

Report of the SCYM Procedures Manual Coordinator

Representative Meeting, 19 November 2022

To update the Procedures Manual, emails soliciting revisions or, conversely, a statement that no revision was needed, were sent to all current and immediate past officers and members of committees, to the extent available. The emails were sent in April and May with responses requested by the end of July. The response rate was low.

Although I requested that the recipients “report any changes needed to correct the Manual...A unified response would be helpful”, in some cases, individuals responded without coordination with others. When clear, I integrated solo comments into proposed text. If not clear, a coordinated response has been or will be solicited. In other cases, comments without suggested wording was received. These are so marked. SCYM should decide how to turn these comments into text that can be adopted.

ITEM	CURRENT PROCEDURES MANUAL	PROPOSED REVISION
1	<u>Page 42. Treasurer - Description</u> 5. YM 00-31: YM authorizes the Treasurer to open and close bank accounts and to execute any resolutions required by the institution regarding these accounts.	5: When instructed by a resolution of YM, the Treasurer will open, close, and modify accounts with financial institutions in accordance with that resolution.
2	<u>Page 42. Treasurer – Responsibilities</u> 17. The Treasurer is authorized to open and close bank accounts and to execute any resolutions required by the institution regarding these accounts.	17. When instructed by a resolution of YM, the Treasurer will open, close, and modify accounts with financial institutions in accordance with that resolution.
3	<u>Page 54. General Information for Committees</u> 2. So that YM's Finance Committee is given adequate time to carefully review YM fiscal needs, and make budget and assessment recommendations, YM committees must turn in written requests to the YM Treasurer before the start of YM.	2. Because the Treasurer drafts the budget and reviews it with the Finance Committee in February, budget requests should be sent to the Treasurer no later than January 15.
4	<u>Page 56. Finance Committee – Responsibilities</u> 8. The Finance Committee has the responsibility of receiving and reviewing applications for the Kenny-Kloepfer scholarship and recommending scholarship recipients to the Yearly Meeting. The Finance Committee meets during YM and traditionally has announced their recommendation for receipt of the scholarship at the final session of YM. The Committee is also responsible for submitting a short written report announcing the scholarship award to the Recording Clerk for inclusion in YM's Annual Proceedings.	8. After Ministry and Care Committee reviews and approves applications to the Kenny-Kloepfer Fund, they confer with Finance Committee to confirm the availability of funds and determine the amount of the award.
5	<u>Page 56. Finance Committee –Financial Policies – Assessment</u>	<i>Item for discussion and discernment</i>

	<p>The assessment is the recommended contribution to SCYM by monthly meetings for support of the Operating Budget. It is based on the number of local members in a meeting plus the local members of other meetings [In the SCYM member code: the total of nos. 1 and 2].</p>	<p>The comment as received: “While this text is technically correct, it seems that the directory no longer represents an accurate portrayal of MM membership, and Meetings seem to determine their contributions by other means. Smaller meetings seem to count members. Larger Meetings use other means (one Meeting uses 10% of its operating budget). During these times when f/Friends can participate in Meetings electronically in combination with a generation of adults who are less likely to “join” things, is it appropriate to revise this passage, e.g., should it just be left to individual Meetings?”</p>
6	<p><u>Page 56. Finance Committee –Financial Policies – Bank Accounts.</u> YM98-28 Officers of the YM who are authorized to sign checks for the SCYM bank accounts are the Treasurer, the Clerk, the Associate Clerk and the Recording Clerk. Only one signature is required. YM00-29 YM minutes its approval to have two signatories on active checking accounts: that of the Treasurer and the Presiding Clerk. The Treasurer is authorized to perform any transactions necessary to keep financial institution records up to date.</p>	<p><i>Item for discussion and discernment</i> Comment as received: “We are currently acting under Minute YM98-28 generally speaking. Because of the “musical chairs” at the clerks’ table, we cannot generally keep this up-to-date. To do so, we would need to approve a resolution at YM every year to update signature cards, which can be onerous. By default, our current practice seems to be that as long as the Treasurer has not changed and the people on the signature card when the Treasurer came into their position are still alive and active at YM, they remain on the signature card. How should this item be updated?”</p>
7	<p>Page 56. “A subsidy of \$7000 a year is transferred from the General Fund to the Events Fund so that the expense of the event is shared with the entire Yearly Meeting community.”</p>	<p>Finance Committee - Financial Policies - Budgets & Fiscal Year A subsidy of \$7000 a year is transferred from the General Fund to the Events Fund so that the expense of the event is shared with the entire Yearly Meeting community.” YM2016-07</p>
8	<p>Page 57. Finance Committee – Investment Policy 1. At this writing (3/2012), the Finance Committee serves as the Investment Committee. In practice, since all funds (with the exception of the principal in the Boeger Fund) must be liquid and stable, they are invested in money market funds. The Boeger Fund has been invested in either individual bonds or bond funds since its inception, which generate a predictable amount of income,</p>	<p>1. The Finance Committee serves as the Investment Committee. <u><i>I.e., delete the remainder of this item in the current version.</i></u></p>

	while allowing for certain fluctuation in the value of the principal.	
9	Page 58. Finance Committee – Reimbursement Policies 2. The calendar year and the Yearly Meeting fiscal year are the same. All requests for reimbursement of expenses need to be submitted to the Treasurer as soon as possible, within the calendar year in which they were incurred.	<i>Delete as this is incorrect and the Fiscal Year is defined in Financial Policies.</i>
10	Page 60. Finance Committee – Kenny Klopfer Scholarship Applicants must apply to the Finance Committee before Yearly Meeting, at which time the Finance Committee decides how to allocate the budgeted money.	Applicants must apply to the Ministry and Care Committee before Yearly Meeting. Ministry and Care confers with the Finance Committee to confirm the availability of funds and determine the amount of the award. See Finance Committee, Responsibilities, item 8, page x.
11	Page 62. Finance Committee – Administrative Funds – General Fund Quaker & Interfaith Group contributions are made every year with money from the corresponding budget item in the Operating Budget. The Peace and Justice Committee is responsible for deciding how to expend these funds. We have traditionally made a contribution every other year to the Quaker Women's Conference.	Quaker & Interfaith Group contributions are made every year with money from the corresponding budget item in the Operating Budget. The Peace and Justice Committee is responsible for deciding how to expend these funds.
12	Page 88. Texas Impact. 3. ...such as Austin Area Interreligious Ministries.	...such as Interfaith Action of Central Texas.
13	Page 84, Louisiana Interchurch Conference	No update needed.
14	Page 70. Peace & Justice Committee - Procedures 2. Can there be an adjustment in how our committees work? It appears that having them not meet until Yearly Meeting is not working effectively. Peace & Justice representatives, for instance, often do not attend Representative Meeting.	2. The committee should meet virtually during the year, perhaps bimonthly, to keep up with what monthly meetings are doing with peace and justice issues.
15	Page 45. Registrar and Associate Registrars Description 1. The Registrar and one or two (RM 96-15 & RM 96-19) Associate Registrars are asked to serve for a 2-year term. It is recommended that the terms of service for the Associate Registrar be staggered.	Registrars Description 1. The Co-Registrars (YM 2022) are asked to serve for a 2-year term. It is recommended that the terms of service for the Registrars be staggered to ensure an experienced Friend is always in service.

	<p>2. Associate Registrars do not necessarily progress to Registrar position, but Friends interested in that service are encouraged to serve as Associate Registrar first. Serving as Associate Registrar brings the training and insight needed to serve as Registrar.</p> <p>3. The period of service for both the Registrar and Associate Registrars is renewable.</p> <p>4. The Registrar attends all Representative Meetings as well as YM.</p> <p>5. The Registrar/Associate Registrars should possess good communication skills, be detail oriented, and have good computation skills. It is also very helpful if they are willing to work long hours and have the ability to type. Computer skills are a must.</p> <p>6. The Associate Registrars relieve the Registrar, and/or "staff the desk" during YM to enable the Registrar to attend some YM sessions. The Associate Registrars work closely with the Registrar to assist in ways mutually agreed upon.</p> <p>7. Upon request, YM will pay the Staff Subsidy for the Registrar and both Associate Registrars</p>	<p>2. The period of service for Registrars is renewable.</p> <p>3. The Registrars attend all Representative Meetings as well as YM.</p> <p>4. The Registrars should possess good communication skills, be detail oriented, and have good computation skills. It is also very helpful if they are willing to work long hours and can type. Computer skills are a must.</p> <p>5. The Registrars "staff the desk" in rotation during YM to enable each Friend to attend some YM sessions. The Registrars work closely with each other to assist in ways mutually agreed upon.</p> <p>6. Upon request, YM will pay the Staff Subsidy for the Registrars.</p>
16	<p>Pages 45 & 46. Registrar and Associate Registrars Responsibilities</p> <p>1. Serves on the SCYM Event Planning Committee.</p> <p>2. Prepare a preliminary registration plan for approval or modification by Representative Meeting. (It is the Treasurer's responsibility to forward changes in camp costs to the Registrar.)</p> <p>3. In consultation with the Newsletter Editor and the Web Master, prepare final registration plans and disseminate registration information to F/friends throughout YM.</p> <p>4. Registrar sets the cutoff date for cancellation of YM Reservations and publish that date to Friends.</p> <p>5. Receives and tabulate registrations. Registrations are almost all via the web through SCYM's data base program. Mail in and phone in registrations are also entered.</p> <p>6. Three weeks before SCYM sends any instructions for set up required to the On-Site Coordinator.</p>	<p>Responsibilities</p> <p>1. Serves on the SCYM Event Planning Committee.</p> <p>2. As needed, in consultation with the Treasurer, prepares a preliminary registration plan for approval or modification by Representative Meeting. (It is the Treasurer's responsibility to forward changes in camp costs to the Registrar.)</p> <p>3. In consultation with the Newsletter Editor and the Web Master, prepares final registration plans and disseminate registration information to F/friends throughout YM.</p> <p>4. Registrars set the cutoff date for YM Reservations and publishes that date to Friends.</p> <p>5. Receives and tabulates registrations. Registrations are almost all via the web through SCYM's data base program. Mail in and phone in registrations are also entered.</p> <p>6. Three weeks before SCYM consult with the On-Site Coordinator to determine the housing options available for our Yearly Meeting sessions.</p>

	<p>7. Fifteen days before YM's annual sessions, the Registrar contacts the On-Site Coordinator with the preliminary registration numbers and meal statistics, vegetarian and non-vegetarian.</p> <p>8. Eight days before YM's annual sessions, the Registrar contacts the On-Site Coordinator with the final registration numbers and meal statistics.</p> <p>9. Keeps lists of children by class.</p> <p>10. Assigns living quarters.</p> <p>11. Makes out nametags of registrants.</p> <p>12. Provides a list of first-time attenders to M&C.</p> <p>13. The Registrar and the Treasurer consult with Greene Family Camp to determine camp fees for day trippers.</p> <p>14. Collects fees and gives the money to the Treasurer for deposit.</p> <p>15. Makes copies of Parental Responsibility and Medical Release forms available to the Young Friends Coordinator.</p> <p>16. Collects and maintains copies of the Parental Responsibility and Medical Release forms and retains a set for 5 years (this is a legal responsibility).</p> <p>17. Makes copies of the Adult Schedule and the various Young Friends program schedules available to all attenders.</p> <p>18. Makes directions to the local hospital for medical services available.</p> <p>19. Works registration table during Yearly Meeting in a sharing arrangement with the Assistant Registrars.</p> <p>20. At the end of Yearly Meeting, prepares a final count for the Treasurer for use in settling a payment to the Camp, which is calculated by the computerized registration program.</p> <p>21. Makes statistical information, compiled by the computerized registration program, available to the Clerk, Recording Clerk, and Young Friends Coordinator, as needed.</p> <p>22. At the end of Yearly Meeting, provides a list of Friends who attended Yearly Meeting to the Recording Clerk. Registrar Report to Yearly Meeting</p>	<p>7. Fifteen days before YM's annual sessions, the Registrars contact the On-Site Coordinator with the preliminary registration numbers and meal statistics, vegetarian and non-vegetarian.</p> <p>8. Eight days before YM's annual sessions, the Registrars contact the On-Site Coordinator with the final registration numbers and meal statistics. s</p> <p>9. Keeps lists of children by class.</p> <p>10. Assigns living quarters.</p> <p>11. Prepares nametags of registrants.</p> <p>12. Provides a list of first-time attenders to M&C.</p> <p>13. The Registrars and the Treasurer consult with Greene Family Camp to determine camp fees for day trippers.</p> <p>14. Collects fees and gives the money to the Treasurer for deposit.</p> <p>15. Makes copies of Parental Responsibility and Medical Release forms available to the Youth Program Coordinator.</p> <p>[Former 16. <i>delete as this is the responsibility of the Youth Program Coordinator.</i>]</p> <p>16. Makes available to all attenders copies of the Adult Schedule and the various Young Friends program schedules prepared by the Quarterly Meeting planning group and Youth Program Coordinator.</p> <p>17. Makes available directions to the local hospital for medical services as prepared by the On-Site Coordinator.</p> <p>18. Works registration table during Yearly Meeting in a sharing arrangement.</p> <p>19. At the end of Yearly Meeting, prepares a final count for the Treasurer for use in settling a payment to the Camp, which is calculated by the computerized registration program.</p> <p>20. Makes statistical information, compiled by the computerized registration program, available to the Clerk, Recording Clerk, and Youth Program Coordinator, as needed.</p> <p>21. At the end of Yearly Meeting, provides a list of Friends who attended Yearly Meeting to the Recording Clerk.</p>
17	Page 46. Registrar and Associate Registrars Registrar	Registrar Report to Yearly Meeting

	<p>Report to Yearly Meeting</p> <p>Gives an oral report in Meeting for Business at end of SCYM and provides a written report to the Recording Clerk for inclusion in the Proceedings. The report includes:</p> <ol style="list-style-type: none"> 1. the total number of attendees 2. the total number of children. 3. number of attendees from each meeting. 4. number of new attenders and day-trippers 5. break-down of the numbers for each scheduled meal (breakfast, lunch and dinner) for both adults and children. 6. names of those who attended, including Quaker organization affiliation for visiting representatives. 7. statistics of membership of monthly meetings 8. break-down of the housing arrangements 9. after YM, the registrar provides the Youth Program Coordinator with a report of all the youth who attended the YM session, including the number and from which meetings. 	<p>Gives an oral report in Meeting for Business at end of SCYM and provides a written report to the Recording Clerk for inclusion in the Proceedings. The report includes:</p> <ol style="list-style-type: none"> 1. the total number of attendees 2. the total number of children. 3. number of attendees from each meeting. 4. number of new attenders and day-trippers. 5. names of those who attended, including Quaker organization affiliation for visiting representatives.