

**New England Yearly Meeting of the Religious Society of Friends  
Permanent Board Minutes  
November 19, 2011  
Hartford Friends Meeting – West Hartford, CT**

**11-86 Opening Worship:** We opened in waiting worship.

**11-87 Roll Call:** The recording clerk called the roll.

**Present:** Edward Baker, Holly Baldwin, Travis Belcher, Debbie Block, Deana Chase, Susan Davies, Jeremiah Dickinson, Sarah Gant, Ben Guaraldi, Jan Hoffman, John Humphries, Nancy Isaacs, Sandy Isaacs, Mary Knowlton, Allan Kohrman, Dwight Lopes, Christopher McCandless, Robert Murray, Bruce Neumann, Sarah Sue Pennell, Karen Sanchez-Eppler, Elias Sanchez-Eppler, Suzanna Schell, Patricia Shotwell, Carolyn Stone, Philip Stone, Jane Van Landingham, Donn Weinholtz, Fritz Weiss, Carl Williams, Rosemary Zimmermann

**Regrets:** Jennifer Baily (Personnel Committee, Clerk), Aimee Belanger, Eileen Cummings (Finance Committee, Clerk), Galen Hamann, Rebecca Leuchak, Donald Mick, Ruah Swennerfelt

**Ex-Officio:** Ed Mair (Treasurer), Jackie Stillwell (YM Presiding Clerk), Jonathan Vogel-Borne (YM Secretary)

**11-88 Minutes** of 8/6/2011 were **approved** with changes.

**11-89 Minutes** of 8/11/2011 were **approved** with changes.

**11-90 Memorial Minutes:** Friends heard memorial minutes celebrating the lives of Arthur Pennell (Cambridge) and Emily Sander (Cambridge). **Friends approved** forwarding these minutes to Sessions, asking that the Memorial Minutes Committee review and edit them, as necessary.

**11-91 Yearly Meeting Secretary Report:** Jonathan Vogel-Borne, YM Secretary, shared some reflections from the recent months' activities:

Priorities process budget: The multi-step process for developing the budget has begun. A first step was the "Funding our Vision" gathering at Providence MM, which had a good turnout despite the unexpected snowstorm that day. Next month, Jonathan will begin putting together the chart showing priority levels for various items and matching them up against anticipated income. In response to input from last spring's "Funding our Vision" gathering, Finance Committee has also prepared a more straightforward summary of income and expenses for wider distribution.

Staff updates: The new staff has become an incredible team. Frederick Martin, the new Accounts Manager, closed the books on FY2011 this week, discovering that our income was within \$800 of meeting our expenses not counting the positive change in fair market value of our investments. Jodi Goodman, the new Archivist, has spent a little more time than she had planned becoming familiar with the collection after the computer crashed on her first day (the data is recoverable, but not computer). During the course of her explorations, she found

a mahogany box at the back of a drawer and discovered that it contained an extremely rare book written by Roger Williams that had been given to Obadiah Brown. Jodi is a trained archivist, and the Archives & Historical Records Committee is thrilled to have her doing the work. Jeff Hipp, Communications Director/Office Manager, sent the fall issue of *The New England Friend* to printer on Thursday. There are about 50 Young Friends at a retreat in Portland this weekend, and the Junior Yearly Meeting retreat is at Westport. Youth Programs are booming. Beth Collea has been doing lots of visiting with local meetings, filling some of the need created by Jonathan's shift to less pastoral travel. Jonathan referred Friends to the staff work plan included in the advance documents and posted on the NEYM website, describing the many ways it is useful, including helping to review regular reports from staff.

Around YM: There are new pastors at Allen's Neck and Smith Neck. Smithfield has a young adult Friend living in the parsonage at the meetinghouse, and they are inviting guests to speak during programmed worship on Sundays. Many MMs seem to be wrestling with the question: "Where are the kids?" This is an issue that needs more serious attention. On November 6, there was a preparation gathering of the NEYM representatives and other NEYM Friends planning to attend the Sixth World Conference of Friends in Kenya in April.

FUM General Board: Jonathan shared his perspective that there is a turning happening at FUM, with the new General Secretary Colin Saxton, along with an energetic group of women on the General Board – including Leslie Manning (Durham) – helping to shift the dynamics within the organization. Jonathan is still serving on the committee considering potential restructuring of the organization. The theme for this Triennium is "A great people to be gathered," and Jonathan anticipates great possibilities for FUM to really come to life in the coming years.

**11-92 Report on New England Friends Home**: Jonathan Vogel-Borne reported on behalf of the Ad Hoc Friends Home Property Committee (see PB Minute 11-78). The Committee members are Edward Baker (clerk, Permanent Board and convener), Trish Hogan (Finance Committee), Jonathan Vogel-Borne (YM Sec), and Ed Mair (Treasurer), Zona Douthit (Lawyer, and from Providence Meeting), Travis Belcher (Former clerk of Finance Committee), Barry Corbin (Caretaker), Chris Doehlert (NEFH Treasurer), Betsy Kantt (NEFH Committee), and Jeanne McKnight (Legal Counsel).

The close of operations for the Friends Home on September 2, 2012, went fairly smoothly; however, closing costs have been higher than anticipated. The Committee has determined that the best way to proceed is to work with a commercial real estate broker, and so the YM will sign a brokerage agreement on Monday with Kevin Delaney of Coldwell Banker. The YM brings five prospective buyers interested in the property into the deal, and Jonathan shared information on those interested parties. These groups will have 30 days to put together a proposal in a special exclusionary arrangement before they will have to go through the broker. The broker shared his sense that the "highest and best use," which would yield the highest purchase price, is elder services. The committee has also engaged the services of a professional commercial real

estate appraiser. Once an offer has been made, the Committee will bring a recommendation to PB for approval.

Jonathan reported the Committee's recommendation to liquidate the Hanson/Hill Fund (\$26,862 in the Pooled Funds) to help with the ongoing expenses of the Home. Once the Friends Home is closed, there will be no clear purpose for this fund. We do not have much information about the history and source of this fund, established more than 70 years ago, but we know it was a restricted donation for the Friends Home.

**Friends approved** liquidating the Hanson/Hill Fund. The released funds will be used by the YM to cover the ongoing expenses of the Friends Home.

Friends recognized a continuing concern about the YM's moral obligation to provide appropriate support to former employees whom we have laid off until they have found employment. We recognize that the YM is liable for unemployment compensation if our former staff cannot find jobs. Jonathan reported that we have heard of no one in that situation.

Friends also asked that we not forget the need for further consideration of how the YM might continue supporting a concern for the aging as we discern how to allocate the funds from the sale of the Friends Home property.

**11-93 Laying Down the Friends Home Committee:** At its meeting on 10 September 2011, the Friends Home Committee minuted a request that the Committee be laid down. **Friends approved** laying down this committee, noting that Chris Doehlert, the former Treasurer of the Friends Home Committee, is now serving as the Treasurer for the Ad Hoc Friends Home Property Committee.

**11-94 Request from Amesbury Monthly Meeting:** The Clerk reported on a request from Amesbury MM that ownership and possession of a number of historical items at the New England Friends Home related to John Greenleaf Whittier be transferred to Amesbury MM. The Meeting intends to have the items on display at the meetinghouse. It is believed that the Whittier items at the Friends Home were donated by members of Amesbury MM, where he had been a member. **Friends approved** transferring these items to Amesbury MM.

**11-95 Report from Personnel Committee:** Karen Sanchez-Eppler reported for the Committee. She reviewed the relatively few proposed changes to the YM Secretary's job description as detailed in the advance documents.

The discussion revealed differences between Friends who have a vision of the YM Secretary as a leader and a public voice for NEYM and those Friends who think of this position as working to nurture leadership and public witness of other Friends throughout the YM. The job description, as written, seems to highlight the latter without precluding the former. It was pointed out that a dramatic shift in the nature of the position would need greater discernment within the YM, and that our responsibility is to fill a position that was newly created three years ago.

**Friends approved** the changes in YM Secretary's job description, as recommended by the Personnel Committee. Friends recommended that the Search Committee make it clear to applicants that roughly 20% of the job is planning, preparation and coordination of Sessions.

**11-96 Report from Coordinating and Advisory Committee:** YM Presiding Clerk Jackie Stillwell reported for the Coordinating and Advisory Committee.

YM Secretary Search Committee: Jackie noted that the description of the search process in the YM Personnel Manual had been distributed in advance. In preparing to recruit members of the Search Committee, the Coordinating and Advisory Committee (C&A) had developed a list of characteristics and criteria, including: theological diversity, some well-seasoned in YM and some newer to the YM, a former staff person, a former presiding clerk, people with organizational skills and experience with hiring processes, a member of the Personnel Committee. They made a long list of potential members and have invited people to fill seven positions. At this time, C&A recommends Bruce Neumann to serve as clerk of the Search Committee and Donn Weinholtz and Deana Chase to serve as committee members.

**Friends approved** these recommendations. **Friends approved** authorizing C&A to appoint the other four people.

In response to a question about timing, Jackie said that a recommendation for hiring would ideally be presented at the May PB meeting, so that the name could be brought forward to Sessions. We anticipate that the new YM Secretary would begin sometime in Fall 2012.

Sessions planning: The theme for Sessions 2012 will be "Choose Integrity!" Aaron Fowler and Laura Dungan of Great Plains YM have been asked to consider leading the Bible Half Hours in words and song. The musician Joe Crookston has been asked to lead the Tuesday evening session. Community Plenaries are envisioned as two panels of people who would share from their own lives about their experience of integrity.

Mid-year gathering: An e-mail message from the YAF Climate Working Group (included in the advance documents) helped to weave together the emerging energy around the climate change transition, prompting Sessions Committee to invite the YAFs to work with the Committee on designing a mid-year gathering. Jay O'Hara and Rebecca Leuchak will co-clerk; Wellesley MM will host. The dates are March 31-April 1, 2012. Christopher McCandless, who will be coordinating hospitality, shared the vision of having Boston-area Friends provide hospitality for those from other areas, as a way to keep the cost affordable and to build community.

**11-97 Treasurer's report:** Ed Mair, YM Treasurer, presented the FY2011 Year-End Financial Report. Income exceeded expenses by about \$8,000 – including gains on investments. The ratio of MM contributions to individual contributions was roughly 3:1. Despite this healthy financial picture, Ed expressed some concern about cash flow, given the ongoing costs associated with selling the Friends Home. To cover the \$52,500 transfer to Friends Home, the YM took \$44,000 from reserves. In the first couple of months of the new fiscal year, income is down while expenses continue. If the Friends Home does not sell within a reasonable timeframe, we could face some challenges.

Ed noted that Friends Camp has not asked for a bridge loan this year.

**11-98 Finance Committee Report:** Jeremiah Dickinson reported for the Committee. He reported on the “Funding Our Vision” session held at Providence in October, which brought together twelve people, representing nine MMs. The session involved very positive sharing of information about the MMs, providing a clear understanding that our meetings are very diverse, economically. Some are small and barely getting by while others are challenged by the wealth they have.

**11-99 Recommendations from Puente de Amigos Committee:** Edward Baker reported on behalf of the Committee. The Committee recommends the following Friends for travel in the ministry as representatives of New England Yearly Meeting to Cuba Yearly Meeting (CYM): Nancy Beiter, Craig Jensen and Megan Jensen of Monadnock MM, all of whom have completed the Committee’s discernment process and received the approval of Monadnock MM. These Friends will join the five Friends previously approved (see PB Minute 11-81).

**Friends approved** these recommendations.

Providence MM has approved a travel minute for Elizabeth “Betsy” Cazden who will be traveling in the ministry among Cuban Friends during the winter of 2012 (see PB Minute 11-81). **Friends approved** endorsing this travel minute.

The Committee recommends that Kristna Evans (North Shore) be approved to travel to Cuba as an elder for Betsy, pending completion of the MM discernment process. **Friends approved** this recommendation.

**11-100 YM Nominating Committee Report:** Christopher McCandless, co-Convener of YM Nominating Committee, reported the following recommendations:

- William Penn House (NEYM Representative): Will Jennings (Beacon Hill), class of 2012
- Friends Committee on National Legislation (NEYM Representative to the General Committee): Susannah Thomas (Storrs), class of 2014
- Committee for Nurturing Friends Education at Moses Brown School: Martha Pott (Wellesley), class of 2014
- Finance: Muriel Farrar (Gonic), class of 2012
- Racial Social and Economic Justice: David Anick (Cambridge), class of 2013
- Earthcare Ministry: Hannah Monroe (Providence), class of 2014; Ben Warner (Cambridge), class of 2014
- Correspondence: Anita Mendes (Concord), class of 2013
- Friends World Committee on Consultation (Section of the Americas Representative): Noah Baker-Merrill (Putney), class of 2014; Mary Hopkins (Cambridge), class of 2014

**Friends approved** these recommendations.

**11-101 Clerks Nominating Committee Report:** Allan Kohrman reported for the Committee, which has continued to work on a revision to its Purpose and Procedures (see PB Minute 11-45). Allan presented the following text for consideration:

**Purpose:** The Yearly Meeting Clerks Nominating Committee seeks to be mindful of the current spiritual needs of NEYM as they call forth the particular gifts of Friends in asking them to serve as Presiding, Recording and Reading Clerks.

**Procedures:** The Committee present recommendations for these positions to the Permanent Board. If accepted, the nominations are forwarded to NEYM Sessions for approval.

The Committee takes responsibility for discerning a support committee for the presiding clerk as part of the nominating process.

**Friends approved** the revised Purpose and Procedures.

The Committee recommended Judy Brophy as a third person to serve on Jackie Stillwell's support committee (see PB Minute 11-80). **Friends approved** this recommendation.

**11-102 Internal Nominating Committee Report:** Donn Weinholtz, Clerk of Internal Nominating Committee, reported the following recommendation:

- PB Clerk: Holly Baldwin (Fresh Pond), to begin service following Annual Sessions 2012

Karen Sanchez-Eppler shared some reflections about the Committee's discernment process and reported that Holly had sought the guidance of a clearness committee composed of seasoned Friends.

**Friends approved** this recommendation with gratitude for the Committee's and Holly's discernment and for Holly's willingness to serve.

**11-103 Signage:** One Friend raised a concern about creating an ad hoc group to consider the need for resources to help MMs acquire signs to identify their place of worship. Phil Stone volunteered to follow up on this idea, and Jonathan Vogel-Borne identified two YM funds that could possibly be used for this purpose.

**11-104 YM Governance Structure:** Jackie Stillwell, Presiding Clerk, raised the question of how to continue the conversation from earlier this year about possible changes to the YM governance structure (see PB Minute 11-41). She began the discussion by reviewing the four goals proposed in the ad hoc committee's May report:

1. Increased clarity of roles so that Friends can better participate in the business of the Yearly Meeting. This would include a clear definition of the authority of the Permanent Board.
2. Increasing the ability of Monthly and Quarterly Meetings to participate in the communication and decision-making between Sessions as a body.
3. Reducing the numbers of Friends that must be nominated by the Nominating Committee and appointed by the Yearly Meeting to Yearly Meeting committees.
4. Providing opportunities to gather with little agenda to worship together both at Sessions and between Sessions.

She noted that these goals encompass both structure and process. Reflecting on a question that arose during the Sessions discussion group – “What are we trying to fix?” (see PB Minute 11-82) – she asked Friends to consider how we might share more broadly the concerns and goals put forward by the ad hoc committee in a way that can be readily understood by individuals and MMs and encourages participation in the YM throughout the year.

Several ideas arose during a lengthy discussion:

- Creation of a YM organizational handbook that is available on the website would help to make the YM’s structure and processes more transparent and available. This has already been identified as a priority item for the work of the YM Secretary.
- Inviting MMs to wrestle with some of the questions and concerns that have been raised about governance structure; specific questions or queries (e.g., would they like the opportunity to appoint a representative to PB), along with a reporting mechanism, would help to guide the discussions and facilitate communication back to PB.
- Holly Baldwin and Susan Davies agreed to form an ad hoc group to continue thinking about engagement with MMs, and they invite other Friends to join them.
- Friends suggested allotting time on the January agenda to consider the possibility of changing the name of Permanent Board.
- The Clerk will write and send a summary of today’s meeting to all MM clerks as a way to initiate enhanced communication between PB and MMs.

**11-105 Minute of Thanks:** Friends expressed their appreciation to Hartford MM for hosting this meeting and were pleased to have the opportunity to see the newly installed lift and meetinghouse expansion.

**11-106 Closing Worship:** We closed in waiting worship, planning to meet again on Saturday, January 21, 2012, at 9:30 AM at Westport Monthly Meeting.

Edward Baker, Clerk  
John Humphries, Recording Clerk

**New England Yearly Meeting of the Religious Society of Friends**  
**Permanent Board Minutes draft**  
**August 6, 2011**  
**Bryant University – Smithfield, RI**

**11-57 Opening Worship:** We opened in waiting worship.

**11-58 Roll Call:** The recording clerk called the roll.

**Present:** Edward Baker, Holly Baldwin, Debbie Block, Susan Davies, Jeremiah Dickinson, Eric Edwards, Andy Granell, Dorothy Granell, Jan Hoffman, Sandy Isaacs, Allan Kohrman, Dwight Lopes, Christopher McCandless, Sara Sue Penell, Karen Sanchez-Eppler, Suzanna Schell, Patricia Shotwell, Carolyn Stone, Philip Stone, Ruah Swennerfelt, Jan Van Landingham, Donn Weinholtz, Rosemary Zimmermann

**Regrets:** Jennifer Baily (Personnel Committee, Clerk), Aimee Belanger, Eileen Cummings (Finance Committee co-Clerk), Sarah Gant, Judy Goldberger, Beth Gorton, Ben Guaraldi, Galen Hamann, John Humphries, Mary Knowlton, Rebecca Leuchak, Donald Mick, Carl Williams

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

**Guests:** Chris Doehlert, Nancy Haines, Betsy Kantt, Marcia Mason, Jean McKnight, Gerald Sazama, Dinah Starr, Roland Stern, Jackie Stillwell

**11-59 Minutes** of 5/14/2011 were **approved** with changes.

**11-60 Minutes** of 7/9/2011 were **approved**.

**11-61 Report from Coordinating and Advisory Committee:** YM Presiding Clerk Linda Jenkins reported for the Coordinating and Advisory Committee:

- YM Sessions – Linda noted that we are off to a running start, with 240 Friends participating in the events at the Great Meetinghouse in Newport, RI, on Friday. The business agenda will include consideration of PB's recommendations concerning contributions to FUM (PB Minute 11-27) and disposing of the Friends Home property (PB Minute 11-55). PB clerk Edward Baker will be hold an afternoon session for Friends to discuss possible changes to the YM governing structure (PB Minute 11-41). Incorporating many items within the Unity Agenda will provide additional time for worship and discernment, but Linda will be open to further consideration of any items on the Unity Agenda that may need additional discernment.
- Support for YM Presiding Clerk - Linda shared her concern about Purpose and Procedures for the Clerks Nominating Committee. While possible changes were discussed at the May meeting (PB Minute 11-45), they remain unchanged in the Advance Documents for Sessions. Further discernment is needed about how to establish a new support structure for the presiding clerk, and Linda expressed her gratitude to Clerks Nominating Committee for giving this concern additional attention during the coming months.



- Continuation of Employment for Yearly Meeting Secretary - The Coordinating & Advisory Committee has completed its performance review of the YM Secretary and is pleased to recommend continuing employment for Jonathan Vogel-Borne as the YM Secretary. **Friends expressed unity with that recommendation and approved bringing that recommendation to Sessions for approval.**
- Continuation of Employment for Friends Camp Director - The Friends Camp Committee has completed its performance review of the Camp Director and recommends continuing employment of Nat Shed as the Camp Director. **Friends expressed unity with that recommendation and approved bringing that recommendation to Sessions for approval.**

**11-62 Report from Yearly Meeting Secretary:** YM Secretary Jonathan Vogel-Borne expressed enthusiasm about having Richard Frechette serve as Sessions Coordinator this year, which will allow Jonathan to be more of a pastoral presence at Sessions. The staff has been at Bryant since Tuesday. Patricia Ewen is in her second year as office assistant and Lisa Wagner is our games coordinator. Organizing for Sessions has gone very well this year, staff morale is high, and the staff was able to participate in the Great Meetinghouse event on Friday.

Last year attendance at Sessions fell below 700 for first time in many years, possibly indicating that people did not understand the new Jubilee structure. This year's attendance is up, and interest in the Anchor Groups seems to be leading people to stay the full time.

An online post-Sessions survey will allow us to seek feedback about programs and format (paper versions will also be available, but online is easier to tabulate). Last year's evaluations contained no mention of workshops, and we want to find out if people miss the workshops.

Jonathan reported on the hiring of the following new YM staff:

Frederick Martin (Monadnock) has been hired as the YM Accounts Manager. He is moving to Boston to attend Andover Theological Seminary for the next 2 years.

Jodi Goodman is the new YM Archivist. Jodi has a Master of Library Science degree, is a trained archivist, and has family connections to Quakers although she herself is Jewish. She feels a calling to this work and lives within walking distance of RI Historical Society.

**11-63 New England Friends Home Update:** Chris Doehlert and Betsy Kantt reported on behalf of the Friends Home Committee. Chris, who serves as the treasurer, reviewed the Friends Home finances, as outlined in an advance document. The Home will have a financial shortfall because the projected costs associated with closing the Home and disposing of the property will be greater than the combination of existing resources and anticipated income. Income will dwindle as residents are relocated. There will be ongoing maintenance and security costs, and because we are self-insured for unemployment benefits, there will be ongoing payments to laid-off staff. NEYM will be responsible for covering the shortfall, anticipated to be at least \$60,000.

Betsy Kantt and Alice Schaeffer have been serving as the acting co-directors for the Home. Following PB's July meeting, the Committee hired Atlantic Retirement Group (ARG) as consultants to provide guidance during the closure process. The announcement of the closure went more smoothly than expected, and residents are actively looking for new situations. Of the 15 residents who were living at the Home, only five will remain after September 1. A total of 18 staff will be laid off; three were let go last week. The official date for closure is October 23, 2011. The Committee is creating a staff fund to which Friends can contribute, helping to ease the transition for staff members who may have difficulty finding alternative employment.

The Committee is clear about the scope of its responsibility. The Committee is concerned with closing the home, placing the last residents, and letting staff go. The sale or lease of the property after closure is not the responsibility of the Committee. In addition, the Committee will not take responsibility for: archiving papers or clearing out the office; disposal of antiques, other valuable items or things that residents leave behind.

Edward Baker reported that he has already been contacted by an interested party that operates a hospice center. We need to appoint a new group to take responsibility for the process of selling or leasing the building once the Home is closed. No legal opinion has been sought, yet, regarding the language in the will of Polly Thayer Starr, who donated the house to NEYM.

Jean McKnight (Wellesley) said that while she provides pro bono counsel as the YM's legal advisor, the work related to disposing of the Friends Home property would be more than she could do pro bono. PB would have to decide whether to engage her firm.

Chris Doehlert reminded friends that we currently have no director, and Betsy will not be available beyond the end of August. When Alice and Betsy stepped forward to take on the responsibility of director during this time, Betsy had declined compensation. The Committee recommends that Alice be compensated for her work.

Jonathan Vogel-Borne suggested that the Personnel Committee could consider the question of compensation and report back to PB on Thursday with a recommendation. He also expressed gratitude to Betsy, Alice and Chris for their leadership during this difficult time.

Edward Baker read the text of a trial minute to be shared with the Sessions recording clerks. Friends agreed that the draft text accurately describes the actions needed from Sessions to empower PB to move forward with disposing of the property.

**11-64 Treasurer's report:** Ed Mair, YM Treasurer, offered good news tempered by the Friends Home report and the recent decline on Wall Street, which will affect our Pooled Funds and donations from individual donors. Our financial picture is one of cautious optimism.

**11-65 Finance Committee Report:** Travis Belcher, co-Clerk of Finance Committee, reported that the Committee will be meeting this afternoon for a final look at

committee budgets and to consider questions related to Friends Home. The FY 2012 budget, as reported in the Advance Documents and posted online, is a more conservative and balanced budget than last year's due to the Committee's uncertainty about financial contributions.

**11-66 Development Committee Report:** Nancy Haines, Clerk of the Development Committee, reported that this has been a year of transition, with many new committee members. She clarified that the Committee's focus is on individual contributions, not contributions from monthly meetings. Individual contributions for the current fiscal year are below the budgeted level. The new budget will be a serious stretch for the Committee, but they plan to be very visible this year, with a focus of increasing the number of donor households. Currently, 300 households (less than 10% of the YM), contribute. The Committee will continue to talk to major donors, but those donors cannot meet the full need. A "Why I Give" column, featuring people who are giving monthly or have named NEYM in their will, will continue to appear in the NE Friend and on the website, and the daily newsletter at Sessions will have similar blurbs. The Committee will be giving special attention this week to speaking with people serving on committees, including PB, as they are the people who understand the YM.

Nancy read an August 1, 2011 minute of gratitude from the Development Committee, thanking Jerry Sazama for his service on the Committee.

One Friend expressed a concern that we not lose sight of the importance of contributions from MMs and asked which group has charge of cultivating those relationships. The Finance Committee has contacted every MM treasurer in each of the last two years. Contributions from MMs are roughly three times the total contributions from individuals.

**11-67 Listening Committee Report:** Jerry Sazama, Clerk of the ad hoc Listening Committee presented a report on the work of the Committee (see PB Minute 11-10), as summarized in the Sessions Advance Documents. Friends spent some time reflecting on the report and suggested that a broader conversation is needed. The YM Presiding Clerk agreed to discuss with the PB Clerk how to proceed in ensuring a deeper exploration of the ad hoc committee's findings.

**11-68 Internal Nominating Committee Report:** Donn Weinholtz, Clerk of Internal Nominating Committee, reported the following recommendation:

- YM Nominating (At Large): Helen Carpenter (Beacon Hill), class of 2014
- Friends approved** this recommendation.

**11-69 Bank Resolution Minute:** Friends approved the addition of Jeff Adelberg, acting director for Friends Camp, to the Bank Resolution. Jeff will be stepping in for Nat Shed during Nat's sabbatical period (August 1, 2011 through January 1, 2012).

**11-70 Closing Worship:** We closed in waiting worship, planning to meet again on Thursday, August 11, 2011, at 1:30 PM at Bryant University in Smithfield, RI.

Edward Baker, Clerk  
Suzanna Schell, substitute Recording Clerk

**New England Yearly Meeting of the Religious Society of Friends**  
**Permanent Board Minutes draft**  
**August 11, 2011**  
**Bryant University – Smithfield, RI**

**11-72 Opening Worship:** We opened in waiting worship.

**11-73 Minute of Appreciation:** We expressed our appreciation and that of the entire Yearly Meeting to Linda Jenkins for her faithful service as our presiding clerk for the last three years.

**11-74 Roll call:** The recording clerk called the roll:

**Present:** Edward Baker, Holly Baldwin, Deanna Chase, Susan Davies, Jeremiah Dickinson, Ben Guaraldi, Jan Hoffman, Allan Kohrman, Rebecca Leuchek, Christopher McCandless, Bruce Neumann, Sarah Sue Pennell, Elias Sanchez-Eppler, Karen Sanchez-Eppler, Suzanna Schell, Patricia Shotwell, Carolyn Stone, Philip Stone, Ruah Swennerfelt, Donn Weinholz, Rosemary Zimmermann

**Regrets:** Jennifer Baily (Personnel Committee, Clerk), Aimee Belanger, Debbie Block, Eileen Cummings (Finance Committee co-Clerk), Eric Edwards, Sarah Gant, Beth Gorton, John Humphries, Nancy Isaacs, Mary Knowlton, Dwight Lopes, Donald Mick, Robert Murray, Fritz Weiss

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

**Guests:** Dinah Starr, Marcia Mason

The Clerk noted that Judy Goldberger has resigned from Permanent Board and welcomed newly appointed members.

**11-75 Minutes** of 8/6/2011 will be reviewed at the November meeting.

**11-76 Correspondence:** The clerk read correspondence from the following Friends and Meetings:

- Minga Claggett-Borne: reported on her travels in the ministry, since 2008, under a concern for the conflict among Friends surrounding the FUM personnel policy. She recently asked Friends Meeting at Cambridge to lay down her support committee.
- Benigno Sanchez: a travel minute to Cuba Yearly Meeting, where he served as elder for Noah Baker-Merrill and Victoria Rhodin in February 2011, was returned to us with an endorsement from the Clerk of Cuba Yearly Meeting.
- Marian Baker: a travel minute from Weare Monthly Meeting to travel among Friends in East Africa. **Friends approved** endorsing this travel minute.
- Betsy Cazden: a travel minute from Providence Monthly Meeting for Betsy Cazden to travel to Cuba Yearly Meeting in 2012 with Puente De Amigos. **Friends approved** endorsing this travel minute.
- Beacon Hill Monthly Meeting: a minute regarding their contribution to FUM for FY 2011 & 2012. The Clerk will forward this minute to the YM Treasurer.

- North Sandwich Friends Meeting: a letter responding to the Clerk's reply to their previous letter (see PB Minute 11-40) addressing the Minute of Purpose.
- Yarmouth Preparative Friends Meeting: a letter in response to the 2010 Minute of Sending Forth, asking about the process that generated a minute that caused such disunity.

**11-77 Yearly Meeting Secretary Report:** Jonathan Vogel-Borne, YM Secretary, reflected on how different he felt at the end of Sessions this year, in part due to the decision to engage Richard Frechette to serve as conference coordinator and allow Jonathan to be more present during Sessions. For the first time in 20 years, he "attended" Yearly Meeting. He was able to attend his Anchor Group, as well as other parts of Yearly Meeting, without having to worry about leaks, chairs and other conference details.

**11-78 New England Friends Home Update:** Jonathan Vogel-Borne presented recommendations from Personnel Committee on how to compensate Betsy Kantt and Alice Schaefer for their service as interim executive directors for the Home since July. The proposed compensation is based on the annual salary that had been budgeted for the executive director.

From the Minutes of Personnel Committee (8/7/11):

**Recommendations from Personnel Committee to Permanent Board  
Regarding New England Friends Home Interim Management**

1. We recommend that Alice Schaefer be paid a total of \$9,000 (including employer costs) for her work as Interim Co-Manager from late June to August 28, 2011.
2. We recommend that Betsy Kantt be paid a total of \$1,380 (including employer costs) for her work as Interim Co-Manager from late June to August 28, 2011.
3. We recommend that Alice Schaefer and Betsy Kantt be reimbursed for any expenses incurred between July 1<sup>st</sup> and August 28, 2011 during their service to Friends Home including mileage, childcare, etc.
4. We recommend that Alice Schaefer or whoever fills in as Interim Manager beginning August 29, 2011 until such time as the Friends Home is officially closed, on or before October 23, 2011, be paid at \$1,000/week (including employer costs). The Interim Manager will also be reimbursed for expenses incurred during their service to Friends Home, including mileage, childcare, etc.

**Friends approved** these recommendations.

Edward Baker reported that the entire Home may be vacated by September 1. The last 3 residents are close to finding other accommodations, so it may not be necessary to hire an interim director.

Friends reviewed the authorization from Sessions for PB to move forward with creating an ad hoc committee to oversee disposal of the property:

YM Minute 11-30. Edward Baker then outlined a process for the sale or lease of the property to take place, under the care of an *ad hoc* Friends Home Property Committee to plan and supervise this transition under the oversight of Permanent Board. Friends approved the creation of the *ad hoc* committee.

Volunteers are needed to serve on the Property Committee and those interested are invited to speak to any member of the Permanent Board. It is expected that the Yearly

Meeting Treasurer and Yearly Meeting Secretary will serve on it *ex officio*, and that 3-5 additional members will be needed. This committee would create a request for proposals for the property, distribute the Request for Proposals to companies managing retirement homes or communities and other interested parties, supervise at least one showing of the property, receive proposals, and share the proposals with their recommendation for the most advantageous course of action with the Permanent Board.

YM Minute 11-31. We authorize the Permanent Board to select the most appropriate proposal for sale or lease of the Friends Home property and to take all necessary actions to transfer the property to a new owner, or lessee, as the case may be, and to report to Sessions next year on the matter. We authorize the Permanent Board to determine the "best use" for the property, and not necessarily be bound to take the highest offer, in their discernment.

**Friends approved** the appointment of an Ad Hoc Friends Home Property Committee, consisting of the YM Secretary, YM Treasurer and PB Clerk as ex-officio members, along with Trish Hogan, Travis Belcher, and Chris Doehlert, who have agreed to serve on the committee. Betsy Kantt, Judith Shea, and possibly other Friends, will also be asked to serve on the Committee. Phil Stone, who has experience with closing down facilities, has offered his services as a resource.

**Friends approved** authorizing the ex-officio members of the committee (Jonathan Vogel-Borne, Ed Mair and Edward Baker) to make decisions with regard to issues that arise that cannot wait for an initial meeting of the full ad hoc committee.

**Friends approved** the hiring of Kopelman and Paige LLC (the law firm which Jeanne McKnight works with) to provide legal services for the sale of the Friends Home property, including review of any responses to a Request for Proposal, and disposal of antiques or other property. The firm has offered their services at \$165/hr (their lowest rate).

In response to a suggestion from one Friend, **Friends approved** allowing Dinah Starr and her family to enter the building to identify and remove any heirlooms and paintings that originally belonged to her family. Dinah will provide a detailed list of items that have been removed from the home.

**11-79 Report from Internal Nominating Committee:** Donn Weinholtz and Karen Sanchez-Eppler reported for the following recommendations:

- Permanent Board: Edward Baker has agreed to serve one more year as Clerk of PB. The Committee has begun discernment for identifying the next clerk.
- Personnel: Peter Colby (Framingham), class of 2014; Dwight Lopes (New Haven), class of 2014; Karen Sanchez-Eppler (Northampton), class of 2013; and Fritz Weiss (Hanover), class of 2014
- Internal Nominating: Suzanna Schell (Beacon Hill), class of 2012, extending her current appointment for one additional year

**Friends approved** these appointments.

Donn and Karen also reported that Judy Goldberger has resigned from Internal Nominating Committee, as well as from PB. People are still needed to serve as at-large members of YM Nominating Committee for the class of 2014. Several Friends are considering.

**11-80 Clerks Nominating Committee Report:** Jan Hoffman reported that the Committee met and agreed to accept responsibility for discerning what kind of support would be most helpful to Jackie Stillwell, incoming YM Presiding Clerk. Bruce Neumann and Ann Kriebel have agreed to serve on a support committee for Jackie, and the Committee will also seek someone from Jackie's monthly meeting (Monadnock) to serve on her support committee.

**11-81 Puente de Amigos:** Edward Baker read a letter from the Puente de Amigos Committee recommending that Elizabeth Cazden (Providence) be approved for travel in the ministry to Cuba Yearly Meeting (CYM) as a representative of NEYM during the winter of 2012, dates to be arranged with Cuban Friends.

The Committee also recommends the following Friends from Monadnock Monthly Meeting for travel in the ministry as representatives of NEYM to attend CYM's annual gathering and to visit some of the Cuban monthly meetings during February 2012: Eleanor Cappa, Doreen Cawley, Marisa Cawley, Margaret Hawthorn, Elizabeth Stillwell, and Jaqueline Stillwell.

**Friends approved** these recommendations.

**11-82 Session on Governance Structure:** Edward Baker reported on the discussion about YM governance structure that he facilitated on the afternoon of August 10. He reported that about 20 Friends attended, but they did not see a major problem with the current structure. While transparency and trust are key, those attending the discussion suggested that increased outreach from PB and regular reporting as possible solutions to those issues.

**11-83 YM Presiding Clerk's Report:** Linda Jenkins, outgoing YM Presiding Clerk, expressed feeling very blessed with the way Sessions went this year. We have begun to reap the benefits of the risks taken last year in "clearing the decks" by resolving some longstanding business items. We need to stay engaged with each other and not return to "business as usual".

Linda is grateful for the leadership of the Young Adult Friends and prays that we continue to sit with them and listen. She closed by saying, "I love you all. I have learned a lot."

**11-84 Approval of Sessions' Final Minutes:** YM Recording Clerk Rebecca Leuchak read those minutes from the just completed YM Sessions which had not been approved by the Sessions due to time constraints. **Friends approved** the minutes.

**11-85 Authorization for Clerks to Edit the Sessions Minutes: Friends approved** authorizing the Presiding Clerk of Yearly Meeting and the Recording Clerks to edit the reports and minutes for consistency, grammar and spelling, as needed.

**11-86 Closing worship:** We closed with waiting worship planning to meet again on November 19, 2011 at a location to be determined.

Edward Baker, clerk  
Suzanna Schell, substitute recording clerk

### **Arthur J. Pennell Memorial Minute**

Arthur J. Pennell, husband, father, and good friend to many, died at home in Lexington, Massachusetts, with his family's loving support, on May 7, 2010, after living with esophageal cancer for 18 months.

Arthur, youngest of three children, was raised in a Quaker family. His father, Arthur R. Pennell, was active in Philadelphia Yearly Meeting, and his mother, Alice Trimble Pennell was also involved in Friends concerns and committees and worked as librarian at Westtown Friends School.

He was both a birthright and convinced Friend, as was Sara Sue Fawcett, whom he married in 1954. They were members of Middletown Friends Meeting, until moving to Massachusetts. Eventually they transferred their membership to Friends Meeting at Cambridge.

A graduate of Drexel University, he was considered a remarkably gifted electrical engineer. He worked for many years at Baird Atomic and Bedford Engineering. In 1975 he opened Upland Service, a repair shop in Lexington where he spent several years fixing televisions, radios, computers, and other such devices. After another period of working in industry at the EG&G company, he retired and became active in Lexington Senior Center's Fix It Shop, and with the table tennis group. His last supervisor had noted his brilliance as an engineer, and as a gentleman.

His talents were well used and appreciated at FMC, where he served on Trustees and Center Furnishings committees. His flair for fixing things was highly valued. As the world entered a computer age, he became an eager and adept learner, set up the first computer system in the office, and tutored our then secretary Ellen Hollander in using it.

His work on Trustees and Center Furnishings was always done with skill and care. Beyond what he did for those committees, he was instrumental in installing the buzzer system, telephones and fire alarms. If he saw that others were handling a project, he was willing to get out of the way. Although not demonstrative, those he worked with found him good natured and forthright.

Arthur's father had nurtured a small Friends Meeting in Marshalltown, PA. In 1990 Arthur had a similar leading, and guided the Brookhaven Worship Group in Lexington, MA. Until his final months he set up the space, had care of meeting, and read the query on the first Sunday of every month.

In 2003, Arthur was appointed to the Friends Home Committee of New England Yearly Meeting. He immediately became a member of their Building and Grounds committee and Finance committee. Another of his skills was uncovered when a large drain in the front drive needed replacing; Arthur just happened to have surveying equipment in his car, did the necessary surveying, and found a solution to the problem. The drain works well to this day.

His children Thomas, Elizabeth and Arthur E. remember how important their family dinners were, when he always asked "what did you learn today that you never knew before?" Later, holiday dinners included Thomas's wife Marilyn, Elizabeth's children Alice and Marco, and members of their extended family.

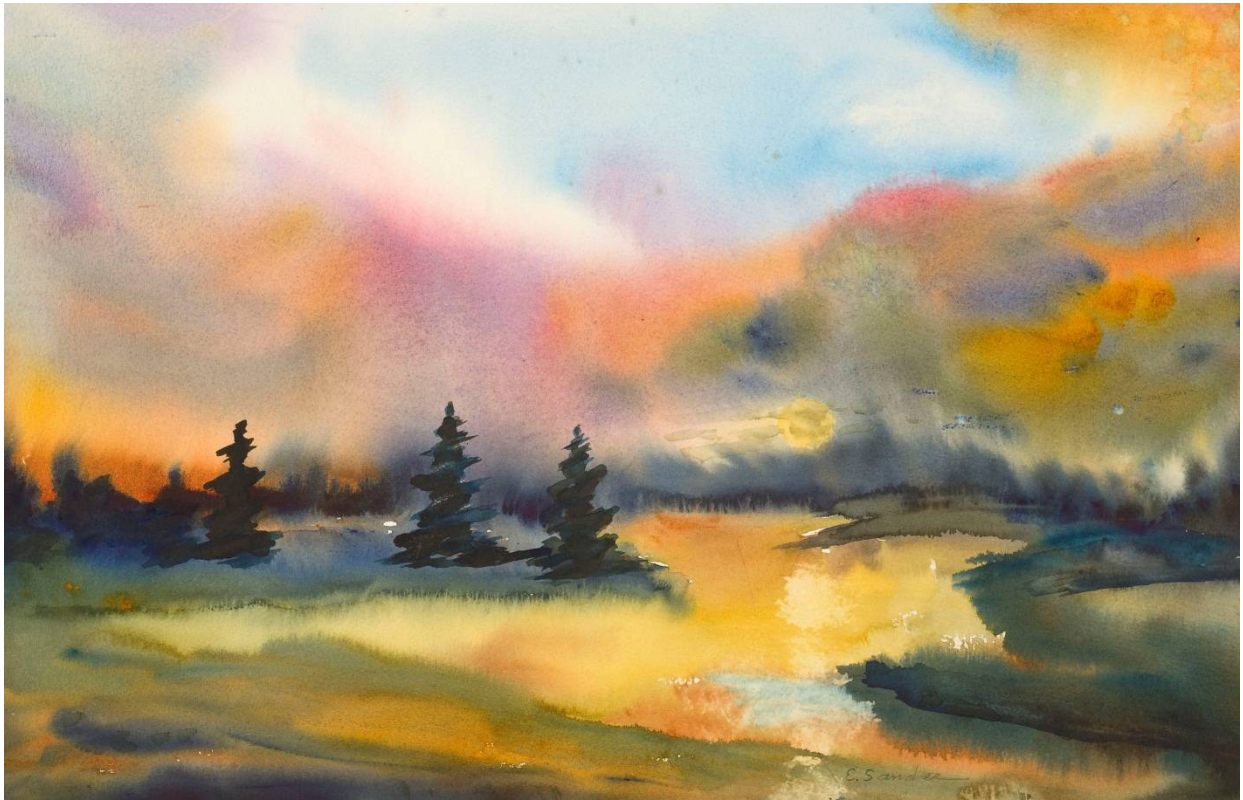
Arthur had many diverse interests, among them: chess, ham radio, collecting and repairing clocks, the ongoing study and the use of computers, and playing the auto harp.

Although he had little patience with speculative theology, his presence during Meetings for Worship expressed a devotion to

Quaker practice. His spiritual life ran still and deep, and was a leavening to many periods of worship. This was a spirituality that ran through all activities in a full life.



Emily Jones Sander  
Memorial Minute



Emily Jones Sander (1931-2010) was a gifted and faithful Friend, a dedicated social worker, and a spirited watercolor artist, beloved by her family, her friends, her meeting and yearly meeting. Many Friends remember her warmth to strangers, her staunch sense of justice, and her tenacity in upholding that of God in others. Emily lived with a sense of awe about nature, color, art, and human relations. She saw the humor in life and watched for the miracles. She wrote of being “aware of the pervasive presence of the Spirit, the beauty and struggle in life, and the Mystery which soon engulfs the few things we think we've learned.” Today Friends see her as having been filled with concentrated light; Emily’s ancestors would have called her a chosen vessel of the Lord.

Emily Bishop Jones was born into a Quaker family of many generations, and grew up in Valley Meeting outside of Philadelphia. As a child she was observant and quick to learn. Emily remembered hearing tales of her Quaker ancestors riding to Meeting by horse, of her father inviting his ‘intended’ to the graveyard for an exclusive date, of her grandfather John Sykes Curtis

Harvey, a leader among Friends and one of the few men willing to march with his wife - for whom our Emily was named - in support of giving women the vote. All stories came with a Quaker lesson attached, and Emily grew with a sense of a vital divine presence in all the life going on around her. She was an athlete who threw herself into lacrosse, hockey and tennis -- a sport she would play well into her seventies. At Friends Central she was the class president.

Emily attended Vassar College and graduated from the Smith School of Social Work in 1955. She worked for 20 years at Mass General Hospital in child psychiatry, holding families tenderly as they dealt with eating disorders and other life-threatening issues. She and her devoted husband, Frank Sander, created a vibrant and welcoming home in Cambridge MA, where they opened their doors to far-flung relatives, hungry Harvard law students, seekers, and social activists. While Emily created a legendary abundance of delicious food for every kind of gathering, it was her fascination with each person, her listening, her engagement, that turned visitors into friends and kept them coming back.

Emily and Frank's three children - Tom, Alison and Ernie - remember Emily's laughter at life's comedies, her sense of adventure, and her love of fun. "She sledged with her grandchildren and ran alongside bikes, and few watching her had any idea she was a 78-year-old grandmother." They remember, too, Emily's ability to be there for them anytime, anywhere. Ernie recalls that when he was wrestling with something difficult, his mother would "carve out a huge amount of time" to talk, share wisdom, and make suggestions. The next morning, he would find a note she had slipped under his door with "several handwritten pages of even deeper thoughts and reflection." They give thanks that their parents "modeled the power of 52 years of love and respect."

Emily personified the Quaker term 'practical mystic' - someone who grounds herself in worship and at the same time takes care of business. As such, she was called on over and over again to serve Friends Meeting at Cambridge, clerking the entire meeting for many years and becoming a valued member of every committee she served. Her leadership gifts were extraordinary: naming of gifts of members in the meeting, keeping track of details, combining a clear mind and faithful spirit with willing hands. She taught us that true Friends' leadership includes praying steadily and faithfully for the meeting as a whole. Emily helped the meeting find its way through controversies over same-sex marriage, whether to make a large addition to the meetinghouse, and how to respond with full compassion to the sexual abuse of a meeting child. People were distressed about each of these, and some left Meeting. Emily kept to the task of holding disparate ends in communication without forgetting the Spirit's love.

Emily's belief in that of God in every person ran deep, and she acted on it. When one member of our meeting went to prison she and two other Friends visited him regularly for worship and sharing over a period of twenty years. Emily believed that "safety in a community gets defined by how the most marginal person in the community is treated." She said that, "we all believe that if people could see into our hearts and knew who we really are, we too fear that we would be rejected, so we pay special attention to how those at the margins are welcomed in a community." As one Friend wrote: "Emily was attentive to the infinite being that lives in people...This infinite aspect of each of us is beyond death, beyond measure. Emily understood that about others and about herself."

Emily's entire presence at Cambridge Meeting shone with the best kinds of eldering. Many remember her goodness in reaching out when they were silently suffering. Friends trusted her with their hurts. She could hold onto the essence of a problem and see the strengths of the person behind the pain. She understood that it "takes a lifetime to build a human heart." For these reasons, many a struggling couple benefited from Emily's presence on their clearness committee. In the community of FMC, she saw when someone had taken on an invisible task. She'd give a book by a Black writer to someone struggling with white privilege. She'd invite someone who was confused about being a Quaker to go for a walk by the Charles River. She did more than her share of the physical work, too, often taking messy tasks that others let go by. She dove into a sink of dirty dishes with the same verve as helping a divinity student with her vocation.

Whether we were newcomers or long-time Friends, Emily listened to us intently and with great interest, noticing and lifting up gifts we might have trouble seeing in ourselves. She would offer an idea of what our next step might be - how we might grow spiritually, personally, artistically, or how we might serve the meeting - sometimes all four at once. She encouraged us into adventures we might not have thought of, things we might not think we could do but she believed we could. Emily frequently put these gifts of insight to work on Nominating Committee - both at FMC and New England Yearly Meeting - and she confessed that this was the service she loved best. Being truly seen, deeply listened to, and unconditionally loved by her, was a transforming experience for her family, friends and community.

Emily's faith was stretched many times, but she did not give up hope. For some years in the 1990s, for example, Emily despaired while examining the environmental crisis. She questioned whether human beings as a species were helpful, or destructive. In times of such challenge, she depended on the wisdom of Quaker ancients with a bent toward more contemplative Friends such

as Caroline Fox and Isaac Penington: “Give over thine own running, thine own willing, thine own desiring to do or to be anything. And sink down to the seed that God has sown in your heart.”

Emily loved the fragrance and wonder of the natural world. She savored the trees in Mount Auburn Cemetery and enjoyed awakening her flowerbeds in Cambridge and in Pomfret, VT. A neighbor remembers Emily gardening at night, “her slender, determined figure raking or mulching at 9 or 10 p.m., however dark it might be.”

In her mid sixties, when Emily looked into her place of deepest knowing, she recognized that she was led to begin painting with watercolors. She plunged into one class after another with passion, and created more than 200 watercolors. The radiance that characterized her life was reflected in the luminosity of her paintings. Indeed, Emily experienced art as an important path of spiritual development for herself and for others. She invited others into the adventure, asserting that anyone can create art who sets their mind to it, takes a class, and is truly open to seeing God and beauty in the world. In her art she honored the words of Quaker teacher Rufus Jones that she posted on her bureau:

*Wonderful... is the way in which beauty breaks through. It breaks through not only at a few highly organized points; it breaks through almost everywhere. Even the minutest things reveal it, as well as the sublimest things - like the stars. Whatever one sees through the microscope - a bit of mold, for example - is charged with beauty. And yet beauty has no function, no utility. . . It is it' s own excuse for being. It greases no wheels. It bakes no puddings. It is a gift of sheer grace, a gratuitous largess. It must imply behind things a Spirit that enjoys beauty for its own sake and that floods the world everywhere with it. Wherever it can break through, it does... and our joy in it shows that we are in some sense kindred to the Giver and Revealer of it.*

Thank you, Emily, for the many glimpses of God' s beauty that you gave us - in your paintings, in your parenting, in your friendship, in your person, in your love.

## **Progress Report on the disposition of the NEYM property, the former NE Friends Home, 86 Turkey Hill Lane, Hingham, MA**

**To:** Ad Hoc Property Committee, Finance Committee, Coordinating & Advisory Committee  
and Permanent Board

**From:** Jonathan Vogel-Borne

**Date:** 14 November 2011

With the last of the residents moving out to a new situation, the New England Friends Home officially closed operations on Friday, September 2, 2011. The following is an update on subsequent events and decisions:

- **9/2/2011:** Barry Corbin, a friend of Alice Schaefer's (former clerk of the Friends Home Committee) moved into the Home as our contracted live-in caretaker that same Friday. Barry and Jonathan Vogel-Borne signed a letter of agreement outlining terms of service. The agreement was for one month trial period, ending on September 30, 2011.
- Alice Schaefer spent time in the Home's office, sorting papers, handling phone calls, cancelling no longer needed insurance, working with Barry to close down various systems in the house (heat, automatic lighting, etc.) and generally closing out the Friends Home operations.
- Jonathan Vogel-Borne took over the administration of the Friends Mutual Health Group insurance serviced by Everence.
- **9/10/2011:** Friends Home Committee held its last meeting. It minuted a request to NEYM that the Friends Home Committee be laid down. After lunch, Permanent Board's ad hoc Property Committee took up its charge, minuted (#11-78) at the Board's August 11, 2011:

**New England Friends Home Update:** Edward Baker reported that the entire Home may be vacated by September 1. The last 3 residents are close to finding other accommodations, so it may not be necessary to hire an interim director.

Friends reviewed the authorization from Sessions for PB to move forward with creating an ad hoc committee to oversee disposal of the property:

**YM Minute 11-30.** Edward Baker then outlined a process for the sale or lease of the property to take place, under the care of an *ad hoc* Friends Home Property Committee to plan and supervise this transition under the oversight of Permanent Board. Friends approved the creation of the *ad hoc* committee.

Volunteers are needed to serve on the Property Committee and those interested are invited to speak to any member of the Permanent Board. It is expected that the Yearly Meeting Treasurer and Yearly Meeting Secretary will serve on it *ex officio*, and that 3-5 additional members will be needed. This committee would create a request for proposals for the property, distribute the Request for Proposals to companies managing retirement homes or communities and other interested parties, supervise at least one showing of the property, receive proposals, and share the proposals with their recommendation for the most advantageous course of action with the Permanent Board.

**YM Minute 11-31.** We authorize the Permanent Board to select the most appropriate proposal for sale or lease of the Friends Home property and to take all necessary actions to transfer the property to a new owner, or lessee, as the case may be, and to report to Sessions next year on the matter. We authorize the Permanent Board to determine the "best use" for the property, and not necessarily be bound to take the highest offer, in their discernment.

**Friends approved** the appointment of an Ad Hoc Friends Home Property Committee, consisting of the YM Secretary, YM Treasurer and PB Clerk as ex-officio members, along with Trish Hogan,

Travis Belcher, and Chris Doehlert, who have agreed to serve on the committee. Betsy Kantt, Judith Shea, and possibly other Friends, will also be asked to serve on the Committee. Phil Stone, who has experience with closing down facilities, has offered his services as a resource.

**Friends approved** authorizing the ex-officio members of the committee (Jonathan Vogel-Borne, Ed Mair and Edward Baker) to make decisions with regard to issues that arise that cannot wait for an initial meeting of the full ad hoc committee.

**Friends approved** the hiring of Kopelman and Paige LLC (the law firm which Jeanne McKnight works with) to provide legal services for the sale of the Friends Home property, including review of any responses to a Request for Proposal, and disposal of antiques or other property. The firm has offered their services at \$165/hr (their lowest rate).

- The ad hoc Property Committee members are Edward Baker (clerk, Permanent Board and convener), Trish Hogan (Finance Committee), Jonathan Vogel-Borne (YM Sec), and Ed Mair (Treasurer), Zona Douthit (Lawyer, and from Providence Meeting), Travis Belcher (Former clerk of Finance Committee), Barry Corbin (Caretaker), Chris Doehlert (NEFH Treasurer), Betsy Kantt (NEFH Committee), Jeanne McKnight (Legal Counsel).
- The Committee decided to:
  - obtain an appraisal of the property
  - engage a commercial real estate broker, if that seemed advisable
  - arrange for an auction house to sell certain contents of the Home
  - contact Friends Services for the Aging for general advice
  - create a Request for Proposals to circulate among parties interested in buying the property
  - assure that Friends Home accounts have sufficient funds available to maintain the property until it is sold. Loans from the NEYM operating reserves, to be repaid upon sale of the property, are to be transferred as needed to the Friends Home accounts to cover the property's expenses.
  - work with Barry Corbin, the live-in caretaker, to assess the immediate and long-term maintenance needs of the property.
  - not formally show the property until the appraisal was completed, a Request for Proposals was written, and we had decided about whether or not to engage a commercial realtor.
  - to meet again on October 9, 2011 at Wellesley (MA) Meetinghouse.
- **9/13/2011:** A \$20,000 check from NEYM's operating reserves sent to the NE Friends Home accounts to cover closing and ongoing expenses.
- **9/21/2011:** Barry Corbin and Jonathan Vogel-Borne develop a comprehensive list of immediate and long-term maintenance needs.
- Alice Schaefer adjusted our insurance coverage through Church Mutual to reflect our current condition.
- **9/28/2011:** Upon Jeanne McKnight's recommendation, Jonathan Vogel-Borne engaged T.H. Reenstierna, LLC, Real Estate Appraisers and Consultants to conduct a commercial appraisal of the property. Total cost \$3,000 to be completed in four to five weeks.
- **9/29/2011:** A second check for \$20,000 from NEYM's operating reserves sent to the NE Friends Home accounts to cover ongoing expenses.
- **9/30/2011:** Barry Corbin and Jonathan Vogel-Borne sign a letter of agreement that Barry's contracted service as live-in caretaker would continue until the property is sold.
- **10/1/2011:** Trish Hogan, Jonathan Vogel-Borne, and Ed Mair update the Finance Committee on progress towards sale of the Hingham property. The Committee instructed Ed Mair and

Jonathan Vogel-Borne to seek advice as to how to show in the NEYM operations accounts, the loans to Friends Home accounts and the anticipated expenses related to the sale of the property (i.e., appraisal, legal services, etc.).

## END OF 7 OCTOBER 2011 UPDATE

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- **10/9/2011:** Ad Hoc Committee holds second meeting, where we:
  - Agreed on general principles of accounting transparency
    - *NEYM operations books:* Fees for the appraisal, brokers fee, legal fees, and anything else to do with sale of the property
    - *NE Friends Home Books:* All expenses related to the maintenance of the property.
    - Jonathan Vogel-Borne (YM Secretary), Chris Doehlert (NE Friends Home Treasurer), and Ed Mair (NEYM Treasurer) will develop budgets for the ongoing maintenance and sale of the property.
  - Assigned Barry Corbin, Jonathan Vogel-Borne, and Travis Belcher to develop a triage list of maintenance items that need our urgent attention with priority given to security, safety, cost lowering tasks (weatherizing, broken windows, etc.), tasks that if not attended in the next couple of months will incur large costs in the future (water entering the house, etc.), and other tasks that may negatively affect the sale of the property.
  - Heard a report from Edward Baker that Willis Henry Auctions, Inc. who has agreed to conduct an auction of Friends Home items sometime this fall, perhaps November.
  - Learned that Amesbury (MA) Meeting has asked for items related to John Greenleaf Whittier to be indentified and transferred to the care of the Amesbury Meeting.
  - Asked Chris Doehlert to pursue his contacts of commercial real estate brokers and Jonathan Vogel-Borne to use the content from the commercial appraisal to work on a draft Requests for Proposals.
- **10/14/2011:** Mark Reenstierna, a commercial appraiser with TH Reenstierna, LLC, visits the property.
- **10/20/2011:** NE Friends Home property insurance cancelled and transferred to the NEYM operations Church Mutual Insurance policy for an additional fee of \$2,761 (paid 11/8/2011).
- **11/1/2011:** A third check for \$12,500 from NEYM's operating reserves sent to the NE Friends Home accounts to cover ongoing expenses, hopefully taking us into December 2011.
- **11/3/2001:** Chris Doehlert, Ed Mair, Jonathan Vogel-Borne and Tenneysa Hughes (Coughlin Consulting, NE Friends Home bookkeeping service) have a conference call to determine estimates of non-recurring and ongoing monthly costs. A bill from the NE Friends Home accounting firm, Joseph P Costello, CPA, for \$7,881 surprised us. It was for FY2009 (unbilled due to clerical error) and FY2010 tax filings and a large fee for QuickBooks consultations. Chris is in conversation with the firm to see if we can put off payment for this bill until the sale of the property. We also looked at how to reduce the high costs for utilities now that there is only one person living at the home.
- **11/10/2011:** Kevin Delaney, a prospective commercial real estate broker, visits the property.
- **11/10/2011:** Mark Reenstierna delivers a DRAFT appraisal for our review.
- **11/10/2011:** Jonathan Vogel-Borne has an extensive conversation with Joanne Heffernan of South Shore Preparative Meeting. The Meeting meets at the Home and is very concerned

about both the Meeting's and the Home's future. They were distressed to have only heard about the closing through reports in the local papers. Joanne conveyed the Meetings sense that NEYM should not sell the property but should turn it into a retreat center or find some other use consistent with Friends ways.

- **11/13/2011:** Ad Hoc Committee holds second meeting. We took action on the following items:
  - **Kevin Delaney** a commercial broker with Coldwell Banker attended the open segment of our meeting. He sees the highest and best use of the property is to continue operations in elder services. We discussed the various methods in which the property would be marketed and the terms of a potential listing agreement. Given that we have already been approached by a number of interested parties, we asked whether we would need to be bound by Coldwell Banker's exclusive listing. Kevin assured us that within a mutually agreed time period, NEYM could obtain sale proposals from any potential buyers who have already approached us and proceed with a sale on our own. **We agreed to engage Kevin Delaney as our broker.** Kevin's rate for the sale is 6%. We will offer him 3% if the sale of the property is from a party that has already approached NEYM. Edward and Jonathan will finalize a list of interested parties and convey that information to Kevin Delaney. Since Coldwell Banker is prepared to do extensive marketing of the property, we will not pursue writing a separate Requests for Proposals.
  - **Appraisal:** We were disappointed with many aspects of the appraisal, such as:
    - The final market value is based on sales of properties that we feel are not comparable with the NE Friends Home's facility and operation.
    - Rather than just an "as is" appraisal of the property, we wanted to see analyses for other potential uses, including such information as the sale of 1 acre lots in Hingham, assuming 3 one-acre lots on the property would pass septic system requirements.With Kevin Delaney as our broker, we see no need to continue development of the appraisal and **we will seek to terminate the contract** with T.H. Reenstierna.
  - **Finances:** We reviewed the ongoing expenses of the property. As of this date, NEYM has sent \$52,500 to subsidized the property's expenses
  - **South Shore Preparative Meeting:** Jonathan Vogel-Borne, Betsy Kantt, and Barry Corbin reported on their contacts with the Meeting. Jonathan and Barry will keep in touch with the Meeting so as to keep them informed.
  - **Hanson/Hill Fund:** NEYM operations carry the Hanson/Hill fund, a fund restricted for the support of the NE Friends Home with an approximate value of \$24,000. **We will ask Permanent Board to approve the liquidation of this fund** to support the ongoing expenses of the home until sale.
  - **Amesbury Meeting request:** Permanent Board will take up the question of returning items at the home related to John Greenleaf Whittier.
  - **Contents of the Home:** Willis Henry Auctions, Inc. did not find many items of value at the home. They would include some items in a general auction, but would not hold a separate auction at the Home. A local Hingham business is interested in doing an inventory of the Home's contents and would then offer to buy some of the items. Any purchase offer will need to be presented to the ad hoc Property Committee. The South Shore Preparative Meeting is making a list of books that belong to them.



# Property Available for Elder Services Provider

The Former New England Friends Home – Thayer House  
86 Turkey Hill Lane, Hingham, MA 02043



THE FORMER NEW ENGLAND FRIENDS HOME – THAYER HOUSE, an 18 bed assisted living facility, is located in the Boston area’s South Shore town of Hingham, Massachusetts. Situated on two lots, the 3.62-acre property is surrounded by land owned by the Hingham-based Trustees of Reservations’ land trust.

## SPECIFICATIONS

- Owner:** New England Yearly Meeting of Friends (Quakers). The original lot is recorded at Plymouth County Registry of Deeds in 1960, Book 2823, Page 234, and for the second lot in 1997, Book 15754, Page 309.
- Location:** 86 Turkey Hill Lane, Hingham, MA, listed with the town of Hingham on Map 74, Lots 15 and 20.
- Building:** 18 units, each with private bathroom, in a 16,781 square foot, two and three-story building, originally constructed in 1930 and expanded in 1998.
- Zoning:** RC – Residential C. On 8/5/1997 the Hingham Board of Appeals granted a special permit for an 18-unit assisted living facility and a height variance to allow construction of the 3-story addition.

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**FOR MORE INFORMATION:** Jonathan Vogel-Borne, Secretary  
New England Yearly Meeting of Friends (Quakers)  
901 Pleasant St, Worcester, MA 01602-1908 | [ymsec@neym.org](mailto:ymsec@neym.org) | 617-599-8153

**New England Yearly Meeting**  
**JOB DESCRIPTION – YEARLY MEETING SECRETARY**  
*PB Approved 5.09.09 With recommended changes from Personnel 2011.10.25*

***Primary Function***

The Yearly Meeting Secretary uses skills in administration, communication, and pastoral care to support Friends in doing the work of God. The Secretary listens to and communicates effectively with all the elements of the Yearly Meeting—Monthly Meetings, Quarterly Meetings, committees, and individuals—assisting them to be informed, educated, and inspired in their spiritual and practical religious activities. The Secretary has primary responsibility for ensuring that all Yearly Meeting staff work to achieve the goals articulated by the Yearly Meeting, and serves a key role in the planning process bringing those goals forward. This is a full-time position that will require some weekend and evening hours, at times requiring more than 40 hours per week.

***Supervision and Oversight***

The Yearly Meeting Secretary will report and be accountable to the Coordinating and Advisory Committee (C&A) and will be supervised by a member of that committee as designated by the committee.

***Qualifications***

The Yearly Meeting Secretary shall be a member of the Religious Society of Friends with a deep understanding of Quaker beliefs, testimonies, traditions and practices. Skills required include well-developed administrative and non-profit management skills, as well as excellent capability in spiritual leadership, pastoral counseling, organizing, teaching, speaking and writing. The YM Secretary must be able to write and edit clear expository prose, to delegate and supervise the work of others, be comfortable and current with all forms of electronic communications, and respond appropriately to a wide variety of inquiries.

***Responsibilities and Duties***

**Administrative**

- Create an annual plan of work for the Yearly Meeting staff in consultation with the C&A Committee, setting priorities and goals to meet the requirements of the Yearly Meeting.
- Create a budget for all staff costs, consulting with C&A Committee for discernment, to share with Finance Committee in the annual budget process. Lead in the creation of a Yearly Meeting Priorities Budget Proposal. Consult in the process of fund raising for the Yearly Meeting to meet budget goals.
- Supervise staff (Excluding the Camp Director.): includes hiring, providing orientation, evaluating and coaching. Supervise personnel matters for staff, in consultation with Personnel Committee and Treasurer. Administer Personnel Policies.
- Meet regularly with staff to coordinate work and to plan how to meet the needs of the Yearly Meeting including services to the Annual Sessions, Committee Days, and monthly and quarterly meetings.
- Provide reports for C&A and Permanent Board as needed.
- Assist the Yearly Meeting in the management of properties and other legal matters.

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Assist

### **Program Supervision**

- Direct preparation for, and execution of, the physical arrangements of Yearly Meeting Sessions; assist with the development and implementation of plans and budget for the Yearly Meeting Sessions program.
- Assist staff in the planning of other programs for the Yearly Meeting.

### **Pastoral**

- Minister to the spiritual needs of constituent Meetings, groups and individuals within the Yearly Meeting and nurture Friends' concerns, including peace and justice.
- Support the Yearly Meeting committees under the guidance of the C&A Committee.
- Work with Yearly Meeting Ministry and Counsel to create a structure to meet the pastoral needs of the Yearly Meeting, calling forth the ministry of others and providing assistance and support.
- Maintain direct communication with monthly and quarterly meetings through visitation and correspondence and bring Friendly support and news of Quaker activities, connecting the funding needs of the Yearly Meeting with its mission.
- Provide consultation to local meetings as needed and requested.

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### **Staff Community**

- Strive to form with the staff, a loving and worshipping community, responsive to one another and the Yearly Meeting.
- Provide leadership for the staff team with a shared responsibility for encouraging the spiritual growth and unity of purpose of the Yearly Meeting.

### **Liaison**

- Maintain appropriate liaison relationship with Friends General Conference, Friends United Meeting, and Friends World Committee for Consultation.
- Assist with hosting and planning travel and visitation within the Yearly Meeting for visiting Friends.
- Maintain communication with and provide assistance to the Presiding Clerk and the Clerk of the Permanent Board.
- Serves *ex officio* as a member of the Coordinating and Advisory Committee, and on Sessions and Ministry and Counsel committees. Participate as an *ex officio* member of the Permanent Board, and the Executive Committee of the New England Region of the American Friends Service Committee
- Represent the Yearly Meeting as appropriate.

### ***Accountability***

- Be accountable to Permanent Board through the C&A Committee and appointed supervisor.
- Have a thorough knowledge of the Personnel Policy Manual policies and procedures.
- Submit expense reimbursement requests, monthly reports, travel logs and time logs in a timely fashion.
- Participate in annual performance appraisal.

**From:** "Jean McCandless" <jmccandl@together.net>  
**Subject:** FW: Email from YAFCWG for Sessions Planning Committee  
**Date:** October 6, 2011 8:52:31 PM EDT  
**To:** "Jonathan Vogel-Borne" <jvb@thebornes.org>, "Nancy Haines" <nlhaines@gmail.com>

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-----Original Message-----

From: hosea1012@roadrunner.com [mailto:hosea1012@roadrunner.com]  
Sent: Wednesday, September 21, 2011 8:55 PM  
To: Jean M. McCandless  
Subject: Email from YAFCWG for Sessions Planning Committee

Greetings to Sessions Planning Committee!

We're sorry that none of us are able to make it to the meeting, but in lieu of the physical presence of all of us this time, we're sending some thoughts we've been having.

We are grateful for the beginning of openness to the spirit moving not only in our hearts and souls, but in thoughts of how we can change the physical manifestations of our lives to reflect our beliefs. We feel the need to not be comfortable in this place of having confronted this problem of spiritual and physical dichotomy, but to move forward as a community towards creating lives that do not augment violence and distress in any part of the globe for humans and ecosystems, but that show how lives lived in harmony can be made possible. The fundamental theme of Friends in this time should be living with integrity given the truth as we understand it. We need to work hard to find structures at Sessions and elsewhere in our yearly meeting that support grappling with this and experimenting with new possibilities for creating new economic/community relationships and confronting powerful vested interests standing in the way of progress towards the Kingdom.

If we can work towards creating structures that do not force us to cause harm, but rather give us the opportunity to find a deep, grounded heart space to work from, we will likely find that the outpouring of our deeper spiritual connection with other life will cause us to find ways to draw ever closer to living lives of integrity and peace. This means not being afraid of the hard conversations we will have to have, or the changes in our own lives, but knowing that they will make us stronger, and help us to love each other more. This also means giving each other the space and excuses to talk about this issue, and those related to it. This integrity of beliefs and life (with our relationship to the planet being primary) is something we will be working on for the rest of our lives. May we all begin this work together with joy and diligence, and find responsibility and peace. And may we remember all of this as we take stock of where we are, and where we need to go.

Love,

The Young Adult Friends Climate Working Group

New England Yearly Meeting of Friends  
Treasurer's Report  
Eleventh Month 19, 2011

## **Summary**

We have allocated our change in fair market value and interest for the year to the various NEYM Funds for FY11. We have made 5% distributions to individual funds for FY12. We have closed the books for FY11.

Individual (account 4010) income came in slightly below expected and Monthly Meeting (account 4020) contributions were higher than expected in FY2011. Overall our income was \$ 652,368.07; our expenses were \$ 644,327.99 so we ended FY11 with a surplus of \$8,040 rather than the deficit of \$30,000 that our budget anticipated.

However, we immediately have loaned the NEFH \$52,500 in FY12 meaning that we have pulled about \$44,500 from our reserves.

## **Introduction**

The bulk of the information in the report is in three tables, named “FY12 Balance Sheet”, “FY11 Profit and Loss” and “FY11 Budget vs. Actuals”.

## **Balance Sheet**

The balance sheet table shows where we have our money and how we intend to use it

Our total assets are \$926,319 of which about \$615,682 are in the New England Yearly Meeting Pooled Funds (1075), about \$2,723 is due from Friends Camp (account 1110), and about \$156,895 are in low risk certificates of deposit (account 1050), money market funds (account 1020), and checking accounts (account 1000). The low risk assets provide a mixture of security and liquidity relative to the more volatile pooled funds.

We have no significant liabilities (debts).

Our “equities”, which we often refer to as “funds”, indicate how we intend to use our assets. We have \$128,351 in Board designated funds (account 3600), \$470,044 in restricted funds (account 3800) and \$167,603 in revolving accounts (account 3700).

Our current working capital reserves are \$189,168 - \$52,500 we loaned to NEFH (account 3500). This working reserve represents 21% of our total equity and 20% of our current assets.

## **Profit and Loss FY11**

These tables compare our income and expenses for the last fiscal year.

## **Budget vs. Actual Summary FY11**

This chart shows our income and expense relative to our annual budget.

**NEYM**  
**Balance Sheet**  
As of November 17, 2011

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>1000 Checking Accounts</b>	
1005 TD Bank Checking	\$51,465.78
1010 Checking Northampton Coop	\$5,491.56
1015 Bank of America - Checking	\$0.00
1040 Petty Cash	\$200.00
<b>Total 1000 Checking Accounts</b>	<b>\$57,157.34</b>
 <b>1020 Money Market Accounts</b>	
1022 TD Bank MM \$#1	2,540.82
1025 Money Market Northampton Coop	4,027.66
1070 Bank of America - Money Market	0.00
<b>Total 1020 Money Market Accounts</b>	<b>\$ 6,568.48</b>
 <b>1050 Certificates of Deposits</b>	
1051 TD Bank MM #2 CD	5,309.21
1052 CD'S Northampton Coop	87,859.50
1080 Bank of America - CD	0.00
<b>Total 1050 Certificates of Deposits</b>	<b>\$ 93,168.71</b>
<b>Total Bank Accounts</b>	<b>\$ 156,894.53</b>
 <b>Accounts Receivable</b>	
<b>1200 Accounts Receivable</b>	
1210 SLOA AR Principal Interest	17,826.55
1215 SLOA Principal Non Interest	70,890.00
1220 SLOA Interest Receivable	5,174.85
1230 CD sales receivable	0.00
1275 Book Sales	0.00
1277 Postage	0.00
<b>Total 1275 Book Sales</b>	<b>\$ 0.00</b>
<b>Total 1200 Accounts Receivable</b>	<b>\$ 93,891.40</b>
<b>Total Accounts Receivable</b>	<b>\$ 93,891.40</b>
 <b>Other Current Assets</b>	
1075 Pooled Funds	615,681.39
1100 Accrued Receivable	-283.96
 <b>1110 Due to/from Friends Camp</b>	
1112 Camp Disability	77.76
1114 Camp - Retirement	1,418.28
1115 Camp Loan	0.00
1116 Camp Mailings	0.00

1118 Camp - Umbrella Liability Insur	0.00
1119 Camp Funds in Transit	0.00
<b>Total 1110 Due to/from Friends Camp</b>	<b>\$ 2,723.26</b>

1120 Employee Advances	0.00
1130 Student Loan Principal Rec.	0.00
1132 Student Loan Principal Non Inte	0.00
1135 Student Loan Interest Rec.	0.00
1140 Due to/from Sessions	0.00
1150 Prepaid Expenses	4,912.14
1190 Misc due to/from	52,500.00
1499 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ 675,532.83</b>

<b>Total Current Assets</b>	<b>\$ 926,318.76</b>
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<b>TOTAL ASSETS</b>	<b>\$ 926,318.76</b>
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#### LIABILITIES AND EQUITY

##### Liabilities

##### Current Liabilities

##### Accounts Payable

Accounts Payable	0.00
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<b>Total Accounts Payable</b>	<b>\$ 0.00</b>
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##### Other Current Liabilities

2010 Accrued Liabilities	2,491.04
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2110 Federal Taxes	0.00
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2120 State Taxes	0.00
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2150 Health Insurance Premium	544.22
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2155 Sect 125 Employee Withholding	904.29
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2160 403B Retirement	258.00
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<b>Total Other Current Liabilities</b>	<b>\$ 4,197.55</b>
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<b>Total Current Liabilities</b>	<b>\$ 4,197.55</b>
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<b>Total Liabilities</b>	<b>\$ 4,197.55</b>
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##### Equity

<b>3500 Working Capital</b>	<b>\$189,168.41</b>
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3600 Board Designated Funds	0.00
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3620 Faith & Practice Revision	34,897.99
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3630 World Conference Travel	7,000.00
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3650 Quasi-Endowment (Investments)	86,453.02
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<b>Total 3600 Board Designated Funds</b>	<b>\$ 128,351.01</b>
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3700 Revolving Accounts	0.00
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3705 Archives	4,345.58
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3712 FUM Intervisitation	1,654.45
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3714 Peace Tax Fund	9,365.45
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3715 Peaceworker	1,784.36
3720 Prejudice & Poverty	1,512.14
3725 Puente de Amigos	3,838.55
3730 Suffering	4,939.42
3740 CE Pubs	0.00
3750 M & C Pubs	0.00
3755 Student Loan	137,192.61
3760 Young Friends Travel	2,970.67
3780 FCNL Pass through	0.00
<b>Total 3700 Revolving Accounts</b>	<b>\$ 167,603.23</b>
3800 Permanently Restricted Funds	0.00
3802 Endowment Fund	0.00
38021 Unavailable	19,546.03
38022 Available	981.00
<b>Total 3802 Endowment Fund</b>	<b>\$ 20,527.03</b>
3804 Alice Needham	0.00
38041 Unavailable	14,794.19
38042 Available	797.00
<b>Total 3804 Alice Needham</b>	<b>\$ 15,591.19</b>
3806 Amy S. Hayden	0.00
38061 Unavailable	48,756.49
38062 Available	2,532.00
<b>Total 3806 Amy S. Hayden</b>	<b>\$ 51,288.49</b>
3808 Anna M. Brown	0.00
38081 Unavailable	28,350.28
38082 Available	1,404.00
<b>Total 3808 Anna M. Brown</b>	<b>\$ 29,754.28</b>
3810 Freedmen's	0.00
38101 Unavailable	105,502.86
38102 Available	21,987.43
<b>Total 3810 Freedmen's</b>	<b>\$ 127,490.29</b>
3812 FUM Foreign Missions	0.00
38121 Unavailable	39,872.56
38122 Available	2,149.00
<b>Total 3812 FUM Foreign Missions</b>	<b>\$ 42,021.56</b>
3814 FUM Home & Foreign	0.00
38141 Unavailable	5,582.51
38142 Available	300.00
<b>Total 3814 FUM Home &amp; Foreign</b>	<b>\$ 5,882.51</b>
3816 FUM Ramallah	0.00
38161 Unavailable	50,416.53
38162 Available	2,717.00
<b>Total 3816 FUM Ramallah</b>	<b>\$ 53,133.53</b>
3818 Hanson/Hill	0.00
38181 Unavailable	25,556.95
38182 Available	1,306.00
<b>Total 3818 Hanson/Hill</b>	<b>\$ 26,862.95</b>
3824 Mosher Book & Tract	0.00
38241 Unavailable	54,765.25



38242 Available	2,742.00
<b>Total 3824 Mosher Book &amp; Tract</b>	<b>\$ 57,507.25</b>
3826 Phillips/Purington/Hawkes	0.00
38261 Unavailable	21,470.14
38262 Available	1,209.00
<b>Total 3826 Phillips/Purington/Hawkes</b>	<b>\$ 22,679.14</b>
3828 Pittsfield/Varney	0.00
38281 Unavailable	6,088.66
38282 Available	300.00
<b>Total 3828 Pittsfield/Varney</b>	<b>\$ 6,388.66</b>
3830 Susan B. Kirby	0.00
38301 Unavailable	6,731.98
38302 Available	350.00
<b>Total 3830 Susan B. Kirby</b>	<b>\$ 7,081.98</b>
3832 West Falmouth Prep Mtg	0.00
38321 Unavailable	3,634.70
38322 Available	200.00
<b>Total 3832 West Falmouth Prep Mtg</b>	<b>\$ 3,834.70</b>
<b>Total 3800 Permanently Restricted Funds</b>	<b>\$ 470,043.56</b>
<b>Total Equity</b>	<b>\$ 922,121.21</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 926,318.76</b>

Thursday, Nov 17, 2011 09:15:57 PM GMT-5 - Cash Basis

**NEYM**  
**Profit & Loss**  
October 2010 - September 2011

	<b>Total</b>
<b>Income</b>	
4010 Individual Contributions	94,713.83
4020 Monthly Meeting Contributions	313,509.70
4022 FUM MM Restricted Funds	350.00
4030 Organizations Contributions	863.52
4050 Interest and Dividend Income	9,106.37
4055 Student Loan Interest	0.00
4070 Books and other Items	
4072 Sales - Books	20,084.30
4074 Quip Discount	-190.40
<b>Total 4072 Sales - Books</b>	<b>\$ 19,893.90</b>
4075 Sales -Other Items	287.40
4076 Shipping/Postage	14.95
<b>Total 4070 Books and other Items</b>	<b>\$ 20,196.25</b>
4080 Retreat Program Fees	43,589.00
4085 Sessions Program Fees	161,115.81
4090 Change in Fair Market Value	8,923.59
	<b>\$ 652,368.07</b>
<b>Total Income</b>	<b>\$ 652,368.07</b>
<b>Gross Profit</b>	<b>\$ 652,368.07</b>
<b>Expenses</b>	
4000 Reconciliation Discrepancies	10.00
<b>5000 Staff</b>	
5010 Salaries & Wages	192,809.93
5037 Housing Allowance	24,000.00
<b>Total 5010 Salaries &amp; Wages</b>	<b>\$ 216,809.93</b>
5020 Payroll Taxes	12,750.07
5030 Benefits	
5033 Health Benefits	34,350.34
5035 Retirements	15,699.44
5040 Disability	1,036.83
5045 Workers' Compensation	504.00
5060 Staff Development	300.00
<b>Total 5030 Benefits</b>	<b>\$ 51,890.61</b>
5050 Spiritual Retreats	240.00
<b>Total 5000 Staff</b>	<b>\$ 281,690.61</b>

<b>5100 General &amp; Administration</b>	
<b>5110 Administration</b>	
5120 Bank Expense	4,513.28
5130 Contracted Services	5,000.00
5140 Legal Services	748.20
5150 Liability Insurance	1,781.00
5160 Payroll Service	3,486.82
5180 Rent	9,350.00
<b>Total 5110 Administration</b>	<b>\$ 24,879.30</b>
<b>5200 Office</b>	
5220 Cleaning Services	264.00
5230 Maint - Equip & Hardware	759.07
5240 Postage	2,233.83
5250 Office Equipment	76.95
5260 Office Supplies	2,079.71
5270 Printing & Copying	4,258.37
5280 Software & Updates	1,229.37
5290 Telephone	4,443.89
<b>Total 5200 Office</b>	<b>\$ 15,345.19</b>
<b>Total 5100 General &amp; Administration</b>	<b>\$ 40,224.49</b>
<b>5300 Travel &amp; Conferences</b>	
5310 Travel - Committee	1,593.95
5320 Travel - Clerk	3,776.26
5330 Travel - Programs	696.01
5335 Travel - Representatives Travel	4,415.10
5350 Travel - Staff	11,243.81
5360 Travel - Ministries	0.00
<b>Total 5300 Travel &amp; Conferences</b>	<b>\$ 21,725.13</b>
<b>6000 Programs</b>	
6105 Honoraria - Speakers/Wkshp Ldrs	9,845.00
6110 Sessions Room & Board	164,323.89
6112 Retreats - Room & Board	
6114 Room Rental	18,501.00
6150 Food Expense	12,421.08
<b>Total 6112 Retreats - Room &amp; Board</b>	<b>\$ 30,922.08</b>
6125 Program Expenses	
6115 Equipment Rental	4,474.41
6121 Supplies and Other Expenses	7,484.83
6165 Pre-Sessions Expense	512.54
<b>Total 6125 Program Expenses</b>	<b>\$ 12,471.78</b>
6130 Committee Expenses - General	7,495.55
6160 Support - Retreats & Sessions	100.00
<b>Total 6000 Programs</b>	<b>\$ 225,158.30</b>

<b>6140 Books and Other</b>	
6142 Books	6,561.88
6145 Other Items for Sale	630.00
6147 Consignment Sales	9,533.50
<b>Total 6140 Books and Other</b>	<b>\$ 16,725.38</b>

<b>6200 Benevolence</b>	
6310 FGC	16,635.00
6320 FUM	16,635.00
6325 FWCC	5,990.00
6328 Ramallah Friends School	100.00
<b>6330 Friends' Organizations</b>	
6335 AFSC	300.00
6338 Cuba Yearly Meeting	0.00
6340 FCNL	750.00
6345 QEW	300.00
6350 Friends Peace Teams	100.00
6355 FWCC 3rd World Travel	500.00
6360 QUNO	200.00
6370 Other Friend's Organizations	0.00
<b>Total 6330 Friends' Organizations</b>	<b>\$ 2,150.00</b>
6400 Support for Monthly Meetings	0.00
6450 Support for Individuals/Family	0.00
6500 New England Quaker Schools	0.00
<b>6590 Ecumenical Organizations</b>	
6592 State Council of Churches	4,500.00
6594 NE Council of Churches	150.00
6596 NECL	125.00
6598 World Council of Churches	100.00
<b>Total 6590 Ecumenical Organizations</b>	<b>\$ 4,875.00</b>
<b>Total 6200 Benevolence</b>	<b>\$ 46,385.00</b>

<b>6600 Publications</b>	
6610 Yearly Meeting Minute Book	6,878.00
6620 New England Friend	5,131.08
6630 Other newsletters	400.00
<b>Total 6600 Publications</b>	<b>\$ 12,409.08</b>

<b>Total Expenses</b>	<b>\$ 644,327.99</b>
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<b>Net Operating Income</b>	<b>\$ 8,040.08</b>
<b>Net Income</b>	<b>\$ 8,040.08</b>

**NEYM**  
**Budget vs. Actuals: NEYM - FY11 P&L Classes**  
 October 2010 - September 2011

	Total		% of Budget
	Actual	Budget	
<b>Income</b>			
4010 Individual Contributions	94,713.83	117,000.00	80.95%
4020 Monthly Meeting Contributions	313,509.70	300,000.00	104.50%
4022 FUM MM Restricted Funds	350.00		
4030 Organizations Contributions	863.52	2,200.00	39.25%
4050 Interest and Dividend Income	9,106.37	11,000.00	82.79%
4070 Books and other Items			
4072 Sales - Books	20,084.30	19,500.00	103.00%
4074 Quip Discount	-190.40		
<b>Total 4072 Sales - Books</b>	<b>\$ 19,893.90</b>	<b>\$ 19,500.00</b>	<b>102.02%</b>
4075 Sales -Other Items	287.40	500.00	57.48%
4076 Shipping/Postage	14.95		
<b>Total 4070 Books and other Items</b>	<b>\$ 20,196.25</b>	<b>\$ 20,000.00</b>	<b>100.98%</b>
4080 Retreat Program Fees	43,589.00	48,500.00	89.87%
4085 Sessions Program Fees	161,115.81	173,500.00	92.86%
4090 Change in Fair Market Value	8,923.59		
<b>Total Income</b>	<b>\$ 652,368.07</b>	<b>\$ 672,200.00</b>	<b>97.05%</b>
<b>Gross Profit</b>	<b>\$ 652,368.07</b>	<b>\$ 672,200.00</b>	<b>97.05%</b>

Expenses

4000 Reconciliation Discrepancies	10.00		
5000 Staff			
5010 Salaries & Wages	192,809.93	215,104.00	89.64%
5037 Housing Allowance	24,000.00		
<b>Total 5010 Salaries &amp; Wages</b>	<b>\$ 216,809.93</b>	<b>\$ 215,104.00</b>	<b>100.79%</b>
5020 Payroll Taxes	12,750.07	12,424.00	102.62%
5030 Benefits			
5033 Health Benefits	34,350.34	40,000.00	85.88%
5035 Retirements	15,699.44	14,912.00	105.28%
5040 Disability	1,036.83	1,131.00	91.67%
5045 Workers' Compensation	504.00	811.00	62.15%
5060 Staff Development	300.00		
<b>Total 5030 Benefits</b>	<b>\$ 51,890.61</b>	<b>\$ 56,854.00</b>	<b>91.27%</b>
5050 Spiritual Retreats	240.00	1,200.00	20.00%
<b>Total 5000 Staff</b>	<b>\$ 281,690.61</b>	<b>\$ 285,582.00</b>	<b>98.64%</b>
5100 General & Administration			
5110 Administration			
5120 Bank Expense	4,513.28	3,000.00	150.44%
5130 Contracted Services	5,000.00	6,000.00	83.33%
5140 Legal Services	748.20	3,000.00	24.94%
5150 Liability Insurance	1,781.00	7,500.00	23.75%
5160 Payroll Service	3,486.82	2,600.00	134.11%
5170 Recruiting Expense		1,000.00	0.00%
5180 Rent	9,350.00	9,350.00	100.00%
<b>Total 5110 Administration</b>	<b>\$ 24,879.30</b>	<b>\$ 32,450.00</b>	<b>76.67%</b>
5200 Office			
5220 Cleaning Services	264.00	300.00	88.00%
5230 Maint - Equip & Hardware	759.07	2,000.00	37.95%
5240 Postage	2,233.83	3,500.00	63.82%
5250 Office Equipment	76.95	3,000.00	2.57%
5260 Office Supplies	2,079.71	2,250.00	92.43%
5270 Printing & Copying	4,258.37	6,000.00	70.97%
5280 Software & Updates	1,229.37	750.00	163.92%
5290 Telephone	4,443.89	3,500.00	126.97%
<b>Total 5200 Office</b>	<b>\$ 15,345.19</b>	<b>\$ 21,300.00</b>	<b>72.04%</b>
<b>Total 5100 General &amp; Administration</b>	<b>\$ 40,224.49</b>	<b>\$ 53,750.00</b>	<b>74.84%</b>
5300 Travel & Conferences			
5310 Travel - Committee	1,593.95	3,000.00	53.13%
5320 Travel - Clerk	3,776.26	3,500.00	107.89%
5330 Travel - Programs	696.01	2,000.00	34.80%
5335 Travel - Representatives Travel	4,415.10	6,500.00	67.92%
5350 Travel - Staff	11,243.81	12,000.00	93.70%
5360 Travel - Ministries	0.00	2,000.00	0.00%
<b>Total 5300 Travel &amp; Conferences</b>	<b>\$ 21,725.13</b>	<b>\$ 29,000.00</b>	<b>74.91%</b>

<b>6000 Programs</b>			
6105 Honoraria - Speakers/Wkshp Ldrs	9,845.00	9,600.00	102.55%
6110 Sessions Room & Board	164,323.89	163,000.00	100.81%
<b>6112 Retreats - Room &amp; Board</b>			
6114 Room Rental	18,501.00	35,000.00	52.86%
6150 Food Expense	12,421.08	15,000.00	82.81%
<b>Total 6112 Retreats - Room &amp; Board</b>	<b>\$ 30,922.08</b>	<b>\$ 50,000.00</b>	<b>61.84%</b>
<b>6125 Program Expenses</b>			
6115 Equipment Rental	4,474.41	4,000.00	111.86%
6121 Supplies and Other Expenses	7,484.83	8,900.00	84.10%
6165 Pre-Sessions Expense	512.54	900.00	56.95%
<b>Total 6125 Program Expenses</b>	<b>\$ 12,471.78</b>	<b>\$ 13,800.00</b>	<b>90.38%</b>
6130 Committee Expenses - General	7,495.55	18,125.00	41.35%
6160 Support - Retreats & Sessions	100.00	3,000.00	3.33%
<b>Total 6000 Programs</b>	<b>\$ 225,158.30</b>	<b>\$ 257,525.00</b>	<b>87.43%</b>
<b>6140 Books and Other</b>			
6142 Books	6,561.88	12,000.00	54.68%
6145 Other Items for Sale	630.00	1,500.00	42.00%
6147 Consignment Sales	9,533.50	4,000.00	238.34%
<b>Total 6140 Books and Other</b>	<b>\$ 16,725.38</b>	<b>\$ 17,500.00</b>	<b>95.57%</b>
<b>6200 Benevolence</b>			
6310 FGC	16,635.00	16,635.00	100.00%
6320 FUM	16,635.00	16,635.00	100.00%
6325 FWCC	5,990.00	5,990.00	100.00%
6328 Ramallah Friends School	100.00	100.00	100.00%
<b>6330 Friends' Organizations</b>			
6335 AFSC	300.00	300.00	100.00%
6340 FCNL	750.00	750.00	100.00%
6345 QEW	300.00	300.00	100.00%
6350 Friends Peace Teams	100.00	100.00	100.00%
6355 FWCC 3rd World Travel	500.00	500.00	100.00%
6360 QUNO	200.00	200.00	100.00%
<b>Total 6330 Friends' Organizations</b>	<b>\$ 2,150.00</b>	<b>\$ 2,150.00</b>	<b>100.00%</b>
6575 Other Organizations		650.00	0.00%
<b>6590 Ecumenical Organizations</b>			
6592 State Council of Churches	4,500.00	4,500.00	100.00%
6594 NE Council of Churches	150.00	150.00	100.00%
6596 NECL	125.00	100.00	125.00%
6598 World Council of Churches	100.00	100.00	100.00%
<b>Total 6590 Ecumenical Organizations</b>	<b>\$ 4,875.00</b>	<b>\$ 4,850.00</b>	<b>100.52%</b>
<b>Total 6200 Benevolence</b>	<b>\$ 46,385.00</b>	<b>\$ 47,010.00</b>	<b>98.67%</b>
<b>6600 Publications</b>			
6610 Yearly Meeting Minute Book	6,878.00	7,500.00	91.71%
6620 New England Friend	5,131.08	5,000.00	102.62%
6630 Other newsletters	400.00		
<b>Total 6600 Publications</b>	<b>\$ 12,409.08</b>	<b>\$ 12,500.00</b>	<b>99.27%</b>
<b>Total Expenses</b>	<b>\$ 644,327.99</b>	<b>\$ 702,867.00</b>	<b>91.67%</b>
<b>Net Operating Income</b>	<b>\$ 8,040.08</b>	<b>\$ (30,667.00)</b>	
<b>Net Income</b>	<b>\$ 8,040.08</b>	<b>\$ (30,667.00)</b>	

**Internal Nominating Committee Report to Permanent Board Nov. 19, 2011**

**Clerk: Edward Baker 2009 – 2012**

**Recording Clerk : John Humphries 2009 - 2012**

<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
#Edward Baker Holly Baldwin Travis Belcher Nancy Isaacs Dwight Lopes Sarah Sue Pennell Karen Sanchez – Eppler Suzanna Schell	Debbie Block Susan P. Davies Jeremiah Dickenson #Eric Edwards Donald Mick Bob Murray C. Jane Van Landingham Carl Williams Donn Weinholtz	#Mary Knowlton #Beth Gorton Deana Chase Allan Kohrman #Christopher McCandless Phil Stone Ruah Swennerfelt Carolyn Stone	Aimee Belanger Ben Guaraldi Galen Hamman Jan Hoffman Rebecca Leuchak Patsy Shotwell Rosemary Zimmerman	#Sarah Gant #John Humphries #Sandy Issacs Bruce Neumann Elias Sanchez- Eppler Fritz Weiss

#in second term (can't be reappointed)

\*filling out term – can be reappointed 2 entire terms

<b>Sub Committee</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Clerks Nominating</b>	Sara Sue Pennell Christopher McCandless	#Patsy Shotwell Allan Kohrman	Debbie Humphries +Benigno Sanchez- Eppler	
<b>Personnel</b>	<b>+Jen Baily</b> Cliff Harrison Theresa Oleksiw	Rebecca Leuchak	Dwight Lopes Karen Sanchez - Eppler Fritz Weiss	Judith Shea
<b>Internal Nominating</b>	Sarah Gant Donn Weinholtz Suzanna Schell	Karen Sanchez - Eppler Donald Mick	Susan Davies	
<b>YM Nominating at Large</b>	Christopher McCandless Adam Kohrman Connie Kincaid- Brown	Rhoda Mowry Jim Lyons Bonnie Norton	+Helen Carpenter +Peter Colby	

***Bold Italics = Clerk or convener*** + = not on Permanent Board



# Summary of Staff Work Plan Priorities, Fiscal Year 2012

For more details see individual staff position goals, hours, functions/tasks and work plan priorities

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>Jonathan Vogel-Borne</b> YM Secretary  <i>(Priorities by order of importance)</i>	Implement the 2012 staff work plan; support production of the Minute Book and the <i>New England Friend</i> ; Report on work plan to Permanent Board (Nov)			Develop Priorities Budget Proposal with C&A, soliciting input from local meetings, committees and staff, and forward it to Finance Committee			Attend 6 <sup>th</sup> World Conference of Friends, Nakuru, Kenya; prepare for annual sessions; begin staff performance appraisals			Send staff performance appraisals to Personnel Cttee; prepare for, implement and follow-up Annual Sessions; create FY 2013 staff work plan		
	<b>Whole Year Priorities (by order of importance):</b> Collaborate with the Communications Director/Office Manger to develop the new website, Assist the ad hoc Property Committee in the sale of the NE Friends Home property in Hingham; Collate, edit and publish an NEYM organizational handbook; Help the YM as needed in the transition to a next YM Secretary; Work with NEYM Ministry & Counsel to support ministry and pastoral care in local meetings; Actively nurture a more supportive staff community											
<b>Jeff Hipp</b> Communications Director/Office Manager	Complete 2011 Minute Book; Organize Committee Days; Publish <i>The New England Friend</i> ; Launch the revised NEYM Web site at the end of the calendar year.			Publish winter & spring issues of <i>The New England Friend</i> ; Continue the development of the new neym.org; Organize Committee Days; Take a weekend spiritual retreat			Publish summer print issue of <i>The New England Friend</i> ; Update Sessions websites; Contact committee clerks regarding Sessions; Arrange for Committee Day locations for FY 2013			Prepare for Sessions; Manage the Office at Sessions; Begin preparation of the Minute Book; Organize Committee Days		
<b>Gretchen Baker-Smith</b> JHYM Coordinator  <b>Kevin Lee</b> JYM Coordinator	Organize and carry-out retreats				Organize and carry-out retreats; Set retreat dates for fiscal year 2013; Recruit staff, begin to plan and organize JHYM Sessions program				Prepare for, implement program for, and follow up on 2012 Sessions; Prepare for FY2013 retreat year; Organize and carry-out retreats			
	<b>Whole Year Priorities (by order of importance):</b> Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming; Continue development of a policy for online use of photos, videos and other images; Provide content to JYM/JHYM segment of the NEYM website; Begin to use the NEYM database for JYM/JHYM data tracking; Create a digital catalog/database of the JHYM Library; Locate and attend a professional enrichment/renewal training, conference or retreat by the end of the 3 <sup>rd</sup> Trimester (Gretchen)											
<b>Nia Thomas</b> YF/YAF Coordinator	Organize and carry-out Young Friends retreats; Organize YFs Resource Person staff development; Support planning for YAF fall event and mid-winter retreat				Organize and carry-out Young Friends retreats; Support planning for YAF Spring Retreat				Set retreat dates for fiscal year 2013; Prepare for, implement program for, and follow up on 2012 Sessions; Prepare for FY2013 retreat year; Organize and carry-out Young Friends retreats			
<b>Whole Year Priorities (by order of importance):</b> Increase the number of participants in the programs; Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming; Learn more about how other youth programs (Quaker and non-Quaker) engage and serve their youth; Provide leadership support for Resource People to be more open about personal spiritual experience that can be communicated effectively to Young Friends; Help Sessions Committee utilize YAF leadership; Seek ways to increase involvement from Vermont, Maine, & New Hampshire; Training for professional development												
<b>Beth Collea</b> Religious Education Coordinator	Organize a working group meeting on "Godly Play"				Work with Quaker Youth Education (QYE) Committee to organize a spring workshop; Recommend books for Children's Bookstore at Sessions				Prepare for FDS Share/Fair at Sessions; Organize "Family Neighborhood" at NEYM Sessions; Support local meetings in beginning their FDS year			
	<b>Whole Year Priorities (by order of importance):</b> Visit local meetings as requested and as led; Listen for and assess the living points of connections between local meetings and NEYM to mutually enliven our ministry to children, to the meeting community and to the world; Communicate with meetings and individuals through RE Mail, RE Bulletin Board, and other correspondence; Provide content for the QYE section of the NEYM website; Create a Quaker Family Activity Calendar; Collect, create, edit, pilot and produce material to support the outreach effort to families; Meet with other NEYM youth workers; Attend Committee Days and Ministry & Counsel (as appropriate) to support the ministry of the YM; Respond to local meeting concerns and advocate awareness on issues of child safety; Attend workshops for professional development											
<b>Frederick Martin</b> Accounts Manager	<b>Whole Year Priorities (by order of importance):</b> Manage payroll, including retirement and benefits; Learn the annual accounting cycle, including closing and opening fiscal years; Call on others for support in balancing the time demands, especially in the month of October, during the change of the fiscal year											
<b>Jodi Goodman</b> Archivist	<b>Whole Year Priorities (by order of importance):</b> Become knowledgeable about the contents, disposition and condition of the NEYM Archives; Inventory the collection; Process back-log of materials needing accession, particularly those items needing more immediate attention; Develop a framework to increase intellectual access to the collections; Work with the Committee to update the collection policy; Reach out to local meetings to recruit volunteers; Travel around New England to visit local meetings; Attend archival trainings as appropriate											

## **NEYM Secretary**

### **Position Goals, Hours, Functions/Tasks, and Work Plan Priorities for Fiscal Year 2012**

#### **Position Goals**

- *Support Friends in doing the work of God, through administration, communication, and pastoral care*
- *Listen to and communicate effectively with all the elements of the Yearly Meeting—monthly meetings, quarterly meetings, Yearly Meeting leadership, committees, and individuals—assisting them to be informed, educated, and inspired in their spiritual and practical religious activities.*
- *Ensure that all Yearly Meeting staff work to achieve the goals articulated by the Yearly Meeting, and serves a key role in the planning process bringing those goals forward*

#### **Hours and Work Site**

- *Hours*
  - This is a full time position (40 hour per week) that requires some weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work.
- *Work site*
  - Tuesdays at the NEYM office. Otherwise work from a home-based office and in the field.

#### **Functions and Tasks**

- *Administrative*
  - Create an annual work plan for the NEYM staff with Coordinating & Advisory (C&A), consulting with NEYM committees and local meetings
  - Create a budget for all staff costs
  - Assist in the creation of a NEYM Priorities Budget Proposal
  - Supervise staff and administer personnel policies, consulting with Personnel Committee
  - Meet regularly with staff to coordinate work
  - Provide reports for Coordinating & Advisory (C&A) and Permanent Board as appropriate
  - Assist the Yearly Meeting in the management of properties and other legal matters
- *Program Supervision*
  - Coordinate the Annual Sessions, assisting the Sessions Committee
  - Assist staff in the planning of other programs for the Yearly Meeting
- *Pastoral*
  - Create a structure to meet the pastoral needs of the Yearly Meeting, working with Yearly Meeting Ministry and Counsel
  - Support the Yearly Meeting committees under the guidance of the C&A Committee
  - Minister to the spiritual needs of constituent Meetings, groups and individuals within the Yearly Meeting and nurture Friends' concerns, including peace and justice
  - Maintain direct communication with monthly and quarterly meetings
  - Provide consultation to local meetings as appropriate
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

#### **Work Plan Priorities**

- *First Quarter of FY 2012 (October – December)*
  - Implement the NEYM fiscal year 2012 work plan with Coordinating & Advisory (C&A), consulting with NEYM committees and informing local meetings
  - Support production of the Minute Book and the fall issue of the *New England Friend*
  - Report on work plan to Permanent Board (Nov)

- *Second Quarter of FY 2012 (January – March)*
  - Develop Priorities Budget Proposal with C&A, soliciting input from local meetings, committees and staff, and forward it to Finance Committee
- *Third Quarter of FY 2012 (April – June)*
  - Attend 6<sup>th</sup> World Conference of Friends, Nakuru, Kenya
  - Prepare for Annual Sessions
  - Begin staff performance appraisals
- *Fourth Quarter of FY 2012 (July – September)*
  - Send completed staff performance appraisals to Personnel Committee
  - Prepare for, implement and follow-up on Annual Sessions
  - Create the NEYM fiscal year 2013 work plan with C&A, consulting with NEYM committees and local meetings
- *Year-Long Priorities listed by order of importance*
  - Collaborate with the Communications Director/Office Manger to develop the new website
  - Assist the ad hoc Property Committee in the sale of the NE Friends Home property in Hingham
  - Collate, edit and publish an NEYM organizational handbook
  - Help the YM as needed in the transition to a next YM Secretary
  - Work with NEYM Ministry & Counsel to support ministry and pastoral care in local meetings
  - Actively nurture a more supportive staff community

#### **Measures and Indicators of Work Plan Priorities Accomplishments**

- Monthly meeting with C&A appointed supervisor
- Regular reviews at most C&A Committee meetings based on task accomplishments as outlined in the Work Plan Priorities section above
- A quarterly written narrative, sent to the C&A appointed supervisor, listing and evaluating task accomplishments as outlined in the “Work Plan Priorities” section above
- Annual report to C&A that includes:
  - Written narrative evaluating work plan priorities accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical report
- Report for publishing in the Minute Book
- C&A supervisor conducts YM Secretary’s staff performance appraisal, forwarded via C&A Committee to Permanent Board to recommend continuing employment of the YM Secretary to the Annual Sessions

#### **Queries**

- How does Spirit move through you and your ministry?
- What were this year’s important achievements?
- What are the challenges you face in your job?
- What brings you joy in your work as YM Secretary?

## **NEYM Communications Director/Office Manager**

Position Goals, Hours, Functions/Tasks, and Work Plan Priorities for Fiscal Year 2012

### **Position Goals**

- *Foster a more welcoming Yearly Meeting community by making information more easily available and approachable to Friends of all levels of Yearly Meeting involvement, as well as non-Friends.*
- *Provide administrative support for the Yearly Meeting operations*
- *Nurture a collective voice for New England Quakers in the wider world, to help us more clearly articulate our common faith to the world*
- *Encourage and empower NEYM clerks, staff, and committees to be more faithful, more caring, more efficient, and more transparent in all that we do*

### **Hours and Work Site**

- *Hours*
  - This is a full time position (40 hour per week) that requires some weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work.
- *Work site*
  - Tuesdays at the NEYM office and other days as needed. Otherwise the work site will be from a home-based office.

### **Functions and Tasks**

- *Communications*
  - Respond to inquires (via all media)
  - Coordinate the YM calendar (on the web)
  - Support YM committee clerks as needed (see services guide)
  - Write thank you notes to individual contributors
  - Arrange committee days
  - Maintain and utilize the YM e-mail broadcast tools
- *Publications*
  - Coordinate, publish, and distribute the Annual Minute Book
  - Direct the work on the Yearly Meeting web site
  - Edit and publish *The New England Friend*
  - Manage inventory, sale and distribution of NEYM publications
- *Administrative*
  - Work with the YM Secretary to prioritize, plan, and organize the work of the office
  - Recruit and supervise voluntary and paid staff for office needs
  - Work with YM Secretary and others in planning for the Annual Sessions, managing the NEYM Office at Annual Sessions
- *Information Management*
  - Maintain appropriate information on YM staff and committee activities
  - Maintain the Yearly Meeting database, including meeting surveys and statistics
  - Coordinate bulk mailings to constituent bodies of the Yearly Meeting
  - Maintain office equipment and supply inventory
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

### **Work Plan Priorities**

- *First Quarter of FY 2012 (October – December)*
  - Complete publication and distribution of the 2011 Minute Book
  - Publish *The New England Friend* in conjunction with the Development Committee Annual Report and appeal, in print and electronic formats.

- Work with FGC, The YM Secretary and the Publications & Communications Committee to launch the revised NEYM Web site at the end of the calendar year.
- *Second Quarter of FY 2012 (January – March)*
  - Publish winter & spring issues of *The New England Friend*
  - Continue the development of the new neym.org
  - Take a weekend spiritual retreat
- *Third Quarter of FY 2012 (April – June)*
  - Begin Preparation for Sessions
  - Publish summer print issue of *The New England Friend*
  - Update Sessions website, including online registration site
  - Contact committee clerks regarding meetings at NEYM Sessions
  - Arrange for Committee Day Locations for FY 2013
- *Fourth Quarter of FY 2012 (July – September)*
  - Prepare for Sessions
  - Manage the Office at Sessions
  - Begin preparation of the Minute Book

### **Measures and Indicators of Work Plan Priorities Accomplishments**

- Quarterly reviews with YM Secretary based on task accomplishments as outlined in the “Work Plan Priorities” section above
- A quarterly written narrative, sent to the YM Secretary, listing and evaluating task accomplishments as outlined in the “Work Plan Priorities” section above
- Annual Report to YM Secretary that includes:
  - Written narrative evaluating goals, priorities, and task accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical report
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

### **Queries**

- How does Spirit move through you and your ministry?
- What were this year’s important achievements?
- What are the challenges you face in your job?
- What brings you joy in your work as Communications Director/Office Manager?

# NEYM Jr. Yearly Meeting & Jr. High Yearly Meeting Retreat Coordinator

Position Goals, Hours, Functions/Tasks and Work Plan Priorities for Fiscal Year 2012

## Goals For All Youth and Young Adult Programs

- *The purpose of NEYM's youth and young adult retreat programs is to provide safe and trusting communities in which young people can seek to find that of God in themselves and each other in joyous and loving circles, grounded in the Religious Society of Friends. Pastoral care, information and referral services, and general communication between retreats to young adults, youth and their families are significant components of this work.*
- *At NEYM Sessions the Yearly Meeting's youth and young adult programs provide programs and services for infants, youth and young adults.*
- *In all of NEYM's youth and youth adult programs, the primary goal is to help our children and young adults develop a Quaker identity and promote a sense of Quaker community by providing age-appropriate opportunities for communication and witness of who we are as Friends.*

## Hours and Work Site

- *Hours*
  - This is a full time position (40 hour per week) that requires weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work
- *Work Site*
  - Work will be from a home-based office, at retreat sites, and at least three times during the year at the NEYM Office in Worcester or other suitable location for staff meetings

## Functions/Tasks

- *Pastoral and Programmatic*
  - Organize four Junior YM (JYM) retreats, (Nov, Jan, May, Sept) and five Jr. High YM (JHYM) retreats (Oct, Nov, Jan, Mar, May), plus the 6<sup>th</sup> grade retreat (Mar)
  - Provide pastoral support and leadership development for young people and their families
  - Recruit, screen, and nurture teen and adult leaders to work with young people as retreat and Sessions program staffers
  - Supervise all who interact with the JYM and JHYM programs, including maintaining appropriate procedures for child safety following Yearly Meeting guidelines and procedures
  - Assist Youth Programs Committee and Sessions Committee with the development and implementation of the JYM and JHYM programs at Annual Sessions, providing ministry, support, oversight and leadership in partnership with program coordinators
  - Provide consultation and support to committees, local meetings and groups as appropriate
- *Information Management*
  - Maintain the JYM and JHYM segments of the YM database
  - Coordinate mailings to JYM and JHYM young people and their families
  - Maintain and catalog the two libraries of books for JYM Retreats and JHYM Retreats
- *Communications*
  - Develop and maintain the JYM and JHYM segments of the YM website
  - Develop and maintain internet-based methods of communication with young people, their families, and the local meetings
  - Contribute articles to *The New England Friend* on youth activities
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

## Work Plan Priorities

- *First Trimester of Fiscal Year 2012 (October – January)*
  - Organize and carry-out retreats

- *Second Trimester of Fiscal Year 2012 (February – May)*
  - Organize and carry-out retreats
  - Set retreat dates for fiscal year 2013
  - Recruit staff, begin to plan and organize JHYM Sessions program
- *Third Trimester of Fiscal Year 2012 (June – September)*
  - Prepare for, implement program for, and follow up on 2012 Sessions
  - Prepare for FY2013 retreat year, including publicity, cleaning up database, health forms, staffing applications, and inventorying supplies and equipment
  - Organize and carry-out retreats
- *Year-Long Priorities listed by order of importance*
  - Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming
  - Continue development of a policy for online use of photos, videos and other images
  - Work with the Communications Director to develop the JYM/JHYM segment of the NEYM website
  - Work with the database manager to use the NEYM database for JYM/JHYM data tracking
  - Create a digital catalog/database of the JHYM Library (both Retreats & Sessions)
  - Locate and attend a professional enrichment/renewal training, conference or retreat by the end of the 3<sup>rd</sup> Trimester (Gretchen)

### **Measures and Indicators of Work Plan Priorities Accomplishments**

- For each Retreat:
  - Participants and Resource People complete evaluation forms
  - Financial forms completed and sent to the Accounts Manager
  - Brief retreat report sent to the clerk of Youth Programs and YM Secretary
- A short written narrative, sent at the end of each trimester to the YM Secretary, forming the basis for a review of task accomplishments as outlined in the “Work Plan Priorities” section above
- Trimester review with the YM Secretary based on task accomplishments as outlined in the Work Plan Priorities section above
- Annual Report to YM Secretary and Youth Programs Committee that includes:
  - Written narrative evaluating work plan priorities accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical retreat report
  - Standard evaluation forms completed by parents of participants of YF retreat programs, circulated by the YM Secretary and Youth Programs Committee
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

### **Queries**

- How does Spirit move through you, and your program?
- Do you feel supported by parents, by youth staffers, by the Youth Programs Committee, by the Yearly Meeting Secretary, by Yearly Meeting?
- What collaboration among youth programs would you suggest?
- How could the process of recruiting, screening, training and finding substitutes for resource persons be improved?
- How successful is this program in integrating youth into a future active adult participation in their monthly and yearly meeting?

**NEYM Young Friends – Young Adult Friends Coordinator**  
Position Goals, Hours, Functions/Tasks and Work Plan Priorities for Fiscal Year 2012

**Goals For All Youth and Young Adult Programs**

- *The purpose of NEYM's youth and young adult retreat programs is to provide safe and trusting communities in which young people can seek to find that of God in themselves and each other in joyous and loving circles, grounded in the Religious Society of Friends. Pastoral care, information and referral services, and general communication between retreats to young adults, youth and their families are significant components of this work.*
- *At NEYM Sessions the Yearly Meeting's youth and young adult programs provide programs and services for infants, youth and young adults.*
- *In all of NEYM's youth and young adult programs, the primary goal is to help our children and young adults develop a Quaker identity and promote a sense of Quaker community by providing age-appropriate opportunities for communication and witness of who we are as Friends*

**Hours and Work Site**

- *Hours*
  - This is a full time position (40 hour per week) that requires some weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work.
- *Work Site*
  - Tuesdays at the NEYM office. Otherwise work from a home-based office and in the field.

**Functions/Tasks**

- *Pastoral and Programmatic*
  - Organize eight Young Friends (high school age) retreats (Oct, Nov, Dec, Feb, Apr, May, Jul [Seniors-tentatively], Sept [Ministry & Counsel])
  - Support Young Adult Friends (YAF) in planning three YAF retreats (Oct, Jan, May)
  - Provide pastoral support and leadership development for young adults, youth and their families
  - Recruit, screen, train, and nurture Young Friends Resource People
  - Supervise all who interact with the youth and young adult programs, including maintaining appropriate procedures for child safety following Yearly Meeting guidelines and procedures
  - Work with Youth Programs and Sessions Committee with the development and implementation of the Young Friends and YAF programs at Annual Sessions, providing ministry, support, oversight and leadership in partnership with program coordinators
  - Provide consultation and support to committees, local meetings and groups as appropriate
- *Information Management*
  - Maintain the YF and YAF segments of the YM database
  - Coordinate mailings to YFs and YAFs
- *Communications*
  - Work with the Communications Director to develop and maintain the YF and YAF segments of the YM website
  - Develop and maintain internet-based methods of communication with young people, their families, and the local meetings
  - Edit and produce at least two YAF newsletters
  - Contribute articles to The New England Friend on youth activities
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

**Work Plan Priorities**

- *First Trimester of Fiscal Year 2012 (October – January)*
  - Organize and carry-out Young Friends retreats



- Organize YFs Resource Person staff development
- Support planning for YAF fall event and mid-winter retreat
- *Second Trimester of Fiscal Year 2012 (February – May)*
  - Organize and carry-out Young Friends retreats
  - Support planning for YAF Spring Retreat
- *Third Trimester of Fiscal Year 2012 (June – September)*
  - Set retreat dates for fiscal year 2013
  - Prepare for, implement program for, and follow up on 2012 Sessions
  - Prepare for FY2013 retreat year, including publicity, cleaning up database, health forms, staffing applications, and inventorying supplies and equipment
  - Organize and carry-out Young Friends retreats
- *Year-Long Priorities listed by order of importance*
  - Increase the number of participants at Young Friends & YAF retreats and Sessions. My goal for Young Friends retreats is a minimum of 40 Young Friends per retreat
  - Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming
  - Learn through research, intervisitation, and personal connections, more about how other youth programs (Quaker and non-Quaker) engage and serve their youth
  - Provide leadership support for Resource People to be more open about personal spiritual experience that can be communicated effectively to Young Friends
  - Help Sessions Committee utilize YAF leadership for Sessions 2012
  - Seek ways to increase involvement of YFs and YAFs from Vermont, Maine, & New Hampshire
  - Training for professional development as appropriate

### **Measures and Indicators of Work Plan Priorities Accomplishments**

- For each Retreat:
  - Participants and Resource People complete evaluation forms
  - Financial forms completed and sent to the Accounts Manager
  - Brief retreat report sent to the clerk of Youth Programs and YM Secretary
- A short written narrative, sent at the end of each trimester to the YM Secretary, forming the basis for a review of task accomplishments as outlined in the “Work Plan Priorities” section above
- Trimester review with the YM Secretary based on task accomplishments as outlined in the Work Plan Priorities section above
- Annual Report to YM Secretary and Youth Programs Committee that includes:
  - Written narrative evaluating work plan priorities accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical retreat report
  - Standard evaluation forms completed by parents of participants of YF retreat programs, circulated by the YM Secretary and Youth Programs Committee
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

### **Queries**

- How does Spirit move through you, and your program?
- Do you feel supported by parents, by resource persons, by the Youth Programs Committee, by the Yearly Meeting Secretary, by Yearly Meeting?
- What collaboration among youth programs would you suggest?
- How could the process of recruiting, screening, training and finding substitutes for resource persons be improved?
- How successful is this program in integrating youth into a future active adult participation in their monthly and yearly meeting?

## **NEYM Religious Education Coordinator**

Position Goals, Hours, Functions/Tasks and Work Plan Priorities for Fiscal Year 2012

### **Position Goals**

- *To set the stage for an authentic experience of the divine among our children, and to joyfully model, guide, and instruct them along the Quaker journey with the hope that someday they may choose this for themselves.*
- *To help meetings to see the religious care of children in the wider context of the meeting's spiritual grounding, and in its active witness to the world*
- *To identify, welcome, and integrate Quaker children and parents who are not currently involved with NEYM.*
- *To work with the Quaker Youth Education Committee to assist local meetings to create vibrant programming for children and families, including First Day Schools (FDS), intergenerational activities and the like.*
- *To inspire and empower Quaker families to live into the Quaker message in the context of our secularized American culture.*

### **Hours and Work Site**

- *Hours*
  - This is a part-time position (24 hours/week) requiring weekend and evening hours.
- *Work Site*
  - Work will be from a home-based office, in the field and at the NEYM Office in Worcester, or other suitable location, for staff meetings

### **Functions/Tasks**

- *General Support to First Day School Programs*
  - Visit and maintain contact with local meetings to assist Quaker children's programming, to integrate parents and children into the whole meeting community, and to facilitate outreach to new families.
  - Nurture a living sense of community among Quaker parents across New England and to make real the common life shared by First Day Schools (FDS) throughout NEYM
  - Work with the Quaker Youth Education Committee to provide curriculum support, including consultations and workshops as appropriate.
  - Support Religious Education leadership, including paid staff local meetings.
  - Contribute and update content in the QYE segment of the NEYM website
  - Maintain the QYE Lending Library and "Friendly Courier Service" to circulate books
- *Support for Quaker parents/families*
  - Advocate within NEYM for the needs of families, especially those who are not currently involved.
  - Name and create space for conversations that deepen our shared faith, among the whole meeting.
  - Connect families in local meetings with the NEYM's programs and resources
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

### **Work Plan Priorities**

- *First Trimester of Fiscal Year 2012 (October – January)*
  - Organize a working group meeting on "Godly Play"
- *Second Trimester of Fiscal Year 2012 (February – May)*
  - Work with Quaker Youth Education (QYE) Committee to organize a spring workshop
  - Recommend books for Children's Bookstore at Sessions

- *Third Trimester of Fiscal Year 2012 (June – September)*
  - Working with QYE Committee, prepare for FDS Share/Fair at Sessions
  - Organize “Family Neighborhood” at NEYM Sessions
  - Support local meetings in beginning their FDS year
- *Year-Long Priorities listed by order of importance*
  - Visit local meetings as requested and as led
  - Listen for and assess the living points of connections between local meetings and NEYM to mutually enliven our ministry to children, to the meeting community and to the world
  - Communicate with meetings and individuals through RE Mail, RE Bulletin Board, and other correspondence
  - Provide content for the QYE section of the new NEYM website.
  - Create a Quaker Family Activity Calendar in collaboration with the QYE Committee.
  - Collect, create, edit, pilot and produce material written and otherwise to support the outreach effort to families
  - Meet regularly with other NEYM youth workers
  - Attend Committee Days and at least one meeting of the NEYM Ministry & Counsel to listen for and find ways to support the ministry of the YM.
  - Respond to local meeting concerns and advocate awareness on issues around child safety
  - Attend workshops for professional development

#### **Measures and Indicators of Work Plan Priorities Accomplishments**

- Track support to specific monthly meetings
- Financial forms completed and sent to the Accounts Manager
- A short written narrative, sent at the end of each trimester to the YM Secretary, forming the basis for a review of task accomplishments as outlined in the “Work Plan Priorities” section above
- Trimester review with the YM Secretary based on task accomplishments as outlined in the Work Plan Priorities section above
- Annual Report to YM Secretary and Quaker Youth Education Committee that includes:
  - Written narrative evaluating work plan priorities accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical retreat report
  - Standard evaluation forms completed by parents of participants of YF retreat programs, circulated by the YM Secretary and Youth Programs Committee
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

#### **Queries**

- How does Spirit move through you, and your program?
- What were this year’s important achievements?
- What are the challenges you face in your job?
- What brings you joy in your work as NEYM Religious Education Coordinator?

## NEYM Accounts Manager

Position Goals, Hours, Functions/Tasks, and Work Plan Priorities for Fiscal Year 2012

### Position Goal

- *To keep the accounting records of the New England Yearly Meeting accurately, to do so in a timely manner and to maintain confidentiality.*

### Hours and Work Site

- *Hours*
  - This is a part-time position averaging 20 hours/week.

#### *Work Site*

- Responsibilities are primarily carried out at the NEYM office in Worcester, one day a week. Otherwise the work site will be from a home-based office.

### Functions and Tasks

- *Maintain the following documents and procedures:*
  - General Ledger
  - Sessions Accounting
  - Retreat Accounting
  - Credit Card Accounting
  - Payroll
  - Retirement
  - Section 125 (flexible benefits)
  - Receive Contributions
  - Caring Habits (GiveMonthly)
  - Receive Payments
  - Pay Accounts Receivable
  - Student Loan Fund
  - Special Funds
  - Reconcile bank statements
  - Manage cash flow
  - Budget watchdog
  - Financial liaison with committee clerks
  - Coordination with Finance and Development Committees
  - Open and close the books for the fiscal year
  - Attend committee meetings and events as appropriate

### Work Plan Priorities

- General bookkeeping, including all deposits, invoices, bill payments, bank reconciliation
- Manage payroll, including retirement and benefits
- Learn the annual accounting cycle, including closing and opening fiscal years
- Call on others for support in balancing the time demands, especially in the month of October, during the change of the fiscal year

### Measures and Indicators of Work Plan Priorities Accomplishments

- Quarterly review of books, or more frequently when necessary, by the YM Secretary in consultation with the Treasurer.
- Annual review of books by a member of the Finance Committee to be completed by January of the following fiscal year.
- Annual Report to YM Secretary and the Treasurer that includes:
  - Written narrative evaluating goals, priorities, and task accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical report, including a ratio of the total number of checking account transactions (credits plus debits) to the annual hours worked.
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

### Queries

- Do you have enough time to do the work and at specific times of the year?
- What is the appropriate division of work between the Worcester office and home?
- Do you feel supported in the position?

# NEYM Archivist

## Work Plan for Fiscal Year 2012

### Goal

- *Provide Friends and non-Friends appropriate access to New England Quaker archives and other historical records through maintenance and upkeep of the NEYM Archives located at the Rhode Island Historical Society (RIHS) Library in Providence, RI.*

### Hours and Work Site

- *Hours*  
A part-time position averaging 8 hours/week

#### *Work Site*

NEYM Archives located at the Rhode Island Historical Society (RIHS) Library, Providence, RI

### Functions and Tasks

- Establish boundaries and contents of the collection
- Provide upkeep and maintenance of the collection
- Process new accessions, maintain detailed accession records, and send acknowledgements of gifts
- Respond to formal requests for research
- Attend meetings of the Archives and Historical Records Committee
- Travel occasionally throughout New England to survey records, conduct research, lead Archives related workshops and attend meetings as appropriate
- Participate in professional organizations and archival trainings as appropriate
- Supervise volunteers working with the collection

### Work Plan Priorities Listed By Order of Importance

- Become knowledgeable about the contents and disposition and condition of the NEYM Archives
- Inventory the collection
- Process back-log of materials needing accession, particularly those items needing more immediate attention
- Develop a framework to increase intellectual access to the collections
- Work with the Committee to update the collection policy
- Reach out to local meetings to recruit volunteers
- Travel around New England to visit local meetings
- Attend archival trainings as appropriate

### Measures and Indicators of Work Plan Priorities Accomplishments

- A quarterly report sent to Yearly Meeting (YM) Secretary and the Archives and Historical Records Committee Clerk, including statistics of Archive use, fiscal activities and new accessions
- Annual Report to YM Secretary and the Archives and Historical Records Committee including:
  - Written narrative evaluating goals, priorities, and task accomplishments for the year
  - Written reflection on queries listed below
  - Annual summary statistical report, including Archive use, fiscal activities and new accessions
- Report for publishing in the Minute Book as appropriate
- YM Secretary conducts staff performance appraisal

### Queries

- Do you feel supported in the position?
- Do you have enough time to do the work?
- Do you feel the goals are appropriate and ordered appropriately?
- Are there goals that are not here that need to be?