

Piedmont Friends Fellowship

**Representative Body Meeting  
January 28, 2018, 1:00**

Spring Friends Meeting, Snow Camp

Present:

Jeff Brown (clerk)	Chapel Hill
Dylan Buffum	Durham
Laura Lipps Buffum	Durham
Robert Mers	New Garden
Joyce Mers	New Garden
John Cardarelli	Salem Creek
Bill Moore	Raleigh
Ted Edgerton	Wilkesboro
Melissa Meyer	Wilkesboro
Rachel Knight	Friendship
Lisa Crose	Eno
Kindra Bradley	Fayetteville
Tony Lowe	Fancy Gap
Scott Taylor	Fancy Gap
Terry Walker	Abingdon
Kathy Walker	Abingdon

The meeting began with a period of silent worship, followed by introductions.

Review of Minutes

Friends approved the Minutes of the Representative Body meeting on October 22, 2017.

**Reports:**

Communications:

Laura Lipps Buffum reported that our PFF listserve is updated and the Directory will be updated soon. Laura's email is [laura.lipps@gmail.com](mailto:laura.lipps@gmail.com) for any additional updates.

Jeff Brown and Bill Moore reported that they and Alice Carlton of PFYM did research on the PFF/PFYM website. A number of requirements, advantages/disadvantages, and security concerns were considered, including back up provisions. Right now, PFF uses a free website platform, WordPress. One option for a PFF/PFYM website is the Quaker Cloud, which is estimated to cost \$600 annually. FGC Quaker Cloud offers security, access, and is easy to maintain or update, and there is technical support. The set-up

time and routine maintenance would require at least one dedicated volunteer from PFF/PFYM. The current communications budget is \$400. Friends discussed potential expenses and raising the communications budget from \$400 to \$600. There was no unity on recommending a transition to Quaker Cloud at this time. The Clerk will send the research report to PFYM Interim Meeting which meets next weekend. A decision regarding clearness on this matter might be brought forward at the Business Meeting during our annual retreat this spring. The question of benefits versus cost will continue to be discussed. Research on set-up fees will be ongoing as well. The research report is attached.

### Treasurer's Report:

Dylan Buffum Dylan presented information on PFF's income sources and accounts with PNC Bank (checking) and the Self-Help Credit Union (money market). Several thousand dollars were transferred from the PNC checking account into the money market account to keep the latter account active. Friends accepted the Budget Report as written with gratitude (attached).

### **Discussion / Decision**

#### Planning the Spring Annual Retreat

Friends reviewed and clarified details of plans for the PFYM yearly meeting and PFF spring retreat, March 30 through April 1 which is Easter weekend.

The budget for this retreat is approximately \$3500. Expenses will include \$74 per night per motel room using Comfort Inn which is clean and not far from the school. Approximately ten rooms will be needed each night. Steve Deasy, a singer/songwriter, will cost \$800. The Clerk proposed a \$40 per adult registration fee, the same as the past few years. A fee of \$45 approved Chapel Hill and Durham Meetings will be involved in arranging home hospitality. The food budget in recent years has been around \$1,500. Friends discussed an option to cater meals to simplify the provision of meals and enable Friends responsible for meals to engage in other retreat activities. An estimate from Weaver Street Market in Hillsborough would be between \$1,600 and \$2,100 for three meals Saturday and breakfast-lunch on Sunday. Friends approved hiring this caterer for these meals. Friends also approved keeping the registration at \$40 per adult, free first night lodging, and the second night motel room will cost \$20 per person for double occupancy, and \$30 per person for a single occupancy room, the same as last year.

Publicity for the Retreat: Registration forms will need to be emailed as soon as possible, and Dick Connell of Salem Creek Friends will coordinate online registration. A mailing address option is desired for those who want to pay by check ahead of time.

Friends reviewed a tentative daily schedule. On Friday afternoon, four Friends organizations will present in classrooms beginning at 3:30 PM. Set up of rooms will

begin at 1 PM, registration will begin around 2:30, presentations by FCNL, Quaker House, AFSC, and FGC will each be an hour and run concurrently, and repeat, so Friends can choose to attend two of these. Dinner will be at 6 PM, and welcome and icebreakers will begin around 7 PM led by the Alternative to Violence Program presenters from Raleigh.

On Saturday: The 11:15 AM program on conscientious objection will change to “Adults and Youth” in order to include young Friends in this session. Quaker House Board member Curt Torell will coordinate the session.

The Clerk will contact Mike Johnson and Steve Deasy to confirm the timing of the afternoon songwriting sessions. Friends agreed that the Steve Deasy concert on Saturday evening will be free and open to the public (revised daily schedule attached).

Youth Program: Durham Friends Meeting is coordinating the entire youth program at the retreat. Ida Trisolini may offer a peacemaking lesson for Saturday and Sunday morning with middle and high schoolers. Elementary schoolchildren may need some planning for Saturday. Friends from New Garden Meeting will be contacted by Laura. Preschool and infant care will be handled by Chapel Hill Friends Meeting.

Publicity: Raleigh Friends Meeting will put together the final Retreat brochure which will be emailed to all PFF/PFYM meeting clerks and representatives. The registration form will be emailed soon by Salem Creek Friends Meeting.

### Other Business

Other Business: Five Rivers Friends Meeting from Conway, SC (founded 1987) has contacted PFF/PFYM for potential membership. They will be invited to the retreat. The Clerk will coordinate a process with the PFYM Clerk.

Friends expressed appreciation to Spring Friends Meeting for the warm welcome to Meeting for Worship, a delicious lunch, and a comfortable meeting space.

### Announcements

Sally Ferrell’s mother, Anna Schuder from Wilkes County Friends, passed away recently. She was a lifelong Friend from South Carolina and active in many causes.

On February 17-18, 2018, Durham Friends Meeting will sponsor a middle school retreat to be held at Seven Springs retreat center in Davie County. This retreat will be led by Andrew Wright, Durham’s youth coordinator. Kindra Bradley will put together a list of all PFF/PFYM youth coordinators.

### Upcoming Meetings:

March 30<sup>th</sup> – April 1<sup>st</sup> 2018 retreat at Carolina Friends School  
4<sup>th</sup> First Day, June 24<sup>th</sup> in Raleigh

Saturday, August 25<sup>th</sup> at Seven Springs (joint meeting of PFF and PFYM—to be confirmed)  
4<sup>th</sup> First Day, October 28<sup>th</sup>, at Fancy Gap, VA

Closing Worship

The meeting closed with silent worship

Respectfully submitted by John Cardarelli, recording clerk

Treasurer's Report

Piedmont Friends Fellowship  
 Treasurer's Report  
 Jan. 28, 2018

	10/20/17	1/28/18	Difference
<b>PNC (checking acct)</b>	\$8,269.65	\$6,009.65	<b>(\$2,260.00)</b>
<b>Self-Help (money market)</b>	\$11,436.02	\$13,477.16	\$2,041.14
<b>TOTAL</b>	<b>\$19,705.67</b>	<b>\$19,486.81</b>	<b>(\$218.86)</b>

Self-Help Money Market Transactions

DATE	Transaction	Purpose	Amount
<i>Beginning Balance</i>			\$11,436.02
10/24/17	Deposit	From PNC checking	\$2,000.00
10/31/17	Dividend 1.27%		\$12.80
11/30/17	Dividend 1.27%		\$13.93
12/31/17	Dividend 1.27%		\$14.41
<i>Ending Balance</i>			\$13,477.16

PNC Checking WITHDRAWALS:

DATE	Recipient	Purpose	Amount
10/25/17	PFF Savings	Savings	\$2,000.00
11/7/17	Seven Springs	Fall retreat	\$560.00
<b>TOTAL</b>			<b>\$2,560.00</b>

PNC Checking DEPOSITS:

DATE	MONTHLY MEETING	AMOUNT
10/20/17	New Garden	\$150.00
1/16/18	New Garden	\$150.00

Website Research Report

Piedmont Friends Fellowship/Piedmont Friends Yearly Meeting Website

Alice Carlton, David Curtin, Bill Moore and Jeff Brown researched options for the PFF/PFYM website. The following is a summary of requirements, costs, advantages/disadvantages, and a recommendation.

### Requirements

The requirements for the website are relatively simple. To keep PFF Representatives and PFYM Representatives and member Meetings informed, the website needs to accommodate 10 types of content.

1. "About PFF and PFYM" – brief description and context; member meetings and their websites; contact information
2. Events to publicize – spring retreat, fall retreat including links to registration, FGC Gathering
3. Forms for retreats – youth permissions, waivers for using facilities, etc.
4. Schedule of Representative Body meetings and Interim Body meetings and events
5. Agendas and Minutes of meetings
  - a. PFF
  - b. PFYM
6. PFF Reports and annual budget
7. PFYM founding documents and reports
8. PFF/YM initiatives and ways to get involved
9. Directories of meetings and representatives
  - a. PFF
  - b. PFYM
10. Archive of retreat documents for online access

Security would be desirable, i.e., member login for parts of the website (items 5-10). Public access would be maintained for parts of the website (items 1-4).

Back-up and retrieval of data on the website is a requirement for PFF operations and for archiving of Minutes with Guilford College.

Technical assistance for (volunteer) managers of the website would be valuable.

Friends offer a sample of likely user stories – how Friends would use the PFF/PFYM website.

- As a PFF representative, I want to find the date and location of the next PFF Representative Body meeting and the agenda if available so I can prepare for the next meeting.
- As a PFYM representative, I want to read the minutes of the last Interim Body meeting to catch up on what I missed.
- As a Friend in the region, I want to register for the PFF retreat and plan my participation.
- As my Meeting representative, I want to reach out to another PFF member Meeting to learn more about its youth program.

- As one of the managers of website content, I want to be able to update the PFF information with the latest minutes, the schedule of meetings, and upcoming events, with ease and accomplish tasks within 15-30 minutes.

### Costs of Operating and Maintaining the PFF/YM Website

The annual PFF Budget is currently set to accommodate \$400 for communications. Given volunteer management of free options for listserv and document sharing, the only potential communications expense is for website operation and maintenance. The current platform for the PFF/PFYM website (WordPress) is free to use. Bill Moore consulted FGC about the prime alternative—Quaker Cloud—and learned that the relative size of PFF/PFYM would call for an annual fee of \$600.

### Advantages and Disadvantages

Advantages of continuing to use WordPress for <https://piedmontfriendsfellowship.org>

- Free
- Experience using it by a few Friends
- Already configured and populated with content

Disadvantages of continuing to use WordPress

- Not as simple to edit as other options
- Lacks a security option to put some documents behind a member login
- Not as easy to navigate as other options / not a similar user experience on other member sites
- PFF member Meetings are not using the same platform

Advantages of switching to Quaker Cloud

- Security offered (user login) for part of site for members access
- Consistency with user experiences at other Meeting sites (e.g., Abingdon, Durham, Raleigh)
- Easier to maintain and edit content
- Technical support available
- Cloud back up
- Support an initiative of Friends General Conference

Disadvantages of transitioning to Quaker Cloud

- Content must be created fresh on the new platform
- Cost – estimated at \$600 per year by FGC; budget is \$400

## Conclusion

The best technical option, even considering time to transition content from the current site, is the Quaker Cloud. It would better satisfy user requirements, plus it would support the affiliation with Friends General Conference. However, the estimated cost is 50 percent higher than the budget for communications. PFF/PFYM may opt to continue with the current website platform or consider increasing the annual budget for communications.

## Daily Schedule Attachment

# Piedmont Friends Fellowship and Yearly Meeting Daily Schedule

March 30- April 1, 2018

Note: Room assignments will be posted March 30 at the Carolina Friends School.  
Times may be adjusted.

### **Friday, March 30**

1:00 PM		Set-up of rooms on campus begins
2:30 PM		Registration table opens
3:30 – 5:45		Quaker Organizations – current priorities and activities and Q&A; Hour-long sessions at 3:30 and repeated at 4:45 (choose two)
		Friends Committee on National Legislation
		American Friends Service Committee
		Quaker House of Fayetteville
		Friends General Conference
6:00		Potluck supper – cold sides or desserts; a hot dish provided
7:00		Ice breaker activities, led by John Shuford and Deborah Bromiley

### **Saturday, March 31**

7:45-8:30 AM		Breakfast served
8:30		Registration table open
9:00		Meeting for worship
9:00		Youth leaders and parents meet briefly
9:15		Youth programming begins, pre-school through high school
9:30		Adult program: Alternatives to Violence Project
11:00		Short break
11:15		Adult and youth program: Quaker House presents Conscientious Objection, led by Curt Torell and a young adult panels
12:30		Lunch served Breakout meeting for Peace and Justice Committee
1:30 – 3:30		PFYM Annual Meeting session
1:30 – 2:30		Youth programming continues until 3:30
2:30 – 3:20		Group songwriting workshop with Steve Deasy – teens
3:35 – 4:30		Group songwriting workshop with Steve Deasy - adults
4:30 – 5:30		PFYM Annual Meeting session resumes

4:30 – 6:30	Alternative free time: games, soccer, Frisbee, book table browsing, relaxing
6:30	Dinner served
7:30	Evening activity: Steve Deasy concert

## Daily Schedule

(continued)

### Sunday, April 1

8:00 AM	Breakfast served
9:00	Meeting for Worship
9:00	Youth programming until lunch
10:15	PFF 50 <sup>th</sup> Annual Meeting
11:30	Clean-up
11:30	Final book table sales
12:00 PM	Lunch served
12:45	Assistance needed to restore school rooms to pre-weekend conditions!
12:45	Left-over FOOD SALE and/or DONATION
1:00	Departure after clean-up completed
1:00	PFF Representative Body meeting
3:00	PFF Representatives depart