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## FMW Newsletter - June/July 2020

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### *Published monthly – Issue #90 – 06/7* **June-July 2020**

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## **MEETINGS FOR WORSHIP ~ ALL ARE WELCOME**

**Sundays:** 9:00-10:00 a.m. and 10:30-11:30 a.m.

**Tuesdays:** 6:00 - 7:00 p.m.

**Monthly Meeting for Worship with Concern for Business:** Each 2nd Sunday of the month, except for July (3rd Sunday) and August (recess).

*All meetings for worship are being held via Zoom due to the pandemic. For more information, email [admin@QuakersDC.org](mailto:admin@QuakersDC.org).*

## **7th Query: CARING FOR OTHERS**

Do you respect that of God in every person? Do you search yourself for and strive to eliminate prejudices such as those related to race, religion, gender, age, sexual orientation and economic condition? In what ways do you accept and appreciate differences among your friends and associates? Do you avoid exploiting or manipulating others to accomplish ends, however worthy? (See: *Prejudice and Discrimination; Those Requiring Special Care*)

## **News**

### **Peace & Social Concerns testifies at June 15 DC Council hearing on MPD Budget**

FMW Committee on Peace and Social Concerns co-clerk Elaine Wilson and member Chris Kearns-McCoy testified at DC Council's Judiciary and Public Safety Committee's hearing on the Metropolitan Police Department (MPD) FY21 budget--opposing the increase of nearly \$18 million proposed for FY2021. Elaine's testimony reads in part, "*The Peace and Social Concerns Committee of Friends Meeting of Washington calls upon the DC Council to reject the proposed \$18 million increase in the budget for the Metropolitan Police Department, defund the MPD, and invest those funds in programs and initiatives that support the health and wellbeing of our community and all its members...As Quakers, we believe that there is that of God in all people. MPD has a long track record of brutalizing and dehumanizing treatment of DC community members--especially Black people. We believe that the District of Columbia must break from the path that criminalizes community members and focuses on force and punishment. Instead, we and communities across the country, must develop new models for public safety, specialized programs that address specific issues, and neighborhood involvement--models that keep our community safe and do not inflict violence upon communities or individuals.*" **Read full testimony here.**

**Anti-Racism Resources      More on DC "Defund the Police"**

**Black Lives Matter / End White Silence Yard Signs** - Are available at the Meeting House. Peace & Social Concerns requests a donation if you are able. All proceeds will be donated to Black Lives Matter and Standing Up for Racial Justice (SURJ). Yard signs and holders are in the FMW lobby. To arrange a pick-up time contact Barbara, [admin@QuakersDC.org](mailto:admin@QuakersDC.org)

## **Events**

**Friday Anti-Racism Vigils on 16th Street, Friday, June 19, 5 p.m.**

For the past three Fridays, people have been gathering along both sides of 16th Street NW, spaced safely apart, wearing masks, and many holding signs, from 5:00 to 6:00 p.m. This is a peaceful demonstration organized by local churches, mosques, synagogues, and other faith communities to support Black Lives Matter and fundamental shifts in priorities affecting people of color. Grant Thompson invites any Friends who feel so led to join this Friday — and every Friday in June — in support of this vigil, which our Meeting has joined as a sponsoring institution. Bring a sign if you wish. There is parking on Jonquil Street and an S-4 bus stop at 16th & Kalmia. **Contact: Grant Thompson, [billstar@Starpower.net](mailto:billstar@Starpower.net)**

**BYM End of Life Working Group On-line Forum, June 27, 10 a.m. - 2:00 p.m.**

This online forum for Friends, sponsored by BYM's End of Life Working Group will initiate a series of conversations that explore the issues, the needs, and the various responses of Quakers worldwide to the difficult topic of living and dying well as Friends.

Many of us are coping with unarticulated fears about our mortality since the risks of becoming terminally ill are higher during a pandemic. As Friends seeking truth and love in a considered life, we recognize that this virus affords us the opportunity to prioritize our wishes about the end of our life. Especially for older Friends, it probably is already on our minds, however clandestinely.

The Working Group has gathered resources and queries, [now on the BYM website](#), and has committed to respond to Meetings' and individual needs. Among us are trained professionals with years of expertise in multiple areas. Please refer to our [webpage](#), look over the queries, and send us your questions. We also encourage Friends facing personal situations regarding end of life issues to write to us anytime for individualized support. We will do our best to listen with trained ears and support your discernment. Contact: **End of Life Working Group [endoflife@bym-rsf.org](mailto:endoflife@bym-rsf.org)**

**Washington Interfaith Network Zoom Action on July 2, 6:45-8 pm.** Join with congregations around the city to pressure the DC Council to reallocate the budget to build a Beloved DC: Jobs, Transportation, Affordable Housing, Reimagined Public Safety. You must register in advance at [www.windc-iaf.org/calendar](http://www.windc-iaf.org/calendar). Questions? Ask Elaine or Beth: **[elaineswils@gmail.com](mailto:elaineswils@gmail.com) or [bethcogswell8@gmail.com](mailto:bethcogswell8@gmail.com).**

**Next FMW Monthly Meeting for Worship with Concern for Business, Sunday, July 19, 12:15 p.m.** All are welcome at FMW's once-a-month time for discussion, decision-making and planning. (Meeting for Business will be suspended in August. The next Business Meeting will be held on Sunday, September 13 (the 2nd Sunday of the month). For more information or if you have an item for the agenda contact FMW co-clerk Debby Churchman, email: [DChurchm@yahoo.com](mailto:DChurchm@yahoo.com)

**More June-July Events--posted in June Meeting for Business Minutes [HERE](#) and below.**

## **Articles**

### **A Preliminary History of FMW in the COVID-19 Pandemic**

In June 2020, when the U.S. had 2 million cases of Covid-19 and nearly 115,000 deaths, with around 20,000 new cases and 800 deaths per day, Debby Churchman was led to draft a history-as-it-happens document about [FMW & the Pandemic](#). Says Debby, "...It is written so that our Quaker successors will know the shape of our lived experience through a pandemic and can see how we labored with and were strengthened by our faith. We hope that this will prove useful to you. Please know that we love you and believe your faith will serve you well through whatever life brings your way." This detailed (but preliminary) history draws on observations and experiences shared by many FMW Friends.

*Read "FMW & the 2020 Pandemic"*

## **Getting a Handle on COVID-19 in the District: Free Testing (Courtesy of DC Councilmember Charles Allan)**

**Free COVID-19 testing for anyone:** Beginning this week, the District now offers a number of daily testing sites where anyone can receive a test, regardless of symptoms and without needing a referral. A daily testing location downtown on F Street, NW between 4th and 5th Streets, NW offering testing Monday - Friday from 10 am to 2 pm.

Starting yesterday, the District launched ongoing daily testing at different firehouses around the city. Here's the schedule:

### ***Monday, Tuesday, and Wednesday, 4-8 p.m.***

- Engine 4 (2531 Sherman Ave. NW)
- Engine 11 (3420 14th St. NW)
- Engine 24 (5101 Georgia Ave. NW)
- Engine 31 (4930 Connecticut Ave. NW)

### ***Thursday and Friday, 4-8 p.m., Saturday 12-4 p.m.***

- Engine 8 (1520 C St. SE)
- Engine 10 (1342 Florida Ave. NE)
- Engine 30 (50 49th St. NE)
- Engine 33 (101 Atlantic St. SE)

On <https://coronavirus.dc.gov/testing>, there are a number of testing locations throughout the District. The majority of them are prioritizing testing for specific groups, however the District is steadily expanding testing for anyone.

**Antibody Testing Now Taking Place in Navy Yard/ Capitol Riverfront:** The District also started offering scheduled antibody testing for District residents ages 6 and up as another way to track community spread with a site in Canal Park open to all DC residents. You need to make an appointment before heading over there, however. [Learn more here.](#)

**Contact Tracing:** A critical part of any safe and successful re-opening of our city that still minimizes the spread of COVID-19 will have to have robust contract tracing. This is exactly what it sounds like - a team of people who work backwards from a positive case to trace and contain possible spread by alerting others who may have been exposed. If you get tested and have a positive result, please, please work with the contact tracing team that reaches out so we can identify and head off hot spots. And keep in mind, contact tracers will never 1) ask your immigration status, 2) ask for your social security number, or 3) ask for any payment or financial information.

## **Thinking About Race (June 2020): The “We Are Not At-Risk” Campaign**

“...AFSC’s Youth in Action (YIA) global network [is working] to change perceptions of youth in their respective communities. In 2018, YIA launched the ‘We Are Not At-Risk’ social-media campaign to transform the words and narrative we use to talk about youth in our everyday conversations: in schools, nonprofits, and other institutions; and in the media.

“ ‘Historically words have been used to oppress Black and brown people and help those in power maintain their power,’ says Nia Eubanks-Dixon, AFSC director of youth programs. ‘Today, words like ‘at-risk,’ ‘marginalized’ and ‘minority’ are used for the same purposes. Not only do these terms dehumanize youth, they shift blame to young people instead of to the oppressive racist systems that exploit them, their families, and communities.’

“The ‘We Are Not At-Risk’ campaign was created to call out and change those linguistic behaviors, urging people to take a pledge to rethink their words, attend local education events, and share what they’ve learned with others.”

From the American Friends Service Committee’s **Quaker Action**, Spring 2020, “The power of words,” by Ronna Bolante, pp. 12-13.

*This column is prepared by the BYM Working Group on Racism (WGR) and sent to the designated liaison at each local Meeting. The BYM WGR meets most months on the first Saturday from 10:00 am to 1:00 pm. Locations vary to allow access to more Friends. If you would like to attend, on a regular or a drop-in basis or via Zoom, contact clerk David Etheridge, david.etheridge@verizon.net.*

## **Meeting for Business Minutes & Attachments (May and June):**

### **Friends Meeting of Washington**

### **Monthly Meeting for Worship with a Concern for Business**

### **Minutes May 10, 2020**

**Query for Worship Sharing:** In a time when 80% of COVID-related deaths in DC are people of color, how are we practicing the testimony of equality?

A friend shared their financial donations from their stimulus check to organizations supporting marginalized groups. Another friend discussed the breakdown of cases by zip code, where zip codes with higher concentrations of Black and Hispanic populations are more affected by COVID-19. A friend shared the need for actively sharing information on voting.

### **Anti-Racism Queries:**

1. How will we provide opportunities for those most likely to be directly affected by the choices we are contemplating to influence the decision making process?
2. How could the choices we are contemplating affect those who have been harmed by systemic, institutional, interpersonal and/or internal racism?
3. To what degree have privilege, class, stereotypes, assumptions, and our ability to include other perspectives affected this decision making process?
4. How will the choices we are contemplating promote equity, diversity, and inclusiveness? Will they enable us to be more friendly and whole, engaging across racial divisions?
5. How do the choices we are contemplating support the declaration of our Yearly Meeting that we aspire to be an anti-racist faith community?

### **Clerk’s Report, May 2020**

#### *Upcoming Events*

- **“Meetings for Suffering” in this time of COVID 19**
- During the years of greatest persecution of Friends, in the second half of the 17th century, Friends would hold those in prison in the Light during special Meetings for Sufferings. We are now faced with a pandemic that is causing profound suffering throughout the world and has touched each of us in our community in different ways. We will gather, virtually, on **Thursdays 12:00-12:30 p.m.** and **Fridays 12:00-12:30 p.m.** in a worship sharing format that will allow those attending to share what is most heavy on their heart and receive

the prayerful support of the community. Please join us so we can share the burden of your suffering

- **Fridays 12:00-12:30 pm** (Clerk: Bertrand Rossert)  
To join via Zoom, [Click Here.](#)  
Join by phone: **301-715-8592** Password: **673902#**
- **Discussion on Fostering Community May 24, 9:15-10:15 a.m, via Zoom**--Using Charles Vogl's book, *The Art of Community: Seven Principles for Belonging* (2016). You don't need to read the book to participate! Please contact Sabrina McCarthy, [sabrina.mccarthy@verizon.net](mailto:sabrina.mccarthy@verizon.net), cell 240.778.5234, for Zoom call-in information.

### ***FMW Community Highlights & Kudos***

- The face mask project now has a dozen people sewing masks for the homeless in DC and has delivered more than 250 masks to Steve Cha, beloved attender and public health doctor, to distribute to his clients
- Neighbors are greatly enjoying our front garden as a place to be socially distant with friends, and are bringing themselves, their dogs, and their children.
- Slideshow of new flooring and literature shelf - to be shown at June Business Meeting

### **Major Business**

#### **Nominating Committee** - Martha Solt

- Resignation, Byron Sandford from Nominating Cttee. Byron is furthering his work with BYM. The Meeting accepts his resignation with gratitude.

#### **Finance & Stewardship** - Dan Dozier

- Report on efforts to address budget shortages resulting from the pandemic
- Paycheck Protection Program
- 2020-21 budget, first presentation

Past budgets, the budget for FY20, and the proposed budget for FY21 were shared. The Meeting currently has a contract with a small accounting firm, which will end June 30. The Meeting will hire a part-time bookkeeper in the near future.

In FY2021, we anticipate a loss of \$340,000. The budget contains approximate information, especially uncertainty about future events revenue. The Meeting's application for the Paycheck Protection Program was approved for a loan of approximately \$42,000. This loan can convert into a grant by using at least 75% of money received on staff salary. The Meeting gives heartfelt thanks to Brian Lutenege for his work in this process.

Friends suggested increased fundraising and cuts for Committee expenses. A friend asked about our current status of donations compared to our projected donations from the budget. The donation amount is close, but Laurie Wilner, our bookkeeper, is still clarifying book entries to



ensure correct categorization. In the past, FMW has received approximately \$200,000 per year in donations. Next year, the Finance & Stewardship Committee is predicting donations dropping by 15 to 20% due to economic troubles. A friend asked about the limits of gifts which have restricted use. A friend recommended giving where the need is greatest. Another friend asked about increasing fundraising by asking for donations for both the general fund and specific needs. Friends shared that Friends Meeting of Washington does more than just pay for a physical space. The Capital Campaign Committee shared that they have more than \$100,000 pledged for each of the next two years to pay for mortgage payments.

A friend asked if there were discussions with Sandy Spring Bank on mortgage forbearance. Sandy Spring Bank has given the option to forbear the loan for three months, an option the Meeting could use if times are more difficult. A friend shared that they restrict their donations so that money would be spent within Friends Meeting of Washington so it would remain within the Meeting and not donated further. Another friend suggested creating a yard sale in the garden during the fall with donated goods. A friend shared that they would like to see a more reduced budget for outside expenses. The Finance & Stewardship Committee responded that FMW is able to pay the mortgage for two or three years from on-hand capital. This would reduce the funds we receive from that fund which are used for the operating budget. The mortgage payment is approximately \$220,000 per year. Detailed comments can be sent by email to the Finance Committee to [priorities2020@quakersdc.org](mailto:priorities2020@quakersdc.org) or [FMW-FS@googlegroups.com](mailto:FMW-FS@googlegroups.com).

### **Membership** - Rob Farr and Beth Cogswell

- Jose Santos Woss, second presentation. The Meeting approved Jose as a Member.
- Gerry Fitzgerald, first presentation. Beth shared portions of Gerry's Membership letter. He has worshipped with Quakers for the past 10 years and volunteered with the Alternatives to Violence Project. He currently serves on the Peace & Social Concerns Committee. His membership request will lay over for one month.

### **Property Committee** - Merry Pearlstein

- Annual Report (see below)

The Annual Report covers the past two years. Property Committee shared that the Meeting is transitioning the responsibility of Office Rental Management from Ken Orvis, Property Manager, to Brian, Events and Rental Manager. The second floor of the Carriage House will be used as a rental office space in the future. First Day School would have to be moved from that location.

The flooring in the Assembly Room has been finished. Upcoming projects include the Meeting room sound system, Quaker House noise prevention, and landscaping. Property Committee and the Meeting thank Ken Orvis and Brian Lutenegger for their hard work. A friend shared their thanks for Brian's work, especially on social media.

### **Other Business**

#### **Peace & Social Concerns** - Elaine Wilson

- Should FMW sign this petition asking the President to lift sanctions during the Covid-19 emergency? (see below)

A friend asked about FNCL signing the letter. Peace & Social Concerns added that AFSC signed the letter. A friend will follow up with FCNL on their opinions. Friends shared their support of the letter. A friend shared that the affected populations are people of color and that the letter aligns with the anti-racism queries read at the beginning of Meeting for Business. The Meeting decided to sign on to the letter.

## **ADDENDA: ATTACHED COMMITTEE REPORTS**

## FMW Event and Office Rental Report. April 2020

Prepared by Brian Lutenegeger, Event and Rental Manager

[eventspace@quakersdc.org](mailto:eventspace@quakersdc.org) or 202-483-3310 / 734-255-6829 while FMW is closed

Financials – FY20 Bookings: Here is a breakdown of how we've fared so far in FY20 (through April 30, 2020) in terms of booked events for the current fiscal year:

### FMW Event Space Bookings

Fiscal Year	2017	2018	2019	2020
Before FY Start	\$25,511	\$24,648	\$11,098	\$15,964
July	\$5,791	\$9,592	\$3,302	\$4,405
August	\$5,833	\$14,764	\$3,623	\$16,228
September	\$8,095	\$8,528	\$2,543	\$23,296
October	\$13,826	\$9,582	\$3,686	\$20,319
November	\$7,160	\$4,281	\$3,394	\$6,147
December	\$5,635	\$7,621	\$5,363	\$6,649
January	\$29,877	\$9,714	(\$50)	\$15,098
February	\$10,166	\$8,764	\$4,376	\$8,147
March	\$9,288	\$10,305	\$967	(\$10,345)
April	\$3,881	\$3,434	\$3,647	(\$1,108)
YTD Total	\$111,893	\$97,494	\$37,335	\$104,799
Year End Total	\$130,777	\$115,600	\$41,749	\$0

The chart above shows the very sudden drop in booked events that began during March. As of this writing, it is not clear when FMW will be able to reopen – almost certainly not in May -- so it is hard to know how much more we will make during this fiscal year from event rentals.

Our fiscal year runs from July 1 to the following June 30th.

I wish I could share better news about FY20 *bookings*. While a few events remain on the calendar for the rest of the fiscal year, it seems likely that few will be able to move forward except possibly the smallest meetings.

### Financials – FY20 Earned

In general, most of the cancellations this spring actually occurred in the form of an event postponement. This enabled FMW to keep whatever portion of the total cost of the event the



space user had already paid us rather than issuing a refund. In fact, we have only issued \$1,749.50 in refunds back to credit cards or checking accounts (all in March). These funds will be applied in full to a future event in our spaces occurring by the end of FY21. So we count these postponements as earned revenue for FY20. So far for FY20, we've actually *earned* \$104,798 – some of this, as it turns out, a downpayment towards events in FY21 (assuming gatherings can occur by June 2021).

### **FY21 Event Bookings**

The chart above also shows the more than \$20,000 worth of events for FY21 that we have now booked, including more than \$16,000 during March. Of course, we cannot definitively say where FMW and our society will be by July in terms of the ability to host larger events. But we hope all of these events will be able to move forward. Several of these events are later in the fiscal year and we certainly hope these events happen as planned.

I am optimistic that Bet Mishpachah, the LGBTQ Jewish synagogue that celebrated in our spaces last fall, will return this year for High Holidays if it is safe to do so and we reach agreement on their contract. The value of their contract with us, assuming it is signed, will be \$5,000-\$6,000. I am currently waiting for their approval of my latest proposal to them.

### Nonprofit versus market rates

Of the \$104,798 booked so far this fiscal year, \$16,957 worth of rentals has been at our full market rates (approximately 16.2 percent, a slight increase from last month's 16.0 percent – if only because the total value of booked events has decreased). The remainder of the booked events have received some type of discount:

- a) A discounted nonprofit or tenant rate
- b) A lower rate due to construction
- c) Memorial service and weddings under the care of the meeting where we do not charge for space for the service itself – only for the cost of the event host
- d) Some other factor

Our standard nonprofit discount is 20 percent off our market rates.

Thus far, we have been able to accommodate all requests for Meeting- and Quaker-related activities at FMW around outside space rentals. We are making every effort to accommodate Sunday afternoon and evening rentals, while ensuring that all of our internal activities on Sunday mornings are unimpeded by outside events. If they happen as planned, there will be a few upcoming events on Sundays when the space user will arrive at 1pm and we appreciate the help of hospitality and others to make sure our spaces are ready. If we find that this does not work, we will adjust for future events.

### What I am Working On

My position has always been a combination of sales, marketing, and customer service with a healthy dose of web design and other miscellaneous tasks thrown in. The slowdown in future bookings and events taking place has reduced the sales and customer services components of my work – and allowed me to focus more on the marketing aspects of this work that I was struggling to get to on a daily basis.

In April, I:

- Made additional updates to the event rental website, including new photos and minor design changes as well as focusing on “search engine optimization” or SEO. SEO helps ensure that we appear near the top of Google search results when someone searches for terms such as “event venues” or “wedding venues”. One focus was the design of our wedding pages to display information in a way that feels less overwhelming.

- Contracted with one of the wedding photographers on our list who will be handling our social media (with my approval) on a *pro bono* basis until June 15th – we are scheduling regular posts on Facebook (<https://www.facebook.com/fmw.event.venue>) and Instagram (<https://www.instagram.com/friendsmeetingofwashington/>). It is possible that, with a small monthly investment in social media advertising, these tools may be very helpful in filling our spaces. *Note: These particular pages are specific to external audiences for the purpose of selling our event spaces, not other aspects of FMW.*
- Developed our profiles on Wedding Wire (<https://www.weddingwire.com/biz/friends-meeting-of-washington-washington/9e646a442fcfb4e.html>) and The Knot (<https://www.theknot.com/marketplace/friends-meeting-of-washington-washington-dc-1072883>) targeting wedding clients. Handled several inquiries through this platform.
- Watched lots of online webinars on handling COVID-19 as an event venue and attended virtual happy hours with industry professionals
- Crafted an effort to market our gardens for engagement photo sessions and our indoor spaces for remote / Zoom weddings. This will launch in early May.
- Led FMW's Paycheck Protection Program application through the Small Business Administration and administered by Sandy Spring Bank
- Began to take over rental of our office space (more below)

#### Office Space Rentals

In the coming months, I will gradually be taking over management of office space rentals to new tenants as well as being the point of contact for existing tenants.

At present, we have the following tenants:

- Asylum Seeker Assistance Project (<https://www.asylumprojectdc.org/>)
- DesignCase Architects (<https://www.designcasellc.com/>)
- Dupont Circle Village (<https://www.dupontcirclevillage.net/>)
- Barbara Sobol, Art Therapist
- Sondra Geller, Art Therapist (<http://sondrageller.com/>)
- National Campaign for a Peace Tax Fund (<http://peacetaxfund.org/>)

There are three spaces currently available for rent (including the Quaker House third floor, rented as a suite), as we had turn over as the COVID-19 pandemic was arriving in DC.

I have identified potential tenants for each of the spaces, but no new license agreements have been signed yet. If you are aware of a nonprofit or small business that is looking for new office space, please have them reach out to me. We will establish a waiting list once all offices fill.

I also would like to briefly highlight one of our office tenants each month in this report, particularly the nonprofits. This will allow Friends a sense of who occupies our spaces throughout the week.

The Asylum Seeker Assistance Project (ASAP) describes itself as “the first and only nonprofit exclusively dedicated to serving the estimated 50,000 asylum seekers living in the Washington, D.C. region. An asylum seeker is a person who applies for refugee status from the safety of the United States.”

Their mission is: “Through direct services, education, and community support, empowers asylum seekers to rebuild their lives with dignity and purpose.”

These services include social work, employment support, and community engagement for asylum seekers in the DC area. Should you want to learn more or volunteer your knowledge, see their

website linked

## **Appeal to President Trump and Secretary of State Pompeo: Lift Sanctions to allow humanitarian aid during Covid-19 Pandemic**

April 23, 2020

Dear President Trump,

As a broad coalition representing humanitarian, research, peacebuilding, faith-based, human rights, and other civil society organizations with over 40 million supporters, we write to you out of deep concern for the health and well-being of ordinary people in Iran, Syria, Venezuela, Cuba, North Korea, and other heavily-sanctioned locations. We also seek relief for people in Gaza, the West Bank, Yemen, and other countries being sanctioned by U.S. security partners and where U.S. laws and policies sanction non-state groups that control territory or political structures.

The current COVID-19 pandemic highlights the precarious and, in some cases, critical state of the health infrastructures and economies of these sanctioned locations, and how, without immediate intervention, millions of people face severe economic hardship, infection, and death.

We support UN Secretary-General António Guterres in his recent call “for the waiving of sanctions that can undermine countries’ capacity to respond to the pandemic.”<sup>[1]</sup> Specifically, we urge you to:

1) **Issue emergency universal exemptions for humanitarian goods.** The exemptions could take the form of an emergency universal general license that would allow humanitarian agencies to respond to the crisis quickly and more effectively.

The license would need to, at minimum, exempt:

1. Aid necessary for the treatment of COVID-19;
2. Equipment used in the recovery from the disease;
3. Goods required to address simultaneous needs and issues exacerbated by the pandemic such as food security, water supply, civilian energy infrastructure, and other health-related needs such as medical kits and equipment;
4. Necessary training required for the use of medical and humanitarian equipment; and,
5. Communication and partnerships with non-sanctioned organizations and individuals.  
(These exemptions would be necessary for contexts such as North Korea where a specific license is required for partnerships with non-sanctioned organizations and individuals).
6. Transactions and communications ordinarily incidental and necessary to accessing civilian populations in need of assistance.

Finally, the universal general license must address the reluctance of financial institutions, as well as other entities within supply chains, to carry out transactions required for the delivery of this aid.

2) **Implement reporting protocols that monitor the impact and human cost of sanctions.** High COVID-19 related death rates in heavily-sanctioned countries illustrate the grave consequences of deficient healthcare infrastructures, weakened in part by sanctions. In 2019, the Government Accountability Office issued a report that noted, “[s]anctions may also

have unintended consequences for targeted countries, such as negative impacts on human rights or public health.”[2] In addition, the report concluded that unilateral sanctions measures are difficult to assess and are not necessarily effective in achieving foreign policy aims. We urge the implementation of regular assessments to better understand the human costs of sanctions and whether sanctions are effective in achieving their purpose.

**3) Suspend broad-based and sectoral sanctions that cause significant economic damage and leave populations more exposed to sickness and disease, food insecurity, and other humanitarian emergencies.** Even prior to the COVID-19 pandemic, an increasing number of humanitarian and human rights experts warned of the impacts of sanctions on ordinary civilians.

For example, various experts have noted that sanctions were already causing shortages of medical supplies, decimating livelihoods, blocking banking channels, and exacerbating already dire situations in sanctioned countries such as Iran, Venezuela, North Korea, Syria, and other heavily-sanctioned locations.[3][4][5][6]

These problems are not only devastating for the millions of people living in sanctioned regions, but, at the present moment, they also are a threat to the health and safety of non-sanctioned countries around the world. The swift spread of COVID-19 to every corner of the globe clearly shows that an out-of-control epidemic in just one country is a public health threat for all of us. Broad, sectoral sanctions should be suspended in order to help strengthen, and in some cases rebuild, critical health infrastructures. As the UN High Commissioner for Human Rights Michelle Bachelet has stated:

“At this crucial time, both for global public health reasons, and to support the rights and lives of millions of people in these countries, sectoral sanctions should be eased or suspended. In a context of global pandemic, impeding medical efforts in one country heightens the risk for all of us[7].”

The urgent appeals listed above are based on a commitment to save human lives and build global environments of cooperation. The collective decades of research and on-the-ground experience of signatories to this letter have led us to the conclusion that broad, unilateral sanctions are harming ordinary civilians and inhibiting effective international cooperation to fight the COVID-19 pandemic.

We therefore urge you to take immediate emergency measures, and consider long-term measures as well, that would allow the peoples of sanctioned countries to respond to the devastating human and economic fallout of COVID-19.

Sincerely,

About Face: Veterans Against the War

Alliance for Peacebuilding

American Friends Service Committee

Campaign for Peace, Disarmament and Common Security

Center for Constitutional Rights

Center for International Policy

Center on Conscience & War

Channing and Popai Liem Education Foundation

Charity & Security Network

Chicago Religious Leadership Network on Latin America

Chicago ALBA Solidarity

Church of the Brethren Office of Peacebuilding and Policy

Church World Service

Churches for Middle East Peace

CODEPINK

Congregation of Our Lady of the Good Shepherd, U.S. Provinces

Congregation of Sisters of St. Agnes

DC International Womxn's Alliance (DIWA)

Defending Rights & Dissent

Democratic Socialists of America

Environmentalists Against War  
FEMENA  
Friends Meeting of Washington Peace and Social Concerns Committee  
Global Ministries of the Christian Church (Disciples of Christ) and the United Church of Christ  
Grassroots Global Justice Alliance  
Grassroots International  
Heartland Initiative  
Helping Hand for Relief and Development  
Human Security Collective  
Institute for Policy Studies, New Internationalism Project  
International Civil Society Action Network (ICAN)  
JASS/Just Associates  
Just Foreign Policy  
KinderUSA  
Korea Peace Network  
Latin America Working Group  
MADRE  
Maryknoll Office for Global Concerns  
Mennonite Central Committee U.S. Washington Office  
National Advocacy Center of the Sisters of the Good Shepherd  
National Association of Korean Americans (NAKA)  
National Council of Churches  
National Iranian American Council Action  
National Students for Justice in Palestine  
New Beginnings Ministries  
No War Campaign  
Nodutdol for Korean Community Development  
NYU Asian American Political Activism Coalition  
NYU Student Labor Action Movement  
Pax Christi International  
Pax Christi USA  
Peace Action  
Peace Action Maine  
Peace Action New York State  
Peace Appeal Foundation  
Peace Corps Iran Association, Board  
Peace Direct  
Peace Philosophy Centre  
PEACEWORKERS  
Presbyterian Church USA  
Project Blueprint  
Rethinking Foreign Policy  
Saferworld  
Sisters of Mercy of the Americas - Justice Team  
Sister of St. Francis  
St. Teresa of Avila Church  
The Board of the Peace Corps Iran Association  
The Korea Peace Committee of the Korean Association of the United Methodist Church  
The United Methodist Church - General Board of Church and Society  
TLtC Justice & Peace Committee  
United for Peace and Justice  
United Mission For Relief and Development UMR  
US-China Solidarity Network  
US Labor Against the War  
Veterans for Peace Korea Peace Campaign  
War Prevention Initiative  
War Resisters League  
Western States Legal Foundation  
Women Cross DMZ

World Beyond War  
Zakat Foundation of America

CC: Secretary Steven Mnuchin  
Secretary Michael Pompeo

[1] Lynch, Colum. *U.N. Calls for Rolling Back Sanctions to Battle Pandemic*. Foreign Policy, 24 Mar. 2020, [foreignpolicy.com/2020/03/24/un-coronavirus-cuba-iran-venezuela-north-korea-zimbabwe-sanctions-pandemic/](https://foreignpolicy.com/2020/03/24/un-coronavirus-cuba-iran-venezuela-north-korea-zimbabwe-sanctions-pandemic/).

[2] Office, U.S. Government Accountability. "Economic Sanctions: Agencies Assess Impacts on Targets, and Studies Suggest Several Factors Contribute to Sanctions' Effectiveness." U.S. Government Accountability Office (U.S. GAO), 2 Oct. 2019, [www.gao.gov/products/GAO-20-145](https://www.gao.gov/products/GAO-20-145).

[3] "'Maximum Pressure': US Economic Sanctions Harm Iranians' Right to Health." Human Rights Watch, 29 Oct. 2019, [www.hrw.org/report/2019/10/29/maximum-pressure/us-economic-sanctions-har...](https://www.hrw.org/report/2019/10/29/maximum-pressure/us-economic-sanctions-har...)

[4] Sachs, Jeffrey, and Mark Weisbrot. "Economic Sanctions as Collective Punishment: The Case of Venezuela." Center for Economic and Policy Research, 19 Apr. 2019, [cepr.net/report/economic-sanctions-as-collective-punishment-the-case-of-venezuela/](https://cepr.net/report/economic-sanctions-as-collective-punishment-the-case-of-venezuela/).

[5] "Report of the Panel of Experts." S/2019/691 - E - S/2019/691, 31 July 2019, [undocs.org/S/2019/691](https://undocs.org/S/2019/691).

[6] "Humanitarian Impact of Syria-Related Unilateral Restrictive Measures." The Intercept, 28 Sept. 2016, [theintercept.com/document/2016/09/28/humanitarian-impact-of-syria-related-unilateral-restrictive-measures/](https://theintercept.com/document/2016/09/28/humanitarian-impact-of-syria-related-unilateral-restrictive-measures/).

[7] "Bachelet Calls for Easing of Sanctions to Enable Medical Systems to Fight COVID-19 and Limit Global Contagion." OHCHR, 24 Mar. 2020, [www.ohchr.org/EN/NewsEvents/Pages/DisplayNews.aspx?NewsID=25744&LangID=E...](https://www.ohchr.org/EN/NewsEvents/Pages/DisplayNews.aspx?NewsID=25744&LangID=E...)

**FMW FY2021 Budget Draft**

FMW FY 21 Budget Summary  
(Draft)  
May 6, 2020

	FF 18 Final	FF19 Final	FF 20 Q3	FF 19 Budget	FY 20 Budget	FY 21 Budget	
<b>Summary</b>							
<b>Revenue</b>							
Donations	203,203	175,461	213,479	196,185	192,105	167,350	1
Monthly Rental	130,604	121,693	60,429	110,340	132,090	75,500	2
Event Rental	116,242	34,178	103,395	108,000	275,000	50,000	3
Solar Revenue	738	7,287	7,790	12,000	7,000	10,000	4
Building Revenue	247,564	163,158	171,594	230,340	414,090	135,500	5
Committee & Program Support	24,293	29,214	43,218	29,000	29,000	29,000	6
Shoobox Revenue	21,935			22,000	22,000	22,000	7
Capital Campaign Support	1,249	9,670	32,202	37,160	79,000	115,000	8
Investment Income	75,262	69,112	28,122	80,000	70,000	45,000	9
Literature & Sales	272	95		240	240	240	10
Miscellaneous Income	1,445	874	3,537	1,000	1,000		11
Memorial Income	500	690	5,603			2,000	12
<b>Total Revenue</b>	<b>575,633</b>	<b>648,274</b>	<b>497,742</b>	<b>595,845</b>	<b>807,435</b>	<b>516,090</b>	13
<b>Expense</b>							
Payroll Costs	88,441	96,575	80,659	117,731	142,107	115,940	14
Staff Benefits	11,028	11,750	12,962	8,440	13,200	17,443	15
Training & Development	602	279		2,000	1,050	350	16
Personnel Costs	100,071	108,604	93,621	128,171	156,357	133,733	17
Bookkeeping	34,456	31,897	25,505	40,000	50,000	55,000	18
Audit & Legal Costs	3,000	3,500	23,200	4,500	7,000	18,500	19
Other Consultants	400	300		3,200	3,500	1,800	20
Consultants	37,856	35,697	48,705	47,700	60,500	75,300	21
Project Supplies	2,861	4,754	21,255	6,175	6,425	5,450	22
Food Costs	6,246	1,820	899	5,800	1,300	1,300	23
Other Project Costs	1,038	7,914	7,487	500	500		24
Literature		102	80				25
Committee Expenses	10,145	16,748	29,894	12,475	8,225	6,755	26
Scholarships	26,478	30,230	48,370	30,250	30,250	27,750	27
Shoobox Expense	21,935	21,968	1,288	22,000	22,000	22,000	28
Donations & Grants	22,587	14,565		22,625	23,125	21,169	29



FMW FY 21 Budget Summary  
(Draft)  
May 6, 2020

	FY 18 Final	FY19 Final	FY 20 Q3	FY 19 Budget	FY 20 Budget	FY 21 Budget	
Telephone	1,140	1,802	1,672	1,300	1,300	2,500	32
Internet	1,794	1,884	2,173	2,700	12,100	4,200	33
Gas	1,978	1,445	979	1,600	2,500	1,000	34
Electric	13,763	13,962	13,281	13,500	15,000	10,000	35
Water & Sewer Expense	5,828	5,072	7,418	5,500	7,500	7,500	36
Utilities	24,503	24,165	25,523	24,600	38,400	25,200	37
Building Maintenance & Repairs	24,968	57,696	69,122	48,010	30,000	32,000	38
Ground Maintenance	18,035	11,214	30,091	10,010	40,000	40,000	39
Trash & Recycle	4,277	4,174	3,957	5,305	7,900	3,250	40
Custodial Service	38,880	35,377	46,412	42,995	72,667	42,000	41
Event Custodial	134			210	6,000	500	42
Custodial Supplies	2,070	1,786	3,388	4,010	6,000	3,000	43
Janitorial & Trash Services	45,361	41,337	53,757	52,520	92,567	48,750	44
Insurance	13,553	19,261	23,983	26,000	32,000	26,200	45
Furnishings	6,644	52	15,544	21,000	25,000	5,000	46
Other Site Costs	348	778	766				47
<b>Site Costs</b>	<b>133,412</b>	<b>154,503</b>	<b>218,786</b>	<b>182,140</b>	<b>257,967</b>	<b>177,150</b>	<b>48</b>
Event Staff	51,046	60,302	54,965	108,950	77,050	63,000	49
Marketing & Advertising	1,082	9,731	14,600	7,000	10,000	7,500	50
Total Consultants & Commissions	42		60	1,740	1,500	1,500	51
Property Taxes	8,210	8,350	8,737	11,500	8,625	8,625	52
<b>Property Rental costs</b>	<b>60,380</b>	<b>78,383</b>	<b>78,362</b>	<b>129,190</b>	<b>97,175</b>	<b>80,625</b>	<b>53</b>
Postage & Printing & Supplies	2,545	3,622	3,405	3,800	3,800	4,850	54
Computer Expense	2,884	5,350	1,333	4,900	4,900	2,200	55
Equipment Costs	825	99	10,601	700	700	1,550	56
Books, Dues & Subscriptions	659	40	408	250	250		57
<b>Office &amp; General</b>	<b>6,913</b>	<b>9,111</b>	<b>15,747</b>	<b>9,650</b>	<b>9,650</b>	<b>8,600</b>	<b>58</b>
Mortgage Interest Expense			84,219	50,000	122,000	143,727	59
Mortgage Principal Payments					64,000	77,745	60
Extra Mortgage Principal Payments					15,000		61
UBIT Expense				7,500	7,500	7,500	62
<b>Financing Costs</b>		<b>-41,388</b>	<b>84,219</b>	<b>57,500</b>	<b>208,500</b>	<b>228,972</b>	<b>63</b>
<b>Apportionment</b>	<b>64,339</b>	<b>65,439</b>	<b>33,825</b>	<b>64,985</b>	<b>67,000</b>	<b>67,000</b>	<b>64</b>
<b>Credit Card Processing &amp; Bank Expense</b>	<b>5,417</b>	<b>2,975</b>	<b>7,407</b>	<b>6,100</b>	<b>7,400</b>	<b>4,400</b>	<b>65</b>
<b>Total Expense</b>	<b>491,633</b>	<b>499,198</b>	<b>657,625</b>	<b>715,326</b>	<b>950,689</b>	<b>856,654</b>	<b>68</b>
							69
<b>Net from Operations</b>	<b>84,000</b>	<b>-50,924</b>	<b>-159,883</b>	<b>-119,481</b>	<b>-143,254</b>	<b>-340,564</b>	<b>70</b>
							71
<b>Depreciation</b>	<b>-44,047</b>	<b>-42,406</b>					<b>74</b>
<b>Total Other Costs &amp; Revenue</b>	<b>-12,051</b>	<b>-28,994</b>	<b>6,018</b>				<b>75</b>
							76

### FMW Property Committee - Report, May, 2018— April, 2020

The past two years have been busy ones for the Property Committee, which worked closely with the architect, contractor and FMW's owner's representative group on the renovation of our campus. We also addressed or are addressing the following **projects not included in the renovation**:

- replacement of aging plumbing, including antique water valve under the Decatur Place entrance ramp
- replacement of floor and baseboard in main kitchen
- replacement of flooring in first floor of the Meeting House
- development of landscaping and irrigation plans, particularly for the new west gardens

- protection and preservation of existing trees
- improved Quaker House (QH) stairwell, including removal of doors into new 2nd floor corridor
- improved and relocated access to small restroom next to the Assembly Room
- updated and improved electrical wiring and ethernet and telephone cables

We **assumed responsibility for over 200 punch list items** from the contractor, including:

- remedial work campus-wide to complete and/or repair switch-over to individual HVAC units in QH and Carriage House (CH)
- extensive painting campus-wide
- Resolution of problems with our new electronic access and security system
- ongoing HVAC issues, including balancing to ensure comfort of administrative secretary's office
- chronic water problems from new roof, the storeroom, and Quaker House patio
- sewer gas problems
- rodent infestation problems
- soundproofing in Quaker House (for licensee spaces, and between the Bridge and Carriage Rooms)
- implement comprehensive key inventory system and switch to hierarchical keying
- identification and installation of replacement flooring in Assembly Room

Our **new work** during this period included:

- patching and painting in Quaker House Living Room, and stabilization of its floor (ongoing)
- identification of a solution for the chronic hearing problems in the Meeting Room, which should be installed by the end of the current fiscal year
- enhancement of Wi-Fi campus-wide
- cleaning of benches in the Meeting Room

- expanding documentation of needs for ongoing routine maintenance and repairs to include new systems and equipment installed as part of the renovation, including the elevator, roof garden, fire alarms, door access systems, etc.
- coordinated with city the installation of new bicycle rack (expected to happen after the end of COVID-19 pandemic) and the addition of 2111 Decatur Place NW for our street address
- investigated procedures to work with the city to change on-street parking regulations around FMW to reflect the building's new entrance and improve drop off options for those with accessibility challenges (will continue after COVID-19 pandemic)
- implemented new procedures for trash removal
- reconfiguration of administrative secretary's office to accommodate the bookkeeper
- planning and ongoing implementation of signage and wayfinding
- installed occupancy sensors for restrooms
- developed new system for name tags
- purchased furnishings for event rental office and Bridge Room, as well as new rug for QHLR.
- coordinated the installation of beehives on the new green roof
- cleaned and organized various spaces, disposing of unused and unwanted materials
- developed plans for mechanical room, main kitchen, storage room (ongoing)
- coordinated with Religious Education and other committees their use of various spaces during and post-renovation
- recalculated new rental rates for our licensees (whose rents through December 2019 had mostly been set 10 or more years ago) and calculated appropriate offsets for various levels of inconvenience during construction.
- developed event rental policies for use of meeting spaces

We **hired a full-time event and rental manager**, who

- created a website dedicated to event rentals
- developed an extensive network of wedding and other professionals

- developed marketing plans including a social media presence for the event spaces and updated profiles on other event websites
- updated instructions for Friendly Office Presences and event hosts
- surveyed competitive sites to inform our rental rates
- met with counterpart at Philadelphia Friends Center to share best practices for a Quaker event venue as well as with select competitors in the DC area
- booked substantial event rental revenue in the period between completion of construction and the onset of the pandemic
- continued accounting of events at which alcohol is served and relevant payments to organizations working to alleviate problems caused by alcohol abuse

Our committee continues to work closely with the Finance and Stewardship Committee to coordinate planning and use of Meeting's financial resources. In recognition of current severe fiscal constraints, we have agreed to defer work on additional improvements until such time as we can afford to address them. A **partial list of those desired improvements** includes:

- upgrade North Room (create storage closet, lower ceiling, enhance lighting, replace flooring)
- relocate fire door on 2nd floor meeting house
- replace worn linoleum flooring in Parlor, Terrace Room, south hallway on 2nd floor of the meetinghouse (will involve asbestos removal)
- install drinking water fountain(s)
- complete implementation of campus-wide landscaping plan
- convert fireplaces in Assembly Room and Quaker House Living Room to gas
- replace bookshelves in Terrace Room
- upgrade restrooms, 1st floor of Meetinghouse
- improve lighting in the Meeting Room
- purchase additional furnishings and decorations
- upgrade to larger capacity kitchen oven

- purchase commercial refrigerator and washer/dryer
- relocate kitchen to North Room with entrance to Phelps Place; expand Assembly Room (very long-term project)

Our progress would not have been possible without the cooperation and assistance of numerous Friends. We would particularly like to express **our thanks to:**

- All members and attenders for your cooperation and good humor during the renovation process
- Emilie Schmeidler and David Miller for lawn care during construction
- Jake Ritting for assistance in securing city approval of 2111 Decatur Place address
- Mary Campbell for organization skills and environmentally conscious disposition of unneeded furniture and equipment
- Elise Storck, Mark Haskell and First Day School students for the mobile in the new lobby
- Gray Handley, David Etheridge, Sabrina McCarty, and Elizabeth Handy for donations of furnishings and artwork
- Mary Melchior for bringing beehives to the green roof
- Neil Froemming for communication of construction updates and many other contributions too numerous to mention
- Ken Orvis and Jon DeWitt for invaluable professional services in property management and maintenance
- Brian Lutenegeger for skillful management of event rentals and related tasks.
- Tom Libbert, Russell Ricks, Martha Solt, Patty Murphy, Matthew Mulbrand, Andrei Israel, and others for learning new event host protocols and staffing private events held in the evening and on weekends
- Multiple members of the FMW community for their assistance with open houses and marketing efforts including a post-construction celebration for our neighbors, a wedding expo at the convention center, and a pre-COVID-19 pandemic open house for potential wedding clients
- Numerous external vendors (caterers, photographers, planners, and others) who have visited and fallen in love with FMW's renovated spaces -- and agreed to be added to our

preferred vendors list -- offering invaluable feedback for improving both our marketing plan and desirability as an event venue

Respectfully submitted,

Jose Voss, Jay Harris, David Miller, Jim Bell, Matt Higgins, Ken Orvis (Property Manager), Brian Lutenegeger (Event and Rental Manager), and co-clerks Justin Kwong and Merry Pearlstein

##### END MAY 2020 MEETING FOR BUSINESS MINUTES & ADDENDA #####

## **Friends Meeting of Washington Monthly Meeting for Worship with a Concern for Business Minutes - June 14, 2020**

### **Query for Worship Sharing: Which of our anti-racist queries resonate most with you today?**

1. How will we provide opportunities for those most likely to be directly affected by the choices we are contemplating to influence the decision making process?
2. How could the choices we are contemplating affect those who have been harmed by systemic, institutional, interpersonal and/or internal racism?
3. To what degree have privilege, class, stereotypes, assumptions, and our ability to include other perspectives affected this decision making process?
4. How will the choices we are contemplating promote equity, diversity, and inclusiveness? Will they enable us to be more friendly and whole, engaging across racial divisions?
5. How do the choices we are contemplating support the declaration of our Yearly Meeting that we aspire to be an anti-racist faith community?

**Which query is speaking to you the most today?** Friends shared the tearful pain they have felt in the past week. They talked about gradual improvement over time and standing in solidarity and support with the Black community. Another friend shared that they are thinking of the choices they are making in protesting as COVID-19 is disproportionately affecting Black DMV residents. A friend talked about becoming a better ally through deep conversations over time. Another friend shared that they are thinking of choices and inclusiveness.

## **Clerk's Report, June 2020**

### ***In Memoriam:***

- *Muriel Lorraine Thompson, Mother of Martha Willcox*

### ***Holding in the Light***

- Stephen Williams, Faith Williams, Yael Fitzpatrick, Scott Breeze

### ***Upcoming Events***

- **FCNL's "Thursdays With Friends," Advocating while Social Distancing, June 18, 4:00 p.m..** FCNL's Diane Randall and Shoshana Abrams discuss advocacy during the coronavirus pandemic. How are FCNL advocates adjusting to the new realities in the field? What are some methods that advocates can employ to be heard and to build relationships during this tumultuous time? Register here. Learn more about these bi-weekly conversations.

- **Friday afternoon Vigil Against Racism on 16th St.** FMW Friends are joining neighbors and over 30 local congregations Fridays from 5 - 6pm with signs and masks. [https://www.facebook.com/events/558616331688689/?event\\_time\\_id=5586163383553](https://www.facebook.com/events/558616331688689/?event_time_id=5586163383553)
- To join as a participating congregation, email Rev. Rob Keithan, All Souls Church Unitarian, [rkeithan@allsouls.ws](mailto:rkeithan@allsouls.ws)
- **BYM End of Life Working Group On-line Forum, June 27, 10:00 - 12:00 noon.** The first of a series of conversations to explore issues, the needs, and the various responses of Quakers worldwide to this topic of living and dying well as Friends. Please refer to our webpage for more information, to look over the queries, and send us your questions. We encourage Friends facing personal situations regarding end of life issues to write to us anytime for individualized support. We will do our best to listen with trained ears and support your discernment. To register contact: [EndofLife@bym-rsf.org](mailto:EndofLife@bym-rsf.org)
- **Spiritual Formation, Thursday, July 2, 6:30 p.m. and following 3 1st Thursdays** of month. For more information contact Ann Herzog, email: [aherzog333@yahoo.com](mailto:aherzog333@yahoo.com)
- **FCNL Annual Meeting and Quaker Public Policy Institute online, November 14-17.** FCNL's Quaker Policy Institute will be online for the first time ever. Contact: Emily Abels, Clerk-Planning Cttee, [support@fcnl.org](mailto:support@fcnl.org).

#### ***FMW Community Highlights & Kudos***

- Melchior triplets all got into the college of their choice
- We held a Meeting for Worship in Black Lives Matter Plaza on 6/7/2020, to hold that space and that movement in the Light

#### ***Tenant Updates- Activities at our Meeting House***

- see Brian's report, below

#### ***Anti-Racism Actions Updates***

- We just got a new **Black Lives Matter banner** for our fence, and threaded the fence with orange ribbon to support Mothers Against Gun Violence
- We made signs saying “#EndWhiteSilence” for protests/vigils that can be placed on the fence
- Peace & Social Concerns has printed **Black Lives Matter/End White Silence yard signs**, FMW's name with BLM and SURJ's URL
- We reached out to Metropolitan AME and Washington Interfaith Network to ask to join with them. Metro is holding weekly talks about the spiritual basis of this movement, and WIN has outlined a number of concrete steps they are asking the city to take on behalf of



those who have historically been systematically oppressed, to correct and readjust those systems. Everyone at FMW is welcome to join on a call with them on **July 2**.

- We reached out to Showing Up for Racial Justice (SURJ) DC. They asked us to make our Meetinghouse available during protests for a small number of medics
- We reached out to Black Lives Matter with a letter of support
- We published the anti-racism queries and letter to BLM on our website
- We compiled options to donate and actions to take (ongoing)
- Racism was discussed in First Day School
- As Friends have felt led, they have been joining protests and vigils. A number have been attending anti-racism vigils on 16th St. hosted by local congregations
- Peace & Social Concerns is leading Friends in **action with the DC Council** to propose redirecting the proposed \$18 million budget increase from the Metropolitan Police Department to funding for social programs (see below)

## Major Business

### ***2020-21 Budget - Dan Dozier***

[FY2021 Budget Summary \(click here\)](#)  
[FMW Financial Priorities](#)

Dan Dozier shared the FY2021 budget covering July 1, 2020 to June 30, 2021. The budget deficit has been reduced due to accounting corrections. FMW is expected to have a loss of approximately \$331,064 in FY21. The Finance and Stewardship Committee proposes a few options: living with this for a year, a change in income (through space use or donations), and/or cuts to spending. The Finance and Stewardship Committee anticipates returning to Meeting for Business on a quarterly basis with financial options. In the fall, Finance and Stewardship Committee will present options for mortgage forbearance.

A friend asked if Zoom chat could be used less while others are verbally speaking. A friend shared that the loss will come from our reserves, which are approximately \$1,000,000 with \$400,000 pledged towards the mortgage. A friend asked about Unrelated Business Income Tax (UBIT) revenue changes. UBIT is a tax charged when FMW generates income not related to our mission, for example, renting space for a wedding or office space. A friend asked about how Committee expense budgets are controlled and not overspent. Finance and Stewardship Committee responded that Committee budgets tend to be underspent and that they are a small portion of our overall budget. The FY20 Committee expenses YTD actual was greater than the budgeted amount, probably due to inaccurate entries in the accounting system. A friend asked for clarification on donations. The Finance and Stewardship Committee is anticipating reduced donations due to economic issues. A friend asked for clarification on consultant's expenses. The Finance and Stewardship Committee clarified that those costs are for bookkeeping (\$50,000), legal (\$18,000), and other. The bookkeeping costs have gone up because we are generating an accounting system complete with a manual.

The budget was approved until the September Meeting for Business.

The Finance and Stewardship Committee shared a list of financial priorities with possible areas for spending cuts. Options include deferring mortgage payments, partial staff furlough, reducing support to BYM, donations to others, grounds maintenance, and/or maintenance and repair. Possible sources of income include increased donations, additional rental incomes, and having the PPP loan become a grant.

A friend shared that our commitment to our staff should be our top priority, and that we should not draw down reserves to send money to other organizations. Multiple friends shared strong encouragement for a mortgage deferral, for three or six months. A friend shared that Friends Meeting of Washington is part of Baltimore Yearly Meeting and that we should only cut apportionment by 20% rather than 40%. A friend shared that BYM has only a few months of cash reserves and are refunding camp fees and laying off staff. A friend shared that they and others donated their deposit for cancelled summer camp sessions to BYM. A friend shared that individuals in our community donate to Quaker organizations and may make up the loss from donations from the Meeting as a whole. Another friend shared that they are not willing to reduce contributions to BYM. A friend asked about the PPP grant criteria, and Finance and Stewardship Committee shared that we are currently meeting the criteria to turn the loan into a grant. A friend asked about our independent contractor who does Maintenance and Repair, and Property Committee responded that FMW is currently his only client. A friend asked for increased gifts to the Meeting.

### **Personnel Committee Annual Report - Bill Strein (see below)**

Bill Strein shared that this year Chris Kearns-McCoy and Rebecca Nelson (ex-officio) were welcomed to the committee. They would also like to thank former members Marsha Holliday, Justin Kwong and Gene Throwe for their generous service to the Committee. There was unanimous support for renewing Barbara Brigg's contact as administrative secretary in June. Employees who are half time or more are offered health care insurance at the same rate as full-time employees. In March, the Personnel Committee offered policies that time off for COVID-19 related reasons would not affect accrued sick leave. Due to budget issues, compensation for staff will not change until mid FY2021.

Friends accepted the annual report.

### **Membership Committee - Rob Farr**

Gerry Fitzgerald, second presentation

Rob Farr made the second presentation for Gerry Fitzgerald. Friends approved his membership.

### **Library & Records - Gene Throwe**

- proposed language for the Handbook (*see below*)

Gene Throwe shared the new Library & Records Committee description based on a combination of the Library Committee and Records & Handbook Committee. References to a children's library were removed, since Religious Education has been responsible for the children's library. Library & Records is willing to help with the children's library if needed. References to a liaison between the two committees were also removed as the two are now one committee.

A friend asked about digital permissions to see the handbook. Gene Throwe and Barbara Briggs will work to correct digital issues to ensure it can be read without editing. A friend offered his support and asked about future electronic records. Library & Records responded that the historian has been asking committees to store minutes electronically through FMW's Google Drive. Barbara Briggs shared that committees can submit old minutes to be stored in their Google Drive, but new minutes should be recorded directly into Google Docs.

Friends approved the changed wording for the handbook.

## **Other Business**

## **Listserv protocol - Barbara Briggs**

FMWQuaker has over 400 people and FMWYAF has over 300 people on each listserv. Emails should be for important announcements that are relevant to the entire community. Best practice is BCC'ing the Google Group so reply all threads do not get out of control. We may switch to a more moderated format in the future.

## **Peace & Social Concerns update - Elaine Wilson**

*- statement in support of Black Lives Matter effort to move funding from MPD to community-strengthening programs*

Elaine Wilson shared the letter below which was sent this week. The letter was written as part of a leading of Chris Kearns-McCoy (P&SC). Several members shared concerns over the word "defund" referring to the police. Peace & Social Concerns chose to use this word as a way to echo Black voices and stand as an ally to the Black community. This also aligned with our anti-racism queries. Peace & Social Concerns will testify at tomorrow's DC Council Budget hearings. Peace & Social Concerns Committee wrote this letter from their committee, not the Meeting as a whole.

A friend asked about the term "defund" not being included in certain drafts of the letter. Elaine Wilson (P&SC) shared that the word "defund" was important to the Black community. Some friends shared that they were not in unity with the term "defund". A friend shared that the word "defund" may cause confusion with different meanings, although it is appropriate to use it here. A friend is concerned about the interpretation of the word "defund" by those who are in alignment with our beliefs. Another friend shared that using the word "defund" was important as an ally. Chris Kearns-McCoy (P&SC) shared that Black Lives Matter DC asked white allies to use the term "defund". A friend shared that in their work on police accountability, the large budget (especially compared to cuts in education funding) is part of the problem. A friend shared that current budget for the DC police is \$500 million, and the letter is disputing an additional increase of \$18 million. Another friend shared their support for the word "defund" as support for racial justice groups and the letter as a whole. A friend shared that we should always defer to black leaders and black-led organizations who have been working on this issue for years on wording and specific political requests. A friend shared the Quaker history of working towards justice in many arenas. Another friend shared that the word "defund" aligns with the Quaker testimony of peace.

Friends are appreciative of the process of learning, work towards anti-racism, and humility. Friends thank Chris Kearns-McCoy for his work on this leading.

## **Vigils - Grant Thompson**

Grant Thompson shared information about Friday night vigils with 33 different religious organizations. Friends agreed to sign on as a cosponsor of this vigil.

Meeting for Business closed at 2:24pm, to reopen as way leads.

## **ADDENDA: ATTACHED COMMITTEE REPORTS**

### **FMW Event and Office Rental Report, May 2020**

- Prepared by Brian Lutenegger, Event and Rental Manager  
eventspace@quakersdc.org or 202-483-3310 / 734-255-6829 while FMW is closed

### **Financials – FY20 and FY21 Bookings**

Here is a breakdown of how we've fared so far in FY20 (through May 31, 2020) in terms of booked events for the current fiscal year as well as a look ahead to FY21 that begins July 1st.

### **FMW Event Space Bookings**

<b>Fiscal Year</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Before FY Start	\$25,511	\$24,648	\$11,098	\$15,964	\$20,739
July	\$5,791	\$9,592	\$3,302	\$4,405	

August	\$5,833	\$14,764	\$3,623	\$16,228		
September	\$8,095	\$8,528	\$2,543	\$23,296		
October	\$13,826	\$9,582	\$3,686	\$20,319		
November	\$7,160	\$4,281	\$3,394	\$6,147		
December	\$5,635	\$7,621	\$5,363	\$6,649		
January	\$29,877	\$9,714	(\$50)	\$15,098		
February	\$10,166	\$8,764	\$4,376	\$8,147		
March	\$9,288	\$10,305	\$967	(\$10,345)		
April	\$3,881	\$3,434	\$3,647	(\$1,012)		
May	\$3,867	\$3,537	\$2,681	(\$1,756)		
YTD Total	\$111,893	\$97,494	\$37,335	\$103,139	\$20,739	
Year End Total	\$130,777	\$115,600	\$41,749	\$0	\$0	

The chart above shows the very sudden drop in booked events that began during March. As of this writing, it is not clear when FMW will be able to reopen as an event venue – we believe that will be when DC goes into Phase 2 reopening but the date that will happen is unknown. I would not expect further event bookings prior to the start of FY21. Our fiscal year runs from July 1 to the following June 30th.

The majority of the FY21 bookings to date have requested a contract, but they have not yet signed. A few have already signed. But, of course, it is not clear how many of them will actually be able to move forward.

We are in the same boat as the rest of the events industry all around the world.

### **Financials – FY20 Earned**

In general, most of the cancellations this spring actually occurred in the form of an event postponement. This enabled FMW to keep whatever portion of the total cost of the event the space user had already paid us rather than issuing a refund. In fact, we only issued a total of \$2,094.50 in refunds. The deposits kept by FMW will be applied in full to a future event in our spaces occurring by the end of FY21 (June 30, 2021). So we count these postponements where a deposit was already paid as earned revenue for FY20. So far for FY20, we've actually earned \$101,938.25– some of this, as it turns out, a downpayment towards events in FY21 (assuming gatherings can occur by June 2021).

### **FY21 Event Bookings**

The charts above also shows the more than \$20,000 worth of events for FY21 that we have now booked, including more than \$16,000 during March. Of course, we cannot definitively say where FMW and our society will be by July in terms of the ability to host larger events. But we hope all of these events will be able to move forward. Several of these events are later in the fiscal year and we certainly hope these events happen as planned.

I am optimistic that Bet Mishpachah, the LGBTQ Jewish synagogue that celebrated in our spaces last fall, will return this year for High Holidays if it is safe to do so. Bet Mishpachah is waiting until July to make a decision. Rather than a larger event, it is possible that they may elect to have a small gathering with livestreaming for their many members who wouldn't feel comfortable in a live gathering.

### **Nonprofit versus market rates**

Of the \$103,138.85 booked so far this fiscal year, \$16,957 worth of rentals has been at our full market rates (approximately 16.4 percent, a slight increase from last month's 16.2 percent – if

only because the total value of booked events has decreased). The remainder of the booked events have received some type of discount:

- a) A discounted nonprofit or tenant rate
- b) A lower rate due to construction
- c) Memorial service and weddings under the care of the meeting where we do not charge for space for the service itself – only for the cost of the event host
- d) Some other factor

Our standard nonprofit discount is 20 percent off our market rates.

Thus far, we have been able to accommodate all requests for Meeting- and Quaker-related activities at FMW around outside space rentals. We are making every effort to accommodate Sunday afternoon and evening rentals, while ensuring that all of our internal activities on Sunday mornings are unimpeded by outside events. If they happen as planned, there will be a few upcoming events on Sundays when the space user will arrive at 1pm and we appreciate the help of hospitality and others to make sure our spaces are ready. If we find that this does not work, we will adjust for future events.

### **What I am Working On**

My position has always been a combination of sales, marketing, and customer service with a healthy dose of web design and other miscellaneous tasks thrown in. The slowdown in future bookings and events taking place has reduced the sales and customer services components of my work – and allowed me to focus more on the marketing aspects of this work that I was struggling to get to on a daily basis.

### **In May, I:**

- Fielded several inquiries for weddings to be scheduled later in 2020, 2021, or beyond.
- Continued to tweak the design of our website to keep the content and layout fresh and useful. Not everything I have done will be apparent by simply looking at the site. In May, we had 189 visitors to the event rental site, including 177 new visitors.
- Created a set of new wedding packages to better accommodate the various types of requests we receive (ceremony only, reception only, combined ceremony and reception).
- Continued networking with other event and wedding professionals in the DC area to let them know about our venue.
- Oversaw the work of our pro bono social media consultant, including review of her posts before they go live.
- Watched lots of online webinars on handling COVID-19 as an event venue and attended virtual happy hours with industry professionals
- Continued to understand the requirements for forgiveness of FMW's Paycheck Protection Program loan through the Small Business Administration and administered by Sandy Spring Bank. This included watching several webinars. I continue to believe it will be a challenge to achieve full forgiveness under the current rules (which may be amended by Congress to make it easier). We should, however, qualify for partial forgiveness.
- Investigated other sources of potential funding for FMW. Drafted most of an informal application to Craigslist's Charitable Fund.
- Reviewed our event rental guidelines and contract again, in light of a sample contract for event rentals I received from the Philadelphia Friends Center and another DC venue.
- Marketed our office spaces (more below)

## **Office Space Rentals**

I have been gradually taking over management of office space rentals to new tenants as well as being the point of contact for existing tenants.

At present, we have the following tenants:

- Asylum Seeker Assistance Project (<https://www.asylumprojectdc.org/>)
- DesignCase Architects (<https://www.designcasellc.com/>)
- Dupont Circle Village (<https://www.dupontcirclevillage.net/>)
- Barbara Sobol, Art Therapist
- Sondra Geller, Art Therapist (<http://sondrageller.com/>)
- National Campaign for a Peace Tax Fund (<http://peacetaxfund.org/>)
- Women's Ordination Conference (<https://www.womensordination.org/>) **\*\*NEW TENANT\*\***

There are two spaces currently available for rent, as we had turn over as the COVID-19 pandemic was arriving in DC. These include the Carriage Room, which may potentially become office space again plus another office that will soon be open.

I also would like to briefly highlight one of our office tenants each month in this report, particularly the nonprofits. This will allow Friends a sense of who occupies our spaces throughout the week.

During June, the **Women's Ordination Conference** is moving in to Room 267 (formerly occupied by the Hungarian-American Coalition).

The organization's goals within the Catholic Church are to:

- Reform the governance of the Church, including canon law, to be inclusive, accountable and transparent.
- Bring about equality and justice for women in all dimensions of life and ministry in the Catholic Church.
- Incorporate feminist, womanist, mujerista, and other liberating spiritualities into every-day Catholicism.

## **How you can help me and FMW's budget**

If you know of (or work for) an organization that may need office space in the coming months – particularly as it becomes more clear what the future office will look like post-COVID19 – please connect me. Or if you know of places where we might market our available office spaces, please let me know that as well.

The same is true of our event spaces, once we are able to host events again. Please think about whether your employer, an organization whose board you sit on – or even yourself for a special event – might be able to make use of our spaces.

Finally, my recent email to the FMW listservs asking whether anyone is comfortable with search engine optimization, Google Analytics, or Google Ads (these are all tools related to our website) is still open. If you think you may have knowledge about these topics – or know someone who might help us pro bono, please let me know.

## **Annual Report of the Personnel Committee of Friends Meeting of Washington June 14, 2020**

The 2020 Personnel Committee currently has four members: Ed Hustead and Bill Strein (clerk), who both continued from 2019, and Chris Kearns-McCoy and Rebecca Nelson (ex officio, as Co-Presiding Clerk), who both joined in 2020. The appointed members of the Committee wish to

thank Rebecca for her active and substantive involvement with the Committee. The Committee also wishes to thank Marsha Holliday, Justin Kwong and Gene Throwe, who served on Personnel during 2019 but are no longer members, for their valuable committee service. The Committee holds scheduled formal in-person or virtual meetings bi-monthly and additionally engages frequently via e-mail correspondence.

It has been an unusually busy year for Personnel. As detailed in the Meeting Handbook, the Personnel Committee's primary responsibilities are four-fold: (1) review and revision of FMW's employment policies and procedures as necessary; (2) providing advisory assistance on personnel matters to committees that supervise employees; (3) making recommendations on employees' salaries or hourly compensation rates and employee benefits to the Finance and Stewardship Committee; and (4) providing ongoing support and supervision of the Administrative Secretary and conducting the Committee of Clerks' annual review and contract renewal decision of the Administrative Secretary. During the past year the Committee has been involved actively on all these functions.

Following the dismissal of a full-time employee in June 2019, the Committee was charged by the Meeting to substantially revise the Meeting's policies and procedures for hiring, evaluating and, when necessary, dismissing employees. Such procedures were long in-place for the Administrative Secretary but not for other employees. The Committee distributed the then-current policies and procedures to the Meeting and requested feedback. A first draft of revisions was submitted to the July (2019) Meeting for Business, after which the Committee asked for additional feedback. A substantially revised second draft, based on that feedback, was presented to the January 20th (2020) Meeting for Business and subsequently adopted on Feb. 2, 2020.

Regarding the Committee's responsibilities in reference to the Administrative Secretary (Barbara Briggs) : In order to better support our Administrative Secretary, the Committee held a "listening session" on August 15th with her as a follow-up to a listening session in June of 2019. The Committee Clerk and the Administrative Secretary have a weekly scheduled phone call with agenda items proposed in advance by both parties. The Committee also re-analyzed it's 2018 benchmarking of the compensation for the Administrative Secretary position and recommended a compensation increase to Finance and Stewardship, which accepted our recommendation. As usual, the Committee organized the Committee of Clerks' annual review of the Administrative Secretary, culminating in a virtual Clerks' meeting on March 29th, with the Clerks being in unity on renewing her contract. Subsequently, the Committee prepared a written evaluation, based on the Clerks' comments, and met (virtually) to discuss the evaluation with Barbara Briggs.

Regarding personnel policies, we revised the level of support for health insurance for eligible employees (those employed by FMW half-time or more) to the same level for all eligible employees, consistent with common, current practice. Previously, eligible employees working less than full-time received proportionately less support. The Committee plans to review the Meeting's current policies on paid leave for eligible FMW employees at future meetings.

The Committee, as represented by the Clerk, participated in the hiring of a new Event and Rental Manager and provided consultative assistance to Religious Education regarding personnel policies and issues.

The advent of COVID 19 presented the Committee with decisions and actions that needed to be made quickly in order to protect, and provide guidance to, FMW employees. In March we adopted interim policies so that any individual employed half-time or more and who needed to be isolated or quarantined, either mandatorily or by following CDC guidelines, would receive full pay and would not have to use accrued leave time. We announced these policies at the March 8th Meeting for Business. As the pandemic spread, we developed guidelines collaboratively with FMW's employees for closing the FMW offices if necessary. Events quickly outran our thinking, such that in collaboration with the Co-Presiding Clerks we closed FMW's offices only a week or so later with much assistance from our Administrative Secretary who formulated ways for people to keep in touch with the offices and distributed this information via our listserv. In late March, we prepared a series of documents consistent with the evolving orders by Mayor Bowser and MD Governor Hogan for our employees to carry should authorities question their travel to our building to provide "minimum necessary activities" allowed by those orders. In early May, with reluctance



but with an understanding of the financial challenges facing the Meeting, we proposed no increases in compensation rate for any FMW employee for the next fiscal year with a formal review of that decision at midpoint of FY21 in January 2021. F & S accepted our proposal.

### **Library and Records Committee Report**

At the 3rd Month (March) Meeting for Worship with a Concern for Business, the Meeting approved merging the Library and Records and Handbook Committees into the Library and Records Committee. Below is the proposed new language for the newly merged committee.

The committee will also renumber the committees and change the name of the former committees into the new committee elsewhere in the Handbook.

#### **Proposed Description: 7.5 Library and Records Committee**

The Library and Records Committee serves two distinct functions: Maintaining the FMW Library collection and maintaining the records and Handbook of the meeting. Under the library function, the Committee supervises the selection and acquisition of books, periodicals, and other informational materials for the library. It also formulates rules for the care and use of these materials and seeks to stimulate interest in new and old publications relating to our testimonies.

Under the records and handbook function, the Committee meets as necessary to establish policy concerning the generation, maintenance, and storage of Meeting records. This Committee is also charged with identifying actions of the Meeting for Business and of Monthly Meeting committees which require changes in the Handbook, developing appropriate revisions, and presenting those revisions to the Meeting for Business as necessary. A report on Handbook changes is presented semi-annually, or as needed, and the full Handbook is reprinted as the number and complexity of revisions warrants. Revisions not reflecting decisions already approved by the Meeting for Business are held over for at least one month. Editorial changes and corrections of errors of fact are reported by the committee but need not be held over.

The Recorder, Historians, and the Librarian serve as ex officio members on the Library and Records Committee and may be its clerk. In addition, five or six members, recommended by the Nominating Committee for approval by the Meeting for Business, are appointed for staggered three-year terms. Additional members may be recruited as necessary, and volunteer helpers may be needed at times.

### **Peace & Social Concerns - letter to DC Council**

In the context of national protests to end race-based police violence and the FY2021 Budget hearings taking place in DC Council, Peace and Social Concerns Committee has sent the following letter to all members of DC Council:

The Peace and Social Concerns Committee of Friends Meeting of Washington calls upon the DC Council to reject the proposed \$18 million increase in the budget for the Metropolitan Police Department, defund the MPD, and invest those funds in programs and initiatives that support everyone in this city.

As Quakers, we believe that there is that of God in all people. MPD has a long track record of brutalizing and dehumanizing treatment of DC community members--especially Black people. We believe that DC must develop new models for public safety, specialized services that address specific issues, and neighborhood involvement that keep our community safe and do not inflict violence upon communities or individuals.

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#### **DC Council Advocacy Toolkit:**

Jason Terry has put together a [guide](#) for action for individual Friends who want to join in this action.

### ## END JUNE 2020 MEETING FOR BUSINESS MINUTES & ADDENDA ### ##

*Photos: Meeting for Worship at Black Lives Matter Plaza, June 7, 2020*

