

COLLEGE PARK QUARTERLY MEETING NOMINATING COMMITTEE REPORT

Presented to Spring Quarter on May 16, 2020

***Names in bold are new nominations**

CPQM OFFICERS

Presiding Clerk (one year term with a 3-year hope)

2021 Barbara Babin, Redwood Forest (2018)

Assistant to the Clerk (one year term with a 3-year hope)

Spring 2020 Janet Leslie, Chico (2018)

2021 Sarah Tyrrell, Berkeley (2020)

Recording Clerk (one year term with a 3-year hope)

2021 Heather Levien, Berkeley (2017)

Treasurer (one year term with a 3-year hope)

2021 Tom Yamaguchi, Strawberry Creek (2014)

Registration Committee (one year term with a 3-year hope)

2020 Eric Sabelman, Palo Alto (2018)

Spring 2020 Marcia Roberts, Redwood Forest (2018)

2020 Liz Baker, Sacramento (2018)

Arrangement Coordinators (one quarter term)

Spring 2020 Andrea Harman

Archivist (one year term)

2021 Eric Sabelman, Palo Alto (2010)

Directory Production (one year term)

2021 Joe Magruder, Berkeley (1994)

Directory Distribution (one year term)

2021 Sarah Tyrrell, Berkeley (2016)

Website Coordinator (one year term)

2021 Bob Runyan, Santa Cruz (2011)

CPQM COMMITTEES

Ministry & Oversight (6 members, 3-year term)

2021 Cindy Trueblood, Strawberry Creek (2018)

2021 Kathy Runyan, Santa Cruz (2016)

2021 Ann-Marie Snell, San Francisco (2017)

2021 Jim Anderson, Chico (2015)

2022 Joe Magruder, Berkeley (2016)

2022 Ray Rischpater, Palo Alto (2016) **Clerk** (1-year term)

Children's Program (6 members, 3-year term)

2022 Barbara Christwitz, Lake County (2019) Clerk

2022 Mark Runyan, Chico (2019)

2023 Dorothy Henderson (2020)

Teen Program (5 members, 3-year term)

- 2022 Nate Secrest, Redwood Forest (2018)
Clerk (2 year term)
- 2021 Alma Moon (2019)
- 2021 Jessie Mitchell, Berkeley, (2018)
- 2022 Rosalind Parducci, Humboldt (2019)
- 2023 John Cantu, Santa Cruz (2020)**
- 2023 Jake Heninger, Sacramento (2020)**
- 2023 Ari Standish, Berkeley (2020)**

Finance (3 members, 3-year terms)

- 2023 Don Kewman, Sacramento (2020)**
- 2020 Carolyn Levering, Santa Cruz (2017)
- 2022 Gordon Starr, Grass Valley (2019) Clerk?

UNDER THE CARE of CPQM

CPFEA BOARD OF DIRECTORS

- Dec. 2020 Sandra Schwartz, San Francisco
- Dec. 2021 Sarah Tyrrell, Berkeley
- Dec. 2021 Dan Shoemaker, Chico
- Dec. 2022 Patricia Phillips, Grass Valley

FOR INFORMATION ONLY

BLQC BOARD OF DIRECTORS

2020
Oak

Thom McCue, Live
Treasurer

| | | |
|-------------|--|--|
| 2020 | Judith Schumacher-Jennings, Strawberry Creek | |
| 2020 | Susan Smith, Berkeley | |
| 2020 | Noreen Winkler, Santa Cruz | |
| 2020 | Jessica Bucciarelli, Bridge City Monthly Meeting, OR | |
| 2021 Oak | | Jeff Richman, Live Recording Clerk |
| 2021 | Henry Yang, Santa Monica | Co-Clerk |
| 2021 | Jay Cash, Strawberry Creek | |
| 2021 | Rochelle Sjolseth, Santa Cruz | |
| 2021 | Heather Levien, Berkeley | Co-Clerk |
| 2022 | Beth Rodman, Strawberry Creek | |

FASE BOARD OF DIRECTORS

| | | |
|------|--------------------------------|---------------------------|
| 2021 | Mike Calvelli | |
| 2021 | Ben Cushman | |
| 2021 | Hill Gates | Resident Representative |
| 2021 | Maureen Glancy | Resident Representative |
| 2021 | Eloise Tweeten | |
| 2022 | Mico Sorrel, Strawberry Creek | Co-Clerk |
| 2022 | Patti Callahan, Redwood Forest | Co-Clerk |
| 2022 | Joseph Magruder, Berkeley | Secretary/Recording Clerk |
| 2023 | Marla Hastings | Assistant Clerk |

Nominating Committee (6 members, 3-year term; Selected by the Naming Committee)

| | |
|------|-------------------------------------|
| 2021 | Nate Secrest, Redwood Forest (2018) |
| 2022 | Doug Milhous, Redding (2019) |
| 2022 | Nancy Nanna, Redwood Forest (2019) |

2022 Stephen Myers, Sacramento (2019)

2023 Liz Baker, Sacramento (2020)

BEN LOMOND QUAKER CENTER
2019-20 ANNUAL REPORT
MAY 16, 2020

Ben Lomond Quaker Center continues to be a resource whose mission is to nurture the spiritual growth and faithfulness of Friends and others, while strengthening Quakerism and its witness in the world. During the past year, the Center has experienced more change, growth and challenge than in a typical year. Of course, the Covid-19 pandemic has been the major world-wide event of the year and not surprisingly has had a considerable impact on the Center. More on that later.

In 2019, we had 45 rental groups, 39 personal retreats and 14 Quaker Center programs, consisting of 12 workshops and 2 camps. Many of Quaker Center's guests are not Quakers but are like-minded non-profit and for profit groups which are doing workshops and retreats. Revenue from these renters allows Quaker Center to operate as a financially viable resource for the Quaker community.

Programs were scheduled on a wide range of topics to appeal to the varied interests of Friends and were frequently facilitated by individuals known in the wider Quaker community. Total attendance at Quaker Center programs was over 350 participants with annual passes serving as an anchor for securing regular program participation. Family Work Camp in August was particularly successful this year in number, 51 participants, as well as intergenerational interaction and enthusiasm.

The BLQCA Program Committee has endeavored to attract a larger number of young people to programs and that remains an ongoing concern. Additional novel and relevant program ideas are being developed.

Quaker Center has been blessed with skilled and committed staff members. Ellen Dougherty continues as the Office Coordinator, ably scheduling and coordinating the rental groups and performing other duties such as picking up housekeeping duties as needed and orienting the new co-directors. Jesse Keesaw remains our Maintenance Technician; he has done much to improve and maintain the grounds and physical facilities of Quaker Center in a very cost-effective way. Michelle Keesaw was the Housekeeper for several years, but recently resigned to care for their infant son, Quinn. Mark Runyan served for a period as a Maintenance Assistant and Childcare provider. Rooney Farris remains as a capable Maintenance Assistant having worked at QC for over 12 months now.

Kathy and Bob Runyan completed their contract commitment in March 2019 but graciously offered to serve until September 2019, since new Co-Directors had not been found. A second search committee was formed and worked assiduously to identify Susan Wilson and Bob Fisher, a Quaker couple from Vermont, to be the new Co-Directors. Kathy and Bob Runyan completed their dedicated and faithful service to Quaker Center in September and moved back to Chico, where they continue their journey with new endeavors. In early August, their retirement from Quaker Center was joyously celebrated at a Quaker Center event with much gratitude and attended by nearly one hundred people.

Susan Wilson and Bob Fisher arrived at Quaker Center in late August and immediately began their orientation and transition with much help from the Runyans. Susan has an extensive background in higher education administration including 16 years at the University of Michigan and 8 years as the Dean of Community Life at Goddard College. Bob is a writer and actor and has been employed in real estate, construction, shoe sales and as a stay-at-home-Dad. He has served as the clerk of several Monthly Meetings.

Since their arrival at Quaker Center, the Board and its committees have worked closely with Bob and Susan to ensure the smooth functioning of the Center as well as to explore new vistas and formats in programs and in outreach. The learning curve has been steep but they have successfully navigated power outages and technical challenges.

Other notable areas of change include activities in the Governance, Development & Outreach and Buildings & Grounds Committees. There are now 4 non-Board members who serve on committees only, including the current clerk of the Program Committee, Nico Wright, who resides in Mexico City. This arrangement allows the Board to have participation by qualified individuals who may not be able to serve as Board members for geographical or personal reasons. Committee and other meetings are held mainly by video conferencing, which has proven to be successful. Buildings & Grounds made a major infrastructure improvement in November 2019, with the installation of new roof tops and vents for the Orchard Lodges, for a total cost of \$ 42,000. In the past year, numerous smaller capital improvement projects took place. In 2020 computers, software and networks in the Quaker Center office have been updated.

An ad hoc Covid-19 Advisory Group was established to assist the Co-Directors with public health concerns related to the health and safety of staff, Quaker Center guests and visitors. Fortunately, to our knowledge, no staff member has been infected, nor have any guests or visitors. Protocols have been put in place to ensure compliance with public health guidance.

The financial situation at Quaker Center was stable until March 2020 when the Covid-19 pandemic caused cancellation of all programs and rentals from mid-March through June. Further cancellations are likely. The loss of revenue due to Covid-19 has had a devastating effect on the 2020 budget. Intensive efforts have been underway to seek federal grants, insurance compensation and to increase donations. Further cost cutting measures are being considered. Fortunately, Quaker Center has some reserves to cover the deficit for the immediate coming months and we have been approved for a PPP grant which will cover another, nearly two-months of expenses but we need your help if Quaker Center is to survive.

Quaker Center would not remain vital without the support of Friends, especially those in Northern California. It can remain a resource for Friends in the Western United States only with that support, both personal and financial. We urge you to attend the spiritually enriching programs both online and at Quaker Center.

We seek qualified individuals to serve on the Board and its Committees. We are open to any suggestions from the Quarterly Meeting. In this time of need, we especially welcome financial contributions and would be grateful for any bequest in your will or trust.

May Quaker Center continue to flourish for all of us and for future generations.

Respectfully Submitted,

Heather Levien and Henry Yang, Co-Clerks

Ben Lomond Quaker Center Association

BEN LOMOND QUAKER CENTER ANNUAL REPORT APPENDIX:

Financial Overview

Balance Sheet

| | <u>Dec 31, 19</u> |
|---------------------------------------|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Liberty | 58,377.37 |
| Petty Cash | 108.06 |
| Friends Fiduciary | 142,184.77 |
| PaxWorld Balanced Fund | 32,081.94 |
| Sentinel Investments | 0 |
| UBS Financial Services | 0 |
| Total Checking/Savings | <u>232,752.14</u> |
| Accounts Receivable | |
| Accounts Receivable | -5,743.92 |
| Total Accounts Receivable | <u>-5,743.92</u> |
| Other Current Assets | <u>14,466.92</u> |
| Total Current Assets | 241,475.14 |
| Fixed Assets | 1,125,236.81 |
| TOTAL ASSETS | <u>1,366,711.95</u> |
| LIABILITIES & EQUITY | |
| Liabilities | 34,793.50 |
| Equity | 1,331,918.45 |
| TOTAL LIABILITIES & EQUITY | <u>1,366,711.95</u> |

Profit and Loss Statement

| Ordinary Income/Expense | 2019 |
|-------------------------------------|------------------------|
| Income | |
| Use Fees | 295,999.85 |
| Contributions | |
| Individual Gifts | 23,760.58 |
| Meeting Gifts | 4,388.50 |
| Grants | 9,500.00 |
| Total Contributions | <u>37,649.08</u> |
| Other Income | 3,402.10 |
| Unrealized Cap Gain (Loss) | 17,172.86 |
| Total Income | <u>354,223.89</u> |
| Gross Profit | <u>354,223.89</u> |
| Expense | |
| Reconciliation Discrepancies | 0 |
| Administrative Expenses | 11,240.46 |
| Personnel | 168,377.51 |
| Operating Expenses | 133,840.45 |
| Uncategorized Expenses | 0 |
| Total Expense | <u>313,458.42</u> |
| Net Ordinary Income | <u>40,765.47</u> |
| Other Income/Expense | |
| Other Expense | |
| Depreciation | 31,500.00 |
| Total Other Expense | <u>31,500.00</u> |
| Net Other Income | <u>-31,500.00</u> |
| Net Income | <u><u>9,265.47</u></u> |

Report from Finance Committee to CPQM 5/14/20, for session of 5/16

Outline

1. Where we've been, financially
2. Where we are
3. The suggested donation for Spring Quarter
4. Action minute, proposed by Finance Committee to CPQM Plenary

1. Where we've been, financially

Simplified for decision-making.

Amounts rounded to THOUSANDS. Spring 2019 through April 2020.

| | Income | Expenses |
|---|--------|--------------|
| Registrations, spring 2019 | 9,000 | |
| Registrations, fall 2019 | 10,000 | |
| Registrations, winter 2020 | 2,000 | |
| Donations to CPQM | 1,000 | |
| Meeting quotas | 2,000 | |
| Rent, spring 2019 | | 5,000 |
| This rent includes a deposit paid in Aug. 2018. | | |
| Food/cook, spring 2019 | | 5,000 |
| Rent, fall 2019 | | 6,000 |
| Food/cook, fall 2019 | | 5,000 |
| Rent deposits, spring 2020 | | 2,000 |
| All other expenses | | 3,000 |
| Total income, expenses | 24,000 | 26,000 |
| Net | | (2,000) |

2. Where we are, financially

Our balances and what they mean

Rounded to THOUSANDS. As of 3/12/20.

| | |
|------------------------|--------------|
| General Fund | 17,000 |
| K-12 Scholarship Fund | <u>3,000</u> |
| Total in checking acct | 20,000 |

This sounds like a lot of money. But we need to be careful, for multiple reasons.

First, there's a matter of cash flow. We need to pay most of our bills before we process most of our income. Our income is mostly registrations. That money is mostly unavailable at the time we pay the corresponding bills. Our cooks deserve to get their checks before they leave the session. Likewise Ben Lomond and Sierra Friends Center. Furthermore, we also want to pay smaller items quickly.

We don't deposit registrations so quickly. To meet our cash flow, we need a General Fund balance of at least \$10,000, except for very brief periods (weeks at most, not months).

Second, when we look at the net from one individual session, and compare that with others, we find dramatic variations. Therefore, we need to keep an additional cushion in the General Fund.

Third, uncertainty is magnified greatly by the pandemic and the pandemic's effects on the finances of huge numbers of people.

The K-12 Scholarship Fund is its own story. If we want to draw on that, we could get into a lengthy discussion.

3. The suggested donation for Spring Quarter

As Finance Committee, we agree that a \$25 suggested donation is sufficient. We agree that any expenses not covered by these donations can be covered by the General Fund. No one will be turned away for lack of funds. (Minuted in 4-way conference of 5/4/2020.)

4. Action minute, proposed by Finance Committee to CPQM Plenary

| | |
|--|---------|
| Payment to Tod Nysether, cook | \$1,000 |
| Additional payment to Ben Lomond Quaker Center | \$1,000 |

Comments:

Before the pandemic hit, both Tod and BLQC expected income from Spring Quarter. Finance Committee agrees (1) payments should be made, and (2) our General Fund is adequate to make them, in the amounts we propose. Confirmed by Finance 5/4/20. For BLQC, the payment of \$1000 is in addition to deposits totaling \$1919.40, which CPQM paid previously.

A note on process: CPQM Treasurer and Finance do not normally use procedures that require minutes by M&O or Plenary, before we pay money. Given the current situation, Finance sees these two payments as within our scope to propose, but not within our scope to decide.

College Park Friends Educational Association Board Report

Hello,

My name is Sandra Schwartz and I am the Clerk of the College Park Friends Educational Association board, better known as Woolman or the Sierra Friends Center. I have been asked to give you a brief update about the Center today.

As you can imagine, with COVID 19 - times are tough. It is a tough time for many non-profits and businesses around the country and we are certainly no exception. Sierra Friends Center depends on short-term rentals, fees from educational programs, and long-term rentals for our income supplemented by donations and grants. With the order to shelter in place, we were forced to shut-down all of our short-term rentals. With schools shut and the future for schools uncertain our plans to fully launch the Woolman Outdoor School in the fall of 2021 are in limbo. We are still holding out a small bit of hope that a shortened Camp Woolman might be possible in the latter part of summer, but the number of campers will be greatly reduced as the number of weeks we can offer camp will be reduced from six weeks to three weeks. We have told families that we will make a decision by June 1 based on the best advice we can glean from the CDC, the State and Nevada Co. Health Departments. Unfortunately, these entities have not been very forthcoming with advice about summer camps. We want to assure you that our first concern is for the health and well-being of our campers and counselors so we won't take any unnecessary risks.

After the ad hoc committee appointed by the Ministry and Oversight Committee of College Park Quarterly reviewed our financials at the end of 2019, we hired Marty Coleman-Hunt as Co-Director for Operations and Management. Marty has deep experience in financial management, land and site use. She recently retired from her position as Executive Director of the Bear Yuba Land Trust. Amy Cooke continued as Co-Director responsible for Advancement and Program Planning. We had just talked with major donors and felt confident that we had commitments to justify moving forward when COVID-19 hit.

With the crisis most of Amy Cooke's responsibilities were limited or put on hold. We reluctantly made the decision to lay Amy off after a great deal of discernment. Amy was in full support of this decision. And in fact, we made the decision with her. The Board felt that we were in need of the financial skills that Marty offered at this critical juncture and Marty agreed to continue as Interim Executive Director. We can never thank Amy enough for all that she has done for Woolman, her dedication to Woolman has been unshakeable. In her words, her love affair with Woolman started over 20 years ago and has never abated. We hope that in the relatively near future we can celebrate her service with all of you.

That said, we have been blessed to attract two new members to our Finance Committee; Doug Smith from Reno Meeting and Bob Runyan from Chico Friends Meeting and advice from Demece Garepis-Holland from the San Francisco Meeting. Doug and Demece and Bob were all members of the special ad-hoc oversight committee appointed by the Quarter. We are so

appreciative that they continue to support Woolman by joining or advising the Finance Committee. This committee is meeting weekly to examine all of the financial materials, brainstorm ideas and strategize about how to not only survive the economic chaos created by the pandemic but to determine if we create economic stability for the organization going forward. The Board is also meeting weekly to stay abreast of all the information and make decisions on the best course of action.

PPP loans have been in the news a lot lately and we did receive a PPP loan which helps with expenses for two months. The PPP loan converts to a grant if the terms of the loan are met. We intend to meet those terms by hiring staff to work on site improvements and maintenance. We are not hiring staff for program work until the future is more certain. Maintaining the property is part of the stewardship we owe our lenders, donors, and the surrounding community.

We are meeting with our lenders and major donors to apprise them of the situation and our to share our goals which include:

- We hope to run Woolman programs in the future after ensuring that each has a viable business plan that has been carefully vetted and scaffolded which reflects the vision and mission of the organization.
- No matter the future we are committed to protecting our lenders and donors: by ensuring that their interests are honored, that the use of their funds are ethical, and loans are repaid in full.
- We want to pursue the Conservation easement: which will permanently protect and steward our land. We will use the proceeds from the sale of the development rights to pay off debt and invest in campus upgrades.

We don't want to minimize the economic situation we are facing. We remain cash poor but we are blessed with a beautiful 236-acre campus in the Sierra foothills. We are considering how to use these assets to attract investments for debt elimination and site modernization for Woolman's future. We believe that with time we could craft a solution but time is our biggest threat at the moment.

Woolman has faced serious economic issues in the past, this one is the most critical. If we are forced to go into dissolution our primary goal will be to protect our lenders. We hope this won't happen but this would be the time to show your support. We welcome any support that you would choose to honor us with, because we still believe that there is a need for Woolman in the world and we hope to survive and flourish.

CPQM Spring 2020 Registrar's report

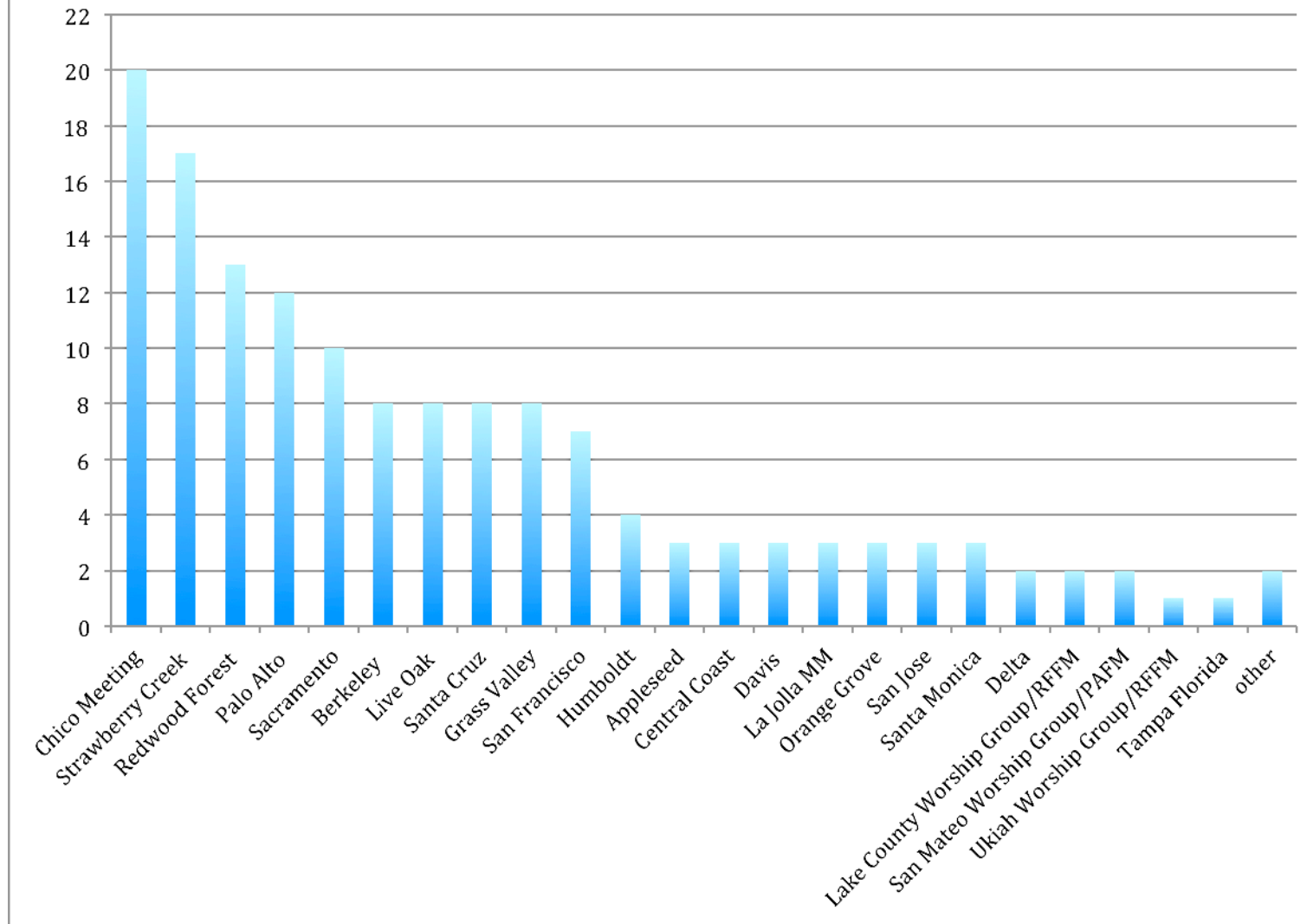
The registrars recorded 144 pre-registered through the CPQM website, plus on-site attenders totaling 152 individuals. As of the closing plenary, 107 individuals had been checked in; this number does not include most teens (a total of 9) and 3 children, or a few adults who signed up only for Sunday interest groups. The distribution of attenders by Monthly Meeting is shown in the first of 3 bar graphs. There were no recorded attenders from Fresno, Mendocino, Monterey Peninsula, Redding or Visalia Meetings.

The Meeting with highest proportional representation was Chico Friends Meeting, with 20 attenders. For comparison, Spring 2019 had 80 in-person attenders (2nd graph). This was not the first time that Chico Meeting had a very high attendance; the 3rd graph shows Fall 2000 attendance, including 19 from Chico. What is it about Chico that enables them to do this, when larger Meetings can't?

-Registration Committee: Eric Sabelman, Marcia Roberts, Liz Baker

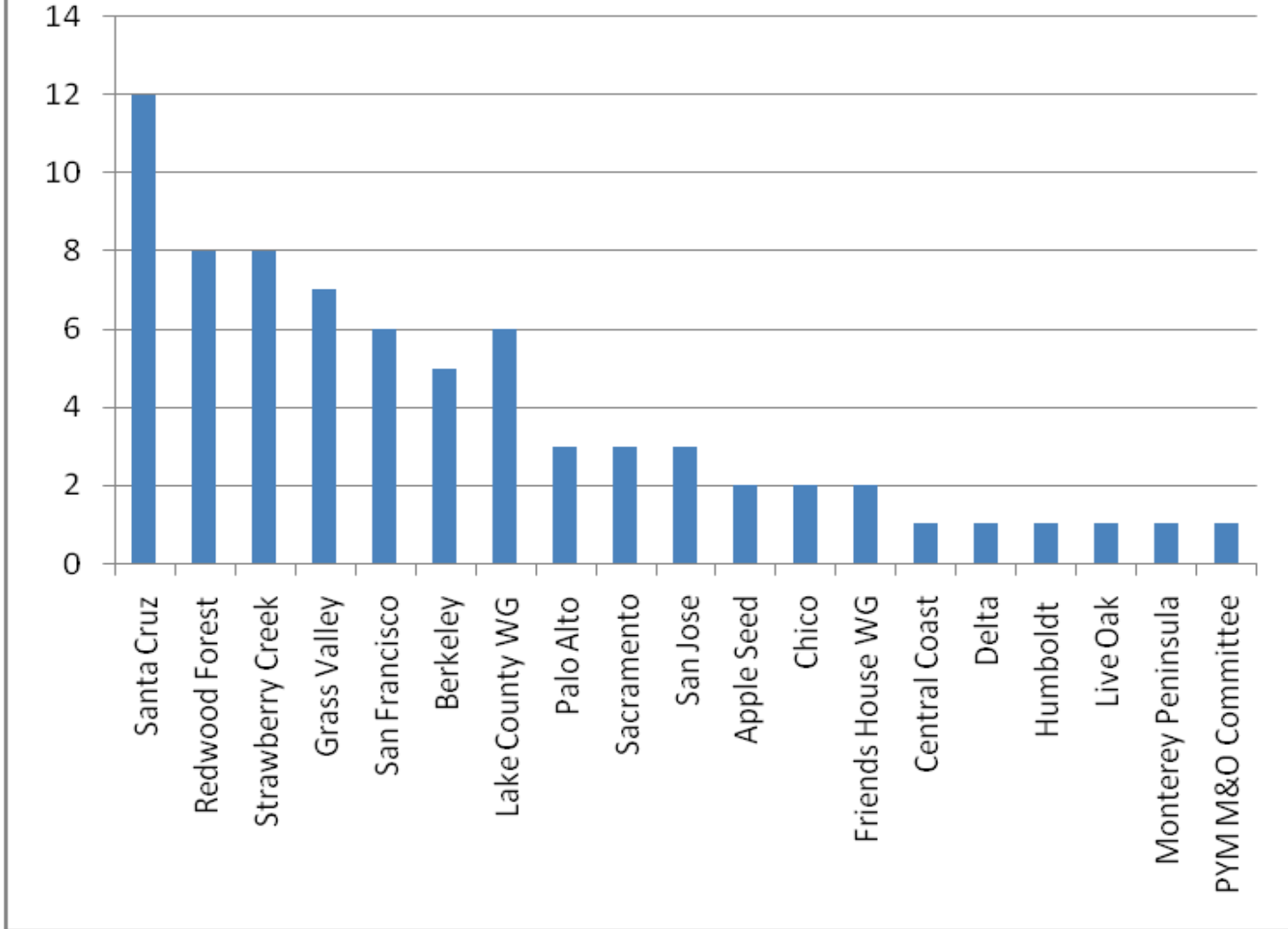
CPQM Spring 2020 Registrar's report

College Park Quarterly Meeting Spring, 2020 (meeting via Zoom) attendance



CPQM Spring 2020 Registrar's report

2019 Spring CPQM Meetings



CPQM Spring 2020 Registrar's report

2000 Fall CPQM attendance by meeting

