troubled times we especially need the renewal we get from one another. This site will be easier for people who are less mobile. Whether the site will be more or less expensive for families depends on the age of the children. Scholarships are available and we encourage Friends to apply. The proposed session budget is reflected on page 5 of the Treasurer’s Report (attached) and if the contract is not renegotiated and the worst case scenario prevails, then we would have to transfer funds from the regular PYM Reserves.

**RC 2002-7** Friends approve the session budget as a working budget as presented.

**RC 2002-8** Friends authorize the Finance Committee Clerk and Registrars and Arrangements Clerk to finalize the fee structure for the upcoming annual session after the contract with USD is signed.

**Latin American Concerns:**
The committee submitted a report which is attached to these minutes. The Peace Community in Colombia is a non-violent witness and Friends are asked to hold them in the light.

Minutes are approved.

Meeting closed with silent worship at 8:55 p.m.