1. The Meeting opened with a period of worship.

2. Representatives from Monthly Meetings, Chairmen of Committees, and officers of the Yearly Meeting who were present introduced themselves. Attendees were requested to sign the official roll call which is attached to the original file copy of these minutes.

3. The following announcements were made:
   a. Vern James, Chairman of the Finance Committee, requested all Committee Chairmen to present budget items for their committees to the Finance Committee as promptly as possible.
   b. All Committee Meetings and Interest Group sessions are to be cleared through Leonard Dart, Alternate Clerk.
   c. Announcements to be brought to the attention of Yearly Meeting sessions are to be brought to David Bruner, Reading Clerk.

4. The major portion of the session was then given over to a consideration of the Yearly Meeting Agenda. Friends participated vigorously and helpfully in this undertaking and the attached Agenda was approved.

5. Friends were reminded that Procedures for Considering Concerns, adopted at the 1961 Yearly Meeting Sessions, was available in mimeographed form and would be posted and announced.

6. The following items were introduced and put over to the Tuesday morning session for final consideration:
   a. The appointment of Nominating Committee substitutes for members unable to attend the 1962 sessions.
   b. The appointment of the Epistle Committee for 1962.
   c. The question of observers or auditors attending sessions of the Interim Committee. (see August 1961 Interim Committee, Page 4)

7. After a period of silence the Meeting was adjourned at 9:55 p.m. to meet Tuesday morning, August 14, at 9:00.

8. The adjourned session opened Tuesday morning at 9:15 with a period of worship. A Friend reminded us of the importance of small, mundane, everyday tasks that take on new meaning when seen in the perspective of a missing loved one. We were reminded that each earthly moment is a great gift.

9. The Meeting approved the appointment of the following Friends to the 1962 Epistle Committee:
   Esther Richards
   Ed Sanders
   Ken Morgan
10. Friends named several attenders to serve as substitute members of the Nominating Committee. The Clerk was instructed to name three Friends for this assignment and to give consideration to adequate geographical distribution. The following were appointed:

   Jack Urner
   Stephanie Ulman
   Faith Carson.

11. A communication from Victor Pschkaa, Chairman, The National Conference of Friends on Race Relations, was received announcing a proposed conference in 1963 and requesting financial aid from the Yearly Meeting. This request was referred to the Social Order Committee for consideration with the expectation that a report would be returned to the Interim Committee.

12. A request to appoint Fraternal Delegates to the Five Years Meeting of Friends, July 19-25, 1963, in Richmond, Indiana, was received. Friends expressed a hope that someone would be able to attend and referred this item to the March 1963 Interim Committee for attention.

13. The Meeting approved establishing a policy of regularly sending fraternal delegates to the Five Years Meeting of Friends. In the future this request will automatically go to the Nominating Committee and the Finance Committee for consideration.

14. The Meeting approved establishing a policy of regularly sending fraternal delegates to the General Conference of Friends. In the future this request will automatically go to the Nominating Committee and the Finance Committee for consideration.

15. Friends expressed a continuing desire to extend warm invitations to members of other Yearly Meetings represented by the Five Years Meeting and the General Conference to attend Pacific Yearly Meeting whenever possible.

16. Ruth Schmoe, Chairman of the Yearly Meeting Committee on Ministry and Oversight, presented a report from that Committee on The Duties of the Monthly Meeting Clerk. This report was prepared at the request of the Interim Committee and follows:
STATEMENT ON THE FUNCTION AND RESPONSIBILITIES OF MONTHLY MEETING CLERKS

A clerk is chosen from the membership of the Meeting because he is a person who has real respect and warmth for the individual members and attenders; because of his ability to listen to and gather the sense of the Meeting and his ability to comprehend readily an item of business or concern and to state it simply and concisely; and because he has a knowledge of the Discipline and a sense of good order.

He should be a person who faithfully attends the Meeting for Worship and keeps close to the work of the committees, particularly of the Ministry and Oversight Committee (or Committees), in order to be aware of the condition of the Meeting.

He should preside at all monthly business sessions unless unable to do so by some unavoidable reason.

He should encourage the conscientious weighing of business matters and the patient and sympathetic consideration of all opinions expressed. He should also discourage argumentative persistence on the part of anyone and, if advisable, call for silent periods for a more intensive search for Divine Guidance.

If, during the consideration of a matter of business, he has a strong longing to express his own views, he should ask permission of the Meeting. Realizing that by so doing he may be complicating or hindering his ability as clerk to gather the true sense of the Meeting, he should ask the Assistant Clerk or someone else to gather the sense of the Meeting and state the minute.

When the clerk feels that unity has been reached although some differences of opinion may still exist, a minute is formulated and if approved, is recorded as stated.

The clerk should see to it that any person or committee affected by action of the Meeting is notified promptly.

He signs all official papers and minutes.

He prepares and endorses minutes for members planning to visit among Friends under concern and with the approval of the Meeting, and endorses minutes of visiting Friends.

The clerk not only has a responsibility toward his own Meeting, but to co-ordinate the efforts of his own Meeting with those of the Quarterly, Half-Yearly and Yearly Meetings of which it is a part.

Assistant clerks may be appointed as needed.
Friends approved circulating this report to the Monthly Meetings with the understanding that we would study it for one year and re-consider the revised form at the 1963 Yearly Meeting Interim Committee. The report will also be presented to the Meeting of Clerks and meeting of Ministry and Oversight at this Yearly Meeting session.

Connie Jump, Recording Clerk, Young Friends Yearly Meeting, requested advice on questions regarding the social activities of Young Friends at this session. The Meeting reiterated our confidence in the good judgment and thoughtful procedures of Young Friends and their advisors in working out their own plans. Appreciation was expressed for their willingness to consult us.

The Meeting adjourned after a period of silence to re-convene at 3:00 p.m. Tuesday, August 14, 1962.

The adjourned session opened with a period of silence at 3 p.m.

The minutes of the Monday evening and Tuesday morning sessions were read and approved.

A communication from Oregon Quarterly Meeting announcing three changes within that region was read:

a. Oregon Quarterly Meeting has now become the Willamette Meeting.

b. The Salem Monthly Meeting is now a recognized Monthly Meeting within the Willamette Quarterly Meeting.

c. The Corvallis Monthly Meeting is now an established Monthly Meeting within the Willamette Quarterly Meeting.

The Interim Committee united with this action and expressed appreciation for this sign of growth in this region.

Gretchen Rudnick expressed a concern to implement the practice of a singing time before the general sessions of the Yearly Meeting for those who wish to participate.

Ed Morgenroth, Chairman of the Policy and Procedure Committee gave the following report for the committee:

**POLICY AND PROCEDURE COMMITTEE REPORT TO THE INTERIM COMMITTEE**

August 1962

I. What we did.

a. The attached inquiry was sent to the chairman of all the Yearly Meeting Committees:
To remind you that the Policy and Procedure Committee is prepared to receive a statement from each Yearly Meeting Committee (as called for in the 1961 Minutes, p. 10.), giving us a restatement of the purpose and a review of the structure of all Yearly Meeting Committees based on:

1. relevant Yearly Meeting Minutes
2. our own experience
3. the way in which Committees have actually functioned.

b. Replies were received from the following:

Discipline Committee - Catherine Bruner
Indian Committee - Sylvia Loomis
Peace Committee - Harriet Schaffran
Bulletin Committee - Stephanie Ullman
Education Committee - Olivia Davis
Social Order Committee - Herbert Foster
Ministry and Oversight - Ruth Schmoe
Visitation Committee - Mary Etter
Finance Committee - Vern James
History Committee - Caroline Estes

c. The Interim Committee approved the following statement from the Yearly Meeting Ministry and Oversight Committee which is the first of these reports presented by the Policy and Procedure Committee to the Interim Committee:


The Yearly Meeting shall appoint a committee of at least six experienced and sensitive Friends for a period of two years to serve as the Yearly Meeting Committee on Ministry and Oversight.

This committee shall arrange for the members of Ministry and Counsel and Overseers in Monthly and regional Meetings to meet together at the time of yearly meeting to share experience, insights and problems. It shall explore and develop means of helping monthly and regional meetings to function more adequately by the preparation or securing of helpful pamphlets; by correspondence; by arranging specially scheduled seminars or workshops at yearly meeting for Ministry and Oversight members; and by visitation. It shall assist Monthly Meetings when trouble arises within a Meeting where the help of the yearly meeting is required. It shall work out problems connected with organizing, recognizing and laying down of Meetings in accordance with the Discipline and minute yearly meeting instructions. Where no regional meeting exists, it shall see that Oversight Committees of new meetings are appointed and that these committees visit the new meetings during the year following the yearly meeting at
which Monthly Meeting status is recognized. And it shall assume any other yearly meeting responsibilities properly assigned to it such as assisting the clerk with arranging for Worship-Fellowship Groups at Yearly Meeting.

II. Our experience in examining statements and concerns sent to us indicates that we recommend that all Friends read and study the new Discipline.

We recommend that Monthly Meetings be encouraged to see that every family has a copy of the new Discipline and that old and new members familiarize themselves with it.

III. It seems to us (as we have read the reports from committee chairmen) that there is an increasing tendency to develop responsibility for Ministry and Oversight; Peace; Education and other programs at the regional level. Due to the size and growth of the Yearly Meeting we encourage this pattern. By doing this the Yearly Meeting committees can develop their proper coordinating function and give additional time to the care of Meetings not now a part of a regional meeting. Friends were reminded that primary responsibility for action rests at the Monthly Meeting level.

The Interim Committee united with this conclusion of the Policy and Procedure Committee.

IV. We wonder if this is the time to turn over our work to the Discipline Committee?

It was clear to the members of the Interim Committee that work begun in canvassing the Yearly Meeting committees should be continued.

It was decided that the continuing study of the function and structure of the Yearly Meeting standing committees be laid upon the Discipline Committee.

The original purpose of the Policy and Procedure Committee having been met, the Interim Committee excused this committee with thanks.
24. The Clerk announced that the 1963 Yearly Meeting will be held at Lin- 
field College, McMinnville, Oregon, August 13-18, 1963. Fees and de-
tails will be published in the Bulletin.

25. The 1964 Yearly Meeting will return to the Southern California Region 
and will be under the care of the Southern California Half Yearly 
Meeting.

26. Peter Silveston, Professor of Engineering, University of British Col-
umbia, Vancouver, reported on the formation of a student group at the 
University. A student center is needed and is looked upon with favor 
by the University authorities. This concern has been placed before 
the Northwest Quarterly Meeting and was reported to the Interim Com-
mittee for information purposes only. No action was necessary, al-
though Friends indicated a lively interest in the project.

27. Walt Raitt expressed a concern for the responsibility the Yearly 
Meeting has towards Friends in colleges and also for those of college 
age who attend Yearly Meeting sessions.

28. Several communications expressing concern over the function and struc-
ture of the Interim Committee have been received by the Clerk over a 
period of two years. It was clear to the members present that the 
time has come to evaluate the Interim Committee especially in regard 
to the following points:

a. What is the purpose of the Interim Committee? What is 
the Yearly Meeting asking us to do?

b. What should be the membership of the Interim Committee? 
Size? How chosen?

c. What should the name be? If a new name will designate 
its proper function perhaps this should be considered.

d. What are the responsibilities of the Interim Committee? 
These should be re-stated and outlined. This study 
should also define what items come before the Interim 
Committee and which items it shall consider or pass on 
to a standing committee or the floor of the Yearly 
Meeting for consideration.

It was agreed that an evaluation needs to be made of the function and 
structure of the Interim Committee. The clerk is to appoint a working 
committee of three Friends to do this evaluation. A progress report is 
to be made at the March Interim Meeting and a final report for consid-
eration is expected at the August Interim Committee Meetings in 1963.

29. Friends expressed a continuing concern that we periodically examine the 
function of the Yearly Meeting clerks. In recent years a function of the 
Alternate Clerk, Recording Clerk, and Reading Clerks has increasingly re-
lieved the Clerk of routine and organizational problems. This pattern 
will continue and will be reviewed from time to time.