

**Canadian Yearly Meeting of the Religious Society of Friends (Quakers)
Interim Reports and Minutes for 2022**

2022 Minutes for CYM and Representative Meeting

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Canadian Yearly Meeting was founded in 1955 by Friends in Canada from
Canada Yearly Meeting (Five Years Meeting),
Genesee Yearly Meeting (General Conference), and
Canada Yearly Meeting (Conservative).

Since 1955 many new Meetings and individual members have joined Canadian Yearly Meeting. The designation above was approved in 1955 to be included in all published reports and minutes to indicate the pre-existing legal entities now incorporated in Canadian Yearly Meeting.

These documents are published online and are available from our website: *quaker.ca*

Canadian Yearly Meeting
91A Fourth Avenue Ottawa, ON. K2S 2L1
Email: cym-office@quaker.ca website: *www.quaker.ca*

**Representative Meeting of Canadian Yearly Meeting
Minutes for a Meeting held online on
Saturday 14 May, 1:30 to 4:30 PM Eastern Time (Zoom)**

Abbreviations used in these minutes

CAST – Change and Sustainable
Transformation
CYM – Canadian Yearly Meeting
MM – Monthly Meeting
RM – Representative Meeting

Friends present (33)

CYM Clerks:

Marilyn Manzer (*Presiding Clerk*)
Ruth Pincoe (*Incoming Clerk*)
Katharine Carmichael (*Recording Clerk*)

Technical Support: Adrian Dolling

Canadian Young Friends Yearly Meeting:
none present

Continuing Meeting of Ministry and Counsel:

Rosemary Meier

CYM Trustees: Peter Cross,

Anne-Marie Zilliacus (Treasurer)

CYM General Secretary-Treasurer:

Tasmin Rajotte

Yearly Meeting Standing Committee

Clerks or Representatives

Archives Committee: Elaine Bishop

Camp NeeKauNis Committee:

Rachel McQuail

CAST Working Group: Celia Cheatley

Contributions Committee: *none present*

Discipline Review Committee: Norman Smith

Education and Outreach Committee:

Catherine Harding

Epistle Summarizing Committee:

Bert Horwood

Finance Committee: Dan Cooperstock

Nominating Committee: Charlotte Burch

Personnel Committee: Holly Turner

Personnel Management Group:

Virginia Dawson

Program Committee: Chris Hitchcock

Publications and Communications

Committee: none present

Representatives of Monthly Meetings

Annapolis Valley MM: Marilyn Manzer

Argenta MM: Celia Cheatley

Calgary MM: Heidi Dick

Coldstream MM: Carol Wilkins

Cowichan Valley MM: *none present*

Edmonton MM: Katharine Carmichael

Halifax MM: *none present*

Hamilton MM: Chris Hitchcock

Interior BC MM: Tam Fleming

Kitchener Area MM: Rebecca Ivanoff

Montreal MM: Janette Fraser

New Brunswick MM: Mel Burns

Ottawa MM: Anne-Marie Zilliacus

Pelham Executive MM: Lisa Smith

Peterborough MM: Anne Trudell

Saanich Peninsula MM: *none present*

Saskatoon MM: Mark Stanley

Thousand Islands MM: Annie Richard

Toronto MM: Dan Cooperstock,

Lynn Robinson (alt.)

Vancouver MM: Rachel Yordy

Vancouver Island MM: Adrian Dolling

Winnipeg MM: Gwen Anderson

Yarmouth MM: *none present*

Yonge Street MM: Norman Smith

***Quarterly and Half-Yearly Meeting
Representatives***

Atlantic Half-Yearly Meeting: *none present*

Pelham Half-Yearly Meeting: Carol Wilkins

Western Half-Yearly Meeting: Celia Cheatley

West Lake Quarterly Meeting: *none present*

Yonge Street Half-Yearly Meeting:

Jane MacKay Wright

Regrets: Penni Burrell, Ellen Helmuth,

Eric Kristensen, Rebecca Ivanoff,

Donna Sassaman, Sandy MacKay, Dana Bush,

Barbara Horvath

Opening Worship: The meeting opened with worship during which the clerk read the following two excerpts from Caroline Balderston Parry's book *The Heron Spirals*. The first by Parker Palmer, on the meaning of prayer. The second is Caroline's prayer

What do I mean by prayer? I mean the practice of relatedness. On one side, prayer is our capacity to enter into that vast community of life in which self and other, human and non-human, visible and invisible, are intricately intertwined. While my senses discriminate and my mind dissects, my prayer acknowledges and recreates the unity of life ... knowing the transcendent center that connects us all.

Oh Great Spirit, thy creative abundance surrounds and sustains us ... Nourish me in my faith, that I may add to the beauty, love and good order of my universe, living creatively and knowing there is enough resource for all of creation to flourish!

CYM Land Acknowledgment

The following draft CYM Land Acknowledgment (revised 25 April 2022) was read:

The Religious Society of Friends (Quakers) acknowledges that across this land we call Canada, Quakers live, worship, and work on the traditional territories of Indigenous Peoples who have lived in relationship with these lands since time immemorial. We honour the nation-to-nation friendship Treaties and sacred agreements made between Indigenous Peoples and settler/newcomer governments. We acknowledge the great debt owed to those who, willingly or not, have shared and continue to share their land with settlers. Colonization has inflicted and continues to inflict harm on Indigenous Peoples that has led to spiritual, cultural, and human loss. As Friends, we commit ourselves to upholding the rights of Indigenous Peoples, to redressing the injustices, and to working together in peace toward justice and reconciliation.

[The following sentence will be added when the land acknowledgement is used outside of Canadian Yearly Meeting: Descriptions of our work are available on the Canadian Friends Service Committee website: <https://quakerservice.ca/our-work/indigenous-peoples-rights/>]

Announcement

All Monthly Meetings were asked to respond to an earlier draft land acknowledgment circulated in February 2022. This latest draft takes into account responses received from Monthly Meetings, Worship Groups, and individual Friends. A draft will be brought forward to the CYM Meeting for Worship for Business scheduled for Saturday 11 June. Representatives are asked to ensure that further responses are sent to cym-clerk@quaker.ca by Monday 31 May.

2022.5.1 Update to *Organization and Procedure*

We ask Discipline Review Committee to update *Organization and Procedure*, Section 6.3, to describe the new position of General Secretary-Treasurer.

2022.5.2 Name Change for CYM Archives

The Archives Committee asks that the Canadian Yearly Meeting Archives henceforth be known as the “Canadian Quaker Library and Archives.” Clerks’ Committee approved this request on 26 January 2022 and Representative Meeting approves this name change.

[See also Appendix B: Name Change for CYM Archives]

2022.5.3 Welcome to Tasmin Rajotte, CYM General Secretary-Treasurer

Tasmin Rajotte began full-time work for Canadian Yearly Meeting 23 February 2022. She has long experience working for Canadian Friends, both with the Canadian Friends Service Committee and the Quaker International Affairs Program. We are delighted to welcome her to our staff and pleased to let you know that she has been working hard to implement our new staffing model, and helping to update our financial systems and data management. Tasmin introduced herself and expressed excitement about the work ahead.

2022.5.4 Report from the CYM Clerks

Marilyn Manzer referenced two reports – the Presiding Clerk’s report to CYM and the “Clerks’ report to Representative Meeting.” The reports are attached to these minutes as Appendices C and D. Marilyn noted that CYM is currently understaffed. Friends are asked to be mindful of the work they ask of those serving our community and to discern whether requests to Clerks and staff may be postponed to the fall when we hope to have a full staff complement in place.

2022.5.5 Report from Nominating Committee

Charlotte Burch, Clerk of CYM Nominating Committee, presented the Nominating Committee Report, which is attached as Appendix E.

Wilf Ruland (Hamilton MM) is approved to serve a three-year term on Finance Committee (ending in August 2024).

Fran McQuail (Kitchener Area MM) is approved to serve a third three-year term on Finance Committee (ending in August 2025) to enable her to continue as Clerk of this committee.

Nominating Committee requested that we consider allowing members of Finance Committee and Personnel Committee to serve more than two-terms in succession. A variety of concerns were raised, including succession planning and other systemic issues related to nominations. We trust that members of the CAST Working Group heard the discussion and ask them to consider these issues. While we are not ready to approve Nominating Committee’s request at this time, we recognize that we can approve extensions on a case by case basis if need arises.

2022.5.6 CYM Auditor’s Report for 2021

Anne-Marie Zilliacus presented the auditor’s report. This report will be included in the “Reports for Canadian Yearly Meeting 2022.”

2022.5.7 Canadian Yearly Meeting Fund Consolidation.

The Trustees presented their Reporting and Clearness session at the CYM Meeting for Worship for Business held on 23 January 2021. The Meeting approved, in principle, that the Trustees should work with Finance Committee to consolidate the many separate “Funds” that have made CYM finances unnecessarily complicated.

This work was facilitated by the Finance Systems Working Group, and during the fall of 2021 most of the funds were consolidated. The CYM budget for 2022 is based on the new system. The only separate funds that currently exist are: the CYM General Fund; the Camp NeeKauNis Fund; the CYM Archives Fund; the Cemeteries Fund; the Canadian Friends Foreign Missionary Board Fund; and the Joseph P. Rogers Fund (for support of Friends who have given long service to CYM).

Friends who wish to apply for significant amounts of funding for items such as travel in the ministry or Quaker study should apply to the Education and Outreach Committee well in advance of the Committee’s budget preparation for the following year.

CYM no longer has a separate “Meeting House Fund,” but applications for meeting house renovations can be submitted to Finance Committee for consideration. Requests for substantial amounts should be submitted in advance of the annual budget preparation in September for payment during the following year.

The consolidation of funds simplified the process for the CYM 2022 budget. Details of this process are explained in the minutes for the December 2021 Representative Meeting: see “Appendix C: Finance Committee – Presentation of CYM 2022 Budget.”

We express our appreciation to the Friends who have devoted considerable time to simplifying how we record and manage our funds.

2022.5.8 CYM – A Financial Snapshot

Tasmin Rajotte, CYM General Secretary-Treasurer, presented a financial snapshot of CYM. It is attached to these minutes as Appendix F. We thank Tasmin for her work.

2022.5.9 Report from Program Committee

Chris Hitchcock, Clerk of Program Committee, reported. We are looking forward to this summer’s online CYM-in-session, which will be held on 7–13 August 2022. Continuing Meeting of Ministry and Counsel will hold a retreat on 5–6 August. The Sunderland P Gardner Lecture will be presented on Sunday. Daily bible study will occur during the week. For more information, and to register, go to quaker.ca/yearlymeetinginsession/.

The deadline for requesting a Special Interest Group is 4 July 2022. Special interest groups should be seasoned and supported by a minute from the Friend’s monthly meeting. If this is a problem, please contact program-clerk@quaker.ca.

Events are planned for children, youth, and families. Children under 18 should be registered before 24 July 2022 to enable preparation.

2022.5.10 CYM Central Administration

The Change and Sustainable Transformation (CAST) Working Group brought forward the following draft minute on SYM staffing structure. This minute was approved.

Staffing Structure of CYM

Canadian Yearly Meeting recognizes the authority of the CYM Trustees to make decisions regarding staffing and contracting for services based on a joint recommendation from Personnel Committee, Finance Committee, and Clerks' Committee. The General Secretary Treasurer will be responsible for implementing these decisions.

The Role of the General Secretary-Treasurer.

The General Secretary-Treasurer carries responsibility for oversight of the administration and operation of Canadian Yearly Meeting through leadership and delegation, connecting its various parts. The General Secretary-Treasurer is accountable to the Trustees and the Clerks of CYM, and reports to the CYM Presiding Clerk.

The General Secretary-Treasurer is responsible for overseeing:

- 1 The hiring for all CYM staff positions that have been approved by the CYM Trustees; and
- 2 The hiring, engagement, and renewal of all contractors in consultation with the relevant Clerk and Committee.

The General Secretary-Treasurer will sign all employment agreements and contracts, see that CYM policies are followed, and terminate employment and contracts if necessary. The Trustee Designate signs the employment agreement for the General Secretary-Treasurer.

Any committee or group within CYM wishing to contract work or hire staff will consult with the General Secretary-Treasurer, who will consult with Clerks' Committee, and with Finance Committee and Personnel Committee, as required. Approval must be obtained from the CYM Trustees for any new staff positions or contracted work.

The General Secretary-Treasurer will oversee the work of the CYM office staff, share responsibility with the relevant committee for the supervision and management of non-office staff, and will serve as a resource for all staff and contractors within CYM.

Any group within CYM wishing to spend money beyond what is allocated in the annual budget must develop a financial plan and obtain approval first from the General Secretary-Treasurer, and then from the Finance Committee, who will consult with Trustees at their discretion.

The General Secretary-Treasurer will be the initial contact should extraordinary situations arise within CYM, assist in proposals for resolution, and work with Clerks' Committee to determine next steps.

The Meeting closed with Worship

Appendices

- A Upcoming CYM Meetings
- B Name Change for CYM Archives
- C Presiding Clerk's Report to Canadian Yearly Meeting
- D Report to Representative Meeting from CYM Clerks
- E Nominating Committee Report to Representative Meeting
- F Financial Snapshot of Canadian Yearly Meeting

APPENDIX A Upcoming CYM Meetings

Online CYM Meeting for Worship for Business: Saturday 11 June, 1:30–4:30 PM Eastern

Online CYM 2022 Gathering: Sunday 7 August to Saturday 13 August

Meetings for Worship for Business are scheduled on

Tuesday 9 August

Thursday 11 August

Saturday 13 August

Online Representative Meeting – Saturday 15 October

Online Representative Meeting – Saturday 19 November

Online Representative Meeting (for 2023 Budget) – Saturday 3 December

APPENDIX B Name Change for CYM Archives

Recommendation M06 of the “Turner Report”¹ states that the formal name of the CYM Archives should be the *Canadian Quaker Library and Archives*. It was formerly known as the “Canadian Quaker Archives” and was composed of the Library and the Vault.

The basis for the recommended change is that a library is not part of an archive: they are different entities with different purposes. The proposed change would bring Canadian Yearly Meeting’s name into best practice with other institutions, such as the federal *Library and Archives Canada* and the *Bibliothèque et archives nationales du Québec*.

1 *The full title of this report is “Report to the Archives Committee of Canadian Yearly Meeting of the Religious Society of Friends [Quakers] following a site visit to the Canadian Quaker Archives located at Pickering College Newmarket, Ontario (22 July to 3 August 2021)”*

APPENDIX C

CYM Presiding Clerk's Report to Canadian Yearly Meeting

To Friends in CYM:

I am nearing the end of my term as CYM Presiding Clerk. Ruth Pincoe joined the Clerks' team as Incoming Clerk in August 2021. In August 2022 Ruth will take over as Presiding Clerk and I will serve as Mentoring Clerk for a year. I have enjoyed working with Ruth. She is good at staying on top of things, she makes us laugh, and she turns agendas, minutes, and reports into works of art!

I thought I was busy in my first two years as a CYM Clerk, but this third year has been exceedingly challenging and time-consuming, AND I've enjoyed almost every minute! Staff restructuring – our major activity – was shared with a team of wonderful Friends. My computer has had a huge workout: thanks to the Covid pandemic, we've had no in-person meetings.

In late May 2021 the CYM Trustees and Clerks' Committee approved a new staffing structure and we have been working to implement it amid both roadblocks and great gifts. We had hoped that Cameron Fraser would take the General Secretary-Treasurer position, but in September he decided to leave CYM employment. Our search for an Interim Secretary was unexpectedly fruitful. As we were searching and consulting with Friends, Judith Brown (of Ottawa Monthly Meeting) volunteered her expertise to analyze our database and recommend solutions. In this eight-month process she has been updating our data and she helped produce our year-end donation receipts. Mary Brodhead (Ottawa Monthly Meeting) volunteered her extensive human resources skills to serve on Personnel Committee and made great improvements to our hiring processes. Jocelyne Tranquilla (Halifax Monthly Meeting) served very capably in the Interim Secretary position for six months.

In late February 2022 we filled the new position of General Secretary-Treasurer. Tasmin Rajotte, a member of Ottawa Monthly Meeting and former staff person for Canadian Friends Service Committee, fills all the requirements for this position. She understands "right order" and she is making every effort to keep us in it. It has been wonderful to work with her and she has eased the work load for CYM Clerks and the key administrative committees. Jocelyne overlapped with Tasmin for several weeks to assist the transition.

Moving forward, we are ready to hire an Office Coordinator based in Ottawa, but the CYM Accountant, Lorraine Burke, has given notice of her retirement in the late spring. Although we had planned to keep the accountant position, the Finance Systems Working Group, together with the Accountant, has been working to streamline business activities to an online accounting system with day-to-day work contracted out.

One painful aspect of the CYM staff restructuring was the need to retire our long-serving Office Administrator, Kerry MacAdam, who is much loved by many Friends in Yearly Meeting. It became clear only after a long process of discernment that we could not continue the position of Office Administrator and serve the current needs of the Yearly Meeting.

The Change and Sustainable Transformation (CAST) Working Group has had major input in the CYM staff restructuring. CAST has been examining a range of possibilities for Yearly Meeting-in-Session and has met with a number of CYM Standing Committee to get input and exchange ideas. CAST is also continuing its work on priorities and structure for our Yearly Meeting and exploring new ideas emerging through this work. I continue to serve on this working group.

Since the retirement of the Office Administrator at the end of November 2021 I have been monitoring, forwarding, and responding to the CYM office email and collecting the various reports to CYM. I hope to be relieved of these chores by mid-June when the part-time Office Coordinator position is filled.

Requesting, receiving, and compiling responses to the draft CYM Land Acknowledgement has been time-consuming. Ruth and I have prepared a new revision, based on responses from Monthly Meetings and individual Friends. Consideration of this document will be on the agenda for the upcoming CYM Meeting for Worship for Business, scheduled for Saturday 11 June 2022.

In addition to all the above, I have been organizing a range of routine meetings including CYM business sessions, Representative Meetings, Clerks' Committee meetings, and Meeting of All CYM Clerks (MAC) meetings. I have also been answering correspondence, responding to requests, and troubleshooting problems (including a failed backup system for the CYM computer during the year-end finance work!) Ruth and I also enjoyed attending an online retreat for church leaders held over three days in early January, organized by the Canadian Council of Churches.

I thank you for this opportunity to serve as Clerk of Canadian Yearly Meeting.

With much love to my CYM Friends,

Marilyn Manzer, 30 April 2022

This report will be included in the "Report to Canadian Yearly Meeting 2022"

APPENDIX D CYM Clerks Report to Representative Meeting, May 2022

Since August 2021 the CYM Presiding Clerk and Incoming Clerk have been meeting regularly and working on a large variety of projects and reports.

Canadian Yearly Meeting is in the process of substantial change, as we make the transition to a new staffing model. Tasmin Rajotte began her work as General Secretary-Treasurer in late February, and her efforts are greatly appreciated by CYM Friends. Tasmin has been supported by several hard-working volunteers as well as the CYM accountant, who will soon be retiring. We are doing our best to fill the position of Office Coordinator: this job will be posted by mid-May. Meanwhile the CYM Clerk and a volunteer data manager have been trying to keep the records up to date and the emails answered. Extra office work has also fallen to the CYM General Secretary-Treasurer in this interim time.

We ask all Friends to hold the CYM staff and volunteers in the Light through this period of being short-staffed and overworked. Please be patient if tasks are not completed as fast as you would like. We ask Friends to consider whether tasks that require assistance from Clerks and/or staff could be postponed until at least the fall of 2022.

We are grateful for the support of Canadian Friends and Monthly Meetings across Canada.

Marilyn Manzer (Presiding Clerk) and Ruth Pincoe (Incoming Clerk)

APPENDIX E Nominating Committee Report to Representative Meeting, May 2022

Nominating Committee has two nominations to bring forward for approval by Representative Meeting.

– Wilf Ruland (Hamilton Monthly Meeting) for a three-year term on Finance Committee. The Clerks' Committee gave interim approval for Wilf's nomination in January 2022 and he has been active on the committee since then. We ask for the approval of Representative Meeting for this nomination.

– Fran McQuail to serve a third three-year term as Clerk on Finance Committee. There are no current members of the Finance Committee that are able to take on the role of Clerk when Fran's second term ends in August 2022. Fran is willing to serve and the Finance Committee would be grateful to have her do so. Fran has been heavily involved in the restructuring of our financial system and it would not serve CYM well to have an inexperienced person in the position of Clerk of Finance at this time. This nomination comes on the recommendation of the Clerks' Committee and Nominating Committee. We ask for the approval of Representative Meeting for this nomination.

Nominating Committee also has a concern about the need for CYM to reconsider its practice of allowing members to serve only two three-year terms on committees where there is a requirement for expertise that is not readily present in the Yearly Meeting body. We are aware that members of Archives Committee and Trustees have approval to serve more than two terms. We ask that Yearly Meeting/Representative Meeting discuss and discern whether Finance Committee and Personnel Committee should be given the same approval and allow members to serve more than two terms.

Charlotte Burch, On behalf of CYM Nominating Committee

APPENDIX F

Financial Snapshot of CYM

2021 end of Year Balance	\$ 3,487,568.00	
amount reserved for investments	\$ 2,056,269.00	generates of up to \$100,000/yr (sometimes more or less which is a vital part of CYM income)
amount tied up in capital assets	\$ 371,840.00	NKN land and wash house, archive material
amount tied up in funds: Archives (84,579), NKN (121,496), Cemeteries (63,316), JPRF(203,798), CFFMB(102,458), Meeting House Capital Improvements (40,000)	\$ 615,737.00	
Total tied up	\$ 3,043,846.00	
What can spend	\$ 443,722.00	Of cash on hand amount reserved for short term investments
Avg Annual Expenses	\$ 550,000.00	with NO in-person meetings if a shortfall then need to fundraise more
Investment income (subtracted from expenses)	\$ 100,000.00	
Remaining to raise	\$ 450,000.00	from MM donations, donations, fees, grants, other
Anticipated Shortfall	\$ 45,000.00	for 2022 there was almost \$45,000 in revenue carried over from previous year for certain programs
Monthly Meetings	\$ 165,000.00	
Donations	\$ 99,000.00	
Fees (gathering, courses, NKN)	\$ 58,000.00	
Grants	\$ 48,000.00	
Other (F&P, NKN, cemeteries, etc)	\$ 35,000.00	
Total	\$ 405,000.00	
If need to fold - need at least a year	\$ 550,000.00	

**Minutes of Canadian Yearly Meeting for Worship for Business
Saturday 11 June 2022 online**

Clerks: Marilyn Manzer and Ruth Pincoe

Recording Clerk: Katharine Carmichael

Technical Support: Adrian Dolling, Kris Wilson-Yang

There were 34 Friends in attendance.

Regrets were received from Penni Burrell, Heidi Dick, Linda Foy, and Rosemary Meier.

Abbreviations used in these Minutes

CAST Change and Sustainable Transformation (Working Group)

CFFMB Canadian Friends Foreign Mission Board

CFSC Canadian Friends Service Committee

CYM Canadian Yearly Meeting

Ruth Pincoe, CYM Incoming Clerk, served as Clerk for the first part of the Meeting.

Opening Worship and Clerk's Reading:

The meeting opened with worship, during which Ruth Pincoe read part of excerpt 4.5 from *Canadian Yearly Meeting Faith and Practice*. Ruth referred to an article on Friends' testimonies by Ben Pink Dandelion, in which he states that the "convenient shorthand" of the five Quaker testimonies (peace, simplicity etc.) is misleading when the very nature of Quaker worship is equally a testimony.

If our spiritual experience remains as the basis of testimony, Quakerism will not be reduced to a worship method and a set of good ethical practices, nor will we need our own artificial accountability groups. Rather we will use that precious pearl of silent worship as a springboard and basis for the whole of life, the whole of our testimony to the world. Testimony is thus the fruits of the essence – it is the public expression of our faith. If we have no faith, we have no testimony. If we have a grounded and firm and honest and clear faith, imagine how we will live and how those lives may preach to the whole world.

Ben Pink Dandelion, in "Testimony as Consequence, Not Value,"
Friends Quarterly, 35:5 (January 2007), 190.

Land Acknowledgment

The Clerk read the following two draft land acknowledgements.

Draft A: *This version has been worked on by various Friends over the past year*

The Religious Society of Friends (Quakers) acknowledges that across this land we call Canada, Quakers live, worship, and work on the traditional territories of Indigenous Peoples who have lived in relationship with these lands since time immemorial. We honour the nation-to-nation friendship Treaties and sacred agreements made between Indigenous Peoples and settler/newcomer governments. We acknowledge the great debt owed to those who, willingly or not, have shared and continue to share their land with settlers. Colonization has inflicted and continues to inflict harm on Indigenous Peoples that has led to spiritual, cultural, and human loss. As Friends, we commit ourselves to upholding the rights of Indigenous Peoples, to redressing the injustices, and to working together in peace toward justice and reconciliation.

***Draft B:** This version was approved and submitted by Interior British Columbia Monthly Meeting. These Friends suggest that what we do is more important than the words we use, and propose the following statement to simplify the language and clarify what Friends will do.*

We, members of the Religious Society of Friends (Quakers) in Canada, live, worship, and work on the territories of Indigenous Peoples who have lived in relationship with these lands since time immemorial. We acknowledge that colonization inflicted and continues to inflict grave spiritual, cultural and human injustices upon First Peoples. As Friends, we commit ourselves to uphold the rights of Indigenous Peoples, to redress the injustices, to honour the treaties and sacred agreements made between Indigenous Peoples and our governments, and to work together in peace toward justice and reconciliation.

2022.6.1 Welcome to Tasmin Rajotte, CYM General Secretary-Treasurer

Tasmin Rajotte began full-time work for Canadian Yearly Meeting on 23 February 2022. She has long experience working for Canadian Friends with the Canadian Friends Service Committee as well as the CFSC's Quaker International Affairs Program. We are delighted to welcome Tasmin to our staff and pleased to let you know that she has been working to implement CYM's new staffing model, and helping to update the CYM financial systems and data management. Tasmin's report is attached to these minutes as **Appendix A**.

2022.6.2 CYM Land Acknowledgment

Two proposed versions of the CYM land acknowledgement were circulated with the agenda and read at the beginning for this meeting. We approve the following version for use at the national level. We express thanks to everyone who worked on these drafts over the past year. We are reminded that rote readings are worse than having nothing at all. We commit to re-evaluating this acknowledgement regularly. Those using this land acknowledgement are encouraged to personalize it by acknowledging the host community and its people by name.

We, members of the Religious Society of Friends (Quakers) in Canada, live, worship, and work on the territories of Indigenous Peoples who have lived in relationship with these lands since time immemorial. We acknowledge that colonization inflicted and continues to inflict grave spiritual, cultural and human injustices upon First Peoples. As Friends, we commit ourselves to uphold the rights of Indigenous Peoples, to redress the injustices, to honour the treaties and sacred agreements made between Indigenous Peoples and our governments, and to work together in peace toward justice and reconciliation.

[The following sentence will be added when the land acknowledgement is used outside of Canadian Yearly Meeting: Descriptions of our work are available on the Canadian Friends Service Committee website: <https://quakerservice.ca/our-work/truth-and-reconciliation/>.

2022.6.3 Ad Hoc Carbon Committee

We receive the report of the Ad Hoc Carbon Committee. The report is attached to these minutes as **Appendix B**. We lay this committee down with thanks for their work. Canadian Yearly Meeting as a whole takes responsibility for acting on the Committee's recommendations and crafting a policy based on their report that can guide Canadian Friends.

We are committed to adding a line item in our budget for carbon offsets. We ask the Finance Systems Working Group to determine a percentage of the total budget to allocate for carbon offsets. CYM Standing Committees are encouraged to use online collaboration tools whenever possible to reduce travel, but are also reminded that there is a carbon cost to online work, and that internet access is not equally accessible to all people.

2022.6.4 Change and Sustainable Transformation (CAST) Working Group Recommendations for CYM-in-Session

Celia Cheatley presented the report from CAST regarding plans for CYM-in-Session. The report is attached to these minutes **Appendix C**. The report lays out the following recommendations for holding CYM-in-Session over the next three years, and includes the affirmation that we are committed to including online access for in-person events.

- August 2023** Plan to meet in-person at the Canadian Mennonite University (Winnipeg). Ask Program Committee to incorporate the previous CAST recommendations for a shorter event, beginning with sessions that spiritually ground the gathering, holding a daily community gathering, and enhancing the programs for children and youth.
- August 2024** Hold CYM in session in Ontario – split between Friends House (Toronto) and Camp NeeKauNis. In the Fall of 2024, evaluate how this plan has worked and recommend a location for CYM-in-Session in 2026.
- August 2025** Hold CYM-in-Session online. Provide opportunities for Young Friends and families to gather during the year.

These recommendations are approved. We approve the specific recommendations for 2023 and 2024 in principle, and ask CAST to explore the feasibility of the sites proposed for 2024. All gatherings, including the one for 2023, will be possible only if Friends volunteer to serve on Program Committee.

2022.6.5 Update from Program Committee

This agenda item was not addressed during the meeting due to a lack of time. Chris Hitchcock, Clerk of Program Committee, provided the following details for inclusion in the minutes. We encourage Friends to visit quaker.ca/yearlymeetinginsession, where forms for registration, payment, and participation are now posted.

The online CYM-in-session will begin on Sunday 7 August and continue through to Saturday 13 August 2022. Friends are also welcome to register for the pre-CYM retreat, hosted by Continuing Meeting of Ministry and Counsel, beginning on Friday evening August 5 and ending on Saturday 6 August. Forms for registration, payment, and participation are now posted on the CYM website: quaker.ca/yearlymeetinginsession.

At the request of the LGBTQ attenders in 2021, there will be a time for those in the community to meet, but there will not be an educational presentation for Friends in general. We have also set aside two times for other “affinity groups” to meet. Friends who would like to take advantage of these opportunities should contact Program Committee.

The CYM Online gathering will include children's programming. Please complete registrations for children under 18 by July 24 to allow adequate time for planning.

We look forward to the Sunderland P. Gardner Lecture presented by JoLee Sasakamoose and the Bible Study sessions presented by Colin Saxton.

Due to a lack of time, consideration of the 2021 report from the Epistle Summarizing Committee is laid over to August 2022.

Marilyn Manzer, CYM Presiding Clerk, served as Clerk for the final item of this meeting.

2022.6.6 Reporting & Clearness for the Canadian Friends Foreign Mission Board (CFFMB):

George Webb spoke to the report of the Canadian Friends Foreign Mission Board. The report is attached to these minutes as **Appendix D**. This report ends with the following query for Canadian Yearly Meeting Friends:

Do we want to support Friends’ leadings to help the spiritual growth and well-being of people in other countries and develop relationships with them?

We approve laying down the Canadian Friends Foreign Mission Board, and we thank Coldstream Monthly Meeting for their willingness to care for this work since 2016. We now need to decide what to do with the fund currently allocated to CFFMB. We want this fund to be used for international work. We ask the CYM Trustees to bring recommendations to a future meeting. We encourage the Trustees to consult with Canadian Friends Service Committee and Friends World Committee for Consultation as part of their discernment.

Appendices

- Appendix A Report from CYM General Secretary-Treasurer Tasmin Rajotte
 - Appendix B Report of the Ad Hoc Carbon Committee (March 2022)
 - Appendix C CAST Recommendations for CYM-in-Session
 - Appendix D Report of the Canadian Friends Foreign Mission Board
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Appendix A Report from the General Secretary-Treasurer Report

I wish I might emphasise how a life becomes simplified when dominated by faithfulness to a few concerns. Too many of us have too many irons in the fire. We get distracted by the intellectual claim to our interest in a thousand and one good things, and before we know it we are pulled and hauled breathlessly along with an over-burdened programme of good committees and good undertakings. I am persuaded that this fevered life of church workers is not wholesome. Undertakings get plastered on from the outside because we can't turn down a friend. Acceptance of service on a weighty committee should really depend upon an answering imperative within us, not merely upon a rational calculation of the factors involved. The concern-oriented life is ordered and organised from within. And we learn to say No as well as Yes by attending to the guidance of the inner responsibility. Quaker simplicity needs to be expressed not merely in dress and architecture and height of tombstones but also in the structure of a relatively simplified and co-ordinated life programme of social responsibilities.

Thomas R. Kelly, 1941 (excerpt 20.36 in *Quaker Faith and Practice*, 2nd ed, 1999, Yearly Meeting of the Religious Society of Friends in Britain)

It is a privilege to be serving Friends again. I'm grateful for Friends' trust in me in the newly created role of General Secretary-Treasurer at a time when CYM is also undergoing major organizational transformation. The restructuring aims to make CYM more functional, sustainable, and vibrant. The ministry of Thomas Kelly speaks to what I am witnessing and to the importance of the need for simplifying CYM's structure.

As I grow into this new role, figuring out ways to simplify administration and operational processes has been central to all the work. Since starting, this has entailed meetings with many Friends and Committees to understand the work better and wading through a myriad of existing policies and processes on the website, in minutes, in the google drive, emails and Friends' memories. I've been working on many complex moving pieces with staff, Friends, and committees, of which I will only highlight several:

- The new staffing structure and all the work related to the job postings, contracts, hires, policies and procedures.
- New budget templates and transparency about program costs to help Friends better understand CYM's finances. This has also involved looking at where costs or staff time can be saved.
- New database software to enhance communication, fundraising and how programs are delivered.

- New accounting systems and outsourcing. This has entailed various challenges, from getting bank signatures to various complicated computer issues. Unnecessary duplication and backend work around multiple tasks, such as how donations are processed, are also being simplified.
- Supporting the delivery of work by Program, Education and Outreach and other committees.
- Collating into one document all the various policies and procedures to better guide the work going forward

On top of all the moving pieces, CYM is short-staffed, and I've been juggling some other hats. We still don't have the office coordinator, and the accountant is retiring on June 15th and I've taken on some of the tasks for these positions. I continue to ask Friends for their patience as I may sometimes be delayed in responding to requests. Even though it has only been several months, it has been such a whirlwind that it already feels like a year.

More importantly, I've observed that CYM has evolved into a complex structure over the years. There are more committees, subcommittees, working groups, and ad hoc working groups or committee than programs or services delivered. It has become committee-focused rather than program-focused. Much of the work and many of the committees have become siloed. I've witnessed a lot of confusion around the structure, policies, and processes and observed that Friends are stressed, overworked, frustrated, disconnected and underappreciated. These observations are similar to the findings of the *Conclusions and Recommendations* of the Consultation and Renewal Working Group a number of years ago. Sadly, I also witness a loss of understanding of Quaker faith, practices, and processes. Friends, I say this with love, it has become clear that our structure no longer serves us well; our structure killeth.

The need to simplify has never been greater. The work of figuring out what can be laid down and how the work needs to be restructured in a way that spiritually renews and nourishes our faith is pivotal. It is the most critical and urgent task for Friends right now. It will be difficult and I urge you to come to the CYM in-session's Meeting for Worship with Attention to Business with "hearts and minds prepared" and no attachments to any committee or project. I urge you to listen and to trust. I urge you to be open and attentive to the collective presence of Friends faithfully gathered in worship. It is only from this sacred space, as a gathered community, that the way of the Spirit can guide us on how to simplify and renew our faith not only for us but for future generations.

Tasmin Rajotte

10 June 2022

Appendix B Ad Hoc Carbon Committee Report to CYM in Session, March 2022

The Ad Hoc Carbon Committee (established in CYM Minute 2019.08.19 CYM Carbon Offset) has met a few times and corresponded. Our members offer scientific training in relevant areas and one member works with carbon auditing professionally.

Global scientific evidence of the necessity of lifestyle change has become even more definitive since 2019 when this committee was formed. A net-zero carbon emissions goal is no longer sufficient to alleviate global suffering due to the impacts of climate change.

We assessed the scope of the carbon assessment activities which might be done. We feel it would be most helpful to assess carbon use where it has the real opportunity to influence behaviour change.

We decided to focus on the annual CYM-in-Session gathering (it did not feel feasible to add to staff workload in assessing the carbon footprint of CYM's activities the rest of the year). We assessed that the **travel** to and from the event would have the greatest **net carbon impact** (net meaning an increase in carbon compared to our activities if we'd stayed home).

During the Covid-19 pandemic, the carbon footprint of the **online** annual gathering has been dramatically reduced for 2020, 2021, and 2022. We have discussed the **usefulness and practicality of auditing travel information** for a future in-person CYM-in-Session. We believe that this information would be best collected at the event, but have concerns about how this would best be implemented. Specifically:

1. We do not believe this can (or should) be added to Program Committee's plate,
2. We do not want to have unintended consequences such as shaming or otherwise discouraging those Friends who have already invested greater time and/or money in joining the gathering from farther away,
3. While there are various third party services which could be used to collect and analyse data, this would still require staff or volunteer management and care,
4. Our committee does not feel that CYM can commit to managing such data collection and analysis directly, or usefully.

This committee finds that the most important carbon emissions reduction is by **reducing all travel**, and air travel in particular, associated with CYM gatherings, committees, and business meetings.

We strongly recommend that all CYM committees, Representative Meeting, and Yearly Meeting-in-Session continue to use remote collaboration tools, **where not demonstrably ineffective** (for example, using conference calls, Zoom, Google Meet, Microsoft Teams, and similar technologies).

We recommend that CYM support necessary training, continued acquisition of services and licences, and so on, in pursuit of this goal.

Our committee is not offering any recommendation about the frequency or duration of in-person gatherings; however, we believe that carbon footprint should be considered as part of such discernment. We do recommend that those responsible for choosing locations, dates and times for in-person meetings consider the availability of lower-carbon travel options (for example, train service is infrequent in Western Canada; it could make it more feasible for Friends to travel by train if in-person CYM dates aligned with train schedules; ride-sharing by eVehicles has been demonstrated to be feasible).

If/when travel, particularly by air, is still absolutely necessary, we recommend that high quality carbon offsets be purchased, and that this cost be absorbed into existing CYM travel budgets. Committees should liaise with the CYM Finance Committee when budgeting for such offsets.

A lack of perfect information should not prevent action to reduce the CYM carbon impact (analysis paralysis).

We recommend laying down the Ad Hoc Carbon Committee.

In Friendship,

Adrian Dolling, Maggie Knight, Dave Shipley, & Nat Knight

Addendum to Carbon Committee Report – CYM Minutes on Carbon Auditing

CYM 2019.08.19 CYM Carbon Offset

Elaine Bishop spoke on behalf of Winnipeg Monthly Meeting, reminding us that in 2016, Winnipeg MM asked CYM to do a carbon audit on our activities, with their assistance. After failing to find a ‘carbon auditor’ volunteer, Representative Meeting in 2018 appointed an ad hoc committee, which has not met yet. The members are Adrian Dolling, Maggie Knight, Nat Knight, and David Urban Shipley. Winnipeg MM asked us to include a carbon budget in every activity we undertake, as they do, and recommended that this be included in the CYM budget statements. Winnipeg MM offers to share their process with us. Questions were raised as to the scope of the project and the complexity of determining the costs and benefits. There has not been an upswelling of Friends in CYM who feel led to serve in this way. We were cautioned not to undertake work just because we feel it is right and it should be done. We ask the committee to look at the amount of work involved and assess that against the validity of the outcome and our capability. We were also reminded that we need to assess the carbon benefits of our work, as well as the costs. We are admonished to take action on the carbon issue without waiting for all the scientific information. We ask the working group to take these ideas into consideration and report to us before we make any further decisions. We are reminded to think creatively about how we as individuals and Meetings can reduce our carbon production before spending a burdensome amount of energy. We ask the ad hoc committee to report to the next Representative Meeting and bring a report with recommendations to CYM 2020.

RM 2018.22 Nominating Committee (Report 21)

The Clerk presented the committee’s report. It proposes naming an ad hoc Carbon Auditor Team until 2021 consisting of Nathaniel Knight (Vancouver Island), Adrian Dolling (Vancouver Island), David Shipley (Ottawa) subject to consent, and Maggie Knight (Vancouver Island), with support from Mark Burch (Winnipeg). Friends approved

[Note: The referenced Report 21 makes no mention of the Ad Hoc Carbon Committee.]

CYM 2018.08.31.1 Carbon Audit and Carbon Coordinator update

Regarding CYM minute 16.08.47: this minute was discussed in the Quaker Environmental Action Network (QUAN) Special Interest Group, and the outstanding need for a carbon audit and appointment of a carbon coordinator was noted. A group of Friends has come forward indicating a willingness to do this work as a team. We ask Nominating Committee to consider this proposal and bring forward their discernment to Representative Meeting, 2018. We thank QEAN. Mark Burch of Winnipeg Monthly Meeting is ready to share the audit process used by Winnipeg MM.

CYM 2016-08-47 Winnipeg Monthly Meeting Carbon Audit Minute

Charlotte Burch and Zaley Warkentin provided us the context for this minute, which was read aloud.

From Minutes of Winnipeg Monthly Meeting. April 17, 2016: Below is a Minute from our Meeting for Worship for the Attention to Business for Canadian Yearly Meeting:

Winnipeg MM 2016.04.08 *Winnipeg Monthly Meeting asks Canadian Yearly Meeting to appoint a carbon coordinator and undertake a carbon audit of our activities. As a monthly meeting we have undertaken this and offer our assistance.*

In friendship, Jim Chapryk, Clerk, Winnipeg Monthly Meeting

We approve Winnipeg Monthly Meeting’s request to appoint a carbon auditor to undertake a carbon audit of CYM’s activities. We ask Nominating Committee to nominate someone to this position. We commend Winnipeg Friends who have undertaken their Meeting’s own carbon audit and are willing to assist CYM.

Appendix C Change & Sustainable Transformation (CAST) working group Recommendations on CYM-in-Session

The following recommendations are based on thoughts that Friends shared during the Friendly Exploration on CYM-in-Session held online by CAST in January 2022.

There continues to be support to gather in-person.

Some Friends felt it is impractical to have an in-person gathering every year.

We were united in our desire to provide remote access to in-person gatherings.

We recommend that Meetings for Worship for Business continue to be part of CYM-in-Session.

We suggest that meeting at rented venues across Canada, in rotation among Atlantic, Central, and Western locations is no longer practical.

We recommend the following plan for CYM-in-session in 2023, 2024, and 2025

August 2023 Plan to meet in-person at the Canadian Mennonite University (Winnipeg).

Ask Program Committee to incorporate previous CAST recommendations:

- having a shorter event,
- beginning with sessions that spiritually ground the gathering,
- holding a daily community gathering, and
- enhancing the program for children and youth.

August 2024 Hold CYM in session in Ontario, split between Friends House (Toronto) and Camp NeeKauNis (near Midland).

During the Fall of 2024, evaluate how this arrangement has worked and recommend a location for CYM-in-Session in 2026.

August 2025 Hold CYM-in-Session online in 2025.

Provide opportunities for Young Friends and families to gather during the year.

APPENDIX D Canadian Friends Foreign Mission Board Reporting and Cleanness for Canadian Yearly Meeting, 11 June 2022

Applications and Grants

Since Coldstream Monthly Meeting accepted the work of the Canadian Friends Foreign Mission Board (CFFMB) in November 2016 we have received three applications.

The first application was from a Canadian Friend living in the United States and spending time in Belize where he worked with a Friends' School under the auspices of Friends United Meeting (FUM). The proposed pilot project was to provide alternative activity and information for young people to reduce the influence of gangs.

Funding for this project was delayed by Canadian Yearly Meeting due to concerns about Canada Revenue Agency (CRA) approval. There were three months of back and forth with the CYM Office because of the concern that this project might not meet CYM's stated activities that had been registered with CRA in 1967. When I asked what the criteria were, no one could answer. This problem was alleviated with a change to the name of the project.

Next, we had an application from an agency in Africa. The request, from people we didn't know, was for funding to cover custodial supplies. I sent this request to the CYM Office to see if anyone else had knowledge. We did not fund that project as it would require on-going support and there was no one to vouch for the organization.

Then in 2020, a Canadian Friend referred an American Friend who was asking for support for staff at the Friends Theology College in Kenya. The funding would be used to help them through the Covid epidemic. CYM rejected this request without explanation. We learned after further discussion that the concern was that the Friend applying for the funding was not Canadian, and that CYM did not want to send the money to an individual.

The Friend was indeed not Canadian but she is well known to Canadian Friends. She has visited Canadian Yearly Meeting and several monthly meetings (including Coldstream) and is currently helping Montreal Friends work with FUM Friends from Africa. Once again, the acceptable solution was to send the money to Friends United Meeting. However, the FUM's 15% administration fee reduced the value of our contribution.

Finding a Way Forward

During the years that we have administered the Canadian Friends Foreign Mission Board Fund, little was done to promote it. It took time for the Committee to understand the mandate to advertise, and we were slow to do the advertising we intended. Moreover, the reception to our initial request led to confusion as to what we should tell people, and we didn't pursue our work with any vigour. The Covid pandemic has also prevented travel and reduced interest.

We were willing to continue with the project if we could clarify CYM's concerns regarding Canada Revenue Agency. We see that the CFFMB can provide funding for Friends across Canada to offer assistance and that international assistance can help to build relationships between Friends.

We understand that the CYM Trustees are recommending that the fund be folded into the A.S. Rogers Fund. This action would give the Trustees the discretion to use the fund however they choose. Given CYM's challenges with finances, an argument could be made for this course of action, but such a decision requires serious contemplation. While it is true the CFFMB Fund does not have to be used for foreign missions, the Fund was established an intended to support such work.

A Query for Discernment

Here is our Query for Canadian Yearly Meeting:

Do we want to support Friends' leadings to help the spiritual growth and well-being of people in other countries and develop relationships with them.

If CYM discerns that this work is still worthwhile we suggest two possible options to address current concerns about CRA.

One option would be to ask the Canadian Friends Service Committee (CFSC) to take over the CFFMB Fund. CFSC has experience with and protocols for funding projects outside of Canada.

The second option would be to establish the Canadian Friends Foreign Mission Board as a separate organization. The CFFMB has a capital fund of about \$80,000. The interest (currently about \$20,000) is used to fund projects. This option would remove concerns about CYM's charitable status because no tax receipts would be given.