**Annual Report to 2022 Spring BYM Interim Meeting March 19, 2022**

**From BYM Supervisory Committee**

**Committee Members:** Adrian Bishop and Ramona Buck, Co-Clerks; Rosemary Davis, Jim Riley, BYM Treasurer; Meg Meyer, BYM Interim Meeting Clerk; Stephanie Bean, BYM Presiding Clerk, Betsy Tobin (beginning Aug 2021), Susan Griffin (beginning Aug 2021). Guli Fager served through the 2021 term ending in August

As we stated last year, the essence of the Supervisory Committee’s (SC) work is direct stewardship of BYM’s paid human resources by way of oversight of the General Secretary. This includes responsibility both for appropriate expenditure of BYM’s human resources budget and for nurturing the synergy among the staff to carry out the vision of BYM as a whole, as well as overseeing the care of the BYM office building.

This past year, we worked with Wayne Finegar as Interim General Secretary until Sarah Gillooly was chosen as our General Secretary and began in July. Wayne then continued on contract to assist through September, and on-call thru December. He was most gracious during the transition period, and we had a useful exit interview. We are pleased to note his new position as Director of Quaker House in Fayetteville, NC. Sarah took the position at top speed and has continued to work diligently to keep up with the unending tasks and to improve our processes to move us towards a more sustainable and equitable organization. Since Sarah started in July, Supervisory has not conducted a complete annual evaluation for them but has provided a feedback document (using a 2x2 evaluative tool) on strengths and areas for growth. Adrian and Ramona meet with Sarah monthly or as needed, in addition to monthly Supervisory Committee meetings.

We have met with a Working Group on Racism (WGR) working group on hiring practices to explore changing our practices to make BYM job searches more open and equitable. At the present time we are using suggestions of this working group in two searches, the full-time Camp Director, and our new Administrative Assistant. We will change the practices specified in our Manual following these searches and an evaluation of their effect. One note, at this time, the Admin Assistant position has many more candidates, and candidates of color than we have previously experienced.

We are forming a new working group to oversee care of our Sandy Spring Office. This responsibility used to fall on the resident, which we no longer have, and we do not want it falling on our beleaguered staff. We have sent a revised budget to S&F for building care, and a suggestion for a reserve fund for major costs to Trustees.

A major piece of work that is slightly in abeyance is revising our Employee Handbooks. Yes, there are two, one for Camp Staff – we have over 120 temporary employees, and one for everyone else. This will be taken on in earnest when our new hires, Sarah and Brian, have had a few months to settle.

We remind Friends that we continue to be short-handed at the BYM office. In 2020 we had 2.5 more staff on hand than we do now. Fortunately, Friends have responded generously to help BYM recover its financial footing, but we are going slow to replace staff. Please be patient with our shortcomings as we rebuild better! In order to operate as safely as possible, the BYM Office is not open every day, and all staff are working remotely at least some of the time. Please check with the Office before you schedule a visit.

We continue to include the anti-racist queries at each of our meetings both by listing them in our agenda and by measuring decisions against them:

* How does this decision support the declaration of our Yearly Meeting that we are an anti-racist organization?
* How could this decision affect those who have been harmed by racist behavior?
* To what degree have privilege, class, stereotypes, assumptions and our ability to include other perspectives affected this decision? Will this decision promote equity, diversity and inclusiveness? Will it enable us to be more friendly and whole?
* How will we provide opportunities for those most likely to be directly affected by our decision to influence that decision?

We read our goals for the committee at each meeting as a reminder and have revised them a little in the past year. Currently, the goals of the Supervisory Committee are:

Reminder and Review of the Goals for the Committee for the Current 2021/2022 Year:

* Continue to support the General Secretary, our main task;
* Respond to the diversity, equity and inclusion needs of staff
* Thoughtfully incorporate staff into the work of the Yearly Meeting and support their needs
* Be available for confidential supportive conversations with the Interim Meeting Clerk and the Yearly Meeting Clerk about the Baltimore Yearly Meeting issues they are dealing with.
* Review and apply the anti-racism queries for each decision at Supervisory Committee meetings
* Complete the review of the documents (Supervisory Committee Manual, and coordination with the Camping Committee on the Camping Employee Handbook)
* Create a safe space for different perspectives to be expressed, and respond to any discomfort or conflict as it occurs.
* Agree with the Confidentiality Statement, Appendix B, p. 54 in the Supervisory Committee Manual.

Supervisory was able to resume taking the staff out for lunch in the fall which we normally do twice per year as one measure of our appreciation for them.

Because of the continuing Covid virus, we did not conduct a day-long retreat this year. Well before Covid, our committee began using hybrid meetings because of members’ travel. We continue to do this as we are not all comfortable risking exposure during travel to BYM events.

**2022 Budget and Human Resources Costs**

Salaries: $668,729

FICA Taxes: $49,394.00

Benefits: $154,153.00

Retirement: $35,093

Total: $907,369

This is for 11 year-round staff. Of those 11 year-round staff: eight are 1.0 FTE, one is 0.75 FTE, and two are 0.5 FTE. Of this, $441,621 (49%) of salary, FICA, and taxes is spent on three business/administrative staff and one development staff and $459,953 (51%) for seven program staff.

Respectfully submitted,

Adrian Bishop (Baltimore, Stony Run) and Ramona Buck (Patapsco) Co-Clerks, Supervisory Committee