

Excerpted from the Minutes

INDEX TO POLICY AND PROCEDURES  
ADELPHI FRIENDS MEETING  
1980-1989

|   |    |
|---|----|
| Alcohol use on the Meeting grounds 12/11/83 . . . . .                     | 11 |
| Business Meeting, Conduct in 11/09/80 . . . . .                           | 5  |
| Bylaws Adelphi Friends Meeting 10/14/56 . . . . .                         | 2  |
| Bylaws amendment 11/24/85 . . . . .                                       | 15 |
| Camping Program Minute. 02/12/84 . . . . .                                | 11 |
| Civil Disobedience 06/10/84. . . . .                                      | 11 |
| Climber, (children's) access to 12/14/86 . . . . .                        | 16 |
| Committee member replacements (Date Unknown) . . . . .                    | 16 |
| Draft Registration and Counseling Program. 10/12/80. . . . .              | 4  |
| Emergency Housing, Charging Soc. Svcs for utilities<br>04/12/81.. . . . . | 5  |
| Endorsement of outside groups or activities 06/10/84. . . . .             | 13 |
| Fact-finding committee organized. 01/12/87 . . . . .                      | 16 |
| Fund-raising events of School and Meeting. 11/08/87 . . . . .             | 17 |
| Fundraising Activities 02/17/85 . . . . .                                 | 14 |
| Funds transfer, to Calvert Social Invstmt Fund 05/08/83 . . . . .         | 8  |
| Keys to the Meetinghouse. 04/12/87 . . . . .                              | 16 |
| Latecomers, Seating 06/14/81 . . . . .                                    | 6  |
| Mailing List release 05/12/85 . . . . .                                   | 14 |
| Mailing list use: 05/08/83 . . . . .                                      | 9  |
| Meeting House Use by outside groups 10/12/80 . . . . .                    | 4  |
| Membership and Committee assignments 10/09/83 . . . . .                   | 10 |
| Membership and Committee assignments. 02/20/83 . . . . .                  | 8  |
| Newsletter Minute 05/08/83 . . . . .                                      | 8  |
| Nominating Committee 11/10/85 . . . . .                                   | 15 |
| Nominating Committee procedures 11/11/84 . . . . .                        | 14 |
| Partisan Political Affairs. 12/09/84 . . . . .                            | 13 |
| Recording Clerk, Practice of (Changes) 02/20/83 . . . . .                 | 8  |
| Records, Access at the Hall of Records 02/08/81 . . . . .                 | 5  |
| Sanctuary for Refugees 07/10/83 . . . . .                                 | 9  |
| School under the care of the Meeting 08/11/85 . . . . .                   | 15 |
| School/Meeting Financial relationship 09/14/86 . . . . .                  | 15 |
| Sharing Fund Guidelines 12/06/82 . . . . .                                | 6  |
| Sharing Fund Trustees. 04/12/87 . . . . .                                 | 16 |
| Strawberry Festival residual funds 05/08/83 . . . . .                     | 8  |
| Strawberry Festival, Publication of funds recipients 11/09/80 . . . . .   | 5  |
| Strawberry Festival/Community Service Fund 10/11/87 . . . . .             | 17 |
| Talent Bank 11/11/84 . . . . .  | 14 |
| Trustees authorized to deal with brokers. 08/10/86 . . . . .              | 15 |
| White House Resident agreement approved 06/12/83 . . . . .                | 9  |

POLICY AND PROCEDURES  
EXCERPTED FROM MONTHLY MEETING  
MINUTES 1980-1989

Bylaws Adelphi Friends Meeting

10/14/56

Article I

Name, Location, Purpose and Term

Sec. 1

The name of this corporation shall be the Adelphi Friends Meeting, Inc., so named by the Adelphi Friends Meeting

Sec. 2

The Meeting house shall be located at 2303 Metzert Road, Adelphi Maryland and the general offices at the same address.

Sec. 3

The society shall be devoted to religious purposes according to the practices of the Religious Society of Friends.

Sec. 4

The term for which the corporation is organized is perpetual.

Article II

Trustees

Sec. 1

Number - The number of Trustees shall be six and three shall constitute a quorum.

Sec. 2

Powers and Duties - The duties of the Trustees shall include:

(a) Legal custody of the Meeting's real property at 2303 Metzert Road, Adelphi, Maryland.

(b) Responsibility for authorizing adequate maintenance and insurance thereon.

(c) And to authorize any other action necessary to preserve and protect any other property entrusted to their care. The trustees may adopt their own administrative rules for conduct of business that are consistent with law and these By-Laws.

Sec. 3

Terms of Office and Succession - The trustees shall be appointed for a term of three years, except that initially one-third of the Trustees shall serve for one year, one-third for two years, and one-third for three years.

Sec. 4

Manner and Time of Election - The Nominating Committee of the Adelphi Friends Meeting shall bring nominations to the October Monthly Meeting for Business when they shall be approved or amended by the Monthly Meeting.

Sec. 5

Vacancies - The Nominating Committee of the Adelphi Friends Meeting shall, when practicable, bring nominations to the next Monthly Meeting for Business when they shall be approved or

amended by the Monthly Meeting. The appointment shall be for the remainder of the unexpired term.

Sec. 6

Qualifications of Trustees and Electors - The Trustees and their electors shall be members of the Adelphi Friends Meeting, and shall be twenty-one years of age or over.

Sec. 7

Restrictions - The Trustees are under obligation to secure written approval of the Monthly Meeting for Business of the Adelphi Friends Meeting for disposition of the property at 2303 Metzert Road and/or such other property as may be entrusted to their care by the Monthly Meeting.

### Article III

#### Officers

The officers of the Trustees shall be a Chairman, a Vice-chairman and a Secretary, who shall be chosen by the Trustees from its own body.

### Article IV

#### Meetings of the Trustees

The Trustees shall hold a stated meeting on the first Wednesday of November at 8:00 P.M.

A special Meeting of the Trustees may be called at any time by the Chairman when he deems it necessary, upon three days written notice. He shall call a Special Meeting in the same manner upon written request of three members of the Trustees.

### Article V

#### Powers and Duties of the Chairman and Vice-chairman

The Chairman, when present, shall preside at all meetings of the Trustees. He shall have general direction and supervision of the officers of the Trustees, subject at all times to the advice and direction of the trustees. The duties of the Vice-chairman shall be to perform the duties of the Chairman in his absence.

### Article VI

#### Powers and Duties of the Secretary of the Trustees

The Secretary of the Trustees shall make and preserve a record of all meetings and their acts and proceedings. He shall have care and custody of such other papers and records as the Trustees may direct, and shall have the custody of the Corporation Seal.

## Article VII

### Corporation Duties of the Treasurer and the Assistant Treasurer of the Adelphi Friends Meeting and Requirements for their Bonding

All title deeds, notes and mortgages relating to real property of the Adelphi Friends Meeting, Inc., and/or Such other property (other than cash funds) as may be entrusted to the care of the Trustees of the Corporation by the Monthly Meeting for Business shall be deposited and kept by the Treasurer in a safe deposit box in such safe deposit or Trust Company as the Trustees may determine. The Treasurer and the Assistant Treasurer, or either of them, shall have access to the safe deposit box.

The Treasurer and the Assistant Treasurer shall each be bonded in an amount and in a bonding company approved by the Trustees.

## Article VIII

### Tenure of Office

It Shall be in the power of the Trustees to remove any of its officers at any time, and all such shall be chosen subject to this provision. It shall also be in its power to remove any of its own members, subject, however, to the approval of the Adelphi Friends Meeting.

## Article IX

### Amendments

These By-Laws may be amended, altered or repealed by the approval of the Monthly Meeting for Business of the Adelphi Friends Meeting, provided that written notice outlining the proposed changes is given to all members of the Adelphi Friends Meeting twenty-one years of age or over, ten days before such Monthly Meeting for Business.

### Meeting House Use by outside groups 10/12/80

Basically, the meeting house basement with kitchen and toilet facilities are available on a short term basis for groups whose objectives are not in conflict with basic Quaker principles. No showers or use of the 'white house', and a small contribution is requested to help defray the cost of utilities.

### Draft Registration and Counseling Program. 10/12/80

Drawing from Quaker religions thought and testimonies, the goal of the Adelphi Friends Meeting Registration and Draft Counseling Program is to give each counselee the opportunity to make decisions regarding his (her) relationship to the Selective Service System based upon full knowledge of the

facts and of social, ethical and religious thought.

The purposes of the Adelphi Friends Meeting Registration and Draft Counseling Program are two-fold:

1. To make accurate information on registration and the draft available to those required by law to register and to any other interested persons (this includes all options).
2. To discuss with the counselees their concepts of obligations and responsibilities to themselves, to society, to their country and government and to their God.

Business Meeting, Conduct in  
11/09/80

Ministry and Oversight reported that at its last meeting it considered the conduct of the business meeting. It was felt that at times people are rather inappropriately frivolous in conduct. It was proposed that there be an interval of silence between each item of business. This was approved on a trial basis. Bob Mitchell suggested we also make sure we ask for and receive recognition from the clerk before speaking. This was also approved.

Strawberry Festival, Publication of funds recipients  
11/09/80

It was suggested that we put out a flier at the Strawberry Festival to let people know how we spend the money we make there. This was approved.

Records, Access at the Hall of Records  
02/08/81

Another letter was from Thomas Jeavons, Executive Secretary of Baltimore Yearly Meeting. He stated the decision made during the August '80 Yearly Meeting session to allow free access to all Yearly Meeting records now stored in the Maryland Hall of Records in Annapolis and asked for Adelphi Meeting's Agreement to go ahead with that policy. Since records stored there are not current, being no more recent than 1960, the Meeting approved the Yearly Meeting decision and requested Thomas Wetherald to convey this approval to Thomas Jeavons.

Emergency Housing, Charging Soc. Svcs for utilities  
04/12/81

The (Peace and Social Order) committee has considered whether the meeting should attempt to defray some of the fuel costs of emergency housing by charging Social Services for the use of the Meeting house. The committee feels that we do little

enough outreach and recommends that we not charge. If this is too much of a burden on our resources, perhaps we need to reorder our priorities. Approved.

Latecomers, Seating  
06/14/81

The (Ministry and Oversight) committee recommends that the back benches be reserved for latecomers to reduce disturbances to the meeting for worship. Those arriving on time should sit elsewhere. Hosts and hostesses should remind those arriving on time of this policy. Approved.

Sharing Fund Guidelines  
12/06/82

(parenthesis indicate this versions wording replaced by) ((Double parenthesis wording or additions of 03/13/83))

Purpose of the Fund: To provide an opportunity for members of the Adelphi Meeting community to share money with each other on a confidential basis in times of urgent need.

Description of the Fund: An account on Adelphi Meeting's books out of which checks could be drawn to individuals upon request of the sharing fund's overseers. ((The)) Account (receives) ((may receive)) budgeted funds from (Adelphi Meeting) ((the Monthly Meeting)) and earmarked donations. People (who receive) ( (receiving)) money from the fund (would be) ( (are) ) encouraged to donate a like amount at a later time, as they are able, in order to maintain the fund.

Who may receive the fund(s): People who are part of the Adelphi Meeting community who (contact one of the Sharing Fund Overseer and) ( (have) ) state a need that fits within the purposes of the fund.

How funds are dispersed; (Ministry and Oversight Committee names three people to serve as Sharing Fund Overseer. The overseer function as a subcommittee of M & O Committee.) ((OVERSEERS: Overseers of the Sharing Fund will be members of the Adelphi Meeting community and of the Religious Society of Friends. There shall be three overseers, one of whom is the clerk of Ministry and Oversight Committee. It is desirable that overseers have among them a variety of professional and spiritual sensitivities and personal knowledge of, or direct access to knowledge of, helping resources in the wider community. Overseers of the Sharing Fund will be a subcommittee of the Ministry and Oversight Committee, appointed by that Committee in first month of a given year for a term of one year, and reported for approval to the Monthly Meeting.)) (The three names are published in the directory

and with periodic newsletter items describing the fund.) ((Notice of the existence of the Sharing Fund including the names of the overseers shall be posted in the Meeting House, in the Meeting Directory, and from time to time in the newsletter.)) Persons needing assistance (call one of the three) ((communicate with one of the overseers their situation and need)). ((After talking to the person in need)) That overseer (calls) ((contacts)) the other two. When the overseers concur that (the) ((a)) request fits the purposes of the fund, one of them calls the treasurer to request that a check be written to the individual ((requiring assistance)), and arranges (for) delivery (of the check) . If one of the overseer is not available, two may agree to disperse the funds. If the overseer do not agree that the request (falls within) ((meets)) the purposes of the fund, they (tell this to) ((so inform)) the (person) ((individuals(s))) (who made) ((making)) the request. (If that person wants to pursue the matter further, he or she can bring the request to the Ministry and Oversight Committee.) ((Should the person(s) requesting funds wish to, a denied request may be appealed to Ministry and Oversight Committee for further consideration.))

The transactions are confidential. The overseers (of the fund) do not report to anyone on (how the money is used.) ((who receives the money.)) The treasurer will know only the names of the (individuals) ((persons)) who used the fund. Members of Ministry and Oversight will know of individual requests only when there is an "appeal" of a decision not to disperse the funds.

((ADMINISTRATION: From time to time)) The treasurer should advise the overseer (from time to time) as to the amount of money available in the fund. Overseers (will need to know how much is available) ( should know the amount of the Fund) ) when considering specific requests. If more funds are (needed) ((required)), ((the)) overseers may (put an announcement in the newsletter requesting donations) ((Solicit personal and meeting donations to bolster the fund through announcements and newsletter items)), or consult with Ministry and Oversight Committee about a request to the Finance Committee (for an increase in the budget) ((about a request to Finance Committee and Monthly Meeting for a grant or a budget increase)).

((At the end of each year Finance Committee will make a recommendation to Monthly Meeting regarding the status of any balance remaining in the fund))

Letting people know about the fund: A description of the fund should be put in the newsletter periodically (every six months or so, or when funds are needed). Ministry and Oversight should prepare a brochure describing the purposes of the fund, how to contribute to it and how to use it.

Recording Clerk, Practice of (Changes)  
02/20/83

1) The recording clerk will not mention names of friends for the purpose of associating them with statements given in the Meeting for Business unless they are speaking in an official capacity, as clerk, for example, or reporting for a committee. Retroactive to 01/09/83

The Official minutes should contain an expression of the range of opinion which was expressed during the discussion of a topic, along with an account of the action approved. Minutes of action should be read back and approved during meeting for business so that the minutes in the Newsletter are official.

Membership and Committee assignments.  
02/20/83

The Meeting approved that the clerk, recording clerk, and treasurer should be members of Adelphi Monthly Meeting. The Meeting approved that the nominating committee be composed of persons who are active in the Monthly Meeting and who are knowledgeable about the positions to be filled. At least 2/3 of the committee, including the clerk, must be members of the Religious Society of Friends.

Newsletter Minute  
05/08/83

Meeting approved that Newsletter committee not feel constrained to produce newsletters of only five pages, but authorized expenditure of additional postage funds, as needed, for larger newsletters. This reflects the Meeting's opinion of the newsletter as a valuable tool for building community.

Strawberry Festival residual funds  
05/08/83

The Meeting approves the allocation of the remaining \$271.00 of 1982 Strawberry Festival funds to the Carecen Organization to help them in their ongoing aid of Central American refugees.

Funds transfer, to Calvert Social Invstmt Fund  
05/08/83

The Meeting approved Finance committee's transfer of Meeting funds from the Fund for Government Investors into the Calvert Social Investment Fund Money Market Portfolio.

Mailing list use:  
05/08/83

The Recorder presented a response to Adelphi's concern, raised in the February Monthly Meeting for Business, about the possible abuse of the Meeting's mailing list, and how to avoid that problem. The Recorder, Arthur Olson, got a legal opinion (after much work, which is much appreciated). After discussion, the Meeting approved putting -"Copyright 1983 by Adelphi Friends Meeting.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, or otherwise, without the prior written permission of the Clerk of Adelphi Friends. Permission is hereby granted to individual members of the meeting to use individual addresses from this publication to correspond personally for non-commercial purposes with their fellow members and attenders. Any use of the addresses or other information contained in this directory (including, but no limited to, the preparation of envelopes or mailing without the express written consent of the Clerk of Adelphi Friends is strictly prohibited."

White House Resident agreement approved  
06/12/83

Two page agreement document approved with some recommended changes.

Sanctuary for Refugees  
07/10/83

Adelphi Friends Meeting of the Religious Society of Friends strongly protests the present policy of this Administration with regard to refugees from Central America. In this we join other Quaker Groups across the country and other churches, particularly in the Washington area. It appears that the Government actively seeks to apprehend such people and to deport them immediately. We are vividly aware, from uncontroverted news reports, that a virtual state of civil war exists in many areas. Local governments are unable to protect their own citizens from torture and killing and may even be implicated in such acts themselves. Many refugees state that their forced repatriation amounts to a death sentence, and we feel that many such fears are will grounded.

At the moment, it is people who have fled from El Salvador and from Guatemala who seem to be the most threatened, but the situation is volatile throughout the region. We wish to register our commitment to the right to compassionate asylum in the broadest terms.

The concept of sanctuary has always been an important Christian witness. It is also an honored tradition in America's democratic history of which the Refugee Act of 1980 does indeed make provision. We will therefore support every appropriate means to give it practical effect as a basic human right. We will offer our Meeting community to give refuge to those who may be threatened and will endeavor to give practical support to refugees in need, recognizing that such action may lay us open to the risk of civil penalties.

Membership and Committee assignments  
10/09/83

The Meeting approved the following minute: Regarding the recommendations embodied in the New Call to Membership, the Meeting approves recommendations number 1, 2 and 4. i.e.

1) A communal Study/discussion of the Quaker tradition by undertaken with the strong recommendation that all participate.

2) Communal discussions be launched to define the meaning, commitment and goals of membership.

4) The Ministry and Oversight Committee be advised that only members of the Religious Society of Friends be placed on visiting committees for applicants to membership. and refers 1 and 2 to the Ministry & Oversight Committee for implementation. Our policy (as stated in the Minutes of 02/20/83) is already substantially consistent with the first sentence of recommendation #3 with regard to officers.

3) The Nominating Committee be advised that only members of the Religious Society of Friends are to be appointed to the Ministry & Oversight Committee and as Clerk, Assistant Clerk, Treasurer, and Assistant Treasurer.

There was substantial disagreement about the part of recommendation #3 which appears in parenthesis, i.e.

#3 (The Meeting would also express that it holds no one committee more important than others; each committee provides valuable leadership in its own way. Thus, it would be appropriate for all official committee appointments eventually be reserved for members. We affirm that it is important that participation on committees always remain open to all interested persons.)

The Meeting reaffirmed the minute of 02/03/83 regarding membership. Several Friends expressed unity with the policy that only members of the Religious Society of Friends be appointed to the Ministry and Oversight Committee. The Nominating Committee is advised to bear this in mind.

Alcohol use on the Meeting grounds  
12/11/83

Adelphi Friends Meeting functions, when held on Meeting premises, should be held without use of alcohol. Approved.

Camping Program Minute.  
02/12/84

Participation by Adelphi Children in the Baltimore Yearly Meeting camping program contributes to the spiritual life of the Meeting and builds community among young Friends. Children of Friends are often isolated in the public school system. The BYM Camping program provides an intensive environment with activities which stress centering, daily meeting for worship, conflict resolution activities, service activities, sharing, concern for others and group spirit. In short, it can be considered vital and central to Quaker educational principles in the best sense of the world. For many Adelphi children, the camp experience has been pivotal in their Quaker development and has been a major factor in their continuing commitment to Quaker values. There is, therefore, a strong case to be made for regarding the BYM summer camps as an extension of the Adelphi religious education program.

The Meeting will endeavor to financially assist families, as necessary, so that any child within the Meeting whose family cannot provide the full cost of the Baltimore Yearly Meeting camping program can go to a two-week session of camp if the family so desires. The financial assistance may be in the form of a full scholarship, partial scholarship, and/or loan, as appropriate. The Meeting shall annually include in its budget funds for this purpose. The amount for 1984 shall be 1000.00. The budgeted amount may be supplemented by fundraising and direct contributions. The Camping Committee shall be a standing committee of the Monthly Meeting with the following responsibilities: informing Meeting families of the BYM camping program and the availability of Meeting assistance for it, receiving and acting upon requests for assistance, inviting additional funds from individuals if needed, and reporting regularly to the Meeting on Adelphi participation in the BYM camping program.

Civil Disobedience  
06/10/84

Adelphi Monthly Meeting affirms the view of "Civic Responsibility" contained in the Faith and Practice of Bjj-tijmore Yearly Meeting of the Religious Society of J^riends (Provisional Edition, August 1982, pp. 22-23). We particularly note the following sentences:

"Friends have supported the state as long as its requirements have not opposed the leadings of the Inner Light... Friends have always counseled loyal obedience to the state, subject to the reservation that our first obligation is to God ... From the beginning, Friends have found that loyalty to the Kingdom of God results at times in refusal of the demands of the state, as in opposition to war and unjust laws, and have supported decisions of conscience taken by individual Friends. Before deciding on a course which involves civil disobedience, the Friend should obtain the best counsel possible, including consultation with persons of trusted judgment who have sympathy with the individual's sense of duty."

Many Friends have been genuinely led to a course of action which brings them into conflict with civil law. This Meeting is on record in support of its members and attenders who refuse to cooperate with the Selective Service System or refuse to pay taxes which will be used for military purposes.

Friends engaging in civil disobedience should do so only in a loving, nonviolent manner, after prayerful consideration. They should be prepared to face the legal and material consequences involved. They should be careful to avoid self-righteousness.

Friends contemplating civil disobedience are urged to consider the following queries:

1. Have I thoroughly considered alternative courses of action which do not conflict with civil law?
2. Have I spent adequate time humbly and prayerfully seeking the guidance of the Holy Spirit in the matter?
3. Have I carefully considered the full meaning of the course of action? Am I clear that the course of action truly speaks to my concern?
4. Am I clear that I am not undertaking the course of action as an outcome of personal frustration and a feeling of futility in achieving desired ends?
5. Am I aware of the spirit in which others with whom I may participate are approaching the action? Am I clear that any group that will share my civil disobedient witness also has a focus on non-violence and love?
6. Am I prepared to submit cheerfully to possible civil and criminal penalties, and related consequences?
7. Am I approaching this course of action in a spirit of humility and not of confrontation? Am I prepared to witness

with a loving and humble spirit to that of God within civil authorities exercising their official duties?

Friends contemplating civil disobedience should test their leadings with other Friends and the Meeting. Clearness committees are available for this purpose. The Ministry and Oversight Committee should be asked to form a clearness committee; the Friend may suggest friends desired for this service. Clearness committees should be balanced with Friends who bring different emphases and strengths to the task, and should not include only those Friends expected to be most sympathetic to the course of action.

The Meeting is prepared to provide spiritual and material assistance to members and attenders who suffer due to witness to which they are genuinely led in obedience to divine guidance.

The minute was approved with the additional statement that the role of Clearness Committees are a means for an individual to test leadings and are not a means to control a Friend. It is also encouraged that Friends who have previously made civil disobedience decisions share their experience with the Meeting.

#### Endorsement of outside groups or activities

06/10/84

A Minute "On the Role of Meeting Committees in the Larger Community" (Which appears to be missing) was approved. A question was raised about distinguishing between the implications of giving money and endorsing a function or a group. The sense is that the difference is whether or not the Meeting's name is publicly used. The Minute was approved with an amendment to clarify the terms of public use of the Meeting's name.

#### Partisan Political Affairs.

12/09/84

It is the sense of the Adelphi Monthly Meeting of the Religious Society of Friends that Partisan political affairs are matters about which reasonable people of good will and sincere faith can and often do differ. Many in our Meeting find in political activity a constructive way to express concerns which arise out of their faith and experience; often they are led to share this activity with the Meeting. Persons making announcements at the rise of Meeting should avoid the implication that all Friends necessarily are in unity with them, unless such unity has been affirmed in a Minute of the Meeting. We regret that we find it necessary to remind Friends that announcements and other statements made at

Friends activities should not hold people up to ridicule or serve to exclude them from our fellowship.

We are reluctant to propose guidelines for appropriate subject matter for vocal ministry in the Meeting for Worship. We unite with the Faith and Practice of Baltimore Yearly Meeting, which states, "Vocal ministry in the meeting for worship should arise out of a sense of being inwardly moved... The most satisfactory ministry in the Quaker meeting arises out of an insight that is felt in the silence and delivered with brevity and a deep sense of concern. Waiting upon the Lord in silent expectation and prayer is an essential part of worship."

As love, charity and sensitivity are commended to those who would speak, so love, charity and forbearance are commended to all who listen.

#### Nominating Committee procedures

11/11/84

It was the sense of the Meeting that the current Temporary Nominating Committee should bring names to the Meeting to fill the vacancies on Nominating Committee which will occur at the end of this year due to the expiration of terms. A new Temporary Nominating Committee will be appointed in January to serve through the end of December. It will similarly propose names to fill vacancies in December.

#### Talent Bank

11/11/84

Peace & Social Order Committee recommends that the Talent Bank be kept in the Library and that persons using it may either exchange talents or pay the person. Approved.

#### Fundraising Activities

02/17/85

It was the sense of the Meeting that fundraising activities, whether they arise from Committees of the Meeting or from other Friends groups, should have prior approval of the Meeting at the Meeting for Business. To avoid discouraging the often spontaneous enthusiasm of Friends, it was pointed out that called Meetings for Business can occur.

#### Mailing List release

05/12/85

The Stewardship and Finance Committee of Baltimore Yearly Meeting requested input on the Yearly Meeting's policy of sharing their mailing list. Friends felt comfortable with

endorsing the minute proposed by the Stewardship and Finance Committee on that policy, noting Adelphi's reservations that names not be released to other groups without the approval of Monthly Meetings.

School under the care of the Meeting  
08/11/85

Adelphi Friends Meeting takes under its direct care and ownership a Friends Community School, to be a primary school for grades K - 3, with the possibility of additional grades in the future, in which children can be nurtured and taught according to basic Quaker principles of honesty, tolerance, simplicity, equality, and belief in the Inner Light. It is the intention of the Meeting that the school reflect racial, ethnic and economic diversity.

The Meeting charges the School Development Committee, previously know as the Interim School Committee to the necessary steps to begin the establishment of this school.

Nominating Committee  
11/10/85

After some further discussion it was the sense of the Meeting that the full sheet of nominations will come to 12th Month Meeting for Business for action in 1st month 86. The Temporary Nominating Committee will also report. The Meeting requested that officers and committee members serve until replaced.

Bylaws amendment  
11/24/85

Trustees recommend that the By-laws be changed to reflect the cycle of the Meeting as follows: "Instead of the Trustees meeting in November, they should meet within 30 days of the Monthly Meeting in which they are named." A Friend suggested that also the manner of selection be changed to reflect current practice. Friends approved the Trustees taking appropriate action to initiate change in the by-laws.

Trustees authorized to deal with brokers.  
08/10/86.

In order for the Trustees, on behalf of the Meeting to sell or purchase stocks and bonds, the clerk of Trustees or the vice-clerk of Trustees is authorized to act on behalf of the Meeting. We authorize the signing of appropriate resolutions with Merrill, Lynch, Pierce, Fenner and Smith, Inc. and such other brokers as the Trustees may select from time to time.

Keys to the Meetinghouse.  
04/12/87

[The following people are to have keys to the Meetinghouse]:  
Clerk, Recording Clerk, Treasurer, committee clerks, members of  
House and Grounds, White House resident, Host/Hostess  
[Coordinator], Director of the School, and the two Emergency  
Housing Coordinators.

Strawberry Festival/Community Service Fund  
10/11/87

Beginning in 1988 both the Community Service Fund and the  
Strawberry Festival will be part of the regular budget.

Fund-raising events of School and Meeting.  
11/08/87

The Meeting requests that the School Committee not hold major, on-  
site fundraisers in the Spring. ... The Meeting requests that  
the School fundraisers continue to consist of activities that are  
mostly dissimilar to Strawberry Festival Activities. The School  
Committee is asked to present the timing of fundraising  
letters to Finance Committee. The Committee will approve of the  
timing and report their approvals to the Meeting.