

OMM Officers and Committees
February 2025

Officers

Clerk: Mira Tanna (02/2027)

Recording Clerk:

Rising Clerk:

Treasurer: Greg Allen-Anderson (02/2027)

Rising Treasurer: Rosalind Kirupavathy (02/2027)

Committees

Care & Community Committee: Minerva Glidden (Clerk) (02/2026), Martha Morris (02/2026), Kasper Ronning (02/2026), Sharon Dwyer (02/2027)

Communications Committee: Gary Evans (Clerk) (11/2025), Steven Riddle (11/2025), Thomas Richardson (11/2026)

Finance Committee: Guillaume Ivory (Clerk) (02/2026), Pierre Ivory (11/2026), Chris Laning (02/27) Greg Allen-Anderson (ex officio)

Hospitality Committee: Esme Dellinger (Co clerk) (09/2026), Rachel Dellinger (Co clerk) (09/25), Lena Mendoza (09/2026), Cassie Mendoza (09/2026), Rosalind Kirupavathy (09/2025)

Nominating Committee: Sharon Dwyer (Clerk) 06/2026), Judy Schmalstig (06/2026), Kasper Ronning (02/2026), Anish Roshi (02/2025)

Peace and Social Concerns Committee: Anish Roshi (11/2025), Rachel Dellinger (11/2025), Thomas Richardson (11/2026), Mira Tanna (11/2025), Nelson Betancourt (11/2026)

Property Committee: Chris Laning (Co Clerk) 02/2026), Gary Evans (Co Clerk) (02/2026), Jennifer Mendoza (02/2026), Gavin Sherrod (02/2027)

Social and Community Giving: Pierre Ivory (Clerk) (11/2025), Guillaume Ivory (11/2025), Kasper Ronning (02/2025), Asma Roshi (02/2025), Rosalind Kirupavathy (11/2026)

Worship and Ministry Committee: Minerva Glidden (02/2026), Jerry Knutson (02/2026), Tom Gottschalk (02/2027), Jennifer Mendoza (02/2027)

Young Friends Committee: Beth Thompson (Clerk) (11/2025), Sara Renee-Weatherby (11/2025), Kayley May (11/2025), Jennifer Mendoza (11/2026)

Individual Positions

Library Coordinator: Chelsea Jones (11/2026)

Membership Recorder: Ed Lesnick (02/2026)

Conversation to Explore Coordinator: Minerva Glidden

Guestbook Keeper: Gary Evans (02/2026)

Contractors: **Property Caretaker:** Augie Muhelman.; **Housekeeper:** Cassandra B.;
Landscaper: Jorge Arenas.

Other

Traveling Minister: Jerry K. serves as a Traveling Minister under the care of Orlando Monthly Meeting.

Members Serving Other Quaker Organizations

SEYM

SEYM Worship & Ministry Committee: Ann J., Richelle O., Clara D., Eduardo D., Kathy H., Cheryl D.

SEYM Half-Yearly Meeting Registrar: Beej C.

SEYM Trustee: Chris L.

SEYM Membership Recorder: Ed L.

SEYM Nominating Committee: Ed L.

SEYM Representative: Ed L.

SEYM FGC Representative: Minerva G.

SEYM Committee on Racism: Kathy H., Cheryl D., Minerva G.

SEYM Youth and Young Adult Coordinator's Support Committee: Stephanie P-H

SEYM Bookkeeper: Dianna L.

SEYM Ad Hoc Retirement Committee: Dan V.

SEYM Yearly Meeting Gathering Committee: Kasper R.

SEYM Child Abuse Prevention Committee: Cheryl D.

SEYM Publications Committee: Steven R.

AFSC

AFSC Southeastern Representative: Kathy H.

AFSC Corporation: Mira T., Eduardo D., Beverly W.

FGC

FGC Publications Committee: Steven R.

FWCC

FWCC Board: Eduardo D.

Orlando Monthly Meeting Service Role Descriptions

Please refer to SEYM Faith and Practice, Section X, "Monthly Meeting," "Organization & Structure," for more detailed descriptions of committee functions. All positions have 2-year terms (renewable), except for Trustees, who are asked to serve for 3 years, on staggered terms.

Clerk: Facilitates the Meeting for Business, gathers the sense of the Meeting, and, with the Recording Clerk, composes minutes. Communicates with committees. Prepares the agenda for Meeting for Business and sees that Meeting decisions are carried out. Responsible for correspondence, transfer of membership, traveling minutes, and letters of introduction. Sees that minutes are recorded, kept in a minute book and posted online. Sends out reminders about upcoming events of interest to members/attenders. Serves as Meeting's contact person to

SEYM. Serves as an Officer/Director of the OMM corporation. The clerk is authorized to be spokesperson of the Meeting or may delegate the responsibility to another person within the Meeting. In coordination with Property Committee, approves one-time and short term (one week or less) use of Webster Cottage for 'Friends on Friends Business.' Any other use of Cottage comes to Meeting for Business for Discernment. Schedules the Annual Meeting of the OMM Corporation, to be held within the first quarter of the calendar/fiscal year. Files the OMM Corporation's Annual Report with the State of Florida in April/4th Month.

Rising Clerk: Assists the Clerk, leads in the absence of the clerk, and prepares to become clerk of the meeting.

Recording Clerk: Records the minutes at Meeting for Business. Keeps minutes in a minute book and prepares the minutes for posting on the OMM website. Sees that all documents referenced in the minutes are included in the minute book and posted with the relevant minutes on the website. Serves as an Officer/Director of the OMM corporation.

Treasurer: Receives and disburses funds as directed by the Meeting, keeps financial records, coordinates with accountant or trustees to review/audit books annually. Proposes the annual budget, coordinating with Trustees. Picks up donations from donation box and makes deposits into Meeting accounts. Ensures sales tax-exemption is up to date. Oversees petty cash available to Property Caretaker. Serves as an Officer/Director of the OMM corporation. Reviews Insurance policies & keeps them up to date. Serves as an ex officio member of the finance committee.

Worship & Ministry Committee Clerk: Serves as an Officer/Director of the OMM Corporation.

OTHER INDIVIDUAL ROLES

Membership Recorder: Maintains the membership list, directory of members and attenders and Membership Record Book. Forwards the list of members to SEYM according to the yearly deadline. Consults with Care and Community to discern when to invite new attenders to be listed.

Guestbook Keeper: Regularly checks Meeting House Guestbook. Collects e-mail addresses of visitors requesting to be added to the e-mail list serve for the Quaker Notes Meeting newsletter. Submits these e-mail addresses to the appropriate Communications committee member for addition to the e-mail list serve.

Young Friends Group Coordinator: Facilitates Young Friends Group (First Day School) and childcare including scheduling of teachers and childcare person(s). Works with parents and children in understanding expectations and needs and in planning projects. Helps to ensure safety of children and compliance with insurance requirements by conducting background checks for persons working regularly with children. Maintains toys and art supplies and is attentive to the condition of the cottage.

Library Coordinator: Under the care and oversight of the Worship and Ministry Committee, organizes and shelves books. Ensures that a system for checking out books is maintained. Proposes purchase of new books, magazines or print materials, and culls unwanted materials from the collection.

COMMITTEES

Care & Community: Care & Community is concerned with the care and welfare of individual meeting members and attenders. It treats all issues that come before it with the highest level of confidentiality and respect. The committee provides or facilitates clearness committees for membership, personal discernment and marriage. A clearness committee for marriage may also serve as the couple's arrangements committee. Care & Community awards scholarship funds that are within the purview of the meeting. The committee may refer individuals to resources within or outside of meeting for counseling, social services and other assistance. The committee may provide practical support for members and attenders needing emergency material or financial assistance. It is responsible for the meeting's homeless ministry. Care & Community stays in touch with absent members and long-time attenders; it determines whether a visit to the individual or transportation to meeting is desired and will assist when possible. The committee may appoint one of its members to assist the membership recorder when needed. It gives care and aid with needed arrangements at the time of death. It works with the worship & ministry committee to select members for the naming committee, and to discern the membership of long-absent Friends.

Communications: Maintains email list-serve and online communications. Publishes and distributes the Meeting newsletter. Checks phone and email messages and refers inquiries to appropriate clerks.

Finance: The finance committee discerns the financial needs and resources of the Meeting and develops, implements, and monitors the annual budget for the Meeting with input from committees and with the approval of the Meeting as a whole. Finance committee also implements and maintains financial controls to ensure the integrity of the finances of the Meeting, reviewing the financial statements of the meeting at least annually and arranging for external accounting services as needed. The finance committee meets at least semi-annually and may meet more frequently as needed. The finance committee is charged with acting in accordance with accepted Quaker principles, approved minutes of the Meeting, and the expressed instructions of contributors of restricted donations when accepted by the Meeting. The treasurer is an ex officio member of the finance committee.

Hospitality: Coordinates refreshments for fellowship hour, SEYM Interim Business Meeting, and other events. Sees kitchen is supplied with coffee, tea and other items. Facilitates potlucks and welcomes newcomers. Coordinates housing and hospitality for the Michener Lecture which takes place in January/1st Month. Sees that literature for newcomers is provided and set out. Provides Nametags.

Social and Community Giving: Responsible for facilitating Orlando Monthly Meeting's Grant-making program. By seeking and listening for the sense of the Meeting, develops a list of priorities for grantmaking and presents to Meeting for Business for approval. Gathers recommendations for, and information on, potential grant recipients. Discerns and reports to Meeting a proposed list of grant recipients and amounts no later than November/11th Month Meeting for Business. Upon Meeting approval of Grants, sees that checks are sent with appropriate correspondence. (Please refer to the Grant Guidelines for complete information.)

Naming Committee: An ad hoc committee that nominates Friends to serve on the Nominating Committee. The Worship & Ministry and Care & Community committees together nominate members for this committee for the Meeting to approve, allowing sufficient time for the Naming Committee, and in turn the Nominating Committee, to complete their work according to the Meeting's nominating schedule. A Naming Committee is also convened when there is need to fill a vacancy on the Nominating Committee.

Nominating: Discerns how members and attenders can best use their gifts and talents to serve the Meeting. Nominates a slate of officers and committee members for Meeting approval every other year in January/1st Month. Works in the interim to fill vacant positions and to help new members and attenders find ways to serve. Members who serve on this committee are expected to be involved in approximately three months of intensive work, thereafter working only on an intermittent basis.

Peace and Social Concerns: Responds to peace, social justice and environmental issues and needs in our community, nation and world. Selects activities and advises the meeting. Engages in interfaith groups working to further peace and social justice.

Property: Concern for operation, maintenance, safety, and improvement of equipment, buildings, and grounds. Makes recommendations to the Meeting for any significant changes regarding property. Responsible for the Property Caretaker position, also making recommendations to the Meeting for any significant changes regarding this position. Establishes property use agreements with individuals and groups seeking to use the Meeting property following current guidelines and ensuring that all property use agreements are signed. Reports to Meeting when pending applications for property use meet the guidelines and a new user will be on property. Responsible for communication with users to ensure that guidelines for use of property continue to be followed throughout the term of the agreement. Keeps calendar/schedule of use of Meetinghouse and Webster Cottage.

Worship & Ministry: Concern for the conduct and spiritual depth of Meeting for Worship and Meeting for Business. Responsible for planning adult religious education and programs or activities to deepen the spiritual life of the Meeting. Works with Care & Community to nominate members for the Naming Committee, and for discernment of membership of long-absent Friends. Provides support for OMM Clerk, including finding an elder for Meeting for Business in absence of Supporting Clerk. Young Friends Group, Conversation to Explore, Meeting Greeter,

and the Library are all under the care of Worship and Ministry. Serves as the Anchor Committee for the Traveling Ministry of Friend, Jerry Knutson, which is under the care of Orlando Monthly Meeting. Finds Friends to speak about Quakerism to outside groups. Facilitates discernment on leadings to do outreach and spiritual nurture. Brings proposed outreach and spiritual nurture projects and events to Meeting for Business. Responsible for literature and materials for greeting newcomers. Worship & Ministry Clerk serves as an Officer/Director of the OMM Corporation.

Young Friends: Oversees the First Day School and youth activities. Hires and oversees the Child Care Provider..

COMPENSATED POSITIONS

Property Caretaker: Monitors the Meeting House (MH), Webster Cottage (WC) and the parking lot regularly to ensure safety and security. Performs routine maintenance. Develops and maintains a vendor list for maintenance and upgrade projects. Schedules maintenance and upgrade projects with vendors. Ensures access to the property by vendors and government agencies. Serves as contact person for requests for use of the MH, WC and parking lot. Advises Property Committee on property issues. Keeps general sundries (i.e. bath tissue, paper towels, etc.) stocked. Maintains oversight and contact with landscape services. Ensures the tidy nature of the property, both interior and exterior of the buildings. Maintains oversight and contact with cleaning services. Performs other duties relating to property upkeep upon request.
Housekeeping: Cleans and tidies Meetinghouse and Webster Cottage.

Child Care Provider: Provides childcare and support for Young Friends Group and teachers from 10 AM – 12:30 PM during Meeting for Worship and for meetings following worship.