

**New England Yearly Meeting of the Religious Society of Friends  
Permanent Board Minutes  
March 20, 2010  
Hanover Monthly Meeting - Hanover, New Hampshire**

**10-15 Opening Worship:** We opened in waiting worship.

**10-16 Roll Call:** The Recording Clerk called the roll.

**Present:** Edward Baker, Holly Baldwin, Jeremiah Dickinson, Sarah Gant, Judy Goldberger, Andrew Grannell, Dorothy Grannell, Jan Hoffman, Mary Knowlton, Allan Kohrman, Christopher McCandless, Donald Mick, Susan Reilly, Patricia Shotwell, Ruah Swennerfelt, William Upholt, Jane Van Landingham, Donn Weinholtz, and Carl Williams

**Regrets:** Thomas Ash, Debbie Block, Susan Davies, Beth Gorton, Carolyn Hilles-Pilant, John Humphries, Sandy Isaacs, Rebecca Leuchak, Dwight Lopes, Karen Sanchez-Eppler, Suzanna Schell, Judith Shea, Sarah Spencer, Philip Stone, Susan Zeichner

**Ex-Officio:** Travis Belcher (Finance Committee Clerk), Linda Jenkins (Presiding Clerk, YM), Ed Mair (incoming Treasurer), Jonathan Vogel-Borne (YM Secretary)

**Guests:** Clifford Harrison

The Clerk reported that Tom Ash, Sarah Spencer, and Susan Zeichner have resigned their positions on Permanent Board, and that Carolyn Hilles-Pilant will resign at the end of the year.

**10-17 Minutes** of 16 January 2010 were **approved** with corrections.

**10-18 Report from Coordinating and Advisory Committee:** Linda Jenkins, Presiding Clerk, reported that priorities for C&A have included monitoring the Moses Brown transition, the first year of our staff reorganization, and priorities budget process. Opportunities for extended worship continue to be available through each Quarter, including Salem at Wellesley, Northwest at Plainfield, and Connecticut Valley at Hartford meetings. More sessions are being planned.

A discernment group made up of the Clerk's table and others is busy planning for business at sessions next August, with much more to be done. Joint business sessions that will include both Young Friends and Young Adult Friends are in the works, a wonderful opportunity that has been suggested by our youth.

She asks for prayers as Coordinating and Advisory goes forward, moving deeper into the paradox that jubilee creates more work for ourselves.

**10-19 Yearly Meeting Secretary Report:** Jonathan Vogel-Borne reported:

- News from Monthly Meetings
  - Of the eight meetings with paid pastoral leadership, three are in transition: Durham, Allen's Neck, and the Friend(s) in Residence role at Cambridge is facing a year of restructure.
  - Quaker Quest, an outreach program coordinated by Friends General Conference, is being considered at several meetings throughout the Yearly Meeting.

- The situation around Friends United Meeting personnel policy continues to be a focus for a few meetings. While some meetings continue to support FUM through their Yearly Meeting contributions, three meetings have decided to withhold a portion of their contribution, and still others continue to struggle.
- In November, Ministry and Counsel minuted that they would not write a Yearly Meeting State of Society report, and shared that with monthly meetings, informing them that monthly meeting State of Society reports were not being requested. Some meetings continue writing them as they find them helpful. Meetings that write them should forward them to the Yearly Meeting office.
- Cambridge Meeting, in working through their budgetary issues, has been considering a recommendation from their Finance Committee to cut \$21,000 from their donation to the Yearly Meeting.
- On March 6, 2010, treasurers and Finance Committee members from monthly meetings met to explore the process of meeting funding. How to ask for money—always a challenge to Quakers—and becoming clear about why you’re asking—what is exciting about your meeting—are both important. Money follows a clear vision.
- Some of the staff have expressed considerable unease with the priorities budget recommendation of Personnel Committee (accepted and forwarded to Finance Committee by Permanent Board at our last meeting) that the salary for the YM Secretary should be increased to a level more comparable with the starting salaries of similar positions in the northeast, including other yearly meetings. We held most of the discussion of this issue until the report from Personnel Committee later in the agenda.
- The *New England Friend* is out—and it is wonderful. As it will be available online, fewer copies have been made.
- Beth Collea, Christian Education Coordinator, experimented with taking up residence at Woolman Hill for several days as a way to do field work in Western Massachusetts nurturing First Day School groups and small meetings.
- Jonathan attended youth retreats, both Young Friends and Junior High Yearly Meeting.
- Jonathan continues working with pastors in New England and New York and is planning a pastors’ retreat to be held at Powell House near Albany, NY.
- The Traveling Ministries and Intervisitation Program Subcommittee of NEYM Ministry & Counsel met recently. An important part of who we are is shared in visiting other meetings.
- Sale of Hope Street Property at Moses Brown School—PB approved the sale in 2007 (Minute 07-11), and we wish to record that a sale has actually happened.
- Priorities Budget—Unlike last year, the new budget contains no new positions requiring substantial fundraising. It is more of a “getting your house in order” budget so we can better focus on making our witness known in the world. In our discussion we came again to the issue of pay levels – do we reward levels of responsibility or types of service? Where is the place where we discern between paid work and unpaid service? How do we recognize and accept gifts of ministry, while we ensure that the work of the Yearly Meeting is accomplished?

**10-20 Report of Internal Nominating Committee:** Dorothy Grannell presented the following nomination:

- Nominating Committee: Rhoda Mowry (Smithfield), at-large member, class of 2013

**Friends approved** this recommendation.

We discussed laying down the Office Facilities Oversight Committee which has served as a liaison between Worcester Meeting and the Yearly Meeting office in the past. The Yearly Meeting Secretary has taken on that function. We will take this matter up again at a later date.

**10-21 Report of Yearly Meeting Nominating Committee:** Christopher McCandless reported for the committee. The Committee continues to wrestle with nominations and has spent some time considering ways to reduce the number of people needed to serve on committees. What is the role of the Nominating Committee? Should they decide what committees should be considered for laying down based on the difficulty of finding Friends to serve on a committee? We affirmed that the task of the Nominating Committee is to make nominations; suggesting overall changes in committee structure is not their responsibility.

Christopher presented the following nominations to fill current vacancies:

- Aging: Debbie Colgan (Cambridge), Class of 2011
- Board of Managers: Rob Spivey (Brunswick), Class of 2011; James Ellingboe (Acton), Class of 2014
- Christian Education: Jana Noyes (New London), Class of 2012
- Earthcare Ministry: Mary Gilbert (Cambridge), Class of 2010; Rod Zwirner (Monadnock), Class of 2010; Jud Lee (New Haven), Class of 2012
- Friends Camp: David Marstaller (Durham), Class of 2010
- FCNL: Kathryn Fisher (Beacon Hill), Class of 2011
- FGC: Jackie Stillwell (Monadnock), Class of 2011
- Friends Peace Teams: Jessica Hipp (Fresh Pond), Class of 2012
- Moses Brown Board: David Holdt (Hartford), Class of 2013
- New England Friends Home: John Bach (Cambridge), Class of 2012
- Peace and Social Concerns: Barbara Dakota (New London), Class of 2010; Mary Ellen Cohane (Northampton), Class of 2011; Katherine Fisher (Beacon Hill), Class of 2011; Anna Radoccia (Bennington), Class of 2010
- Racial, Social, and Economic Justice: Skip Schiel (Cambridge), Class of 2012; Kay Brown (Sandwich), Class of 2012

**Friends approved** these recommendations.

**10-22 Report of Personnel Committee:** Edward Baker reported for Clerk Judith Shea. Work continues on the revision of the personnel manual to include the new staff

structure with clearly defined policies and procedures for all staff. We expect a draft will be ready for the May meeting.

Katherine Clark, Communications Secretary, and Alison Hersey, Accounts Manager, met with the Committee at its last meeting. Kate has not felt supported during the changes to the staff structure, though Allie has.

The committee received a letter from Kate, expressing a concern that during the process of changing the staff structure there has been a departure from the equal pay model for our staff. The Personnel Committee recommended a large increase this year for the YM Secretary and only a cost of living raise for other paid staff in the Priorities Budget process. She requested that such an increase be spread across all paid positions. After Kate left the meeting, the Committee spent considerable time in discernment, seeking an appropriate response to her request. The Committee acknowledged that the Yearly Meeting had, in their understanding, moved away from an equal pay model, but neither the ad hoc committee on staffing structure nor the Personnel Committee had properly minuted that action. The Committee intends to work on that at its upcoming meeting.

The discernment around creating the new staff structure has been good Quaker process. There was a certain expectation that in making adjustments during the implementation, some issues would arise. The Personnel Committee felt that it was too soon to make changes to the new structure to accommodate one staff member's concern.

In the discussion that followed, we recognized the complex issues of the relationship between pay and responsibility levels, with one Friend expressing concern regarding gender equity as well.

Personnel committee will continue to make staff welcome at their meetings.

**10-23 Report on Moses Brown Incorporation:** Edward Baker reported that the process has been moving forward with three meetings of the Working Group on Moses Brown Incorporation since the last Permanent Board meeting. Charles White (Providence), legal counsel for the Yearly Meeting, has been working on the transfer documents, making a number of changes. The School continues to be very responsive to Friends' concerns. Under the new structure, New England Yearly Meeting will continue to appoint Friends to constitute not less than one-third of the Board. The Working Group has identified additional sections of the by-laws that they believe should not be changed without NEYM approval. The goal continues to be ensuring that a Quaker influence at the school is maintained.

The process includes transferring the buildings to the school and leasing the grounds. The permitted activity on the property will be specifically defined by the by-laws. The transfer will be to two different corporations: the Moses Brown Facilities Corporation to take over the buildings, and the Moses Brown Corporation to run the school. This configuration is meant to further protect the property in the event of adverse legal action

The Moses Brown School Board has been asked to minute a commitment to the education of Friends as a part of this process. The discussion has been brought forward through a minute drafted by Cliff Harrison for last year's Sessions. The current draft of the minute that the MBS Board has been discussing recognizes the

school's historic core purpose of educating Friends and seeks to articulate a commitment to disadvantaged children and a commitment to achieve a significant increase in the number of Quaker children at the school. This discussion is ongoing, at times tense and often fruitful. It is hoped that a minute will be ready to approve at the same time as the final approval of the transfer documents and new by-laws. Moses Brown School is looking to work with New England Yearly Meeting to find qualified children from the Yearly Meeting (this was discussed further as part of the next agenda item).

The clerk asked for some guidance on the role of the Working Group on MBS Incorporation. Sessions approved the transfer of the buildings to the new corporation and has authorized Permanent Board to implement the changes and the Presiding Clerk to execute the necessary legal documents (Minute 09-24). The YM also directed PB to appoint a working group to help guide the process by ensuring that Friends' concerns are addressed. The Working Group is expected to make a recommendation to PB that the documents are ready to be approved. Their notes are like minutes of exercise, a record of the concerns that have been addressed and the progress being made.

**10-24 Report from Committee on Nurturing Friends Education at Moses Brown**

**School:** Elizabeth Zimmerman reported for the Committee. There continues to be excitement around Matt Glendenning, the new Head of School, who clearly understands Friends ways and process. He is creating an atmosphere of generous deep welcoming. Worship opportunities at the school are expanding. In the fall, Galen McNemar Hamann will become the half-time Director of Friends Education, in addition to her other responsibilities.

Betsy distributed proposed Purposes and Procedures developed by the Committee. **Friends approved** the purposes and procedures (attached) with the addition of the phrase "including orienting the school to Quaker practice" as one of the Committee's responsibilities.

**10-25 Report from Faith and Practice Revision Committee:** Jan Hoffman, Clerk, reported for the Committee. At the 2008 Sessions, each MM was given a binder containing three texts that had received preliminary approval (two chapters and the preface) and working papers for three chapters awaiting input from Friends. The Committee is now working on a chapter focused on illustrative experiences of Friends. The Committee has adopted a timeframe: two working papers will be out at Sessions 2010, and some revised chapters will be presented for preliminary approval in 2011-2012. The Committee has a 2015 finish date as a goal.

The organization chapter is being completely reconsidered. What are the spiritual elements needed to sustain a healthy meeting, and what are the disciplines that nurture it—at monthly meeting, quarterly meeting and yearly meeting levels?

**10-26 Role and Function of Permanent Board between Annual Sessions:** At the request of the PB Clerk, Jan Hoffman has researched some other yearly meetings to focus on how they organize the body which acts as the YM between annual sessions. Baltimore, Pacific, and Southeastern Yearly Meetings offer examples of different approaches, but in all three, the continuing body is constituted by representatives appointed by constituent MMs plus some ex officio members. This

contrasts with NEYM where the PB is appointed by Sessions by approving names brought forward by the YM Nominating Committee. Each of these other YMs also has a procedures manual which describes in more detail than *Faith and Practice* the functions of officers, committees, and staff (where present).

Friends found this very eye-opening as we seek to clarify the relationship between PB and Sessions. We are not yet sure where this may lead, but as we consider the burden on the Nominating Committee to find about ten candidates each year for an appointed interim body (PB) and the possibilities for a mid-year gathering, having different models to draw from will be useful.

PB asks the YM Secretary to begin creating a Procedures Manual, calling on other staff, officers, and committees, as needed.

**10-27 Finance Committee Report:** Travis Belcher, Clerk, reported for the Committee. On March 6, 2010, treasurers, finance committee members and other interested Friends from fourteen of the sixty-eight monthly meetings and worship groups gathered in Amesbury. The central focus of the discussion was the challenge of articulating our spiritual witness, and asking for money to accomplish that witness. Many monthly meeting finance committees are uncomfortable asking for money, and there seems to be a lack of understanding (especially among younger folks) that it takes money to run a spiritual organization. Even MMs that have money still have spiritual issues in how to spend it. Ideas of monthly meeting development committees and pledging were explored. Dave Sutton is setting up a Google group for continuing interaction among MM treasurers. It will be announced on the NEYM website.

At the next Committee Day, Finance Committee will be working on a budget to present to Sessions.

**10-28 Treasurer's report:** Jonathan Vogel-Borne, Acting Treasurer, presented the report (attached) and introduced Ed Mair who begins as Treasurer on April 1, 2010.

We accepted the report.

**10-29 Minute of Purpose:** As was requested at our last meeting, a letter has been sent to MM clerks and clerks of committees regarding our action on a minute of purpose for the Yearly Meeting, and it has been featured on the front page of the *New England Friend*. The ad hoc committee that worked on the wording noted that there had been a change and wanted to correct the language that it is to provide "a voice and a center," not "the voice and center." The clerk reported that he had received one response. We recognize that this is an important discussion regardless of the end result. Whether or not a particular minute of purpose is adopted, community is created through the discussion.

**10-30 Closing Worship:** We closed in waiting worship, planning to meet again on Saturday, May 8, 2010, at Friends Camp, China Lake, Maine at 9:30 AM.

Edward Baker, Clerk

Carl Williams, substitute Recording Clerk

**New England Yearly Meeting of the Religious Society of Friends**  
**Permanent Board Minutes *draft***  
**January 16, 2010**  
**Storrs Monthly Meeting - Storrs, CT**

**10-1 Opening Worship:** We opened in waiting worship.

**10-2 Roll Call:** The Recording Clerk called the roll.

**Present:** Edward Baker, Holly Baldwin, Susan Davies, Jeremiah Dickinson, Sarah Gant, Judy Goldberger, Andrew Grannell, Dorothy Grannell, Carolyn Hilles-Pilant, Jan Hoffman, John Humphries, Mary Knowlton, Allan Kohrman, Rebecca Leuchak, Dwight Lopes, Christopher McCandless, Susan Reilly, Karen Sanchez-Eppler, Patricia Shotwell, Sarah Spencer, Philip Stone, Ruah Swennerfelt, William Upholt, Donn Weinholtz

**Regrets:** Thomas Ash, Debbie Block, Beth Gorton, Sandy Isaacs, Linda Jenkins (Presiding Clerk, YM), Donald Mick, Suzanna Schell, Jane Van Landingham, Carl Williams, Susan Zeichner

**Ex-Officio:** Travis Belcher (Finance Committee Clerk), Judith Shea (Personnel Committee Clerk), Jonathan Vogel-Borne (YM Secretary)

**Staff:** Katherine Clark

**Guests:** Joe Pandolfo, Bruce Kay, Clifford Harrison

The Clerk reported that Sara Sue Pennell has resigned her position on Permanent Board.

**10-3 Minutes** of 11/21/2009 were **approved** with corrections.

**10-4 Minute of Purpose** – The Clerk reported that the letter regarding the Minute of Purpose, provided as an advance document, was sent to Clerks of NEYM Committees and all MMs, as approved in November (Minute 09-92).

**10-5 Report from Coordinating and Advising Committee (C&A):** The Clerk reported on behalf of C&A which met last week to discuss the Priorities Budget, quarterly staff reports and Sessions Committee concerns (to be addressed later in this meeting). They also received a report from two members of the *Faith & Practice (F&P)* Revision Committee, who spoke about the challenge of continuing to carry this work after eight years. They highlighted a need for sufficient time set aside at Sessions to facilitate a process of mutual inspiration—YM gaining inspiration from consideration of the F&P draft documents and the Committee receiving inspiration from the YM's responses. Jan Hoffman, the *F&P* Revision Committee Clerk, responded to questions from PB members, who expressed gratitude for the Committee's continuing discernment and writing.

**10-6 Report from the YM Secretary:** Jonathan Vogel-Borne reported that this year's theme of Jubilee has taken root in various ways at both the monthly meeting and quarterly meeting levels. He spoke of a harrowing process (like breaking up the soil after plowing), as we struggle with what to let go of: "God is taking this yearly meeting and shaking us." Part of the YM Secretary's job description is to "create a structure for meeting the pastoral needs of the yearly meeting," and that was part of

the focus of last week's Ministry & Counsel meeting. We're attending to our spiritual health so we can better attend to the work of witnessing to and transforming the world. There is Life within the YM as we undergo this process of wrestling and harrowing, but Jonathan shared a phrase he had heard – "it could have been better than it will be." Acknowledging the cynicism reflected in the phrase, he wonders whether we are truly being faithful to our leadings.

**10-7 Personnel Committee Report:** Personnel Committee Clerk Judith Shea reported that the Committee has received and reviewed the staff reporting process outlined by the YM Secretary, and they have begun the work of updating the Personnel Policy Manual to reflect the new staffing structure approved by Sessions last August. She also reported on the Committee's process for developing the salary and benefits recommendations incorporated into the Priorities Budget:

- Gathering information from comparable Yearly Meetings and other organizations, the Committee concluded that NEYM would need to budget a minimum of \$65,000 to hire a new YM Secretary. Under their recommended salary of \$62,500, the NEYM YM Secretary would still be the lowest-paid executive among the northeastern YMs.
- Many organizations in the Friends Mutual Health Group pay 100% of health insurance costs for staff members. The Committee has recommended increasing the YM's contribution to cover 100% of health insurance premiums for staff (up from 80%) and continuing to cover 80% of premiums for family members.
- Finally, the Clerk reported that the cost of living adjustment for all salaries will be close to 2% (awaiting numbers to be published by the government in February).

**10-8 Finance Committee Report:** Finance Committee Clerk Travis Belcher reported that the Committee has not met since PB's November meeting. He highlighted the upcoming gathering for MM finance committees on Saturday, March 6 at the Amesbury meetinghouse. Called "Funding our Vision: Local Meeting Finances and NEYM Priorities Budget Day", the gathering will combine a discussion of best practices for MMs in the morning with an opportunity for MMs to give input into the YM budgeting process in the afternoon.

As in recent years, the YM is helping Friends Camp cover its annual winter cash flow challenge by temporarily depositing some of the YM's funds in the Friends Camp operating account. Once deposits for this summer's camps start coming in, the YM funds will be transferred back to the YM.

The Committee will start honing next year's budget at the end of this month, so committees anticipating unusual expenses should alert the Finance Committee Clerk or the YM Secretary as soon as possible.

**10-9 Treasurer's Report:** Acting Treasurer Jonathan Vogel-Borne, presented the Treasurer's Report for the quarter ending 12/31/2009. He first reviewed the "Statement of Activities FY09 and Budget FY10" on page 51 in the 2009 Minute Book, highlighting the good news that individual and monthly meeting contributions



slightly exceeded the budgeted amounts. Of the roughly 300 individual contributors, 5 people contributed a total of \$70,000, including a \$25,000 gift received in early FY09.

In reviewing the report for the First Quarter of FY10, he noted that an additional \$8,000 in individual contributions has been received after January 1. A new contribution from Wellesley Meeting has also just been received. Therefore, we are at roughly the same place we were this time last year (minus the special \$25,000 gift mentioned above), so the Treasurer is comfortable with our current position.

Friends accepted the Treasurer's report and expressed gratitude for Jonathan's willingness to take on these additional responsibilities for this interim period.

**10-10 Priorities Budget – First Draft:** The YM Secretary reviewed the new budget process, beginning with the preparation in December of an initial draft, drawing upon discussions with Gerald Sazama (Storrs), who has served as a planning consultant, and input from other staff. Further input from Personnel and Coordinating & Advising committees helped produce the "First Draft" being presented today to PB. With input from YM committee clerks, Finance Committee will review and revise this draft before posting it on the YM website in February. MMs will provide further input at the March 6<sup>th</sup> gathering, and in April the Finance Committee will prepare the Second Draft to present to PB in May. The Finance Committee will then prepare the final budget to present to Sessions.

A primary goal of this process is to engage more people at earlier stages of the budget development process so that there is broader "buy-in" when the budget is finally presented to Sessions.

Jonathan reviewed the detailed calculations presented in the Priorities Budget, explaining the changes in expenses incorporated within each of the priority levels and their impact on the projected gap in income.

Jonathan also reviewed the calculation of working capital reserves as a percent of annual budget, highlighting the significant difference resulting from whether or not you include Sessions income and expenses in the calculation. Since Sessions expenses (other than staff time) are covered by collected fees, Jonathan believes they should not be included, yielding a greater percentage of annual budget available as working capital reserves (roughly 29% vs 22%). Jonathan is comfortable with our current position.

One Friend shared his continued discomfort with the increased reliance on individual contributions to meet our budget, noting that such contributions are unstable and unpredictable. Some discussion of Development Committee's recent and planned fundraising efforts followed. Another Friend reminded us that in the early 1990s, the YM implemented a process of budgeting the use of large gifts over a period of five years to reduce the inherent instability.

After some further discussion of the priorities outlined in this First Draft, the Clerk stated his sense that PB approves of the process thus far and accepts what the YM Secretary has brought to us, knowing that we will have further opportunities for input and discernment.

**10-11 Report from Sessions Committee:** Christopher McCandless read from the recent Sessions Committee minutes describing their discernment concerning a Mid-Year Gathering and their referral of the question to PB. He asked PB to consider whether a Mid-Year Gathering might be an opportunity to gather not only for worship and fellowship, but also to conduct some business. One Friend expressed the concern that, unlike some other YMs, NEYM has not delegated decision-making authority to any body other than PB. Following a lengthy discussion of the possible timing, structure and purposes for a gathering, **Friends approved the following minute:**

**Friends recognized many very good reasons for gathering together – worship, fellowship, committee work, discernment of vision and/or structure – and we encourage Friends throughout the YM to continue seeking and creating opportunities for doing so. We embrace the concept of a YM gathering in addition to Annual Sessions, and we will continue our discernment about the function and structure of such a gathering. We were unable, however, to reach unity in response to the request from Sessions Committee, and we are not clear to organize a Mid-Year Gathering this spring.**

Additionally, Jonathan reported that Sessions Committee has met three times already, with intense energy. Much work has been accomplished, but much remains to be finalized. They have decided not to invite outside speakers, and there will be no keynote address nor Bible Half Hours; they decided not to have our usual committee-sponsored workshops; they have decided not to include a visit to the Great Meetinghouse in Newport; and they are considering holding off celebrating the 350<sup>th</sup> anniversary of the Yearly Meeting until sessions 2011. A key element of this year's sessions will be meeting in daily "anchor groups". Waiting worship/discernment and "essential" business will be the focus of business sessions.

**10-12 Report on Moses Brown School incorporation:** The Clerk reported that the Working Group on MBS Incorporation has met once since November and has another meeting scheduled in a few weeks. Charles White, who has been retained to represent NEYM during the incorporation process, has prepared a 'red line' version of all the legal documents. They are still working toward agreement on the structure of a commitment from MBS Board that the school's mission includes not only providing a Quaker education but also the education of Quakers.

**10-13 Travel Minute:** PB received a written report on Marion Baker's (Weare) recent trip to Kenya, traveling in the ministry. She has an open-ended travel minute, endorsed by PB, to support those in ministry in East Africa, especially women and youth. The Clerk read excerpts of her report, including some of the endorsements from Meetings she visited.

**10-14 Closing Worship:** We closed in waiting worship, planning to meet again on Saturday, March 20, 2010, at Hanover MM at 9:30 AM.

Respectfully submitted,

Edward Baker, Clerk

John Humphries, Recording Clerk

# Proposed Fiscal Year 2011 Priorities Budget, 16 March 2010

—Developed by Jonathan Vogel-Borne & Jerry Sazama with input from Personnel, Coordinating & Advisory, Finance, FWCC, FUM Committees, Staff, Permanent Board, Funding Vision Day

Assumptions: 1) Restore benevolences and fund benefits/salary recommendations; 2) Take a conservative view of changes in income

Changes in Expenses:	Estimated Change from FY2010 Budget	Priority Level	Changes in Income:	Current FY2010 Budget	Estimated Change from FY2010 Budget
1.1 Health Care Premiums			2.1 Contributions from:		
10% (estimated) increase in health care costs (required)	\$5,062	0	Monthly Meetings	\$300,000	\$6,000
100% employee, 80% family members (Personnel Cttee) §	\$3,037	1	Individuals	\$130,000	(\$5,000)
1.2 Staff			2.2 Interest and dividend income	\$10,000	\$1,000
2.8% Cost of Living Adjustment (COLA) (Personnel Cttee) §	\$5,727	1	2.3 Increase fee for retreats and Sessions		<u>\$3,062</u>
Increase Accounts Manager time from 13 to 19 hrs/week	\$5,972	1			
Increase YM Secretary salary package (Personnel Cttee) §	\$19,357	3	<b>Total Changes in Income:</b>		<b>\$5,062</b>
Office help part-time (one day/week)	\$7,000	2			
1.3 Reductions & increase in administrative expenses			<b>Projected Gap in Income by Priority Level (see level descriptions below):</b>		
Reduce Sessions Bookstore budget to reflect historical actuals	(\$8,000)	1	Level 0: Flat budget, increased health care costs (required)		\$0
Increase admin/office/travel/publications expenses	\$11,155	1	Level 1: Level 0 + COLA +100% health + admin + Accts Mgr		(\$17,891)
(Includes \$2000 travel fund for FWCC 2012 World Conference)			Level 2: Level 1 + one day/week office help		(\$24,891)
1.4 Restore benevolences (FWCC, FGC, FUM) to FY2008 levels	\$16,746	4	Level 3: Level 2 + YM Sec salary increase		(\$44,248)
5% increase of benevolences beyond 2008 levels	\$2,400	5	Level 4: Level 3 + Restore Benevolences		(\$60,994)
1.6 Increase budget reserves §§	\$0	—	Level 5: All priorities (include 5% increase of benevolences)		(\$63,394)
<b>Total Change in Expenses, all priority levels:</b>	<u>\$68,456</u>				

### Suggested Priority Levels by Description:

Level 0: Flat budget	Level 1: (\$17,891)	Level 2: (\$24,891)	Level 3: (\$44,248)	Level 4: (\$60,994)	Level 5: (\$63,394)
Increased health care cost	Increased health care cost	Increased health care cost	Increased health care cost	Increased health care cost	Increased health care cost
	2.8% COLA	2.8% COLA	2.8% COLA	2.8% COLA	2.8% COLA
	100% employee health	100% employee health	100% employee health	100% employee health	100% employee health
	Increase admin expenses	Increase admin expenses	Increase admin expenses	Increase admin expenses	Increase admin expenses
	Accts Mgr hourly increase	Accts Mgr hourly increase	Accts Mgr hourly increase	Accts Mgr hourly increase	Accts Mgr hourly increase
		Office help part-time	Office help part-time	Office help part-time	Office help part-time
			YM Sec salary increase	YM Sec salary increase	YM Sec salary increase
				Restore Benevolences	Restore Benevolences
					5% Increase Benevolences

§ 1/4/2010 Personnel Cttee: "We recommend paying 100% of the premium for health insurance for the individual staff member, keeping dependents and spouses at the 80% level."

- "We recommend Cost of Living Adjustment (COLA) increases of 2.8% for all staff as called for in the Personnel Policy Manual."

[The percent change in the Boston area Consumer Price Index (CPI) over the 12 month period ending January 2010 was 2.8%.]

- "Yearly Meeting Secretary: If this position were vacant today we believe we would need to budget \$60,000 to \$70,000 to fill the opening.

We would like to move our YM Secretary into this range, at the very least, as quickly as possible.

A minimum number we came to in our discernment is \$62,500. We are open to further discernment on this topic."

§§ From the NEYM Treasurer's Manual: "It is the Finance Committee's policy to begin each fiscal year with working capital on hand equal to 25% of the year's expected expenses."

FY2010 total operations budget (minus the in/out of \$218,595 at the annual Sessions) = \$450,530 | 25% of the total FY2010 operations budget = \$112,633

9/30/2009 working capital = \$149,064 or 33% of the total operations budget (from the 9/20/2009 Balance Sheet on page 52 of the 2009 Minute Book)

NEYM Nominating Committee appointments needing Permanent Board approval

<b>Name</b>	<b>Committee</b>	<b>Class</b>
Jackie Stillwell	Friends General Conference	2011
David Marstaller	Friends Camp	2010
Jessica Hipp	Friends Peace Teams Representative	2012
Mary Gilbert	Quaker Earthcare Witness Representative	2010
Rod Zwirner	Quaker Earthcare Witness Representative	2010
Debbie Colgan	Aging	2011
Katherine Fisher	Friends Committee on National Legislation	2011
Jud Lee	Earthcare Ministries (NEYM)	2012
Rod Zwirner	Earthcare Ministries (NEYM)	2012
Mary Ellen Cohane	Peace and Social Concerns	2011
Katherine Fisher	Peace and Social Concerns	2011
Anna Radoccia	Peace and social Concerns	2010
Jana Noyes	Christian Education	2012
Skip Schiel	Racial, social, and Economic Justice	2012
Kay Brown	Racial, social, and Economic Justice	2012
Rob Spivey	Board of Managers	2011
James Ellingboe	Board of Mangers	2014
David Holdt	Moses Brown Board	2013
John Brock	New England Friends Home	2012
Barbara Dakota	Peace and Social Concerns	2010

March 2010

## **Draft**

### **Committee on Nurturing Friends Education at Moses Brown School** (ad hoc)

Report to NEYM Permanent Board and Moses Brown Board of Overseers

March 20, 2010

The committee has met regularly during the fall and winter. We have had 6 highly productive meetings, all at Providence Meetinghouse, and have 2 more scheduled in May and June.

The goals for the 2009-'10 academic year are being acted on as follows:

- Goal: Serve as a vehicle that strengthens the relationship between NEYM & Moses Brown School.
  - The purpose statement of the committee now reflects work that is currently happening in deepening the Quaker life of the school. This has steadily become a larger focus for the committee. We are also exploring the charge to support Quaker students from a wider geographic area. The statement indicates that work as well. Both of these concerns will be ongoing areas of focus for the committee.
  - We are asking Permanent Board to create an ex-officio position to be filled by either the Clerk of PB or the clerk of NEYM. The MB Board is being asked to do the same for the Clerk of their Board. This will allow for more representation on the committee from the school and provide better connection with NEYM.
- Goal: Serve as a support mechanism for Head of School as they implement the Quaker mission of the school
  - Development of a survey on understanding of Friends decisionmaking process was completed this winter and the survey has been given to all committees of the Board, academic divisions, and schoolhouse constituencies. A copy of the survey is included with this report.
  - The results of the survey will guide a daylong workshop on Quaker decision making, April 12, organized by the Director of Friends Education, Galen Hamann.
- Goal: Be a resource for the school in identifying available materials, offerings and content about Friends Education as needed/identified.
  - A committee member has worked with the newly formed Lower School Quaker Life committee visiting 5<sup>th</sup> grade on 2 occasions to connect Quaker history with abolition and the civil rights movement. There will also be a presentation at the next LS faculty meeting on uses of queries in classroom life and curriculum.

NEYM's office helped us identify monthly meetings with school age children in a 60 mile radius of Providence this fall. A letter from the committee and admission packet from the school was sent to each meeting. This included an offer to visit any meeting that have families who would like to learn more about the school.

Our website is online at <http://nurturingfriendsed.org/>

An evening discussion group, at Providence Meeting, for parents and Upper School students on Conscientious Objection and the Military was offered in March by Galen Hamann.

Exploring a structure for possible home boarding of Quaker students has been part of this winter's work. Information on student exchange programs and family hosting guidelines has been collected from a variety of sources including Sidwell Friends School and George School. A working group is now going to start creating our own documents for families who might be interested in hosting a student, and for the families of students as well. This will continue through the summer.

(Decision making survey included with this report)

## **Committee on Nurturing Friends Education at Moses Brown School**

Purpose:

*The purpose of this committee is to strengthen the Quaker faith and practice of Moses Brown School. The work of this committee shall be concerned with nurturing the spiritual base of the School, strengthening the spiritual relationship between New England Yearly Meeting and the School, and helping to ensure that Quaker education at the School not only continues but thrives. The committee shall work with NEYM monthly and quarterly meetings to identify qualified children of Quaker families who may wish to attend Moses Brown School and will support those students who are admitted by the school.*

Procedures:

This committee shall be the joint responsibility of the Moses Brown Board and New England Yearly Meeting.

Members of the committee will be appointed by the respective nominating committees of each Board. There will be 12 regularly appointed members and 2 ex-officio members.

Six members will be appointed by New England Yearly Meeting, and one ex-officio position filled by either the clerk of NEYM, or the clerk of Permanent Board. Six members appointed by the Moses Brown Board will include the Head of School, and the Director of Friends Education. In addition the Clerk of the MB Board will be an ex-officio member. Terms that are not designated by position will be for 3 years with one reappointment before a committee member should step down for at least one year. After an initial period of adjustment, these terms will rotate so there will be a "class" of appointees for each year.

The Clerk of this committee will be appointed by NEYM Permanent Board, with recommendation of the committee.

There will be no less than 5 meetings scheduled during the year with the beginning meeting held at Sessions in August. Meetings shall normally be open meetings with the schedule approved at the beginning of each yearly cycle. Meeting dates will be available on the committee website. Executive sessions may be called when appropriate.

Reports will be made regularly to both NEYM Permanent Board and Moses Brown's Board, with a minimum of two reports per year. Reports will provide an overview of how the committee is fulfilling its goals for each year.

The committee will take responsibility for supporting and monitoring Friends education at MB on an ongoing basis. They will participate in the once-every-ten-year accreditation of the school focusing on the Quaker component and spiritual life of the school. These accreditation studies and any suggested remediation will be reported to Permanent Board.

# FY2010 Budget vs. Actuals and Year-to-Date Comparison with FY2009

## October 1, 2009 – March 16, 2010

	Actual Year- to-Date	Total FY10 Budget	% of Budget	FY09 Year- to-Date	\$ Change FY09 to FY10
<b>Income</b>					
4010 Individual Contributions	40,691	130,000	31.3%	65,683.70	(24,993)
4020 Monthly Meeting Contributions	118,082	300,000	39.4%	103,655.28	14,427
4022 FUM MM Restricted Funds	(108)				(108)
4030 Organizations Contributions		2,200	0.0%	7,555.00	(7,555)
4050 Interest and Dividend Income	8,654	10,000	86.5%	12,867.63	(4,213)
4070 Books and other Items	1,204	27,500	4.4%	832.09	371
4080 Retreat Program Fees	19,613	47,000	41.7%	18,921.00	692
4085 Sessions Program Fees		171,500	0.0%		
<b>Total Income</b>	<b>\$188,136</b>	<b>\$688,200</b>	<b>27.3%</b>	<b>\$209,515</b>	<b>(\$21,378)</b>
<b>Expenses</b>					
5000 Staff	137,416	270,021	50.9%	112,659	24,757
5075 Undistributed Credit Card Charge	969				969
5100 General & Administration	22,747	57,995	39.2%	21,863	884
5300 Travel & Conferences	7,005	25,650	27.3%	7,455	(451)
6000 Programs	21,025	258,575	8.1%	19,181	1,844
6140 Books and Other	246	25,500	1.0%	941	(695)
6200 Benevolence	222	39,009	0.6%	18,076	(17,854)
6600 Publications	7,577	11,450	66.2%	12,317	(4,740)
<b>Total Expenses</b>	<b>\$197,208</b>	<b>\$688,200</b>	<b>28.7%</b>	<b>\$192,491</b>	<b>\$4,716</b>
<b>Net Income</b>	<b>(\$9,071)</b>	<b>\$0</b>		<b>\$17,023</b>	<b>(\$26,095)</b>
4090 Change in Fair Value	33,297.59			(112,519.56)	145,817.15

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# FY2010 Budget vs. Actuals Detail

## October 1, 2009 to March 16, 2010

	Actual	Total Budget	% of Budget
<b>Income</b>			
4010 Individual Contributions	40,691	130,000	31.3%
4020 Monthly Meeting Contributions	118,082	300,000	39.4%
4022 FUM MM Restricted Funds	(108)		
4030 Organizations Contributions		2,200	0.0%
4050 Interest and Dividend Income	8,654	10,000	86.5%
4070 Books and other Items			
4072 Sales - Books	1,025	27,000	3.8%
4074 Quip Discount	(204)		
<b>Total 4072 Sales - Books</b>	<b>821</b>	<b>27,000</b>	<b>3.0%</b>
4075 Sales -Other Items	245	500	49.0%
4076 Shipping/Postage	137		
<b>Total 4070 Books and other Items</b>	<b>1,204</b>	<b>27,500</b>	<b>4.4%</b>
4080 Retreat Program Fees	19,613	47,000	41.7%
4085 Sessions Program Fees		171,500	0.0%
<b>Total Income</b>	<b>188,136</b>	<b>688,200</b>	<b>27.3%</b>
<b>Expenses</b>			
<b>5000 Staff</b>			
5010 Salaries & Wages	90,262	171,854	52.5%
5037 Housing Allowance	12,000	24,000	50.0%
<b>Total 5010 Salaries &amp; Wages</b>	<b>102,262</b>	<b>195,854</b>	<b>52.2%</b>
5020 Payroll Taxes	5,471	11,090	49.3%
<b>5030 Benefits</b>			
5033 Health Benefits	21,017	50,389	41.7%
5035 Retirements	7,226	9,704	74.5%
5040 Disability	621	957	64.9%
5045 Workers' Compensation	819	811	101.0%
<b>Total 5030 Benefits</b>	<b>29,683</b>	<b>61,861</b>	<b>48.0%</b>
5050 Spiritual Retreats		1,216	0.0%
<b>Total 5000 Staff</b>	<b>137,416</b>	<b>270,021</b>	<b>50.9%</b>
5075 Undistributed Credit Card Charge	969		
<b>5100 General &amp; Administration</b>			
<b>5110 Administration</b>			
5120 Bank Expense	475	2,800	17.0%
5130 Contracted Services	200	16,000	1.3%
5140 Legal Services	1,000	1,000	100.0%
5150 Liability Insurance	7,195	7,500	95.9%
5160 Payroll Service	729	1,300	56.1%
5170 Recruiting Expense		1,000	0.0%
5180 Rent	4,675	9,350	50.0%
<b>Total 5110 Administration</b>	<b>14,274</b>	<b>38,950</b>	<b>36.6%</b>
<b>5200 Office</b>			
5220 Cleaning Services	(65)	300	-21.7%
5230 Maint - Equip & Hardware	59	1,500	3.9%
5240 Postage	1,387	4,000	34.7%
5250 Office Equipment	1,031	750	137.5%
5260 Office Supplies	1,532	2,250	68.1%
5270 Printing & Copying	2,717	5,495	49.5%
5280 Software & Updates	58	750	7.7%
5290 Telephone	1,754	4,000	43.9%
<b>Total 5200 Office</b>	<b>8,473</b>	<b>19,045</b>	<b>44.5%</b>
<b>Total 5100 General &amp; Administration</b>	<b>22,747</b>	<b>57,995</b>	<b>39.2%</b>
<b>5300 Travel &amp; Conferences</b>			
5310 Travel - Committee	970	3,000	32.3%
5320 Travel - Clerk	748	4,000	18.7%

# FY2010 Budget vs. Actuals Detail

October 1, 2009 to March 16, 2010

5330 Travel - Programs	155	2,100	7.4%
5335 Travel - Representatives Travel	1,963	3,500	56.1%
5350 Travel - Staff	3,169	12,000	26.4%
5360 Travel - Ministries		1,050	0.0%
<b>Total 5300 Travel &amp; Conferences</b>	<b>7,005</b>	<b>25,650</b>	<b>27.3%</b>
<b>6000 Programs</b>			
6105 Honoraria - Speakers/Wkshp Ldrs	2,400	9,600	25.0%
6110 Sessions Room & Board		163,100	0.0%
6112 Retreats - Room & Board			
6114 Room Rental	14,186	35,000	40.5%
6150 Food Expense	2,671	15,000	17.8%
<b>Total 6112 Retreats - Room &amp; Board</b>	<b>16,857</b>	<b>50,000</b>	<b>33.7%</b>
6125 Program Expenses			
6115 Equipment Rental		4,000	0.0%
6121 Supplies and Other Expenses	1,767	8,900	19.9%
6165 Pre-Sessions Expense		900	0.0%
<b>Total 6125 Program Expenses</b>	<b>1,767</b>	<b>13,800</b>	<b>12.8%</b>
6130 Committee Expenses - General		19,075	0.0%
6160 Support - Retreats & Sessopms		3,000	0.0%
<b>Total 6000 Programs</b>	<b>21,025</b>	<b>258,575</b>	<b>8.1%</b>
<b>6140 Books and Other</b>			
6142 Books	134	25,000	0.5%
6145 Other Items for Sale	112	500	22.4%
<b>Total 6140 Books and Other</b>	<b>246</b>	<b>25,500</b>	<b>1.0%</b>
<b>6200 Benevolence</b>			
6310 FGC		13,245	0.0%
6320 FUM	(108)	13,245	-0.8%
6325 FWCC		4,769	0.0%
6328 Ramallah Friends School		100	0.0%
6330 Friends' Organizations			
6335 AFSC		300	0.0%
6338 Cuba Yearly Meeting	205	0	
6340 FCNL		750	0.0%
6345 QEW		300	0.0%
6350 Friends Peace Teams		100	0.0%
6355 FWCC 3rd World Travel		500	0.0%
6360 QUNO		200	0.0%
<b>Total 6330 Friends' Organizations</b>	<b>205</b>	<b>2,150</b>	<b>9.5%</b>
6575 Other Organizations		650	0.0%
6590 Ecumenical Organizations			
6592 State Council of Churches		4,500	0.0%
6594 NE Council of Churches		150	0.0%
6596 NECL	125	100	125.0%
6598 World Council of Churches		100	0.0%
<b>Total 6590 Ecumenical Organizations</b>	<b>125</b>	<b>4,850</b>	<b>2.6%</b>
<b>Total 6200 Benevolence</b>	<b>222</b>	<b>39,009</b>	<b>0.6%</b>
<b>6600 Publications</b>			
6610 Yearly Meeting Minute Book	7,577	6,950	109.0%
6620 New England Friend		4,500	0.0%
<b>Total 6600 Publications</b>	<b>7,577</b>	<b>11,450</b>	<b>66.2%</b>
<b>Total Expenses</b>	<b>197,208</b>	<b>688,200</b>	<b>28.7%</b>
<b>Net Income</b>	<b>(9,071)</b>	<b>0</b>	
<b>4090 Change in Fair Value</b>	<b>33,298</b>		

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