

**New England Yearly Meeting of the Religious Society of Friends  
Permanent Board Minutes  
November 17, 2012  
Midcoast Monthly Meeting**

**12-98 Opening Worship:** Friends gathered for worship in the sunny and peaceful meeting room of Midcoast Meeting. We heard a Memorial Minute for Bernice Simpson Douglas.

**12-99 Roll Call:** The Recording Clerk called the roll:

**Present:** Holly Baldwin, Travis Belcher, Susan Davies, Jeremiah Dickinson, Sarah Gant, Jan Hoffman, Nancy Isaacs, Sandy Isaacs, Mary Knowlton, Allan Kohrman, Christopher McCandless, Robert Murray, Bruce Neumann, Karen Sanchez-Eppler, Suzanna Schell, Patricia Shotwell, Sara Smith, Caroline Stone, Phillip Stone, Fritz Weiss, Rosemary Zimmerman, Hannah Zwirner

**Regrets:** Edward Baker (Clerk of Personnel), Aimee Belanger, Debbie Block (resigned), Deana Chase, Eric Edwards, Ben Guaraldi, Galen Hamman, John Humphries, Rebecca Leuchak, Elias Sanchez-Eppler, Jane Van LANDINGHAM, Donn Weinholtz, Carl Williams, Maria Lamberto (clerk of Finance)

**Ex-officio:** Edward Mair (Treasurer), Jacqueline Stillwell (Presiding Clerk), Jonathan Vogel-Borne (Yearly Meeting Secretary), Noah Baker Merrill (YM Secretary designate), Nat Shed (Friends Camp Director)

**Guests:** Suzanne Hallett (Midcoast), Richard Bullock (Acadia), Kathleen Wooten (Lawrence), Leslie Manning (Durham), Carmen Lavertu (Midcoast), Peter Nutting (Vassalboro), Benigno Sanchez-Eppler (Northampton), Beth Collea (Wellesley), Susan Brew (Vassalboro), Kristna Evans (North Shore), Carole Beal (Acadia)

**12-100 Minutes:** The minutes from our August 9 meeting were considered and approved.

**12-101 Yearly Meeting Secretary Report:** Jonathan Vogel-Borne (outgoing secretary) and Noah Baker Merrill (secretary designate) rose together to report on events and issues in the Yearly Meeting. Noah reflected that he is grateful for the lead time between his selection and the start of his tenure. This has allowed him to spend time with Jonathan and others learning about issues and processes, and time in prayer, looking for wisdom on where God is leading us.

Jonathan explained the latest evolution of the minute book: the Minutes of our Annual Sessions will be printed in an 8 ½ x 11 format and mailed to every Monthly Meeting. The Minutes will also be available on-line at neym.org. The Directory, which will include Meeting information, committee information, financial information, and contact information, will be available in a spiral bound volume the size of our current Minute Book.

Jonathan spoke about the staff, noting that Noah will inherit a wonderful Yearly Meeting staff. We heard that Jody Goodman, our Archivist, has left, and that Kevin Lee will be retiring this fall from his many years of leading youth retreats.

Gretchen Baker Smith, who has been sharing a full-time position with Kevin, will take over his responsibilities.

Noah and Jonathan led us in a brief exercise from FUM's Forty Days of Prayer, noting that a number of monthly meetings have groups who have engaged in this discipline. We considered the query: *"As you consider all of the world's needs, and opportunities for ministry in the world, where and how do you sense God is calling FUM to be most involved?"*

**12-102 Memorial Minute:** We approved forwarding Bernice Simpson Douglas's Memorial Minute to Sessions.

**12-103 Mentor:** Recognizing that Noah will be a new (ex-officio) member of Permanent Board beginning in January, we appointed Jan Hoffman as his mentor.

**12-104 Legacy Discernment Committee:** Suzanna Schell, reporting for the Legacy Discernment Committee which also includes Allan Kohrman and Nancy Haines, reviewed their proposal, which includes a letter to be sent to monthly meetings and other groups within the Yearly Meeting, requesting that Friends spend time considering the query: *"This money is a gift from the past to the future. How could this money help Friends answer God's call?"* A suggested timeline looks towards PB reviewing submitted proposals in time to consider them and bring a final proposal to Sessions. Accepting the timeline as a guide, not a rule, we agreed that proper seasoning was more important than rapid resolution. The ad-hoc committee's proposal also includes offering intervisitation to facilitate these discussions, but the named committee declines to travel and requests more members, who would be available and willing to travel in addition to assisting with discernment. Suzanna noted that a variety of materials would be made available on the website, to assist groups in their discernment process. Two suggestions were made about the letter, one to emphasize the corporate nature of the discernment, the other to include a set of queries which Mt. Toby Meeting used in some financial discernment a few years ago.

We heard voices suggesting that the money would be best used as a resource for nurturing monthly meetings, and that discernment should focus on that subject. Recognizing that nurture of meetings will always be a concern, while the gift is a resource very much in the present, we were clear not to limit discernment or proposals. We did suggest that the committee, in its communication with meetings and other groups, encourage them to keep their focus on the MM/QM/YM.

Friends suggested a few more names for this committee. Holly will work with Suzanna, Allan, and Nancy to explore who is willing to participate.

In closing this conversation, we were encouraged to carry our membership in Permanent Board into our own meetings, and facilitate these conversations.

**12-105 Presiding Clerk Report:** Jacqueline Stillwell reported on various developments around the Yearly Meeting. We heard that a draft of the Organizational Manual has been posted at neym.org. The manual is "a tool to help us understand our roles within NEYM and to describe the procedures and practices that provide continuity

in the operation of the yearly Meeting.” We are encouraged to review it and offer thoughts and feedback to Jonathan.

Coordinating and Advisory, together with Personnel Committee, has been considering what the right structure might be to support the Yearly Meeting Secretary, and what would be useful to Noah in his transition. Edward Baker will provide immediate support for this transition, until other structures are set up.

Sessions Committee has picked the theme for next year: “Live up to the light thou hast, and more will be granted to thee.” Plans are moving forward for a mid-year gathering on March 23 in Portland. Two Irish Friends, Simon Lamb and John Fitzgerald will be presenters. We also heard that Sessions Committee has set up a new site-selection committee to explore future locations.

**12-106 Yearly Meeting Structure:** Continuing a discussion initiated by a minute from Nominating Committee (PB Minute 12-49), and continued at our Aug. 4<sup>th</sup> and Aug. 9<sup>th</sup> meetings (PB minutes 12-68 and 12-91), we considered how to move forward with the concern. Jan Hoffman presented a summary (Proposed Charge for ad hoc Structural Review Committee, attached) that she, Christopher McCandless, and Holly Baldwin had prepared. The charge encourages this committee to consider multiple areas of concern which have arisen including: Nominating’s concern about their work and the committee structure; Permanent Boards’ composition and relationship to MM’s; staff structure and work load; and a more general concern about the relationships of Monthly, Quarterly, and Yearly Meetings. We had previously found ourselves moving in the direction of a broader look at YM structure, rather than limiting ourselves to considering the nominating system. Friends reinforced this view, encouraging the ad-hoc committee to “start with a clean sheet of paper, considering what God wants us to do, and how we should structure that work.”

Friends familiar with the urgency of the Nominating issues expressed concerns about the process taking a long time. We were reminded that it *is* possible for such work to happen relatively quickly, and that any new system will itself evolve as new understandings are revealed.

Friends also pointed out that parts of our structure do work well, including Permanent Board.

The Clerk offered a minute of summary and charge, which we **approved**:

We celebrate the life, faithfulness, and work present in the YM, and the opportunity to improve our structures to enable this work to continue and grow. We accept this charge and ask a committee to be formed to explore where the life is, in our YM, and how our structures may help us be of the greatest use to God. We ask that this committee give special and urgent attention to nominating concerns.

Noting that there may be points of common exploration and discovery, between the work of the Legacy Gift Committee and the Yearly Meeting Structure Committee, we suggest they have regular communication.

In closing, we were asked, “How do we enhance the ministry in each of us, and create structures so that we can be the light in the world?”

**12-107 Yearly Meeting Structure Committee:** We considered what gifts will be needed on this committee, noting that it will need a balance of linear thinkers and global thinkers; Friends who are appreciative of history, but not bound by it; and those who have a radical trust in Divine guidance.

The clerk read the names of Friends who have previously expressed interest in service on this committee and Friends raised up a few more. We approved delegating final composition of this committee to C&A. Bruce Neumann agreed to convene the first meeting.

**12-108 Friends Camp:** Nat Shed opened his remarks by expressing his appreciation for his recent sabbatical. He continued by noting that the remove from daily business which this allowed provided an opportunity for reflection on the structure and the future of the Camp. In light of recent history of the New England Friends Home, he feels that there is work to be done to ensure the long-term viability of the Camp. While the Friends Camp Committee is in practice the primary advisory group for the Camp, the nominating process does not always provide a balance of necessary skills, including legal, financial, personnel, development, and insurance. In fact, he reminded us, ultimately Permanent Board has the legal oversight of the Friends Camp. He is asking the Permanent Board for help in considering what structure might be useful in providing the necessary advice, oversight, and fiduciary responsibility.

In considering this request, Friends suggested that some advisory positions should be based on specific skill or function, rather than open nomination. We also heard, again reflecting on the recent history of NEFH, that the camp should engage in periodic review of the relevance and vitality of its ministry.

Friends thanked Nat for suggesting ways we can move toward more sound governance of the Camp, and **approved** forming an ad-hoc committee to explore ways of strengthening the governance of the Camp, consisting of Travis Belcher, Mary Knowlton, and Carolyn Stone. Invitations will also be extended to Finance, Personnel, and Nominating Committees, to send representatives. Travis will convene the first meeting. Friends also **approved** asking Nat and the Camp Committee to explore accreditation for the Camp.

**12-109 Treasurer's Report:** Ed Mair, NEYM Treasurer, presented a few items for our consideration:

- Ed would like to set up two accounts for the receipt of stock donations to the Yearly Meeting. The stock could then be liquidated and the resulting funds transferred to the Pooled Funds. One such account would be in Amesbury, convenient for the current Treasurer and Communications Director who would be signatories. The other account would be at a bank convenient for the DeBurlo Group, managers of the Pooled Funds, where the Yearly Meeting Secretary and Permanent Board Clerk would be signatories. **Friends approved** the creation of two such accounts, and naming the Treasurer, Communications Director, Yearly Meeting Secretary and Clerk of Permanent Board as signatories.

- Ed reported that NEYM had a \$58K deficit last year, due to a combination of factors including a Sessions deficit, lower than expected Monthly Meeting and individual income, and a change of bookkeeping practice. While our reserves are sufficient to carry us through similar deficits for several years, Sessions approval of our FY13 budget, which includes a challenge of \$38K, cannot be taken lightly. Ed pointed at extreme measures taken in Philadelphia Yearly Meeting (PYM) in recent years, due to a series of financial shortfalls. He expressed concern that some in PYM blamed the treasurer for not warning the YM, and stated clearly “The Permanent Board should consider itself warned!” Some Friends expressed regret about Finance Committee’s 2012-13 budget proposal, and Sessions approval of the challenge budget.
- Friends approved the Treasurer’s and the Finance Committee’s recommendation to liquidate the Hill-Hanson fund. Approximately \$30K will be transferred to operating reserves. The Hill-Hanson fund was previously dedicated to the operation of the NEFH.

**12-110 Student Loan Committee:** Christopher McCandless reported that the ad-hoc committee consisting of himself, Travis Belcher, and Allan Kohrman, has begun to consider the value and the structure of the Student Loan program, which has been inactive for several years. Christopher asked for PB authorization to contact individuals with outstanding loans, totaling approximately \$130K. **Friends approved.** The ad-hoc committee will bring a proposal to PB at a later date, concerning the future of the Student Loan program.

**12-111 Nominating:** For Yearly Meeting Nominating Committee, Christopher McCandless presented the following names. **Friends approved:**

- Archives: Donna McDaniel (Framingham) class of 2015
- Ministry and Counsel: Jerry Sazama (Storrs) class of 2015
- FWCC: Sheila Garrett (Monadnock) class of 2015
- FWCC: Judy Goldberger (Beacon Hill) class of 2015
- Racial, Social, and Economic Justice: Nur Shoop (Dover) class of 2015
- Faith and Practice Revision: Susan Davies

**12-112 Puente:** The clerk read a letter from Puente Committee, requesting approval for Benigno Sanchez-Eppler to travel in the ministry as representative of New England Yearly Meeting, to visit Cuba Yearly Meeting; as well as a letter of introduction from Northampton Meeting. **Friends approved** this travel.

**12-113 Intervisitation:** The clerk reported that she met with Susan Davies, John Humphries, Rebecca Leuchak, and Ben Guaraldi, to consider ways to do intervisitation in conjunction with Permanent Board meetings. The group proposes arranging Saturday evening potluck and discussion groups after our meetings. Supportive of the concept, Friends offered a few thoughts: perhaps Friday evening we would be fresher and more light-filled, perhaps we might have a longer lunch period on Saturday, or perhaps the Permanent Board could meet on Sunday.

Understanding that this proposal is a concept in development, and that some choices will depend on the interest and availability at the host meeting, we asked Susan Davies, Ed Mair, Holly Baldwin, and Patsy Shotwell to shepherd this process with Framingham Meeting, location of our January meeting.

PB members who had stayed with local Friends reminded us of the value of building relationships with others around the yearly meeting.

**12-114 Closing Worship:** We closed in worship, purposing to meet again, God willing, on January 19, 2013, at Framingham Meeting.

Holly Baldwin, Clerk

Bruce Neumann, Recording Clerk

**New England Yearly Meeting of the Religious Society of Friends**  
**Permanent Board Minutes **Draft****  
**August 9, 2012**  
**Bryant University, Smithfield, RI**

**12-79 Opening Worship:** Friends gathered in waiting worship.

**12-80 Roll Call:** The Recording Clerk called the roll.

**Present:** Holly Baldwin, Aimee Belanger, Travis Belcher, Susan Davies, Jeremiah Dickinson, Jan Hoffman, John Humphries, Maria Lamberto, Rebecca Leuchak, Christopher McCandless, Robert Murray, Bruce Neumann, Karen Sanchez-Eppler, Suzanna Schell, Sara Smith, Caroline Stone, Phillip Stone, Jane Van LANDINGHAM, Donn Weinholtz, Fritz Weiss, Rosemary Zimmerman

**Regrets:** Debbie Block, Deana Chase, Eric Edwards, Sarah Gant, Ben Guaraldi, Galen Hamann, Sandy Isaacs, Mary Knowlton, Allan Kohrman, Elias Sanchez-Eppler, Patricia Shotwell, Carl Williams, Hannah Zwirner

**Ex-officio:** Edward Mair (Treasurer), Jacqueline Stillwell (Presiding Clerk), Jonathan Vogel-Borne (Yearly Meeting Secretary)

**12-81 Minutes:** The Minutes from August 4, 2012 were **approved** with corrections.

**12-82 New Members:** We welcomed new members of Permanent Board: Sarah Smith (Concord MM), and (in absentia) Hannah Zwirner (Beacon Hill MM). Following our tradition of appointing mentors to assist new members' understanding of our work and their role in it, we appointed Phil Stone as mentor for Sara, and Suzanna Schell as mentor for Hannah.

**12-83 Appreciation:** We spent some time in worship-sharing, reflecting on the service of outgoing Clerk Edward Baker, and outgoing Recording Clerk John Humphries. Friends noted, with affection and respect, John's quiet and humble confidence, his attention to detail, and his sense of our current work as part of the on-going stream of the spiritual life of NEYM. It was noted that his service to Permanent Board and the Yearly Meeting was superimposed on a generous allotment of time and energy at Hartford MM. John is the model of servant leadership.

Reflecting on Edward, friends noted his remarkable faithfulness, stepping into the job with no knowledge of the enormity of work this position would encounter during his tenure. To the work he has brought a solid faithfulness, consistent grounded-ness, and a deep confidence in the body and the process. Our Yearly Meeting Secretary recognized that he felt delight in anticipation of their regular conference calls, and noted that these clerks have been ministers in their own right. Another Friend reported that upon thanking Edward for his conscientious service, Edward replied quietly, and characteristically: "A life of service is quite satisfying." We have been blessed.

**12-84 Friends Home Property Committee:** Noting that the work of this group is done (see PB Minute 11-78), **Friends approved** laying down the Ad-hoc Friends Home Property Committee.

**12-85 YM Secretary Search Committee:** For the Search Committee, Bruce Neumann, Clerk of the YM Secretary Search Committee, reported that although the primary responsibility of the committee was complete with Sessions approval of the new YM secretary, there is a small bit of useful work to be done: reflecting on the process, offering some detail about the process to the Personnel Committee for insertion in the Personnel Policy Manual, and final communication with candidates. The Search Committee will bring a final report to our November Meeting. Friends expressed their appreciation for the Search Committee's work, noting that there has been no recent precedent to guide the process.

**12-86 Yearly Meeting Secretary Report:** Jonathan Vogel-Borne, YM Secretary, reported that, while the 2012 Sessions were unusually restful from a spiritual vantage, they were the most demanding physically, in recent memory. A remarkable series of medical issues and property damage kept our on-site co-coordinator busier than anticipated.

**12-87 Presiding Clerk's Report:** Jacqueline Stillwell, YM Presiding Clerk, presented two minutes from Sessions for our approval: one acknowledging the epistles of our other Yearly Meetings in New England, and the Closing worship minute. These minutes were **approved**. A discussion ensued about Memorial Minutes. Friends noted that a number of this year's Memorial Minutes seemed overly long, and that a few of the individuals seemed to have marginal relationship with the YM, which in the past has been a qualification for inclusion. Jan Hoffman agreed to explore the recent trend in Memorial Minutes.

**12-88 Internal Nominating Committee:** For the Internal Nominating Committee, Donn Weinholtz, Clerk of the Committee reported the following nominations:

- Clerks Nominating: Rosemary Zimmerman (Putney), class of 2015
- Internal Nominating: Robert Murray (Beacon Hill), class of 2015
- YM Nominating: Christopher McCandless (Burlington), at-large member, class of 2014; Connie Kincaid-Brown (Quaker City/Unity), at-large member, class of 2015

**Friends approved** these nominations.

**12-89 Legacy Gift:** We continued our discussion (see PB Minutes 12-47 and 12-71) of Permanent Board's role in making a recommendation for the use of the profits from the sale of the New England Friends Home, a sum which we have come to refer as the Legacy Gift. Karen Sanchez-Eppler, with input from other PB members who had been present, reported on an interest group which had been held, during Sessions, seeking input on the question.

Friends **approved** laying down the ad-hoc committee charged with exploring a process for discernment. Friends **approved** formation of a new ad-hoc *Legacy Discernment Committee*, with the longer-range charge of encouraging wide discussion, receiving



ideas and proposals regarding the use of the money, and assisting Permanent Board in its discernment, with the ultimate goal of bringing recommendations to Sessions. Allan Kohrman, Nancy Haines (Wellesley, Clerk of Development Ctte.), and Suzanna Schell (convenor) were **appointed** to this committee. Recognizing conflicting interests of timely recommendations and thorough discernment, we refrained from setting a timetable. We also acknowledge that others may be called to this work, and that through its own discernment, the committee may find a shift in the nature of its work.

We ask the committee to bring, to our November Permanent Board meeting, 1) an intended process for this work, 2) a proposed timeline, and 3) Queries for distribution to the various constituencies, using the following points as a guide for their work:

- 1) The final decision about use for the legacy Gift will rest with Sessions, PB has been asked to discern and make a report.
- 2) Decisions about how to use these funds must arise from discernment that engages people from throughout the Yearly Meeting.
- 3) The process should include deep seasoning from across the YM. Monthly Meetings, Quarterly Meetings, and Committees should be encouraged to reflect and give feedback to Permanent Board, through the ad-hoc Legacy Discernment Committee. Input will be welcome from other discernment groups.
- 4) While it will be useful to begin the conversation with a focus on how we individually and corporately understand the role of money, ideas on how to use the money should grow out of discussion of the question, “What does NEYM need?” The question “What do Quakers in NE need?” may be more meaningful to those in our Monthly Meetings who have no particular relationship with the YM.

**12-90 New England Friends Home Memorial Minute:** Recalling a suggestion from the floor of Sessions, and recognizing the long history of the Friends Home, we discussed composing a Memorial Minute which would pay tribute to the Home. Ed Mair offered to take the lead in drafting a Memorial Minute.

**12-91 Yearly Meeting Structure:** Continuing our discussion (see PB minute 12-68) prompted by Nominating Committee’s minute (see PB Minute 12-49) asking us to look at the committee and volunteer structure, we acknowledge that we are being led to form a committee to explore a broad range of structural issues. Lacking time to properly discern the charge for this ad-hoc committee, we refrained from naming the committee, noting that a few friends have expressed interest to the PB Clerk. The Yearly Meeting Presiding Clerk quoted from a recent minute (Session minute 5); “What does God want us to do? How can we structure ourselves so as not to get in the way?” We were encouraged to be deliberate in this process – despite the urgency felt by YM nominating, we sense the importance of understanding the larger picture before suggesting change. Recognizing that various ad-hoc committees have done relevant work in the last decade, Jan Hoffman offered to review some of their reports and, with assistance from Holly Baldwin and Christopher McCandless, will consider how best to make this information available and useful for this on-going work.

**12-92 Travel Minute:** The Clerk has received the endorsed travel minute for Benigno Sanchez-Eppler’s travels to and within North Pacific Yearly Meeting earlier this

summer. She read several of the 22 messages appended to the minute. We sense that NPYM was deeply appreciative of the presence of our beloved Friend. One Friend suggested that an exploration of the tradition of traveling in the ministry might be a worthy topic for a future edition of the New England Friend.

**12-93 Meeting Locations:** The clerk spoke of her concern for smaller meetings with minimal participation in the Yearly Meeting, and the prospect that hosting a PB meeting might enhance their understanding and relationship with the YM. John Humphries, Rebecca Leuchak, and Ben Guaraldi will engage in conversation about particular locations, and potential benefits from such visits. Dates for this year's PB meetings will be:

November 17, 2012, Midcoast (tentative)

January 19, 2013, TBD

March 16, TBD

May 11, 2013, TBD

**12-94 Quaker Organizations:** Donn Weinholtz encouraged us to reflect on the Yearly Meeting's relationship with various Quaker organizations, such as Friends Association of Higher Education. We will revisit this.

**12-95 Student Loan Committee:** Sessions has asked PB to report on the status of the Student Loan Committee, and make a recommendation about its future. Currently the committee has no members, but we believe there are still outstanding loans. Travis Belcher and Christopher McCandless, both former members of the committee, will do some research in advance of a discussion at a future PB meeting.

**12-96 Closing Worship:** We closed in worship, with a quiet sense of joy at the movement of the Holy Spirit through the week. God willing, we will meet again on November 17.

Holly Baldwin, Clerk

Bruce Neumann, Recording Clerk

## MEMORIAL FOR BERNICE SIMPSON DOUGLAS


Bernice Douglas was born December 7, 1908, to Henry and Elizabeth Simpson of Brunswick, Maine. Her roots in Brunswick were deep, going back to Simpson ancestors of the 1700s. During World War I the family moved to York, Maine, where her father managed a large farm. When the family returned to Brunswick after the war, Bernice attended Brunswick High School and Farmington State Normal School. After graduating she taught school in Augusta, Maine. She married C. Merton Douglas of Brunswick in 1935. When Merton took over his father's plumbing and heating business, she gave up teaching to manage his office and do the bookkeeping.

Bernice was a member of Durham Friends Meeting and was especially interested in the activities of the United Society of Friends Women [USFW], serving in the local and New England organizations, and she attended triennial meetings of the international body. She often read more books in the USFW Reading Course than anyone in the Meeting. She loved young people and related well with them all her life. She taught the High School Sunday School class and led the youth group for several years. Bernice welcomed young people into her home, always glad to see them. They found her witty, clever, wise, and offering good advice. Her "Children's Stories" during meeting for worship were valued by all. She sometimes recited poems which conveyed a message. She was active in New England Yearly Meeting of Friends, serving on the Program and Missionary Committees. In her warm, loving way, she provided hospitality for many visiting Friends. Bernice enjoyed organizing evenings of board games, stories, scavenger hunts and Bible verse quizzes for the Sunday School at her home in Brunswick. She continued many of these activities until shortly before her death.

Bernice and her husband had no children but helped raise her sister's three sons who were very small when their mother died. She was known as a welcoming and generous neighbor in her local community--and was affectionately called "Aunt Bee" by many.

She died June 26, 2012, at the age of 103. A memorial service was held on July 4 at Durham Friends Meetinghouse.

Durham Monthly Meeting of Friends  
October 21, 2012

  
Edwin E. Hinshaw, Clerk

*Falmouth Quarterly Meeting*  
*October 28, 2012*

  
Dorothy L. Tranel  
Clerk

**November 12, 2012**

**REPORT**

**To:** Permanent Board

**From:** Ad-hoc Legacy Discernment Committee, Alan Kohrman, Nancy Haines, Suzanna Schell, clerk

We have met twice to consider to our charge from PB. Suzanna Schell agreed to serve as clerk.

**1. Friends' relationship with money:** We considered the request from Permanent Board that Friends and Meetings undertake personal and corporate work about their relationships with money as a first step in the discernment process, as recommended by the previous committee.

We were united that this was not a necessary step in the discernment process but recognized that there are Friends who are interested in doing this work. There are many useful materials available for this work including:

- Queries used at Sessions in anchor groups.
- Materials and resources from a recent Development Committee workshop called Living with Financial Integrity.
- Friends Journal 2006 special issue on "Friends and Money" (available online)

**2. Proposed Timeline for Discernment:**

**November 17:** Present process to Permanent Board.

**November 18-19:** Send out letter (attached) by email to all groups giving background, timeline, and query for discernment (monthly meetings, quarterly meetings, Young Friends, Young Adult Friends, YM committee clerks, staff.)

**January 3:** Send out reminder letter to above groups by email and snail mail.

**January 3 - April 1:** Intervisitation, *if there are volunteers*

**February 9:** Committee Day - ask Committees to spend a little time with the query

**March 23:** Mid-year Gathering - ask for 1 hour worship-sharing on the query

**April 1:** Deadline for receiving comments and ideas.

**April 1 - May:** Committee meets to consider responses.

**May 11:** Present results and report to Permanent Board

**August 2013 Sessions:** Present progress report, and if clear, bring suggestions for approval or report on work to be done.

**3. Draft Letter to MM, QM, NEYM Committee Clerks, YF, YAF, YM Staff:** Attached is a draft letter that, with your approval, will go to all clerks of Monthly and Quarterly Meetings,

Ad-hoc Legacy Discernment Committee

DRAFT: Report to Permanent Board

November 17, 2012

NEYM Committee Clerks, Young Friends, Young Adult Friends, and YM Staff asking them to consider the query,

**“This money is a gift from the past to the future. How could this money help Friends answer God’s call?”**

**4. Intervisitation:** Permanent Board asked that provisions be made for visiting monthly and quarterly meetings that request help in discernment. We united in reporting to Permanent Board that the three of us would not be available for intervisitation and would only be able to offer this service if others volunteered.

**5. Materials for Discernment:** If Friends would like, we propose to put together a set of materials to used by Meetings or Friends who undertake visitation on behalf of the discernment process. These materials could include: background of the original gift from Polly Starr, timeline for discernment process, queries and other resources. We would ask the communications director to make these materials available on the NEYM website.

**6. Additional Members:** We ask Permanent Board to find additional members for our committee, especially younger Friends. This is particularly important if we are to do any intervisitation and for our spring meetings to consider Friends’ responses.

Ad-hoc Legacy Discernment Committee  
DRAFT: Report to Permanent Board  
November 17, 2012  
**DRAFT LETTER**

November 2012

Dear Friends,

Upon the sale of the New England Friends Home, New England Yearly Meeting has received approximately \$1,100,000. It is our task to discern how we are led to use these funds. The Legacy Discernment Committee, an ad hoc subcommittee of Permanent Board, has been charged with overseeing the process that will enable us to do this discernment faithfully.

We are in the midst of a year-long process that will help us to carry out this conversation with open minds and hearts, listening to each other and the Spirit. This involves deep, prayerful thinking about this gift and our vision for the Yearly Meeting. What are we called to do with the treasure with which we are entrusted?

We are writing to you—Monthly Meetings, Quarterly Meetings, Young Friends, Young Adult Friends, Yearly Meeting Committees, and Yearly Meeting staff—for your advice and counsel. We believe that Permanent Board’s recommendation to Yearly Meeting Sessions must arise from discernment that engages people throughout the Yearly Meeting.

We ask that your group meet to discuss this question, focusing on the query,

**“This money is a gift from the past to the future. How could this money help Friends answer God’s call?”**

We encourage you to ask individuals in your group to formulate a proposal that might be seasoned by you. Perhaps your group will be so excited by this process that you might wish to send us more than one proposal. We prefer that proposals come to us from groups rather than individuals to allow for the proper seasoning by you.

We have put together resources to help you in your discernment process, which will be available at [www. neym.org](http://www.neym.org).

We ask that you send your proposals either by mail or by email to Suzanna Schell, 195 Harvey St., Apt. 7, Cambridge, MA 02140: [suzanna.schell@gmail.com](mailto:suzanna.schell@gmail.com). We wish to have all proposals in hand by April 1, 2013.

For the Permanent Board,  
Holly Baldwin, clerk

For Legacy Discernment Committee,  
Nancy Haines, Allan Kohrman, Suzanna Schell, clerk

# NEYM Organizational Handbook and Procedures Manual

## Table of Contents

Table of Contents.....	1
Glossary of Acronyms and terms.....	3
Yearly Meeting Organization for Dummies .....	4
Introduction .....	5
Relationship to Other Documents.....	5
Faith and Practice .....	5
Finance Committee Handbook .....	5
Minutes of the Annual Sessions and Annual Directory.....	5
NEYM Structural Change Minutes from 1945 to the Present .....	5
Nominating Committee Procedures and Practices.....	6
Personnel Policy Manual .....	6
Priorities Budget & Process.....	6
Sessions Committee Guidelines.....	6
Staff Work Plan .....	6
How do I find out about...? .....	6
General Information About New England Yearly Meeting.....	7
The name “Yearly Meeting”.....	7
The Sessions .....	7
Continuing Body.....	7
Who Belongs .....	7
Background.....	7
Yearly Meeting Authority.....	8
Flow of Yearly Meeting Business .....	8
Flow of Information.....	8
Coordinating NEYM Activities with local meetings .....	9
Yearly Meeting Events and Programs .....	10
Annual Sessions.....	10
Purpose of Yearly Meeting Sessions: worship, business, and fellowship. ....	10
Sessions Is Also a Religious Conference.....	10
Committee Days and Other Committee Meetings .....	11
Puente de Amigos.....	11
Youth Programs.....	11
Yearly Meeting Officers.....	11
Officers Job Descriptions .....	11
Presiding clerk .....	11
Recording clerk.....	12
Reading clerk.....	12
Treasurer.....	12
Coordinating & Advisory Committee.....	12
Yearly Meeting Staff .....	12
Staff Supervision .....	12
Descriptions of Volunteer & Stipended Positions .....	13
Committee Members, Including Ex-Officio & Co-Opted Persons .....	13
Definitions .....	13
Listing in the Annual Directory .....	13
Ex Officio Designations .....	13
Clerks.....	13
Staff .....	13
Sessions Committee Ex-Officio.....	14
Purposes & Procedures of Boards & Committees [approved 8/2011].....	14
Permanent Board .....	14
PB: clerks Nominating.....	14

PB: Internal Nominating .....	14
PB: Personnel .....	14
Committee on Aging .....	15
Archives & Historical Records .....	15
Board of Managers of Investments & Permanent Funds .....	15
Coordinating & Advisory .....	15
Correspondence .....	15
Development.....	16
Earthcare Ministry Committee.....	16
Ecumenical Relations .....	16
Faith and Practice Revision .....	16
Finance .....	17
Friends Camp.....	17
Friends General Conference Committee.....	17
Friends United Meeting Committee .....	18
Friends World Committee for Consultation Committee.....	18
Ministry & Counsel .....	18
Committee for Nurturing Friends Education at Moses Brown School .....	19
Yearly Meeting Nominating .....	19
Peace & Social Concerns.....	19
Publications & Communications .....	20
Puente de Amigos .....	20
Quaker Youth Education .....	21
Racial Social & Economic Justice .....	21
Sessions Committee.....	21
Student Loan.....	22
United Society Friends Women.....	22
Youth Programs.....	22
NEYM Office support of Committees (minutes, finances, forms, etc.).....	22
Deadlines: .....	22
Committee Tasks:.....	23
Committee Budget & Budget Requests .....	23
Committee Fundraising .....	23
Representative Travel .....	23
Advance Documents: Agenda items and Annual Report for Sessions .....	23
Interest Groups and Displays at Sessions .....	23
Organizational and Informational Committee meetings at Sessions .....	23
Support Services:.....	24
Committee Meetings.....	24
Committee Minutes .....	24
Committee Finances .....	24
Committee Travel.....	24
Mailing and Communication Information for all committees .....	24
The New England Friend (NEF).....	25
Staff & Office Information .....	25
Staff Roster .....	25
Office Volunteers .....	26
NEYM Relationships with Organizations .....	26
Yearly Meeting Publications .....	26
Appendices .....	26
Forms:.....	26
Finance Committee Handbook .....	26
Nominating Committee Procedures and Practices.....	26
Personnel Policy Manual .....	26
Sessions Committee Guidelines.....	26
Structural Change NEYM Sessions Minutes from 1945 to 2003 .....	26



## Glossary of Acronyms and terms

AFSC .....	American Friends Service Committee
C&A .....	Coordinating & Advisory Committee
FCNL.....	Friends Committee on National Legislation
FGC .....	Friends General Conference
FLGBTGC.....	Friends for Lesbian, Gay, Bisexual, Transgender and Gay Concerns
FUM .....	Friends United Meeting
FWCC.....	Friends World Committee for Consultation
M&C.....	Ministry & Counsel
MM.....	Monthly Meeting
NEYM .....	New England Yearly Meeting
PB .....	Permanent Board
PDF.....	Portable Document Format
PM .....	Preparative Meeting
P&SC.....	Peace & Social Concerns Committee
QEW .....	Quaker Earthcare Witness
QM .....	Quarterly Meeting
WG .....	Worship Group
YM .....	Yearly Meeting

# **Yearly Meeting Organization for Dummies**

TBD

## Introduction

The purpose of the NEYM Organizational Handbook and Procedures Manual is to help all of us (old timers and newcomers) understand how NEYM works. This is not NEYM's statement of faith and practice. Books of *Faith and Practice* (Discipline) provide guides to understanding and insight about our spiritual experience (faith) and ways of being, behaving, and living (practice). Such Discipline statements are written specifically by each Yearly Meeting and approved by the entire body of the constituent local meetings at their annual Sessions. This Organizational Handbook and Procedures Manual is a tool to help us understand our roles within NEYM and to describe the procedures and practices that provide continuity in the operations of the Yearly Meeting.

This is a reference work. It provides job descriptions, aids the flow of communication, and encourages appropriate channels (whom to ask, who answers). NEYM Organizational Handbook and Procedures Manual may also be used to help Friends in NEYM know how to use NEYM's organization—how and where to share ideas and concerns. Because this document contains a mixture of policies that have been approved by the Yearly Meeting and practices that have been established by custom, it is important to distinguish between them. Wherever possible, the NEYM *Faith and Practice* section or the appropriate minute of a Committee or Board is referred to. Since this document is not a vehicle to create or change policies or practices, it does not require NEYM approval. The Coordinating & Advisory Committee encourages and solicits input for the Organizational Handbook and Procedures Manual and asks for suggestions for material to be added. The Coordinating & Advisory Committee approves and issues the Handbook.

The Organizational Handbook and Procedures Manual is a guide to getting our work done and is not meant to limit the creativity or energy of individuals or committees.

## Relationship to Other Documents

### Faith and Practice

The NEYM *Faith and Practice* is the primary authority describing NEYM, its faith basis, its organization and its function. The Yearly Meeting at its annual Sessions approves the *Faith and Practice* after an extended process of review and discernment. This document is intended to supplement, not replace, the NEYM *Faith and Practice*. The task of this Handbook is to fill in the details that could not, or should not, be in the *Faith and Practice*. The *Faith and Practice* and approved minutes of the Yearly Meeting take precedence over this document in case of any discrepancy between them.

NEYM is incorporated as a church. At this time NEYM is incorporated in three states, Massachusetts (1828), Rhode Island (1848), and Maine (1875). NEYM's *Faith and Practice* is the articles of incorporation and by-laws of the organization.

### Finance Committee Handbook

The Finance Committee's Handbook, appended to this document, serves as a repository for minutes and information related to NEYM's financial policies and procedures.

### Minutes of the Annual Sessions and Annual Directory

Each year, NEYM publishes Minutes of the annual Sessions and a Directory of staff, officers, board and committee appointments, local meeting information, and individual contact information for active Yearly Meeting Friends and local meeting officers and contacts. Policy changes resulting in decisions made by the YM in Session will be incorporated into the Organizational Handbook and Procedures Manual in a timely manner.

### NEYM Structural Change Minutes from 1945 to the Present

In 1945, after exactly 100 years of separation, New England Yearly Meeting ("Wilburite" or "Conservative") joined with the Yearly Meeting of Friends for New England ("Gurneyite" or "Orthodox"), and several independent local meetings to form the current New England Yearly Meeting of Friends. "NEYM Structural Change Minutes from 1945 to the Present," appended to this document, are minutes from our annual Sessions that track the evolution of our organizational structure since our 1945 reunion.

## Nominating Committee Procedures and Practices

The Nominating Committee Procedures and Practices, appended to this document, describe the timetable and tasks of the Nominating Committee.

## Personnel Policy Manual

Permanent Board is charged with the accountability and care of the NEYM staff. The Personnel Committee, therefore, is a sub-group of the Permanent Board. The Personnel Policy Manual, appended to this document, guides the Permanent Board and the Personnel Committee in the accountability and care of our staff.

## Priorities Budget & Process

The NEYM priorities budget process begins in late fall when the Yearly Meeting Secretary begins to collect visions, wishes, leadings, and ideas from all parts of the Yearly Meeting, that may have financial impact on the coming year's budget. A Priorities Budget document is created to reflect NEYM's current financial condition, including income and expense projections. From that baseline, budget level '0' is the flat-funded budget and each subsequent level, with its program/need and financial implication, is shown. So that by the highest level, say level '5,' all elements of the hoped for increases in support for a particular program/need are included. As the written priorities budget circulates among the YM, each group, meeting, board, committee, and/or person that has interest in a given program/need is encouraged to contact the YM Secretary with questions, concerns, etc. The YM Secretary adjusts priorities as appropriate and then passes the budget along for discernment to the Coordinating & Advisory Committee, the Permanent Board, the Development Committee, other Committees, the local meetings, and ultimately to the Finance Committee. It is the Finance Committee that brings a final budget recommendation to the annual Sessions.

## Sessions Committee Guidelines

The Sessions Committee is responsible for planning and carrying out the annual Sessions of the YM. The Sessions Committee Guidelines, appended to this document, outline the committee's schedule, describes its several sub-committees, and provides job descriptions for the annual Session's staff and volunteer positions.

## Staff Work Plan

The annual Staff Work Plan, appended to this document, is created by consultation among the staff, committees, and local meetings by the Yearly Meeting Secretary and approved by the Coordinating & Advisory Committee.

## How do I find out about...?

- **Questions** may be directed to a committee clerk, clerk of Permanent Board (PB), NEYM presiding clerk, or the staff.
- Go to the **NEYM website**, <<http://neym.org>>, to find information, including the NEYM calendar, current events with program information, and links to local meetings, committees, staff, other Quaker organizations, etc.).
- Contact the Communications Director/Office Manager for **questions that the website does not address**, <[comdir@neym.org](mailto:comdir@neym.org)>. See the annual Directory or website for more contact information.
- NEYM publishes a newsletter, *The New England Friend*, four times a year. It is both an online newsletter and a print publication. At least once per year it is sent via US postal mail to each household listed in the NEYM database, with extra copies sent to the meetings and worship groups. Items and articles for *The New England Friend* should be sent to the Communications Director/Office Manager.
- **Donations** to NEYM may be made by check payable to New England Yearly Meeting and sent to the NEYM Office, 901 Pleasant St, Worcester, MA 01602-1908, or may be made with a credit card on the NEYM website. Gifts of securities or charitable annuities are also accepted; contact the NEYM Office for details.
- **The NEYM Directory** contains individual contact information for active YM Friends and local meeting (quarterly, monthly, and preparative meetings, and worship groups) officers and YM contacts. Copies of the directory are provided to each meeting and worship group in the YM, to all YM officers, committee members and representatives to other organizations, and to the local meeting officers and contacts. Copies of the Directory are available free of charge, on request.

- **The YM database** contains the information about meetings, members and attenders. The information is updated as it becomes available. The NEYM Office can provide mailing labels and various kinds of information from the database to meetings and worship groups, yearly meeting officers and committee clerks and members.
- **The YM publishes** *Faith and Practice* and assorted booklets/pamphlets for distribution and sale. These can be purchased through the NEYM Office.

## General Information About New England Yearly Meeting

New England Yearly Meeting of Friends provides a voice and a center for Quakers in New England, upholding monthly and quarterly meetings through support, resources and connections so that Friends can do God's work. New England Friends come together in worship and fellowship from a rich diversity of theological perspectives and both unprogrammed and pastoral traditions. We are called to listen deeply to the Inward Guide and to each other as we seek to be a gathered faith community. Witnessing to the power of God in our lives, we envision a vibrant and growing Quaker presence in the world, Spirit-led to faithful action.

### ***The name "Yearly Meeting"***

The name "Yearly Meeting" refers both to the annual Sessions and the year-round organization. It's the oldest yearly meeting in the world, dating from when Friends gathered in 1661 in Newport, RI, and continued to meet annually. Friends first came to America in 1656, in New England, four years after George Fox began his ministry in England.

### ***The Sessions***

New England Yearly Meeting's annual Sessions for business, usually held in early August on a college campus, have the features of a conference and a family camp, with workshops, interest groups, talks, worship-sharing, and recreation. A large number of children and young people attend. The Sessions Committee works all year making arrangements for the six-day annual Sessions attended by over 700 persons. Not only meeting members attend, but it is also open to those not in formal membership.

### ***Continuing Body***

When Yearly Meeting is not in session, its decision-making is handled as need arises by the Permanent Board, an appointed body consisting of Friends from all over New England. The Board meets several times a year.

### ***Who Belongs***

The Yearly Meeting has over 4,000 members on record, plus many meeting attenders who have not yet joined, in 98 meetings—of which 68 are monthly meetings and about 30 are preparative (subsidiary) meetings or worship groups. All monthly meeting members in New England are automatically members of the Yearly Meeting, as well as of their respective quarterly meetings. (There are three meetings in New England that belong to the Evangelical Friends Church-Eastern Region and there are several meetings in lower Connecticut that are members of New York Yearly Meeting). Each meeting is asked to contribute to the budget for the year-round work approved at the annual Sessions.

### ***Background***

In the 19th century, American Quakers split into groups over matters of faith. The "Gurneyite" meetings, with programmed worship and pastors, in the "Yearly Meeting of Friends for New England," and the "Wilburite" meetings with unprogrammed worship and no pastors, in "New England Yearly Meeting," came together in 1945 along with the Connecticut Valley Association of Friends, and the independent Cambridge, MA, and Providence, RI, meetings, to become New England Yearly Meeting. Today the Yearly Meeting belongs to two national Quaker groupings: Friends United Meeting, one of two organizations of meetings with pastors and programmed worship; and also Friends General Conference, the organization of meetings without pastors, worshipping on the basis of silent waiting.

## Yearly Meeting Authority

Monthly meetings are independent congregations that run their own business and own their own property; preparative meetings or worship groups are in the care of some monthly meeting. Individuals' membership is in the monthly meeting and is reported to the Yearly Meeting. By having approved and adopted Faith and Practice, each monthly meeting is expected to follow certain common practices and procedures—including support of the Yearly Meeting. Matters of faith are broadly described in the book to recognize the diversity among Friends in New England; matters of common belief are identified.

## Flow of Yearly Meeting Business

- **Concerns** may be directed to a committee clerk or an officer of the YM.
- **Items for business** at annual Sessions are typically brought through a seasoning process from a quarterly meeting, Permanent Board, YM committee. They are brought to the YM presiding clerk, the clerk of Permanent Board, and/or the Coordinating & Advisory Committee. Before the annual Sessions, Permanent Board, and/or the Coordinating & Advisory Committee considers items that concern YM policy, to determine whether the proposals are ready to be brought before the whole YM or whether some proposals need further seasoning.
- The YM sends **items of special concern** to local meetings for review and discernment and requests feedback through the quarterly meetings prior to considering them for a decision at the annual Sessions. For example, all proposed revised sections of *Faith and Practice* are sent to the local meetings for review.
- Information about agenda items appears in the **YM Advance Documents** posted on the NEYM Sessions website <<http://sessions.neym.org>> and is available in print form upon request.
- Following the annual Sessions, the **minutes** are posted on the NEYM website and circulated in print form to the local meetings.
- When items are approved that require a **specific action** by the YM, such as sending a letter, that action is done by the clerk of the meeting for worship for business that approved the action (i.e., annual Sessions or Permanent Board) or delegated by that clerk to another Friend.

## Flow of Information

- All members and attenders of each local meeting in NEYM are encouraged to **attend the annual Sessions**. In addition, monthly meetings are asked to name representatives to attend all meetings for worship for business at the annual Sessions to assure representation and discernment from their meetings in discussions and for decisions, and then to report back to their meetings.
- **Changes in** and additions to the individual members, attenders and officers, and meeting **information** in the YM Directory are sent to the Communications Director/Office Manager <[comdir@neym.org](mailto:comdir@neym.org)> throughout the year. The deadline for having all entries for the new Directory is in mid October. Changes in local meeting clerks or worship group contacts should be sent to the Communications Director/Office Manager <[comdir@neym.org](mailto:comdir@neym.org)> immediately to enable updating website information.
- Monthly meeting treasurers are asked to send contributions to NEYM Office regularly throughout the fiscal year (monthly or quarterly). The yearly meeting fiscal year runs from October 1 through September 30.
- Each monthly meeting writes a State of the Society report each year and sends it to the NEYM Office by April 30.



# Yearly Meeting Events and Programs

## **Annual Sessions**

The Yearly Meeting itself is an organization that exists year-round, and holds plenary sessions once a year. During the rest of the year, any important decisions that can't wait for next year are handled by the Permanent Board, a large committee with wide representation from all parts of New England (see "Purposes & Procedures" below). The Annual Sessions usually begin following supper on the first Saturday of August and continue through to lunch on the following Thursday. Decisions made by Annual Sessions include the budget, bank resolutions, nominations, appointment and/or continuing employment of staff, and any other items brought through a seasoning process from quarterly meetings and/or NEYM boards or committees.

## **Purpose of Yearly Meeting Sessions: worship, business, and fellowship.**

- **Worship:** It can be a somewhat different experience from our home meetings. We hear new voices. There are many worship opportunities, programmed and unprogrammed: early morning worship, First Day worship, worship-sharing, and brief periods of worship following scheduled speakers.
- **Business:** We hear reports from committees which have business to present, including the Finance Committee (the budget), the Permanent Board (decisions made during the past year and recommendations for Sessions), Ministry and Counsel (the State of the Society), the Nominating Committee (nominations of officers and committee members for the next year), etc.
- **How does business come to the Sessions?** Through standing committees or quarterly meetings, or because the Yearly Meeting requested in a previous session that the matter come up again.
- **Other business matters include** writing epistles (letters of greeting to the wider Quaker world); concerns which have been passed along by Yearly Meeting committees or quarterly meetings for possible action; hearing memorial minutes; and reports from our staff.

Meetings are asked to appoint up to five **representatives** not to vote, of course, but to assure wide representation in the meetings for business where decisions are made.

Nearly a third of those attending Yearly Meeting are **children and young people**. Three age groupings (Junior Yearly Meeting (YM), entering grades K through 6; Junior High YM, entering grades 7 through 9; and Young Friends YM, entering grade 10 through graduating High School seniors) hold their own parallel Yearly Meetings on campus, appoint officers, take minutes, and write epistles. Young Adult Friends, while part of the adult Yearly Meeting, and very helpful as volunteers, also take the time to meet. Parents or accompanying adults are responsible for the younger children when they are not in regular programs. Pre-K child care by volunteers is offered during the day, but volunteers are needed! Parents have to make arrangements among themselves for child care at other times so they can attend meeting events.

## **Sessions Is Also a Religious Conference**

A lot goes on, and we are not expected to do everything that is on the schedule! Some of us have been known to disappear for afternoon naps.

**Clerks** of Yearly Meeting are appointed by the Yearly Meeting on recommendation of the Permanent Board. Clerks take office at the close of Sessions. They are the Presiding Clerk, two Recording Clerks, and two Reading Clerks.

**Exhibits** of the work of committees and Friends organizations and institutions are on display. Artists also have an exhibit.

The **Bookstore** is a wonderful feature of Yearly Meeting. A committee of volunteers who know their way around library work and book selling organize a large selection of Quaker and related books for sale, sent on consignment by Quaker booksellers and publishers. There are also some popular craft items.

**Program events include** Bible Half-Hour, Community Plenary, Anchor Groups, workshops and committee meetings. The Yearly Meeting Program is planned by the Sessions Committee beginning in early fall. The committee evaluates how it all went. on-line and written surveys are carefully read. Immediately following Sessions, emails are sent to Session's participants with a link to the on-line survey. Ideas for speakers and workshops are welcomed.



**Committees** meet to organize, introduce new members, and plan ahead for next year. Membership on committees is at the invitation of the Nominating Committee, and confirmed by the Yearly Meeting in session. The Nominating Committee welcomes suggestions of experienced, possibly interested persons.

**Bible Half Hour:** each year someone is invited to give a series of half-hour talks based on Biblical themes and references; this year it takes place every evening.

**The information desk** will also handle Lost and Found. Basic information you need to know is included in the main announcement and registration material sent out to the thousands of individuals (members and non-members) who receive *The New England Friend*.

**Program fees**, in addition paying the cost of room and board, is used to cover all the expenses of holding these Sessions. Preparing for and working during the Sessions is an important part of the job of our salaried employees. Yearly Meeting relies a great deal, also, on unpaid volunteers; perhaps you can help in some way: see the posted list of jobs.

**Every few years Sessions move to a new site**, for various reasons; any new site is first carefully investigated by a site selection committee and approved by the Sessions Committee. The Yearly Meeting Secretary has primary responsibility for negotiating and making arrangements with the college. We, not the college, do the registration.

**The Yearly Meeting Office** is in Worcester, year-round, but moves itself temporarily, to the site of Annual Sessions. The Communications Director/Office Manager with the help of volunteers handles the many office details necessary in the course of the Sessions. A daily newsheet, the *YM News* is produced. The first issue is distributed at check in on Saturday, with subsequent issues available at breakfast. The *YM News* is also be posted online at [sessions.neym.org](http://sessions.neym.org)

## ***Committee Days and Other Committee Meetings***

Three times a year, fall (Sep/Oct), winter (Jan/Feb) and spring (Apr), the NEYM Office organizes Committee Day, hosted by one of our local meetings. Permanent Board and Ministry & Counsel do not meet on Committee Days, but hold meetings at separate times and places throughout the year (see “Purposes & Procedures” below).

## ***Puente de Amigos***

Our special relationship a “bridge of Friends” or a “bridge of love” between Cuba YM and NEYM began in 1991, following an address to our Annual Sessions by Heredio Santos, a Cuba YM pastor. Our standing committee, Puente de Amigos, organizes intervisitation between Cuban and New England Friends. Several of the Cuban and New England local meetings are paired as sister meetings and have frequently visited with one another at retreats, workcamps and the like. We often host Cuban Friends at our Annual Sessions and sometimes send NEYM representatives to Cuba YM’s Annual Sessions, usually held in February.

## ***Youth Programs***

NEYM runs year-round youth retreats for elementary, junior high, and high school aged children as well as a vibrant program during our annual Sessions. Young Adult Friends meet at weekend retreats two or three times a year and at the annual Sessions. NEYM owns and operates Friends Camp, a co-ed, overnight Quaker summer camp for youth ages 7 to 17 located in South China, ME

## ***Yearly Meeting Officers***

The clerks’ Nominating Committee, a sub-group of Permanent Board forwards nominations for presiding, recording and reading clerks through the Permanent Board for approval at the Annual Sessions. The Finance Committee nominates the treasurer directly to the Annual Sessions.

## ***Officers Job Descriptions***

### **Presiding clerk**

## Recording clerk

## Reading clerk

## Treasurer

## Coordinating & Advisory Committee

The Coordinating & Advisory Committee's members are the presiding clerk, the clerk of Permanent Board, the clerk of Ministry & Counsel, either the Treasurer of the Finance Committee clerk, and the Yearly Meeting Secretary. The Committee coordinates the work of Yearly Meeting committees and nurtures the clerks of Yearly Meeting committees and of monthly and quarterly meetings (see "Purposes & Procedures" below).

## Yearly Meeting Staff

- The **Yearly Meeting Secretary** (full-time) 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. The Yearly Meeting Secretary has overall responsibility for the arrangements for the annual Sessions.
- The **Communications Director/Office Manager** (full-time) manages internal and external communications serving as a hub for the flow of information for the Yearly Meeting, and provides administrative support for its operation.
- The **Friends Camp Director** (full-time) on China Lake, ME is a year-round position.
- The **Junior Yearly Meeting (JYM)/Junior High Yearly Meeting (JHYM) Retreat Coordinator** (full-time, currently shared by two individuals, half-time each) ministers to elementary and junior high-aged Friends in NEYM through the coordination and supervision of the JYM and the JHYM retreat program. The purpose of the retreat programs is to provide a safe and trusting community in which young people can seek to find that of God in themselves and in each other in a joyous and loving circle, grounded in the Religious Society of Friends. Pastoral care, information and referral services, and general communication between retreat weekends to the young people and their families is a significant component of this work.
- The **Young Friends (YF)/Young Adult Friends (YAF) Coordinator** (full-time) serves high school aged youth and the young adult Friends community (ages 18-35ish), not only during the Sessions but on weekend retreats throughout the year. A number of volunteers manage events for younger children at the Sessions and during the year.
- The **Accounts Manager** (1/2 time) manages the bookkeeping and finances, working closely with the the NEYM Treasurer.
- The **Religious Education Coordinator** (4/5 time) has responsibility for assisting local meetings with First Day school education.
- The NEYM Archivist (1/5 time) is the administrator of the NEYM Archives located at the Rhode Island Historical Society Library in Providence, RI.

## Staff Supervision

The Yearly Meeting Secretary is accountable to the Coordinating and Advisory Committee and will be supervised by a member of that committee as designated by the committee. The Camp Director is responsible to the Friends Camp Committee. The Communications Director/Office Manager, JYM/JHYM Retreat Coordinator, YF/YAF Coordinator, the Religious Education Coordinator, and the NEYM Archivist report to the Yearly Meeting Secretary.

## Descriptions of Volunteer & Stipended Positions

### Sessions

Access Needs Coordinator  
Bookstore Coordinator  
Children's Bookstore Coordinator  
Housing Coordinator  
Registrar  
Youth Workers  
Youth Retreat Resource People

## Committee Members, Including Ex-Officio & Co-Opted Persons

### *Definitions*

**Committee members** are appointed to standing or ad hoc committees by NEYM in Sessions or by the Permanent Board. **Ex-officio persons** serve on a committee by virtue of office or position. It is not up to the committee to determine whether such designated persons will serve. **Co-opted persons** serve on a committee at the request of its existing members.

### *Listing in the Annual Directory*

The Directory has a current list of committee members, representatives appointed by NEYM to other Friends organizations, and representatives to other religious organizations.

### *Ex Officio Designations*

#### **Clerks**

**Presiding clerk:** Sessions Committee, Permanent Board, Ministry & Counsel, Coordinating & Advisory, Ecumenical and Interfaith Relations, and Friends General Conference Central Committee (at their request)

**Permanent Board clerk:** Coordinating & Advisory, Personnel Committee, and Friends General Conference Central Committee (at their request)

**Treasurer:** Permanent Board, Finance, Board of Managers, and Personnel Committee

**Ministry & Counsel clerk:** Coordinating and Advisory

**Immediate past presiding clerk:** Permanent Board

**Finance Committee clerk:** Permanent Board

**Friends Camp Treasurer:** Friends Camp Committee

**Personnel Committee clerk:** Permanent Board

**Sessions Committee clerk:** Ministry and Counsel,

**Young Friends clerk:** Sessions Committee

**Young Adult Friends clerk:** Sessions Committee

#### **Staff**

**Archivist:** Archives and Historical Records Committee

**Communications Director/Office Manager:** Publications & Communications Committee, Sessions Committee

**Friends Camp Director:** Friends Camp Committee

**Investment Advisor:** Board of Managers of Investments & Permanent Funds

**Junior YM/Junior High YM Retreat Coordinator:** Youth Programs Committee, and Sessions Committee

**Religious Education Coordinator:** Quaker Youth Education, and Ministry & Counsel

**Yearly Meeting Secretary:** Permanent Board, Coordinating & Advisory, Ecumenical & Interfaith Relations, Finance Committee, Ministry & Counsel, and Sessions Committee

**YF/YAF Coordinator:** Young Adult Friends Committee, Sessions Committee

## **Sessions Committee Ex-Officio**

**On Sessions Committee:** Access Needs Coordinator, Bookstore Manager, Children's Bookstore Manager, Equalization Coordinator, Housing Coordinator, Registrar,

## **Purposes & Procedures of Boards & Committees [approved 8/2011]**

The Purposes & Procedures of the boards and committees are reviewed and published every three years.

### ***Permanent Board***

**Purpose:** The Permanent Board serves as the Yearly Meeting's decision-making body between Yearly Meeting Sessions. Its Purposes and Procedures are specified in Faith and Practice. Briefly, it implements decisions and policy made by Sessions. It also acts upon matters where, in the opinion of the Board, a decision cannot await Sessions. Otherwise, its role is to "season" issues, which come to its attention, presenting recommendations to Sessions if appropriate. Sessions has given it oversight of the Yearly Meeting office and all personnel matters. It annually recommends senior staff to Sessions and is responsible for their supervision. It annually nominates the Yearly Meeting clerks and the at-large members of the Nominating Committee.

**Procedure:** The Board has the following subcommittees: Office Facilities Oversight, clerk's Nominating, Internal Nominating, and Personnel. The Board creates additional ad hoc working groups as needed. It meets just before and just after Yearly Meeting Sessions and four times during the year. Its members are appointed for five years.

### **PB: clerks Nominating**

**Purpose:** The clerks Nominating Committee recommends Friends to serve as presiding clerk, recording clerks, and reading clerks of New England Yearly Meeting. These recommendations are presented to Permanent Board. If Permanent Board approves them, they are passed on to Sessions for final action.

**Procedures:** The committee acts as a support committee and sounding board for the presiding clerk, and, when requested to act as such, is available as a clearness committee.

### **PB: Internal Nominating**

**Purpose:** The Internal Nominating Committee of Permanent Board proposes for nomination the clerk and recording clerk of the Permanent Board; people to serve on the standing committees of Permanent Board — clerks Nominating, Office Facilities Oversight, Personnel, and Internal Nominating Committees; and, At-Large Members of the Yearly Meeting's Nominating Committee. If requested, it also nominates people to serve on Permanent Board's and Yearly Meeting's ad hoc committees. Permanent Board acts upon these nominations.

### **PB: Personnel**

**Purpose:** The Personnel Committee provides policy coordination for employees of the Yearly Meeting. It provides advice for the Yearly Meeting secretary on personnel issues and it receives the annual performance appraisals for all employees from the appropriate supervisors. Staff can appeal their annual appraisals to the Personnel Committee. Staff may bring unresolved grievances and concerns to the Personnel Committee. The committee makes recommendations to Permanent Board regarding personnel policies, job descriptions, salaries and benefits, and it forwards recommendations to Permanent Board on continuing staff employment.

**Procedures:** The committee reports to the Permanent Board. Committee members are nominated by Permanent Board's Internal Nominating Committee and approved by Permanent Board. Committee members need not be members of the Permanent Board. The committee appoints its own clerk. The clerk is an ex officio member of Permanent Board. The committee meets four or five times during the year. The committee maintains a Personnel Policy Manual that includes its own practices as well as general Yearly Meeting employment practices which is available through the Yearly Meeting website. The committee ensures that the annual performance appraisal process is completed.

## ***Committee on Aging***

**Purpose:** The Committee on Aging is concerned with the needs of aging people and their caregivers and the ways New England Yearly Meeting, quarterly meetings, and individual monthly meetings can address those needs. It aims to increase awareness of the aging process, including its challenges and opportunities. Its role includes assisting Friends and the wider community to recognize, cherish and learn from the knowledge, wisdom and experiences of our more aged Friends.

**Procedures:** The committee meets at Yearly Meeting Sessions and at times during the year as needed.

## ***Archives & Historical Records***

**Purpose:** The Archives and Historical Records Committee is responsible for the Archivist's care of records, correspondence, and other manuscript material entrusted to it by the yearly, quarterly, monthly and preparative meetings, Yearly Meeting committees, New England Friends Institutions, and individual members of the Yearly Meeting. The committee advises meetings on the care of their records, encourages both meetings and committees to deposit copies of these records in the Yearly Meeting archives on a regular basis. This is an aspect of our testimony of stewardship. Recognizing that Friends' faith is a non-creedal one, and that the expression of that faith is embodied in the records of our actions, the committee promotes the study of Quaker history to the end that Friends may find guidance in their past for their witness in the present. It encourages meetings to utilize the resources of the archives in answering their financial, property, biographical, or other questions historical in nature.

**Procedures:** The committee appoints and supervises an archivist. By agreement, the repository for the records is the Rhode Island Historical Society Library, at 121 Hope Street, Providence, RI 02906. The committee meets at Sessions and usually on Committee Days.

## ***Board of Managers of Investments & Permanent Funds***

**Purpose:** The Board of Managers of Investments and Permanent Funds is responsible for the management and investment, consonant with Friends principles, of Yearly Meeting funds and funds entrusted to it by meetings, schools, and other Friends organizations for the purpose of maintaining a source of continuing income and growth of capital.

**Procedures:** The Board uses the services of a professional investment advisor, and a sound bank as custodian for protection and safekeeping of the assets. It meets annually with representatives of its constituents to relate their needs to the investment strategy of the Board. It also meets bimonthly and more often as needed.

## ***Coordinating & Advisory***

**Purpose:** The Coordinating & Advisory Committee coordinates the work of Yearly Meeting committees and nurtures the clerks of Yearly Meeting committees and of monthly and quarterly meetings. It will conduct meetings or retreats for clerks at least once a year. The Coordinating & Advisory Committee is responsible for supervising and evaluating the work of the Yearly Meeting secretary, including the secretary's development and implementation of an annual work plan and a priorities budget for the coming fiscal year. When appropriate this Committee will refer matters to other persons or bodies for review and action. This committee should report on a regular basis the results of these activities to the Permanent Board.

**Procedures:** This small committee consists of the Yearly Meeting clerk, the clerk of Permanent Board, the clerk of Ministry & Counsel, either the treasurer or the clerk of the Finance Committee, and the Yearly Meeting secretary. When appropriate this committee may meet without the presence of the Yearly Meeting secretary. The committee meets at least bimonthly. It meets with other Yearly Meeting clerks and staff people as appropriate. The Yearly Meeting clerk convenes and clerks the meetings. The committee will appoint one of its members to supervise the work of the Yearly Meeting secretary. At least once every three years the committee will solicit from various Yearly Meeting committees' recommendations for changes to the description of their respective committees that is in the Minute Book.

## ***Correspondence***

**Purpose:** The Correspondence Committee's primary responsibility is the preparation of the New England Yearly Meeting's General Epistle. The committee also reviews epistles received from other yearly meetings and handles correspondence as directed, such as greetings to absent Friends.

**Procedures:** Members of the committee should be in attendance throughout the Yearly Meeting Sessions. The committee meets often during the Sessions to prepare the “Epistle to Friends Everywhere” to be presented to the Yearly Meeting for approval. It also chooses which epistles from other yearly meetings should be read aloud at the Sessions.

## ***Development***

**Purpose:** The Development Committee works to ensure adequate funding for the vision, ministry, and administrative support of New England Yearly Meeting, by raising money from Friends.

**Procedures:** Financial stability is intimately intertwined with the spiritual life and vitality of the Yearly Meeting as a corporate body. Thus development work in a spiritual community is rightly grounded in the nature of the Yearly Meeting as a web of relationships. A development strategy based on relationships requires that the Development Committee strive to listen to the various communities within the Yearly Meeting — monthly and quarterly meetings, individual members/attenders, Yearly Meeting committees, staff and others who feel connected to a specific aspect of our work. This committee, as distributed as possible from around the Yearly Meeting, will gather four to five times a year, to fashion and evaluate a development strategy. There is significant work done between meetings by committee members, communicating by personal visits, telephone conversations, electronic mail, fund appeal letters, newsletter articles, and other forms.

## ***Earthcare Ministry Committee***

**Purpose:** The Earthcare Ministry Committee encourages New England Yearly Meeting and its constituent monthly meetings, quarterly meetings, committees and staff to actions based on awareness that current rapid destruction of our planet and its fragile ecosystems is diametrically opposed to Quaker beliefs and values, and that the Religious Society of Friends must take an active stand against these trends and practices, inseparable from our other activities.

**Procedures:** The committee will help Friends to create a collective vision of how we can live peacefully and respectfully in the world, sharing finite goods with other inhabitants. It will work to identify specific actions that can turn this vision into reality, and help monthly meetings and other units of the Yearly Meeting to carry them out. As part of this mission, it will connect the Yearly Meeting with the national Quaker Earthcare Witness Committee (formerly Friends in Unity with Nature) by sharing information and calls to action. The committee also will encourage a growing awareness of global interconnections among social injustice, war, environmental harm, and the emphasis our society places on materialism and consumption.

## ***Ecumenical Relations***

**Purpose:** The Ecumenical and Interfaith Relations Committee coordinates and encourages the involvement of Yearly Meeting Friends in State Councils of Churches and other ecumenical and interfaith bodies in the region.

**Procedures:** The committee is made up of persons appointed to serve on the governing boards of the State Councils of Churches or equivalent bodies, plus the Yearly Meeting clerk and field secretary ex officio. Friends serving on Council committees or as staff are invited to meet with the committee. It meets at least once a year, at a time and place convenient to its members.

## ***Faith and Practice Revision***

**Purpose:** The committee is charged with revising our 1985 Faith and Practice. It will also carry out the charge of the Dialogue Committee proposed by the Long Range Planning Committee to NEYM 2001 YM Sessions, namely to encourage “substantive engagement” with perennial issues essential to the spiritual health of our monthly, quarterly, and Yearly Meeting.

**Procedures:** The committee meets for a full day nine times a year. It presents drafts of each chapter to YM Sessions and invites comments from committees, meetings, and individuals. It considers these comments and brings a revised draft to YM Sessions either for additional comment or for preliminary approval. When several chapters have received preliminary approval they will be presented as a unit to sessions for final approval. Its work will be completed upon final approval of all sections and the publication of the revised book. It welcomes input at any time from committees, meetings, and individuals.

## ***Finance***

**Purpose:** (see Faith and Practice, page 231) 1) The Finance Committee each year considers proposals for appropriations and estimates what amount the Yearly Meeting needs to raise for its budget. It presents a proposed budget to the Yearly Meeting for action. 2) The committee arranges for an annual review of the accounts of the treasurer and of any committees, which have their own treasurers handling Yearly Meeting funds. 3) The committee makes recommendations about financial procedures of the Yearly Meeting.

**Procedures:** 1) The Finance Committee consists of 15 members appointed by the Yearly Meeting, plus the Yearly Meeting treasurer ex officio. A member serves a three-year term and may be appointed to a second consecutive three-year term. 2) The Finance Committee is responsible for annually nominating to the Yearly Meeting a person to serve as treasurer. The Yearly Meeting secretary supervises the accounts manager. 3) The Yearly Meeting's fiscal year runs from October 1 through September 30. By mid March, the Yearly Meeting secretary and Coordinating & Advisory Committee forward a Priorities Budget to the Finance Committee. The Priorities Budget outlines recommendations for changes in income and expenses to guide the Finance Committee in its budgeting process for the coming fiscal year. The Finance Committee prepares a proposed budget in the spring, presented to the May Permanent Board meeting for information and feedback, and after necessary revisions is presented to the Yearly Meeting in August for final action. In exceptional circumstances, the committee may present proposed amendments to the Permanent Board between Yearly Meeting Sessions. 4. The committee has oversight of policies regarding contributions, disbursements, and stewardship of Yearly Meeting operating funds, recommending policy changes and clarifications for action by the Permanent Board as need arises. 5. The committee provides oversight, advice and support to the Yearly Meeting treasurer and others responsible for sub-accounts within the Yearly Meeting operating funds. 6. The committee carries a concern for adequate support for the operating budget approved by the Yearly Meeting. The committee provides information, by letter and personal contacts, to individuals and monthly meetings concerning the Yearly Meeting budget, and actively encourages appropriate contributions and spiritually grounded financial stewardship. 7. The committee normally meets for a full day on NEYM Committee Days, and holds both a working meeting and one or more meetings at YM sessions. 8. The Finance Committee has a detailed procedures handbook that includes information on NEYM budget practices, contributory and restricted funds, and the committee's procedures. Copies are available from the NEYM office.

## ***Friends Camp***

**Purpose:** The Friends Camp Committee has oversight of the Friends Camp program. It makes recommendation to the Personnel Committee of the Permanent Board for the Camp Director. It is responsible for the development and management of the property, as directed by the Yearly Meeting. The Yearly Meeting Finance Committee reviews its books annually. The Friends Camp Committee also has two sub-committees. The Executive Committee consists of the clerk, the recording clerk, the treasurer, the Camp director's advisor, and the Camp director. The primary function of this sub-committee is to address needs which may arise between regularly scheduled committee meetings. The Personnel Committee consists of the advisor, the treasurer, and at least one other person. The primary function of this sub-committee is to evaluate the job performance of the Camp director.

**Procedures:** Members of the committee are encouraged to visit the Camp, assist the director in recruitment, in developing program and policy, and in obtaining financial support. The committee meets on some Committee Days, occasionally at the Camp, and at other times as needed. The committee appoints its own treasurer.

## ***Friends General Conference Committee***

**Purpose:** Friends General Conference exists to serve and support the spiritual life of its affiliated yearly and monthly meetings and the spiritual growth of their members. The Friends General Conference Committee interprets New England Yearly Meeting and its needs to Friends General Conference and the resources and needs of Friends General Conference to the Yearly Meeting.

**Procedures:** Members are expected to attend the annual Central Committee meeting in late October or fall of each year and to serve on one of its program or administrative committees. These committees meet in various locations, often in the Mid-Atlantic States, on one to three occasions during the year. The committee meets during FGC Central Committee to name its representative to FGC Executive Committee, at NEYM annual sessions, and at other times as needed.

## ***Friends United Meeting Committee***

**Purpose:** Friends United Meeting is an international body of yearly meetings that “commits itself to energize and equip Friends through the guidance of the Holy Spirit to gather people into fellowships where Jesus Christ is known, loved and obeyed as Teacher and Lord.” (FUM purpose statement, 1993). FUM is organized to implement programs of outreach, publications and ministry. New England Yearly Meeting has been a member of Friends United Meeting (formerly Five Years Meeting of Friends) since its founding in 1902. NEYM’s FUM Committee has care of Yearly Meeting’s relationship with FUM. In fulfilling this role, its work includes seasoning items of business on FUM’s agenda, bringing proposals to the General Board as appropriate, reporting to the Yearly Meeting on the Triennial and other items of interest, bringing proposals to the Yearly Meeting related to FUM and its business, interpreting FUM to the Yearly Meeting and New England Friends to FUM, and coordinating with the FGC and FWCC committees in areas of common interest.

**Procedures:** New England Yearly Meeting names representatives to FUM’s General Board, Nominating Committee, Triennial Program Committee, Triennial Sessions, Triennial Nominating Committee and Triennial New Business Committee according to a formula set forth in FUM’s Organization and Procedure. NEYM’s FUM Committee consists of all these representatives, plus any New England Friends who serve FUM under General Board appointment, who are thus co-opted members of the committee. Terms of appointment for General Board representatives coincide with FUM’s three year triennium, with service to FUM beginning at the first meeting of the General Board following the Triennial, but with membership on the committee beginning at the Yearly Meeting Sessions closest to the Triennial. Triennial representatives are appointed at the Yearly Meeting preceding the Triennial and begin service on the committee at that time. They then continue on the committee until the beginning of the next Triennial (4 years). The committee meets at Yearly Meeting and throughout the year to conduct its business. The committee clerk or other designated FUM committee member serves as liaison to the Puente de Amigos Committee.

## ***Friends World Committee for Consultation Committee***

**Purpose:** The NEYM committee of Friends World Committee for Consultation brings together those representing NEYM in the work of FWCC, and promotes and interprets FWCC’s work within the Yearly Meeting. As a consultative body made up of yearly meetings and other Quaker bodies across the globe, FWCC encourages fellowship among all the branches of the Religious Society of Friends that connects Friends, crosses cultures, and changes lives. It brings Friends of varying traditions and cultural experiences together in worship, communications and consultation, to express our common heritage and our Quaker message to the world. FWCC’s work includes representing Friends’ concerns at the United Nations, with offices in New York (administered by American Friends Service Committee) and Geneva, and affiliated programs such as Friends Peace Teams, Right Sharing of World’s Resources, and Friends Committee on Scouting. The NEYM Committee hosts a regional gathering every fourth year for Friends from New York, New England, Philadelphia, and eastern Canadian Yearly Meetings. It facilitates visits within New England of Friends from other parts of the world, including cooperating with Puente de Amigos. It promotes programs of the Section of the Americas such as the Quaker Youth Pilgrimage and Wider Quaker Fellowship.

**Procedures:** The committee meets during Yearly Meeting Sessions and several times during the year, usually on Committee Days. The committee designates six of its members to represent NEYM at annual meetings of FWCC/Section of the Americas. Some of these representatives also serve on Section committees. The committee recommends delegates to represent NEYM at periodic worldwide FWCC meetings.

## ***Ministry & Counsel***

**Purpose:** The Ministry & Counsel Committee endeavors to be responsive to leadings of the Spirit throughout the Yearly Meeting. It responds to concerns brought to it from monthly and quarterly meetings, and from Yearly Meeting and its committees, as well as acting on its own initiative and leadings. It is tasked with fostering the spiritual growth and strengthening the religious life of Friends by nurturing local meetings and individuals, promoting intervisitation and communication among meetings, maintaining contact with and support for Friends traveling in the ministry within New England and with others working in public ministry, overseeing meetings for worship and nurturing worship in general at Yearly Sessions, receiving state of society reports from monthly and quarterly meetings and drafting the Yearly Meeting State of Society Report, and caring and praying for the spiritual condition of the Society. The committee serves as a resource on spiritual life and ministry. It attempts to model



through its work what Spirit-led action may be, with an emphasis on waiting worship and on prayer. The Committee on Ministry & Counsel is described in the book of Faith and Practice.

**Procedures:** The committee consists of at least one representative designated by each monthly meeting, frequently on recommendation of the monthly meeting Ministry & Counsel, plus 12 at-large persons appointed by the Yearly Meeting on recommendation of its Nominating Committee, plus all recorded ministers, pastors, Friends in Residence, the presiding clerk of Yearly Meeting, the clerk of Sessions Committee, and the Yearly Meeting secretary. Monthly meeting representatives to this committee are appointed for one- to three-year terms, for a recommended maximum of six consecutive years. Meetings are encouraged to designate a “contact person” if they are unable to find someone willing and able to attend, and small adjacent meetings may make a joint appointment. Ministry & Counsel begins its working year at Yearly Meeting Sessions with an organizational meeting. It holds four or more all-day Saturday meetings separate from Yearly Meeting Committee Days. Visitors are welcome. One or more of these meetings may be a weekend retreat. It may also sponsor retreats and workshops open to anyone during the year around New England.

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

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

**Procedures:** This committee shall be the joint responsibility of the Moses Brown Board and New England Yearly Meeting. Members of the committee will be appointed by the respective nominating committees of each Board. There will be 12 regularly appointed members and two ex officio members. Six members will be appointed by New England Yearly Meeting, and one ex officio position filled by either the clerk of NEYM, or the clerk of Permanent Board. Six members appointed by the Moses Brown Board will include the Head of School, and the Director of Friends Education. In addition the clerk of the MB Board will be an ex officio member. Terms that are not designated by position will be for three years with one reappointment before a committee member should step down for at least one year. After an initial period of adjustment, these terms will rotate so there will be a “class” of appointees for each year. The clerk of this committee will be appointed by NEYM Permanent Board, with recommendation of the committee. There will be no less than five meetings scheduled during the year with the beginning meeting held at Sessions in August. Meetings shall normally be open meetings with the schedule approved at the beginning of each yearly cycle. Meeting dates will be available on the committee website. Executive sessions may be called when appropriate. Reports will be made regularly to both NEYM Permanent Board and Moses Brown’s Board, with a minimum of two reports per year. Reports will provide an overview of how the committee is fulfilling its goals for each year. The committee will take responsibility for supporting and monitoring Friends education at MB on an ongoing basis, including a role in orienting the school to Quaker business practice. They will participate in the once-every-ten-year accreditation of the school focusing on the Quaker component and spiritual life of the school. These accreditation studies and any suggested remediation will be reported to Permanent Board.

### ***Yearly Meeting Nominating***

**Purpose:** The Nominating Committee nominates persons to serve on the committees and boards of the Yearly Meeting.

**Procedures:** The committee meets during the Yearly Meeting Sessions and during the year, usually on Committee Days. The committee seeks to identify individuals with recognized or potential gifts that are needed by the committees in New England Yearly Meeting. The committee consists of those persons designated by their monthly meetings for the purpose, together with up to 12 at-large members appointed by the Permanent Board of the Yearly Meeting. Nominating Committee has its own written guidelines and is also described in Faith and Practice.

### ***Peace & Social Concerns***

**Purpose:** The Peace and Social Concerns Committee is charged with giving leadership in thought and program for the Yearly Meeting with regard to Friends’ testimony as it relates to peace and social concerns. It educates Friends

on matters of personal faith in its relation to the peace of the world. It encourages and supports public witness on Friends' concerns for peace and justice. It is committed to help alleviate hardships that arise because of such witness. The committee also oversees the Fund for Sufferings, which lends material support to Friends who may suffer because of their faithfulness to our testimony.

**Procedures:** On occasion, and only when consistent with a minute previously approved by New England Yearly Meeting, the committee may act or speak to the community at large on behalf of concerns of Friends in New England Yearly Meeting. The committee may also speak or act in the name of the Peace & Social Concerns Committee of New England Yearly Meeting, after minuted approval by the P&SC Committee. Any such minute is to be consistent with deeply held Friends' beliefs as generally affirmed by New England Yearly Meeting Friends. The committee meets several times a year: at Yearly Meeting Sessions, on Committee Days, and sometimes at other meetings, retreats, and workshops. It plans workshops and other educational activities and provides information on issues and related activities, including those within other organizations, for Friends during Yearly Meeting Sessions and at other times during the year.

## ***Publications & Communications***

**Purpose:** The Publications & Communications Committee (PubCom) has care for and supervision of the "public face" that NEYM shows the world on the Internet and in print. The committee provides advice and support to staff, sessions and Yearly Meeting committees on technical aspects of communications and publication. It supports the Communications Director in his/her role as manager of the web site ([www.neym.org](http://www.neym.org)), publisher of the annual Minute Book, and the New England Friend and manager of data and communications for the Yearly Meeting. The committee develops policies relating to the use of electronic communication and the management of Yearly Meeting data. Publications & Communications Committee has responsibility for the Mosher Book & Tract Fund which provides funding for publishing and distributing books and tracts promoting the principles of Quaker faith and practice. It may undertake publication and distribution projects. It is also responsible for deciding whether to maintain NEYM's membership in Quakers Uniting in Publications (QUIP), and if so, providing a representative.

**Procedures:** The Publications & Communications Committee is made up of nine Friends appointed by the Nominating Committee of NEYM in three panels with three-year terms. The committee meets four times a year or as needed. The committee is accountable to NEYM through its annual report and the published materials that it oversees. The committee will, from time to time, distribute books or other materials without charge to meetings in NEYM. On occasion, it helps financially with printing, reprinting, or distributing existing material to meetings. If a committee of NEYM wants help with or discernment about publication, PubCom can provide counsel and/or technical, logistical, production and distribution support. This committee should maintain a general record of the various publications and media produced within NEYM.

## ***Puente de Amigos***

**Purpose:** Our sister relationship with Cuba Yearly Meeting is an important part of the religious life of New England Yearly Meeting, a ministry to which we feel corporately called. Cuban Quakers are our dear sisters and brothers, despite differences in culture, language, and political and economic systems. Puente de Amigos (Bridge of Friends) Committee was established by New England Yearly Meeting in 1991 to foster this spiritual relationship, based on mutual respect and equality. Its primary task is to arrange for exchanges of religious visitors between the two yearly meetings. To encourage closer relationships some monthly meetings in Cuba Yearly Meeting have been paired with sister meetings in New England Yearly Meeting.

**Procedures:** The committee plans visits by New England Friends to Cuba and invites Cuba Yearly Meeting to send visitors to New England Yearly Meeting Sessions. It provides Spanish interpretation at NEYM Sessions. When possible, it also invites Cuban Friends who are in the United States on other business to visit New England. It arranges for Cuban travelers to visit local meetings and other Friends activities. The committee maintains good communication and cooperation with other Friends organizations that are interested in Cuban Friends. It raises funds to cover costs involved in religious visitation between our two yearly meetings, and for material assistance such as medicine, eyeglasses, and other needs identified by Cuban Friends. Puente de Amigos has an Executive Committee that makes needed decisions between committee meetings. There is also an Orientation and Discernment Committee that works with Friends interested in travel to Cuba and brings recommendations to the full committee for the people to be sent to Cuba as representative of New England Yearly Meeting. The committee maintains close cooperation with the New England Friends United Meeting Committee, the New England Friends World Committee for Consultation Committee and New England Yearly Meeting Ministry & Counsel. The full committee meets for

business approximately six times during the year, including meetings at Yearly Meeting Sessions and sometimes at Committee Days, and organizes retreats from time to time. Our programmed and unprogrammed worship may include singing, Bible reading, and vocal prayer as we invite God's presence to guide us. Intervisitation pushes us to seek guidance in the traditions of elders and of travel in the ministry, and to wrestle with emotional topics such as the balance between truth-speaking and confidentiality, and the implications of our material wealth for our relationship to beloved Friends who have less economic resources. Interested Friends are always welcome to attend committee meetings, whether or not they speak Spanish.

### ***Quaker Youth Education***

**Purpose:** The goal of the Quaker Youth Education Committee is to help the Yearly Meeting's children and youth: build personal foundations of Quaker history, practice, and belief, Christian education, and comparative religion; find effective ways to witness to their Quaker beliefs in the world; and become spiritually resilient in a complex and changing society. In order to accomplish this goal, the Quaker Youth Education Committee will: promote spirit-based, well-organized children's religious education programs throughout the Yearly Meeting, offering particular help to smaller Meetings; nurture families and others with an interest in supporting children's and adolescent spiritual development; and foster inclusion of children and youth in the life of the Meeting.

**Procedures:** Specifically, the committee will: collaborate with YM Christian Education staff, support the Christian Education Lending Library, share resources and curricula, present workshops, and collaborate with others whose work affects children and youth in the Yearly Meeting. The Quaker Youth Education Committee will meet at Sessions, Committee Days, and for other planned activities.

### ***Racial Social & Economic Justice***

**Purpose:** Our sister relationship with Cuba Yearly Meeting is an important part of the religious life of New England Yearly Meeting, a ministry to which we feel corporately called. Cuban Quakers are our dear sisters and brothers, despite differences in culture, language, and political and economic systems. Puente de Amigos (Bridge of Friends) Committee was established by New England Yearly Meeting in 1991 to foster this spiritual relationship, based on mutual respect and equality. Its primary task is to arrange for exchanges of religious visitors between the two yearly meetings. To encourage closer relationships some monthly meetings in Cuba Yearly Meeting have been paired with sister meetings in New England Yearly Meeting.

**Procedures:** The committee plans visits by New England Friends to Cuba and invites Cuba Yearly Meeting to send visitors to New England Yearly Meeting Sessions. It provides Spanish interpretation at NEYM Sessions. When possible, it also invites Cuban Friends who are in the United States on other business to visit New England. It arranges for Cuban travelers to visit local meetings and other Friends activities. The committee maintains good communication and cooperation with other Friends organizations that are interested in Cuban Friends. It raises funds to cover costs involved in religious visitation between our two yearly meetings, and for material assistance such as medicine, eyeglasses, and other needs identified by Cuban Friends. Puente de Amigos has an Executive Committee that makes needed decisions between committee meetings. There is also an Orientation and Discernment Committee that works with Friends interested in travel to Cuba and brings recommendations to the full committee for the people to be sent to Cuba as representative of New England Yearly Meeting. The committee maintains close cooperation with the New England Friends United Meeting Committee, the New England Friends World Committee for Consultation Committee and New England Yearly Meeting Ministry & Counsel. The full committee meets for business approximately six times during the year, including meetings at Yearly Meeting Sessions and sometimes at Committee Days, and organizes retreats from time to time. Our programmed and unprogrammed worship may include singing, Bible reading, and vocal prayer as we invite God's presence to guide us. Intervisitation pushes us to seek guidance in the traditions of elders and of travel in the ministry, and to wrestle with emotional topics such as the balance between truth-speaking and confidentiality, and the implications of our material wealth for our relationship to beloved Friends who have less economic resources. Interested Friends are always welcome to attend committee meetings, whether or not they speak Spanish.

### ***Sessions Committee***

**Purpose:** The Sessions Committee is responsible for planning the annual Yearly Meeting Sessions, together with the presiding clerk, who has special care of the business sessions.

**Procedures:** The committee meets three or four times during the 12-month period between annual Sessions to plan the overall schedule and program. Within this overall structure, sub-committees and working groups are charged with planning specific elements of the program. Detailed guidelines for a broad range of Sessions responsibilities are reviewed and revised as necessary by the committee. Sessions Committee is comprised mostly of ex-officio positions based on people's formal roles during the NEYM Annual Sessions. The committee clerk, recording clerk, and four at-large positions are filled by the Nominating Committee. Ministry & Counsel names at least one member to attend Sessions Committee meetings and assist with planning.

### ***Student Loan***

**Purpose:** The Student Loan Committee administers loans from a revolving fund which was set up by New England Yearly Meeting in 1890. Scholarship grants may be made when funds are available. Loans or grants are intended to aid students pursuing a college or a graduate degree or certification program. It welcomes gifts or bequests for these purposes.

**Procedures:** The committee develops application and payment procedures. An effort is made to have a representative from each quarterly meeting on the committee in order that need may be properly assessed. It meets at Yearly Meeting Sessions and at the call of its clerk. From NEYM Minute 2011-46: The Nominating Committee is not recommending new appointments to the Student Loan Committee, and has asked the two current members to bring to Permanent Board a recommendation about whether the committee should continue, or be laid down.

### ***United Society Friends Women***

**Purpose:** This group is the New England branch of the USFWI (United Society of Friends Women International). Its purposes are to unite all Friends women in Christian fellowship and to support New England women who feel called to serve in Christian ministry or missions. USFWI encourages stewardship and support of missions and tries to stimulate spiritual development among women in the Yearly Meeting. It supports local women's societies and supports mission and service work in the United States and abroad. It also encourages women to attend the USFW International Triennials.

**Procedures:** This chapter meets three times a year (not on Committee Day). Fall and spring meetings are held at different local meetings and consist of a program, lunch, worship/devotions, and business meeting. At Sessions they offer a program open to all on Sunday afternoon followed by a brief business meeting. They also send out a newsletter three times a year keeping members informed of activities and opportunities. Officers of USFW are chosen by its membership, and not nominated by NEYM.

### ***Youth Programs***

**Purpose:** The Youth Programs Committee oversees Yearly Meeting-level youth retreats, which may include elementary through post-high school ages, as well as youth programs and services at Yearly Meeting Sessions, which include infants through high school age youth.

**Procedures:** The committee provides advice, support, and oversight to program and retreat coordinators and recruits those coordinators when necessary. The committee supports the coordinators by advocating for youth and assisting in staff recruitment and opportunities for training, and receives from them summary/evaluation and financial reports. The committee also provides a clerk for the Sessions Committee Youth Activities Subcommittee. It deals with any concerns and issues that arise from the youth programs, serving as an advisory council for staff, parents, and participants.

## **NEYM Office support of Committees (minutes, finances, forms, etc.)**

### ***Deadlines:***

October 1 .....*The New England Friend* deadline

January 2 .....*The New England Friend* deadline

March 1 ..... Budget request for the next fiscal year is due to the Finance Committee clerk

March 1 ..... *The New England Friend* deadline

May 1 .....*The New England Friend* deadline

May 1 ..... Annual Sessions agenda items, seasoned in committee or QM, sent to presiding clerk.

Late June ..... Annual Reports of staff and committees due for publication in the Sessions Advance Documents

## **Committee Tasks:**

### **Committee Budget & Budget Requests**

Your committee's budget request is due to the Finance Committee clerk by March 1: The YM's Fiscal Year starts October 1 and ends September 30. Process disbursements forms within three months of the expenditure. Send your signed form to the office.

If you need information on your committee's budget or YM financial procedure, the YM accounts manager <accountsmanager@neym.org> and treasurer <treasurer@neym.org> will be happy to answer your questions.

### **Committee Fundraising**

No general appeals by any committee of the YM or by organizations of which we are a constituent part should be made directly to the members of the YM without prior approval of the Finance Committee, except those committees that have been previously authorized to do so: Equalization Fund, Racial Social & Economic Justice, Puente de Amigos, Friends Camp, Friends General Conference, Friends United Meeting, Friends World Committee for Consultation, Student Loan, Peace & Social Concerns (for the Fund for Sufferings), United Society of Friends Women-NEYM, and the Young Friends Committees. The cost of general solicitation by a committee will be charged against the proceeds of the solicitation when the proceeds do not benefit the YM operating budget. — *Minute 1999-39 (7), amended by Permanent Board November 20, 2004.*

### **Representative Travel**

Travel costs should not be a barrier to an appointment to other Friends organizations outside New England. NEYM has a travel fund to assist those who attend meetings as representatives from NEYM. Committees eligible to submit to this fund are: Friends General Conference, Friends United Meeting, and Friends World Committee for Consultation. Representatives to Friends Organizations appointed by the YM may also request assistance. The presiding clerk authorizes reimbursements for these travel expenses.

Questions and requests go to the presiding clerk <clerk@neym.org> and the Representative Travel Form is available online <link> in print through the NEYM Office and at Committee Days.

### **Advance Documents: Agenda items and Annual Report for Sessions**

Reporting at the annual Sessions should be arranged with the presiding clerk <clerk@neym.org> by May 1. If you have any questions about what can or should come before Sessions, please ask, being clear on what you would ask of Sessions.

Committees are asked to submit an annual report to include in the Advance Documents and to be posted online with the minutes. This is an opportunity for committees to share their work, concerns, and queries with the Yearly Meeting community. 500 words is a perfect length. Please send it to <annualreports@neym.org>. Each committee that sends representatives to other gatherings or conferences must include a report from the representatives in their committee report. In the case, the total report should not then exceed 750 words. The deadline is June 24. We aim to post the Advance Documents on the web about two weeks before Sessions.

### **Interest Groups and Displays at Sessions**

Interest Group requests for Sessions should be in writing in all instances. For groups meeting on the Sunday of Sessions, requests should be sent to <interest@neym.org>. All other requests should be made via the YM Submissions form at Sessions. Display requests should be made by June 30.

### **Organizational and Informational Committee meetings at Sessions**

Your Committee's organizational meeting at Sessions is for organizing your committee's work for the upcoming year. Following our Jubilee Year, we will likely continue to schedule Committee Organizational and Informational

meetings in the late afternoon at Sessions — the office will update committees as Sessions Committee discerns a way forward.

In the past, the office has scheduled these meetings for Mon, Tues, or Wed 4:30–5:30 pm during Sessions. If you have a day preference please e-mail <orgmtgs@neym.org>. Old and new members may attend. Your main tasks are to 1) choose a clerk; and 2) decide on a meeting schedule. This meeting is very short!

A committee sponsored informational meeting may also be scheduled on a different day than your organizational meeting (during the same time slot). These meetings are to inform other Friends in the YM about the work of your committee. For these meetings, we would be happy to print a small, 25-word blurb in the YM News if you submit a written request at Sessions. The deadline is June 24.

## ***Support Services:***

### **Committee Meetings**

Committee Day arrangements are made through the office. The office will send out the schedules, directions, and hospitality information for committee days to committee members via email as much as possible. clerks whose committees do not meet on Committee Day are responsible for scheduling and arrangements for their own meetings. Please keep the office informed about all your meeting dates regardless of whether you meet on Committee Days.

### **Committee Minutes**

All committees keep minutes. Committee clerks or recording clerks are responsible for typing, duplicating, and distributing meeting minutes for your committee’s mailing list. clerks need to send a printed copy of the minutes to the YM Archives, 121 Hope St, Providence, RI 02906.

Please format your minutes with a numbering system. Example: Minute 04-1 would be the first minute written in the year 2004, and would run through the entire calendar year to, for example, 04-107

### **Committee Finances**

The committee clerk must sign disbursements made from your committee’s budget. Charges for office services requested by the clerk are made directly by the YM staff. To process committee expenses, submit a Disbursement Request Form to the YM Accounts Manager, 901 Pleasant Street, Worcester, MA 01602-1908, <accounts@neym.org>. Forms are available from the office and as well as on Committee Days and are available on the NEYM web site at <<http://neym.org/committees>>.

### **Committee Travel**

Funds are available for travel assistance to committee meetings. Forms to request assistance are available from the office on Committee Days, and on the website. These are submitted to the YM office and approved by the Communications Director/Office Manager.

### **Mailing and Communication Information for all committees**

Special mailings done by the office (paid for separately by the committee’s budget) are limited and must be arranged with the office.

If you use e-mail to distribute your minutes, you still need to send a print copy to the archives. Please make sure that your members who do not have e-mail also get the print copies in a timely manner—and, please make sure that your “mailing list” matches the one in the office.

- **First Class Mail:** The office will supply committee lists that include your members, ex-officio, co-opted, and courtesy copy addressees, including the archives.
- **Bulk Mail:** Any committee may send out a bulk mailing (200 or more pieces) using the YM’s permit. Bulk mail is not forwarded and is not as reliable as first class mail. You should arrange for these mailings at least 8 weeks before desired receipt. You must call to arrange these services with the Communications Director/Office Manager.

You have two options for bulk mail:

- **The office will manage these mailings** at a mail house upon request and charge all expenses to your committee budget. You must send a digital copy (MS Word or Adobe PDF) and a sample of how you want the mail to look. Call the office for details.
- **You may manage the mailing yourself**, if you have pre-arranged it with NEYM office. Call your local post office for the new non-profit rules, and please call us and let us know what you are planning. All bulk mail must be processed through NEYM Office.

## The New England Friend (NEF)

Usually published four times a year, the *NEF* is the voice of the YM. Please add your voice by submitting reports of committee activities, work, and events to the office for inclusion. Deadlines were listed on page one. This year we are moving *The New England Friend* online and will only send the Fall and Summer issues via bulk mail to all 5,000 households in our database. Authorized committee mailings to the full YM mailing list may piggyback on print versions of *NEF* for the cost of printing, insertion, and a percentage of the postage. Contact the office well in advance of Fall or Summer issue deadline to arrange printing and mailing.

## Staff & Office Information

The office is located at: 901 Pleasant Street, Worcester, MA 01602-1908

The phone number is: 508.754.6760 and the fax number is: 508.754.9401

Our e-mail address is: [neym@neym.org](mailto:neym@neym.org)

Regular Office Hours are Tuesday–Friday, 9 am–5 pm.

Phone messages are checked three times per day. Please leave a message.

## Staff Roster

Accounts Manager Frederick Martin

[accountsmanager@neym.org](mailto:accountsmanager@neym.org)

in the office on Tuesdays

Archivist [Vacant]

401.273.8107 (Ext.19)

[archivist@neym.org](mailto:archivist@neym.org)

121 Hope St, Providence, RI 02906;

Christian Education Coordinator Beth Collea

781.784.3471

[cecoord@neym.org](mailto:cecoord@neym.org)

Communications Director Jeff Hipp

508.754.6760

[comdir@neym.org](mailto:comdir@neym.org)

Friends Camp Director Nat Shed

207.873.3499

[camp@neym.org](mailto:camp@neym.org)

Junior YM/Junior High YM Coordinators

Gretchen Baker-Smith

508.997.0940

[gretchen@jymretreats.org](mailto:gretchen@jymretreats.org)

Kevin Lee

508-994-1638

[kevin@jymretreats.org](mailto:kevin@jymretreats.org)

Yearly Meeting Secretary Jonathan Vogel-Borne

home office: 617.354.3808

[ymsec@neym.org](mailto:ymsec@neym.org)

in the office on Tuesdays

Young Friends/Young Adult Friends Coordinator Nia Thomas  
617.945.0373  
[yf/yafcoord@neym.org](mailto:yf/yafcoord@neym.org)

## **Office Volunteers**

Many Friends support the YM with their time, talent, expertise, and caring. Let us know if you can volunteer on a regular basis or maybe in one specific area for a short term. Thanks for your continuing involvement with the YM's administrative organization.

## **NEYM Relationships with Organizations**

Friends Camp  
New England Friends Home – Thayer House  
Moses Brown School  
Primary Affiliated Organizations  
FGC  
FUM  
FWCC  
Other Organizations  
AFSC  
Friends Peace Teams  
Quaker Earthcare Witness

## **Yearly Meeting Publications**

NE Friend  
Young Friends Crier  
Minutes  
Directory  
Freedom & Justice Crier  
YAF Newsletter  
Website

## **Appendices**

### ***Forms:***

Disbursement Forms  
Travel Forms (Representative, Committee)  
Retreat Forms

### ***Finance Committee Handbook***

### ***Nominating Committee Procedures and Practices***

### ***Personnel Policy Manual***

### ***Sessions Committee Guidelines***

### ***Structural Change NEYM Sessions Minutes from 1945 to 2003***



## **Proposed charge for ad hoc Structural Review Committee**

### **Background:**

At our August 9 meeting (PB Minute 12-91) we affirmed our intent to form a committee to explore a broad range of structural issues. Recognizing that various ad-hoc committees have done relevant work in the last decade, Holly Baldwin, Jan Hoffman and Christopher McCandless offered to review this work as preparation for forming a Structural Review Committee to undertake this broad exploration.

We reviewed several key documents from 1981 to 2012 (see attached summary) and it is clear that we have responded over the years to the changing needs and calls of the Yearly Meeting by making many structural changes based on recommendations offered by several committees. Our intent has been to nurture a broader sense of participation in the life of NEYM as we seek to be faithful to our call and draw out the many spiritual gifts among us. We are grateful to the many Friends and committees who have worked on this over these years and grateful for the changes that have resulted.

### **The Proposed Charge:**

This latest request to examine our structure presents another opportunity to affirm our belief in continuing revelation, to see clearly our present realities and concerns and discover ways to address them. How can our structures best liberate the Spirit that guides us? Do our structures encourage Friends to exercise their gifts among us? Do our structures enable us to be faithful to the ministry we are called to as a Yearly Meeting? How can our structures allow the Spirit to flow more freely?

In reading the documents of the past work that leads to our current need for structural review, we note the desire to address the following concerns:

- Reducing the numbers of Friends that must be nominated by the Nominating Committee and appointed by the Yearly Meeting to Yearly Meeting committees.
- Increasing access to clear definitions of structures and roles so that Friends feel more invited to participate in the business of the Yearly Meeting, including a clear definition of the authority of the Permanent Board.
- Increasing the ability of Monthly and Quarterly Meetings to participate in the communication and decision-making between Sessions as a body.
- Providing opportunities to gather with little agenda to worship together both at Sessions and between Sessions.
- Establishing deeper connections with monthly meetings, especially the more remote MMs

### **Specific areas of focus:**

1. **On committee structure and function:** *(See procedural review follow-up work in 2006-2007.)*
  - Urgency of Nominating Committee concern
  - Not enough people to do the work

- Are we doing too much?
- Where is there life in our committees?

**2. On staff:**

- review current staffing structure to see how well it is serving us
- job descriptions of YM Secretary and Communications Director -- are they reasonable?
- Supervision of YM Secretary

**3. On governance:**

- Permanent Board: What is the authority of PB? How composed? Relation to the rest of NEYM? its name?
- Nominating Committee
- Coordinating and Advisory
- Regular review of structure/long range planning

**4. On Yearly Meeting as a whole**

- Pastoral Care of YM
- Nurturing Monthly & Quarterly Meetings
- Relationship of Sessions to rest of NEYM
- Reconsidering the function of MM Representatives to Sessions

**Reading list of documents provided in the advance documents**

Core reading: NEYM Structural changes 1945-2012

Appendices

- 1981 Long Range Planning Committee recommendations at Sessions
- 2001 Long Range Planning Committee report to Sessions
- Permanent Board minutes 2010-2012
- "The Yearly Meeting" between annual sessions: Jan Hoffman to Permanent Board 3/20/2010
- Recommendations Regarding Yearly Meeting Governance and Structure presented by Coordinating and Advisory Committee and PB Minute 11-24.
- Proposal from ad hoc committee on NEYM governance and structure and PB Minute 11-41.

## New England Yearly Meeting 1981 Long Range Planning Decisions

Minute 71. We considered the recommendations of the Executive Council to NEYM 1981 which are recommendations from the Long Range Planning Committee as revised by the Executive Council on June 20, 1981.

**72.** Under Committee Structure, we **approved** items 1 and 2.

### On Committee structure and function.

1. When a concern arises in YM which suggests some YM effort, then we recommend:
  - a. first, that an existing committee be identified which could respond to the concern; failing that,
  - b. an ad hoc committee be created for a stated period of time; and
  - c. subsequent creation of a separate committee only follow the above steps.
2. We observe that some committees might benefit from greater interrelationship in cases where their concerns are similar. One area of concern raised in input to the LRPC is our social witness, and includes the following committees: Minority Concerns in Friends Schools, Peace and Social Concern, Prejudice and Poverty, Right Sharing of World Resources, and Wider Ministries. We recommend that representatives from these committee meet with an outside facilitator to explore issues of overlap and diffusion of energies. Executive Council would take responsibility for organizing this.

**73.** These items were read in accordance with #6 below, we **approved** printing the following recommendations in the minute book, taking final action on them next year. We **approved** #7.

### On Governance

3.
  - a. The meeting of Representatives should be discontinued.
  - b. Monthly Meetings should continue to names and send representatives to the summer Yearly Meeting sessions for the purpose of maintaining communication between the Monthly and Yearly Meetings by reporting back to Monthly Meetings on Yearly Meetings sessions.
4.
  - a. The Finance Committee, which should remain a representative committee, should present the proposed budget directly to the YM session for its consideration. We affirm the present practice of presenting it once early in the session for preliminary consideration and then for final approval late in the week of YM.
  - b. Nominating Committee should also remain a representative committee and present its report to the YM session as it currently does.
  - c. The Permanent Board should nominate the YM Clerks annually on the recommendation of its own Nominating Committee. This Nominating Committee's membership would be approved by PB at its session at the conclusion of YM sessions. Nominees for YM Clerks should be announced to YN Nominating Committee as soon as they are approved by PB. Specifics of YM Clerks' duties and support, as well as the allowable number of consecutive terms should be addressed by PB.

5. The PB should become a body representative of MMs with one representative for each 100 monthly meetings members or major fraction thereof, with at least one, but no more than three representatives from each MM. It should also have ex officio members such as serve on the current PB and nine members at large nominated by the YM Nominating Committee. The length of appointment for representative and at-large members should be three years, staggered, with no one serving more than two consecutive terms.
6. Any changes in PB activity, procedure, or membership should be completed at dates set by the YM, in keeping with the requirements of Faith and Practice, i.e., "final action will not be taken until the YM sessions of the year following the publication of the proposed changes in the minutes of the YM."
7. A committee of three persons should be formed by Executive Council to make recommendation on the transition to the reorganized PB, contingent on the approval of the reorganization at YM 1982.
8. The Executive Council should immediately provide for deliberate nurture, direction, and oversight on YM staff through frequent (e.g. monthly) meetings of its Personnel Committee with YM staff. The Council should feel free to co-opt Friends from outside the Council to assist in this activity.
9. In the coming year the Executive Council should have representatives meet with representatives of the PB to raise questions about YM supervision, evaluation, and support of staff, with consideration of whether the Personnel Committee should be a subcommittee of the PB or the Executive Council. A recommendation on this question should come to YM session 1982 in connection with the minutes on the reorganization of PB.
10. A footnote: we observe that the present function and activity of the Executive Council might be more clearly reflected in the name Committees Council.

**74.** On Staff, we **approved** items 11-18 and **added** a new item 19 to assure flexibility.

### **On Staff**

11. We recommend that the position of Administrative Secretary be full-time. Areas of responsibility might include:
  - a. secretarial service to YM committees
  - b. involvement with Clerks in preparation of YM Minutes and oversight of their printing and distribution. Distribute epistles
  - d. organize and send out mailings about Committee Days
  - e. maintain mailing lists in current condition, divided for particular committees or groups
  - f. house NEYM office supplies and equipment and maintain a file system for records.
12. Many suggestions were made in our questionnaire response as to the location of the UYM Office, such as: Hartford, Moses Brown, Worcester, Boston area, North Easton. At this point we sense that the person who takes the position of Administrative Secretary is of more importance than the location of the office.
13. We recommend that the position of Field Secretary be full-time. We discussed the specific functions of a Field Secretary, and although we do not see the need to write a job description at this time, we make the following suggestions about various aspects of the job, not in order of their importance:

- a. making arrangements and seeing to the smooth functioning of the physical aspects of the NEYM summer sessions
  - b. attending Quarterly Meetings
  - c. being available to MM as they hire their own personnel
  - d. making contacts with ecumenical groups in New England
  - e. dealing with problems of YM properties under the direction of PB
  - f. visiting meetings to bring YM news and support
  - g. working with NEYM committee where possible and needed
  - h. sharing and informing monthly meetings and QMs of the organizational procedures of NEYM
  - i. fostering a sense on the connection between peace work, social concerns, and spiritual growth.
14. We value the New England Friend and have heard suggestions for its expansion. We recommend that staff in general be responsible for publication and that details and allocation of responsibilities be worked out by a subcommittee of the Executive Council. This committee could also address the question of the practicality of expanding the New England Friend.
  15. We recommend a full-time position for a person whose primary responsibility is to work with Young Friends, Christian Education, and China Camp committees, the balance of time spent in each area to be worked out with the Personnel Committee.
  16. We believe that staff gain valuable perspective from activity outside NEYM. We therefore recommend that each salaried staff person have an active involvement with at least one Quaker organization outside NEYM, such as AFCS, FCNL, FGC, FUM or FWCC. The details of this involvement would be worked out with the Personnel Committee.
  17. We recommend that funds for occasional part-time help for clerical work be made available to staff where necessary.
  18. We affirm our commitment to supervise, evaluate, and nurture staff. The Personnel Committee has this responsibility for salaried staff and we recommend that it see that responsibility for support for contract staff is taken by the appropriate committees.
  19. We request the Executive Council and its committees, Personnel and Search, to act with flexibility when making hiring decisions, according to individual circumstances and interest.

**75.** On YM as a whole, we approved items 20 through 22.

### **On YM as a whole**

20. Responses to our various subcommittees indicate a strong commitment to waging peace, and appreciation of the work of AFSC staff, especially in more isolated areas, and the need for more information and support to meetings and to individuals. While we do not feel clear to recommend a Peace Secretary as a paid staff position at this time, we do see a need for recognizing this commitment by making available increased funds to assist Friends in visitation expenses and literature in the area of peace and social concern.
21. We recognize that committee days, YM, and workshops throughout the year do involve many in intervisitation, but we are aware that some meetings are not included in these activities and feel hungry for spiritual nourishment. Responsibility for this cannot fall solely on the Field Secretary.

We recommend that the budget of Ministry and Counsel be increased to fund intervisitation and we support M&C in its continuing search for creative ways to revitalize intervisitation.

22. We discussed the question of regionalization, acknowledging concerns expressed to us of personal contributions of time, effort and travel expense. Our conclusion was that diversity within NEYM is a strength that enhances the work of committees and therefore regionalization is not desirable except possibly for committees connected to a specific location, e.g., China Camp, Moses Brown School, and New England Friends Home. A related conclusion from our questionnaire responses and discussion is that the NEYM should not be regionalized either.

76. We approved item 23 on Quarterly Meetings.

### **On Quarterly Meetings**

23. We recommend that the Permanent Board convene a gathering of Quarterly Meeting Clerks and others interested:
- a. to urge review of the roles of Quarterly Meetings
  - b. to examine alignment of Monthly Meetings within each Quarter

*Note: This next minute responds to the report in a different way.*

77. Under the weight of item 20, we responded to the urgent need for a peacemaker. We approved the specific calling of Susan Devokaitis to become a released Friend, working as a peace coordinator.

Out of the agony of our confusion whether to act or wait on the employment of a Peace Secretary, we were called back into worship; the Lord presented us with a volunteer and we all recognized one of the modern “miracles” possible in Friends Meeting.

We authorized the Treasurer to accept gifts earmarked for the work of peace coordinator. We authorized the Yearly Meeting Clerk to establish a Committee on Clearness, working with the Executive Council to implement this concern.

# Report of NEYM Long Range Planning Committee—2001

At the end of our first year of work, this committee had identified six important areas of focus. The six themes are: Youth, Outreach & Witness, Spiritual Life & Theology, Leadership, Organizational Structure, and Intervisitation. Our work in the following year continued within that framework. We have met four times since our last report, and divided into working parties focused on specific areas of concern. At our meetings we heard reports from each working party. We considered recommendations and issues raised under each theme, and worked as a committee of the whole to articulate and formulate our understandings and recommendations.

At the end of the 2000 Sessions, we sent our report out to all committees, asking each clerk to consider the issues raised in the report, and the implications for the work of their committee. Working parties also followed up on specific questions with individuals on YM staff or committees, or in various meetings across the YM.

Here we present a summary of our considerations, and the recommendations that we are bringing forward. In some cases, we reiterate important parts of last year's report.

*In our discussions, we have felt strongly that the needs of the YM at this time are not "structural." Repeatedly, we have been led to the sense that our YM needs deeper commitment from the members. Friends are grappling with the things in each life that make it hard for us to serve Friends or other concerns. The primary challenge facing Friends, we have come to believe, is how we inhabit our structures—the quality of our lives.*

## I. Youth

The YM youth programs, both at Sessions and throughout the year, are a strong and powerful ministry of the YM to its youth. The youth programs do a good job of enabling our youth to be leaders in their own groups. Through these programs, young Quakers actively practice and participate in Quaker process.

In connection with the youth programs, we explored several questions, which increasingly centered on the coordination and level of reflection between the Christian Education and Youth Programs Committees. The addition of YM office staff to help support the youth programs, including the YAFs, is a new experiment that seems to hold much promise. We discussed other possibilities, such as an annual "State of Society" about the YM youth programs. Youth staff and committee members felt that this might in fact be counterproductive—requiring more paperwork and thus take time away from staff and volunteer leadership that is already stretched.

Nevertheless, we believe that some periodic overview of the state of our youth programs is necessary, this should involve staff, committees, and others who have a concern for how these programs serve our youth's needs.

Therefore, *we recommend* that the Youth Programs Committee and the Christian Education Committee call a Youth Programs summit in 2003. This can be modeled on the meeting held several years ago, involving committee members, youth program staff and volunteers, and some other concerned Friends, to explore the structure, staffing, and quality of the youth programs. The timing is important, because it will help prepare for the evaluation of the current three-year experiment with a coordinator in the YM Office. Accepting this recommendation entails a special allocation of funds by the YM.

## II. Outreach & Witness

Many members in the YM spoke of the need for Quakers in New England to witness more actively in the world. In order to witness, we must know that to which we are witnessing. Do our values and actions flow from our faith? Is our faith the foundation for the "why" of all that we say and do?

*Why should we take outreach seriously?*

1. *By attracting new attenders and members, we create new ministries, we better our First Day Schools, have more hands to do the work, we increase financial support for maintenance, and advance our concerns.*
2. *To update the way the general public thinks of Quakers.*
3. *Because we are led by the Spirit to share what we have found.*
  - a. Our faith that we can be rightly guided, and our particular practices resulting from that faith.
  - b. Our convictions and concerns about spiritual, human, and ecological values.
4. *Because some Friends may feel that scripture commands us to evangelize, and that such efforts by early Friends are our examples for today.*

There are many resources available for meetings' use, once we feel the concern to reach out. We reviewed a wide range of such materials, present and past. We recommend that each meeting consider the questions in this report, and also this brief and focused summary of the reasons all meetings need to pay attention to witness and outreach.

### **III. Spiritual Life & Theology**

We have heard how important spiritual formation and growth is to Friends. It is a life-long search, which takes different shapes for the inquirer, for the new member, and for the committed Friend. Our working group conducted telephone interviews with Friends from six quarterly meetings, and their responses reinforced comments we heard from many other sources during the past two years.

1. Friends spoke in many ways of a *hunger* for a spiritual life that produces tangible results. *There is a sense that we need to become better and better practitioners of Quaker spirituality. We need to gain experience and skill in waiting on the Lord, and in exploring and in articulating our faith in vocal witness and in other service. The spiritual formation program and the emerging ministries retreats are very valuable new developments in this area.*
2. Some Friends reminded us of the sometimes-painful divisions *we feel that are focused on attitudes about Jesus. Other issues around which our differences emerge include the recording of gifts in the ministry, programmed versus unprogrammed worship, and evangelical versus universalist views of Quakerism. We are reminded that our ability to understand differences, and to seek unity, is related to the depth of our spiritual life. One Friend asked "Can YM Ministry & Counsel help us learn to speak our convictions with passion, and yet without the 'shrill note' that causes walls to go up?"*
3. There is a critical need for us to come to practical grips with our use of time. *We are just not making room in our lives for learning more about our tradition, learning how to articulate and enact our faith, and deepening and extending our time with and knowledge of God. Staffing choices, organization, and faster communication tools cannot substitute for widespread experimentation with our schedules and time. The YM should take prompt action to bring to Friends' attention concrete and practical advices about ways to gain control over our time and our inner lives—in a sense, providing illustrations of how one can live with the Queries and Advices.*

*This is urgent* and we encountered it in considering almost every other topic that came before our committee. Perhaps Sessions sometime soon could have as its theme "What are my next steps? Growing in Quaker practice in the next 51 weeks." We wonder also if the YM would benefit from a full-time worker to support monthly meetings in working practically along these lines.

In response to this piece of our 2000 report, Ministry & Counsel last fall included a discussion of this question in its 11th Month retreat. Although the concern was not carried forward by Ministry & Counsel, two Friends have taken up this concern, and begun to travel within the YM to help Friends consider their uses of time.



4. As our youth travel throughout other YMs, it has become increasingly clear that they are unable to explain their beliefs and spiritually support their values to others. *As adults, we need to not simply live out our values, but we must actively articulate our faith with each other and our youth. The YM needs to encourage and foster such faith discussions among adults and youth at all levels of the YM. Much talk in meetings about beliefs and practices occurs informally among adults, and conversations across the generations are both harder to structure and too rare.*

#### **IV. Leadership**

We heard concerns about how the YM can get the kind of leadership it needs at all levels. We note that a misinterpretation of our testimony on equality sometimes prevents us from dealing directly and practically with leadership issues, and sometimes we undermine our own leaders.

We see leadership issues arising in connection with YM staff, volunteers working on YM programs, and leadership in the local meetings. *We need to find ways to season leaders at the monthly meeting and quarterly meeting levels—this means to draw out, to develop, and sometimes to release Friends to service.* In doing this, we need to encourage emerging leadership among Young Adult Friends. We should also be prepared to prevent experienced elders from moving into the background prematurely.

1. Nominating. *The YM is well positioned to encourage a renewal of the nominating process as an opportunity to recognize, call forth, and nurture gifts, in young Friends, new Friends, and experienced Friends as well.*

2. Naming Gifts. *The YM's Ministry & Counsel consideration of recording of ministers is a useful contribution to the question of leadership, and we urge them to continue.*

3. First-Day School Teaching. *Monthly meetings need continued help in identifying and preparing FDS teachers. We recommend that the Christian Education Committee examine ways to extend its work in this area. Would additional paid staff assist Friends to volunteer in this effort? However we see it, this is another area in which Friends' allocation of their time is pivotal—in finding time to work with the Christian Education program of YM; to take part in youth work at the monthly meeting and quarterly meeting levels; and to learn how to do it better.*

4. Youth Retreats. *Friends tell us that the increase in retreats for young Friends of various ages is a boon for the young people and for the meetings. These programs have called forth new leadership among the young and those volunteers who staff the programs.*

5. Leadership Transitions. *We have heard that we need to accomplish staff transitions and committee clerk turnovers more carefully. This includes taking care that information and experience are passed from the outgoing leader onto her successor. It can also take the form of mentorship and preparation of new leaders when a transition is anticipated. We suspect that all committee and staff leadership would benefit from more explicit planning around transitions.*

#### **V. Organizational Structures**

Many of the points we raised in our report to Sessions in 2000 have already been or will soon be, addressed by the relevant committees.

- *The Sessions Committee is experimenting with some significant changes to this year's schedule, trying to achieve a better balance among the different elements of the annual Sessions that are important to us.*
- *Finding ways to incorporate youth more fully into the business of the YM is a continuing struggle and should be on the list of perennial issues the YM reviews at five to seven year intervals.*
- *The YM attempted to respond to the issue of additional support for monthly meetings by approving the hiring of an additional staff person at last year's Sessions. It is still too soon to tell how this response is working.*

- *Staff is placing more emphasis in their reports on communicating about their work with monthly meetings.*
- *The Administrative Secretary is developing a Procedures Manual containing drafts of job descriptions and task lists for the clerks of the major YM committees. It will be very valuable if it is widely known and used.*
- *The Finance Committee developed a comprehensive chart of the different tasks involved in managing the YM's finances and is experimenting with more effective ways to distribute them to individuals.*
- *The Nominating Committee wrote a job description and task list for that clerk's position.*

Still unsolved is the problem of keeping Friends active when they are no longer able to attend committee meetings and Sessions.

The 20% growth needed in monthly meeting contributions to maintain the new staff position will greatly increase the fundraising burden on Finance Committees for both the YM and monthly meetings. Can this be done within the current structure, or is a change needed—either an enlarged committee or a separate Development Committee?

At this point this committee does not feel that any significant changes to the YM's committee structure are needed. The question of whether our present corporate structure is appropriate to current insurance realities will be addressed by an ad-hoc group of representatives from the staff, the Finance Committee, the school, the Friends Home and the camp during the coming year and might result in significant changes in the future.

At this time, there is ample room for fine-tuning the relationships between the different parts and committees of the YM, even if no significant structural changes are needed.

- *We need to keep effective communication constantly in mind. What one piece of the YM does can have unforeseen effects on other pieces.*
- *The division of responsibilities between the presiding clerk and the clerk of Permanent Board is not always clear or well understood. What is or should be the relationship between the presiding clerk and the sub-committees of the Permanent Board, particularly the Office Facilities Oversight Committee and the Personnel Committee?*
- *We lack an organizational structure for supporting and nurturing the clerks of YM committees.*

As we look to the future, are we willing to give enough time and money to enable the realization of the spiritual community we say we want?

## **VI. Intervisitation**

Historically, intervisitation was the way the Quaker culture was transmitted. Currently, we find it a way to strengthen smaller meetings, who are often “oxygen-starved” for new spiritual energy. How can the YM encourage individual Friends to visit other Friends? How can we help Friends from populous meetings understand that they and their meetings gain important benefits from intervisitation—it is not only of value to small or isolated meetings.

We are aware of a number of barriers to intervisitation. Members of larger monthly meetings often have less interest in intervisitation: how can they find value in visiting other meetings? How do Friends find time in their busy lives to visit other meetings? Are there Friends who would like to be released to visit more regularly? What support would be needed to overcome barriers of time, finances or family responsibilities?

We believe that, in addition to the valuable work of the Traveling Ministries Intervisitation Program (TMIP), much more work is needed to stimulate intervisitation of all kinds. These visits are needed to foster the sense of common life among us. One limitation of the current program is that they rely mostly upon the initiative of the meetings to request visits. This is valuable, but many meetings are reluctant to ask for a visit (for example, because they think they are too small to justify a workshop). The result is that very many meetings are rarely visited.

Furthermore, we suggest that a centralized process can support only some kinds of intervisitation. Visits which are made out of friendliness and curiosity provide a kind of nourishment that is indispensable to the health of our Society. Over and over, we tell ourselves that we need more dialogue about matters of faith and practice; we need more knowledge of each other for mutual support in services within and outside our Society; need to know how other meetings and individuals are making sense of the challenges that face us all in one form or another. This sounds very much like the knowledge that is born out of friendship, and friendship thrives on contact, the kind of contact that cannot be made purely by newsletter or correspondence. *In addition to travel in the ministry, that is, visitation under particular individual concern, therefore, we are starving for visits that arise of out of a simple desire to know more Friends and meetings better.*

We encourage Friends to circulate more on their own initiative, for friendly visits to nearby meetings or under concern (traveling in the ministry after discernment within the home meeting). This can only happen if Friends in this room, and all those who are not present, take the time to form a clear understanding in their minds of the necessity for more circulation within our body, and be alert to opportunities or leadings to participate. Participation can include engaging in visitation oneself, inviting visits from Friends outside the meeting, and providing welcome and some attention to the Friends who do come to visit. Without at least this much effort on the part of each Friend, other steps we might take as an organization will not suffice.

We have the following specific recommendations.

- 1. Quarterly meeting clerks should gather information about intervisitation activity in their constituent meetings, to the extent that they are able, and report from time to time to the Field Secretary or TMIP Coordinator about which meetings have not been visited recently.*
- 2. The Field Secretary (or TMIP Coordinator) should request information from the quarterly meeting clerks about which meetings have been visited recently, to help direct Friends who wish to visit meetings.*
- 3. We recommend that members who serve on their monthly meetings Ministry & Counsel Committee should be more proactive in intervisitation, as part of their service to their monthly meetings. We cannot make specific recommendations about frequency, since individual situations and concerns will vary. We do recommend that such Friends should develop definite plans to do visitation more than they do at present, and where possible, involve other members of their meetings in these visits.*
- 4. We recommend that YM and quarterly meetings appoint ad-hoc committees to undertake specific plans for visitation. Such committees would help provide a motivation and structure for Friends who might not otherwise feel ready to visit and, we hope, would encourage more of the spontaneous meeting-to-meeting travel that we need. It may be that the TMIP Committee, in consultation with the Field Secretary and Ministry & Counsel, should take the lead in developing definite programs of visitation.*

### **Planning & Reflection: The Dialogue & Procedural Review Committees**

We believe that a twenty-year cycle, that has been the practice in the past, of “long-range planning,” is not particularly suited to the YM’s needs. *Procedural issues* should be examined and addressed more frequently. In addition, we believe that this process does not address certain *perennial issues*—issues are always with us and that we cannot solve—yet should get regular attention at the monthly, quarterly, and yearly meeting levels.

We therefore propose the following **Seven-Year Plan** to address these two needs: the procedural and the perennial. First the timetable will be described, and then some details of the charge for the two committees in the plan will be laid out.

- 1. We recommend that the YM appoint a five-year **Dialogue Committee** whose charge is detailed below. The members of the committee would have two-year appointments, with a first cohort appointed this year as a planning year, and then a second cohort added in 2002.*

*This committee would be in existence for six years all together, counting this first planning year.*

*2. In the final (6th) year of the Dialogue Committee, the YM would appoint an **ad-hoc Procedural Review Committee** which would serve for one year to examine key aspects of the YM's operations, and recommend the focus for the next dialogue cycle. Some Friends from the last cohort of the Dialogue Committee would be appointed as part of the first cohort of the new five-year Dialogue Committee. Part of the charge of this Procedural Review Committee will be to recommend whether to undertake another seven-year cycle of dialogue and review.*

The schedule we recommend, therefore, is as follows:

Year 1	Planning Year
Years 2–6	Dialogue Committee—talking about one perennial issue per year
Year 7	Ad-hoc Procedural Review Committee—consideration of another cycle

### ***I. Charge of the Dialogue Committee***

There are problems that confront our YM perennially, that cannot be solved once and for all. This is because a proper response to such a perennial problem is a balance struck among various considerations, whose relative importance may change in time, as things in Society and society change around us. For example, the question of intervisitation has been before our YM for decades, and it has been addressed by many means, but still it is true that not enough of us travel even occasionally to other meetings, and in any case there is no “optimal” solution to this need.

Another such problem is Friends’ right use of time, and its relation to the work of the meeting (not to mention work on concerns outside the meeting). A form that this problem takes is the sense that volunteerism is deeply challenged by our busyness, by our response to society’s demands for economic performance. Evidently this has implications for pastoral care, childcare, religious education for children and for adults, and so on. Again, a concern like this is perennial, and cannot ever reach a definitive solution.

We propose that the YM should recognize the continuous challenge posed by certain questions, and take a nurturing role, supportive of individuals and monthly meetings, aimed at encouraging substantive engagement with such questions. To this end, we suggest the creation of a “Five-year Dialogue” committee.

This committee would be given a list of five specific perennial issues, and be charged with devising methods for focusing Friends’ attention on one of these issues each year, in rotation. This “focusing” might take the form of workshops with committees, forums at monthly and quarterly meetings, yearly meeting events, collection and distribution of resources, or any other useful form.

The goal of the committee is to engage a significant portion of the YM with the issue of the year. The engagement is not to produce specific outcomes, other than this focus of attention. If a Friend or meeting is moved to some action on the basis of the year’s work, that is a desirable outcome, but not a necessary one. We intend by this to create a mechanism for Friends to engage with recurring challenges together in a systematic, but flexible way. In the first year, the Dialogue Committee would plan for the next five years by identifying the issues to be addressed, and investigating ways of undertaking the discussions. By the following YM Sessions, the Dialogue Committee would present the topics and suggest approaches for the ongoing committee work, including budget recommendations if necessary.

A first list of such issues might be:

a. Outreach: *What do we have to offer the world, and who do we offer it to?*

- b. Religious Education: How do we deepen our own knowledge of Quakerism, history, faith, and practice? What are we offering our children?*
- c. Time & Money: Are we making right use of our resources? Are we making the right amount of room for our spiritual life?*
- d. Worship & Ministry: What is your prayer life like? What feeds it? Do you practice frequent retirement, as advised by Faith and Practice? What kinds of service do you feel called to, and how do you increase your fitness and your faithfulness to serve?*
- e. Friends as Society: Do the members and attenders of your meeting have a good knowledge of each other? Do you constitute a community of faith (according to your understanding of that term)? What relations do you have with Friends in other meetings? How often do you visit other meetings, and is it enough?*

## **II. Charge of the ad-hoc Procedural Review Committee.**

This ad-hoc Procedural Review Committee will essentially conduct a periodic “audit” of the YM’s practices and procedures. The goal is to have a regular, but not too frequent, examination of the functioning of the YM as an organization. Appointed for a year, this committee would examine:

- A. Functioning of certain core committees (Permanent Board, M&C, Finance, Nominating).*
- B. Other YM committee functioning—a brief review of all committees, with more in-depth review of selected committees where issues may exist. Other questions to consider might be:*
  1. How frequently is the committee meeting?
  2. What proportion of the appointed members attend meetings regularly?
  3. Are regular minutes kept and circulated in a timely fashion?
  4. Does each committee communicate with other committees whose work is related?
  5. Is the committee addressing its charge, or has the focus changed?
  6. Is the committee vital to the YM and, if not, should it be continued?
- C. Financial & other procedures: Are the existing YM procedures for finance and decision-making adequate? Are there ways to amend or improve these procedures? Is the current staffing well-suited to the YM’s needs and constraints? Is there adequate communication/coordination among the clerks of the YM committees, the presiding clerk, and the staff?*

This committee would report to the Permanent Board and then to the annual Sessions one year after appointment.

## **III. Sessions**

Friends come to Sessions for many reasons and the relative importance of the different reasons varies considerably from individual to individual. Some of these different reasons include:

- *Participation in Sessions business.*
- *Worship with larger groups of Friends from outside of their own meeting.*
- *An extended period of fellowship with Friends.*
- *Workshops.*
- *Community building.*
- *The youth programs and the community building among youth.*

Currently some concerns that individuals have about Sessions include:

- *Not enough quality time for corporate worship.*
- *Not enough time to consider business that requires more deliberate consideration.*
- *Generally too busy, business sessions feel rushed.*
- *Too much time spent on “nonessential” business.*
- *Not enough/too much time spent on reports of NEYM subgroups (NEFUN, Puente, Friends Camp, Moses Brown School, etc.).*

Those who come with a major interest in a subset of these activities often find that there is not enough time devoted to the activities which they come to Sessions to experience.

We discussed how other similarly sized YMs organize their business and annual meetings. The following possible alternatives, which might create more time, for our Sessions were discussed:

- *Add another day to Sessions (this increases cost significantly and most likely would increase the number of part-time attenders at the expense of full-time attenders).*
- *Remove much of the business from Sessions to some other meeting/group such as a “representative meeting” which would meet at another time.*
- *Have a YM gathering in addition to Sessions which would be largely a worship/community experience without business—have a separate YM for business.*

The committee felt that most of the above ideas would have adverse effects on the current strengths of our Sessions.

One idea which the LRPC found attractive is a modification of Baltimore YM’s “Retreat,” held for 24 hours preceding the “official” opening of their Sessions. The purpose of the retreat before Sessions would be “to prepare in mind and spirit for Sessions.” Friends could use this time for centering, reflection and worship in preparation for Sessions without any organized group events other than those already scheduled during this period, such as Permanent Board, Young Friends Ministry & Counsel, Youth Programs staff organizational meetings, etc. and without significant changes to the time and efforts of the YM staff. The Sessions schedule would remain as it is at present with the opening session on Saturday evening. However, Sessions participants would be permitted/encouraged to arrive some time on Friday or earlier on Saturday.

In addition we would encourage the following:

1. *Small worship-sharing groups scheduled with specific topics such as:*
  - a. Holding Sessions in the Light.
  - b. Reflection on the spiritual bases of major issues for consideration at Sessions.
  - c. Holding the YM youth in the Light.
2. *Time to read and consider advance documents and information relevant to major issues.*
3. *Self-organized activities for families to do together as families (without youth staff responsibilities).*

Note that this year (2001), members of Sessions Committee and other groups having meetings prior to/in preparation for Sessions had the option to spend Friday night at the YM site.

Our committee also considered a number of minor modifications in Sessions procedures and practices hoping to lessen the sense of busyness at Sessions. Since one member of the Long Range Planning Committee is also on Sessions Committee and since the Sessions Committee is already considering or implementing many of the ideas discussed by the Long Range Planning Committee, the Committee feels that it is not necessary to make any specific recommendations at this time.

**August 12, 2010: PB Minute 10-70 — Procedural Review Recommendation.**

The Clerk reported that one Friend has raised the question of revisiting the Procedural Review Committee's report from 2006 (PB Minute 06-47). A working group created by PB in August 2006 (PB Minute 06-81) had presented a process for further discernment of the Committee's recommendations (PB Minute 06-93) but later recommended setting aside the work until after a decision had been made about the proposal to create the position of YM General Secretary (PB Minute 07-07). Now that the YM staffing restructure has been completed, the Clerk will ask Coordinating and Advising Committee to consider this proposal to revisit the Procedural Review Committee's recommendations. He will report back to PB at a future meeting.

**Nov. 2010: PB Minute 10-81 — YM Committee and Organizational Structure.**

The Clerk introduced a discussion of the YM's committee and organizational structure by thanking Jonathan Vogel- Borne, Linda Jenkins and Jan Hoffman for gathering together the documents, distributed in advance, that provide the background for this discussion. This background helps us both to understand that these questions are not new for us and to reflect upon all the work and discernment that has gone before.

Jan reported that her review of the documents during the previous week had reminded her that the Long-Range Planning Committee believed that there are perennial questions that will arise repeatedly in the life of the YM. Staffing and committee structure are two such concerns that are linked together. Having completed a staffing restructure, it is logical that we now turn our attention to the committees. It's also very important to acknowledge all the work that has already been accomplished in recent years, especially with regard to staffing structure and strengthening our youth programs.

The Clerk reminded us that PB had asked the staff to begin gathering together documents for the creation of a procedures manual (Minute 10-26). Jan reported that she, Jonathan and Jeff Hipp had met to compile documents that already exist, and as a result, we now have a 26-page document. Jonathan reviewed the current table of contents, noting that there are several appendices in addition to the 26 pages of the primary document. Jan described an introductory section to SEYM's procedures manual that provides a basic overview of how the YM works, and she suggested such an introduction would be a useful feature for NEYM's document. A principal reason for this document would be to make the structures we have more transparent and available to the people and constituent bodies of the YM. Jonathan proposed that we begin calling this an "Organizational Handbook."

Friends then began a lengthy discussion (continuing after lunch) about the YM's committee structure and the role and structure of PB. Written reflections from the immediate past clerk of the YM Nominating Committee about the overwhelming nature of the Committee's task provided some context for the discussion.

Some representative comments about the committee structure were:

- Nominating Committee's central role should be the calling forth of God's gifts by discerning who among us has those gifts and helping to nurture them. Unfortunately, the Committee does not get to do much of that work, due to the time pressure of so many positions to fill.

- The important thing about being Quaker is meeting together, and it's important to support the spiritual life of committees as a way to bring people together while doing something useful.
- Some of our committees are moribund, and most of them are too big. We need to prune them to find new life.
- We could identify specific committees to lay down, or we could identify processes that would lead to laying some of them down. Much of the discussion about PB's role and structure focused on consideration of reorganizing PB as an "Interim Meeting" structure similar to that of some other YMs. Such a body would likely be comprised, at least partially, of appointed representatives and would be empowered to make decisions between annual sessions.

Some comments on this topic were:

- Any such change would be a change in "Faith and Practice," requiring approval of Sessions.
- Concerns about a larger body, with representatives from 68 MMs – some of them very small, and about the risk of long-term, self-appointed representatives, led to a proposal for representatives to be appointed by Quarters. Another Friend suggested a hybrid model, with some appointed representatives and some nominated at-large members.
- Having MM representatives means that every MM will receive a mailing, along with an agenda for the meeting.
- Interim Meeting can provide the structure for a mid-year gathering, with other activities happening as part of a long weekend.
- A representative body might lead to individuals feeling the weight of concern for representing one's constituency rather than responding to the movement of the Spirit in discernment.

Coordinating & Advisory Committee will gather the various recommendations on committee restructuring put forward in recent years and report back to PB. The Clerk suggested the need for an ad hoc subcommittee to reflect further on how the establishment of an Interim Meeting structure would affect the YM. Cliff Harrison and Sandy Isaacs agreed to serve in this capacity and to exchange ideas and information with C&A Committee.

**March 2011: PB Minute 11-24 — Recommendations Regarding YM Governance & Structure.**

See separate page with Coordinating and Advisory's recommendation and this minute.

**May 2011: PB Minute 11-41 — Recommendations Regarding YM Governance Structure**

See separate page with Coordinating and Advisory's recommendation and this minute.

**August 9, 2011: PB Minute 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.



**November 2011: PB Minute 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.

**January 2012: PB Minute 12-11 — YM Governance Structure.**

Jackie Stillwell, YM Presiding Clerk, invited Friends to continue the conversation on YM governance structure, noting that the advance documents had included a comprehensive record of this discussion over the previous decade by incorporating links to earlier reports.

Holly Baldwin shared notes from her conversation with Susan Davies (see PB Minute 11-104). They identified two interconnected issues of concern that have been discussed previously at PB: 1) a lack of meaningful connection with the more remote MMs; and 2) a mistrust of YM structures. While the steps being taken to improve transparency are important, there is still a need for pastoral efforts to address what seems to be spiritual brokenness in the relationships. Recognizing that this concern is broader than the relationship between PB and MMs, it will be

important to consult with YM Ministry & Counsel and its subcommittee on Traveling Ministries and Intervisitation, possibly through a gathering of representatives from the three bodies. At the same time, it could be fruitful to be intentional about choosing PB meeting locations that provide opportunities for outreach to and connection with more remote MMs, inviting the participation/attendance of visitors.

One Friend noted the need to address this perception of a separation between the YM and MM by seeking to help people understand that “we are it,” that when you join a MM, you also join the YM. Friends also suggested reviving the practice of formally recording MM representatives to Sessions and continuing to offer scholarships for individuals coming to Sessions from MMs that have not been represented in recent years.

### **May 2012: PB Minute 12-49 — YM Nominating Committee Report.**

Christopher McCandless, Co-convener of YM Nominating Committee, reported the following minute approved by the Committee at its last meeting:

#### **NEYM Nominating Committee Minute 2012-4**

We believe there is a better structure to serve the life of New England Yearly Meeting in doing God’s work. We envision a structure that enables our YM committees to better know each others’ missions and to work more closely together.

Our traditional process asks Nominating Committee to match gifts and leadings to committee service. We are concerned for carrying out this charge with care. We envision broadening the ability of our system to discern emerging gifts and leadings by increasing the involvement of monthly meetings and connections among our committee volunteers.

Nominating Committee recommends the appointment of an *ad hoc* committee who will thresh the issues of reorganizing the YM committee and volunteer system and make recommendations to the 2013 Sessions.

The Committee welcomes input from PB and other bodies within the YM.

### **May 2012: PB Minute 12-53 — Strengthening Relationships between the YM and MMs.**

Holly Baldwin reviewed the report, provided with the advance documents, from an ad hoc group that gathered in April to discuss the relationship between the YM and MMs (see PB Minute 11-104 and 12-11). The response to the call for the meeting revealed life for this concern among Friends. PB has an opportunity to give this ongoing conversation some structure.

Holly reviewed the specific requests to PB, as outlined in the report:

- 1) If we are to carry this work further, we should have a more robust committee, and perhaps a more specific charge. Suggested number of committee members: 5. Suggested charge: Meet with other NEYM Committees and with Monthly Meetings and Quarterly Meetings to explore how to make the relationship between Monthly Meetings and Yearly Meeting more vital.
- 2) Approve the holding of a consultation to broaden the discussion at the YM level. This might be a day-long gathering with broad representation from across the YM.
- 3) Revive the question of governance structure – and explain to MMs that PB’s intent, in part, is to seek a governance structure that can serve to better bind us together, in recognition of our interdependence and send to monthly meetings for feedback.
- 4) Encourage all members to travel to less active meetings in the name of Permanent Board, inviting conversation and feedback about yearly meeting.

In addition to these requests, Holly encouraged the Clerk to continue communicating to MMs the highlights of PB discussions and to be even more intentional in arranging the location for PB meetings to facilitate connections with isolated MMs.

The Clerk suggested that we might also consider adopting a practice of sending a welcome letter to new members of MMs, recognizing that they have also joined the YM.

Friends accepted the report, deciding to hold further discussion until August, when it might be considered in connection with the proposal presented earlier by the YM Nominating Committee (see PB Minute 12-49).

### **August 4, 2012: PB Minute 12-68 — YM Nominating Committee Proposal**

Christopher McCandless, Co-convener of YM Nominating Committee, reviewed the Committee's minute presented at the May PB meeting (see PB Minute 12-49) and included in the advance documents for Sessions. He asked Friends to consider how to engage the YM in the process of discernment about changing the YM committee structure.

During the discussion that followed, Friends raised several concerns and questions:

- **Scope:** Changes in one part of the YM structure affect all the other parts; perhaps it would be best to have a single committee given the charge to review a broad range of structural issues, rather than an ad hoc committee focused just on the committees.
- **Participation:** How should we identify the areas that need attention? Some Friends expressed concern about the prospect of a small group – or even PB – defining the scope of the charge to such a committee and wondered how we might use the opportunity of Sessions to gather input from Friends throughout the YM.
- **Urgency:** At the same time, several Friends expressed concern that the committee structure and nominating process require urgent attention, with one Friend sharing the image of a bucket with holes (if one fails to patch the holes, all the water may drain away before a new bucket can be constructed).
- **Stewardship of time:** Are our lives too busy to do God's work?

The Clerk and the YM Presiding Clerk will discern how to present these concerns to Sessions.

**2012 NEYM Minute 45:** For the Permanent Board, Edward Baker read the following minute sent to Permanent Board by the Nominating Committee:

[See above PB minute 12-49.]

Edward Baker reported that the Permanent Board was not yet ready to unite with this minute, but it is clear to proceed with an examination of the Yearly Meeting organizational structure, including committees and the Permanent Board. This review must also draw on work of past committees, such as the Procedural Review Committee which began in 2003. The Permanent Board will appoint an ad hoc committee for this purpose and invites Friends who might wish to serve on the committee to speak with the Permanent Board. The basis of this committee's charge, which remains to be developed, lies in the questions: *What does God want us to do, and how can we structure ourselves so as not to get in the way?* Friends approved the Permanent Board's action on this matter.

**August 9, 2012: PB Minute 12-91 — Yearly Meeting Structure.**

Continuing our discussion (see PB minute 12-68) prompted by Nominating Committee's minute (see PB Minute 12-49) asking us to look at the committee and volunteer structure, we acknowledge that we are being led to form a committee to explore a broad range of structural issues. Lacking time to properly discern the charge for this ad-hoc committee, we refrained from naming the committee, noting that a few friends have expressed interest to the PB Clerk. The Yearly Meeting Presiding Clerk quoted from a recent minute (Session minute 5); "What does God want us to do? How can we structure ourselves so as not to get in the way?" We were encouraged to be deliberate in this process – despite the urgency felt by YM nominating, we sense the importance of understanding the larger picture before suggesting change. Recognizing that various ad-hoc committees have done relevant work in the last decade, Jan Hoffman offered to review some of their reports and, with assistance from Holly Baldwin and Christopher McCandless, will consider how best to make this information available and useful for this on-going work.

## **“The Yearly Meeting” between annual sessions** **Jan Hoffman to Permanent Board March 20, 2010**

PB Clerk asked me to provide some background for considering a “purpose” or role for a mid-year gathering, perhaps offering perspective by exploring other Yearly Meeting structures and practices between Annual Sessions. Here in NEYM, we have been unclear on the relationship of Sessions to Permanent Board, the body that “represents the yearly meeting between annual sessions.” (NEYM F&P, p. 229) This lack of clarity led me to consider the structure of three other Yearly Meetings where the continuing body is representative, unlike NEYM, where it is appointed. Baltimore YM and Southeastern YM are examples of two different structures, and Pacific YM as a YM in discernment about changing the relationship of Annual Session and Representative Committee.

**Pacific Yearly Meeting** — an independent YM with no staff. An article in the February 2010 issue of *Western Friend* reviewed a proposal from the PYM Future Subcommittee as follows:

2003: An ad hoc committee of Pacific YM’s Ministry and Oversight Committee addressed questions of structure and organization.

2006: M&O sensed a need a year of discernment, invited MMs to respond to four questions.

2007: M&O appointed a Future Subcommittee to carry this work forward and “address issues of structure and purpose” in the Yearly Meeting.

2009: A desire to change “how we do our business at Annual Sessions” has led to a proposal which shifts to a greater decision-making role for Representative Committee—and to greater responsibilities for Monthly Meeting representatives. “At present [the proposal] recommends that Representative Committee assume responsibility for acting on more of the business of the Yearly Meeting, including budget approval, mid-year nominations, receiving reports, and a host of other issues. In order to accommodate these increased responsibilities, Representative Committee would hold longer meetings both in March and during the Annual Sessions. Representative Committee will continue to be comprised of roughly sixty-five members: Meeting representatives, Yearly Meeting officers and standing committee clerks, Quarterly Meeting clerks, and several other special appointments.” This proposal is being seasoned in monthly meetings.

**Baltimore YM and Southeastern YM** show two possible patterns for continuing bodies. BYM is most similar to NEYM, which has around 4000 members, an office and nine staff: YM Secretary, Communications Director, YF-YAF Coordinator, Friends Camp Director, JYM Elementary Retreat Coordinator, Jr High Retreat Coordinator, Christian Education Coordinator, Archivist, and Accounts Manager.

**Baltimore Yearly Meeting** is affiliated with both FGC and FUM, has around 4000 members, an office, and seven staff: General Secretary, Youth Secretary, Camp Administrative Secretary, Camp Property Manager, Administrative Assistant, Comptroller, Development Director. The BYM Yearbook contains minutes of Annual Session and all Interim Meetings. (See <http://www.bym-rsf.org/quakers/pubs/YB2009.pdf> for the 2009 Yearbook) Information below comes from the *BYM Manual of Procedure updated through 2008*, no longer posted on the BYM website (alas).

BYM continuing body is **Interim Meeting**: “All members of BYM are members of Interim Meeting and are welcome to attend its meetings. Interim Meeting acts for the YM in the intervals between its sessions. It meets at least three times a year and on call as necessary. . . . each Monthly Meeting is requested to appoint one person to attend Interim Meeting.”

### **Interim Meeting Responsibilities:**

- all personnel matters, including hiring the General Secretary, defining staffing needs, setting staff compensation policies, and be the employer of record. Interim Meeting selects, employs, and defines the responsibilities of the General Secretary.

- nominating for approval of Yearly Meeting in session persons to serve as Presiding Clerk, Recording Clerk, Clerk of Interim Meeting, Recording Clerk of Interim Meeting, Treasurer, Assistant Treasurer, members of the Supervisory Committee, and members of the Nominating Committee.
- considering proposed changes in the Manual of Procedure, report on its actions to those who initiated the proposal, and forward changes to the Yearly Meeting as approved.

### **Interim Meeting Subcommittees:**

**Search Committee** consists of six people, two each year for six-year terms. Each spring Interim Committee appoints a Naming Committee of two people to propose two names for Search Committee. The Search Committee nominates persons to serve as Presiding Clerk, Recording Clerk, Clerk of Interim Meeting, Recording Clerk of Interim Meeting, Treasurer, Assistant Treasurer, members of the Supervisory Committee, and members of the Nominating Committee.

**Supervisory Committee** is composed of the Clerk of Interim Meeting, the Presiding Clerk and the Treasurer of the Yearly Meeting, and four additional members of the Yearly Meeting nominated by the Interim Meeting for appointment by the Yearly Meeting. The Committee may not co-opt additional members. The Supervisory Committee is clerked by the Clerk of Interim Meeting or one of the four appointed members.

The General Secretary is responsible to this Committee, specifically to its Clerk. The Committee writes position description for GS, reviews personnel policies, recommends staff compensation policies, oversees maintenance of office-residence property and grounds, provides budget recommendations to Stewardship and Finance Committee for office staff salaries and benefits and for maintenance of building equipment and grounds.

Note: Baltimore YM Annual Session approves the budget and Nominating Committee report.

**Southeastern YM** is affiliated with both FGC and FUM, has 520 members and two staff: Administrative Secretary and Peace & Social Concerns Webclerk (volunteer). Information below is from SEYM *Faith and Practice* <http://www.seym.org/FP.pdf/YM031808DraftTWO.pdf> and SEYM *Operational Handbook, Procedures & Job Descriptions* <http://www.seym.org/policy.html>

The yearly meeting meets at annual sessions [during Easter week], as interim business meeting twice a year in the fall and winter. On Sunday of the Winter Interim Business Meeting weekend, the Michener lecture and workshops are held. There is a Half Yearly Meeting for Friends to get together and visit over Thanksgiving weekend.

... The yearly meeting publishes documents in advance (DIA) for yearly meeting sessions and the Fall & Winter Interim Business Meeting sessions, which contain the agenda for the meeting and other reports to be considered. The yearly meeting approves minutes from interim business meeting and executive committee sessions.

### **The Executive Committee**

Members are interim business meeting clerk (who serves as clerk), yearly meeting clerk, the assistant clerk, recording clerk, treasurer, clerk of the worship and ministry committee, clerk of nominating committee, clerk of the finance committee, clerk of the faith and practice committee, clerk of the gathering committee, the clerks of the Junior Yearly Meeting and clerk of the Trustees. The administrative secretary is an *ex officio* member of the committee. Meets 4 times a year, just before each interim business meeting, at the beginning of yearly meeting annual sessions, and some time in the summer. The committee acts for the interim business meeting between sessions.

Employee(s) of SEYM are hired by the executive committee and are under the committee's direction.

## **Recommendations Regarding Yearly Meeting Governance and Structure**

New England Yearly Meeting of Friends Coordinating and Advisory Committee  
to Permanent Board 12 March 2011

The Yearly Meeting has appointed ad hoc committees and done much work over the past several years in looking at potential structural changes in order to simplify our structure, remove a burden from the Nominating Committee, and to enable the Yearly Meeting to better discern and enable Friends in doing the work of God. This topic has been considered at several of the Permanent Board (PB) meetings in the past year. PB has asked Coordinating and Advisory Committee (C&A) to attempt to summarize our work in order to consider steps that can be taken. This is a proposal for actions that can perhaps move us forward.

Goals we have discerned:

- Increased clarity of roles so that Friends can better participate in the business of the Yearly Meeting
- Providing increased opportunity to gather with little agenda to worship together in order to hear God's call both at Sessions and between Sessions.
- Increasing the ability of Monthly and Quarterly Meetings to participate in the communication and decision-making between Sessions as a body.
- Reducing the numbers of Friends that must be nominated by the Nominating Committee and appointed by the Yearly Meeting to Yearly Meeting Committees

We propose that we can accomplish this in an experimental way by scheduling one weekend meeting in the spring over the next three years which would initially be a joint meeting of the Permanent Board, the YM Ministry and Counsel Committee and the YM Finance Committee. This would be an open meeting at which specific items of business – items these committees are working on at this time of the year already anyway – that would benefit from the seasoning of a larger body. At this season of the year Ministry and Counsel is finalizing it's work on a State of the Society report, and Finance Committee is presenting the proposed budget to Permanent Board before bringing the budget to Sessions. With the new Priorities Budget Process this is sort of "final reading" for the budget.

This joint meeting would not add a meeting to the work of these committees, since they each meet separately in spring anyway, but would require a coordinated effort and a meeting location that could handle the larger number of Friends and opportunity for overnight stays.

We envision some smaller meetings perhaps on Friday evening; business sessions on Saturday, perhaps separately in the morning, and jointly in the afternoon and evening – including times of worship and social gathering – and joint worship on Sunday with host.

If this "joint meeting" proves to be a success we can then recommend to the Yearly Meeting that this spring meeting become officially an Interim Session of the Yearly Meeting, with additional designated work to prepare for Yearly Meeting Sessions and the opportunity for other actions AS the Yearly Meeting.

In order to increase the participation of Monthly and Quarterly Meetings in this experiment we also recommend that Nominating Committee be directed to find only four or five at-large members for PB each year, and that Monthly and Quarterly Meetings be asked to name a representative to PB to the effect that PB would be a hybrid between an appointed and a representative body.

## **PB Minute 11-24 Recommendations Regarding YM Governance Structure:**

Linda Jenkins then reviewed a document from Coordinating and Advisory Committee titled “Recommendations Regarding Yearly Meeting Governance and Structure” (provided as an advance document), drawing upon previous discussions and earlier proposals for restructuring; the proposal being a response to a request by PB for C&A to provide a report on the various recommendations which had been discussed (minute 10-81 and 11-04). The Committee recommends a three-year experiment with a springtime mid-year gathering; building on the experience of the mid-year gathering in 2009 and on this year’s plans for a Day of Discernment. One key difference, however, is that this recommendation explicitly addresses the question of authority by proposing that the gathering be an open joint session of PB, YM Ministry & Counsel, and YM Finance Committee, which the broader YM community would be encouraged to attend. Due to PB’s role as the decision-making body between Sessions, such a gathering would be able to conduct some YM business. The Committee also recommends changing the structure of PB to include two types of members: those nominated and appointed by the YM and those named by MMs and QMs (similar to the current structure of YM Ministry and Counsel). If the experiment proves fruitful, the YM could then decide to transition to a new permanent structure that includes a role for an “Interim Session.”

A lively discussion ensued, covering a variety of concerns and reflections:

- PB, Ministry and Counsel, and Finance Committee can make a decision to meet jointly without any formal action by Sessions.
- Can a decision about governance structure (e.g. name and composition of PB) be reached quickly enough to be reflected in the revised *Faith and Practice*?
- Will representatives of MMs and/or QMs have the same level of commitment to and understanding of the YM to effectively participate in conducting the business? How could we design a representative structure that protects and nurtures the institutional memory that provides the foundation for sound decision-making? The work of PB is very different from the work of Ministry and Counsel.
- A more representative PB structure might increase the engagement of MMs in the life of the YM, and it could provide a formative experience for MM representatives who have had less engagement with the YM.
- Could MMs be asked to appoint representatives to five-year terms, just like the YM appointees? Should QMs have a role in approving representatives appointed by MMs?
- We need to think carefully about the terminology: “interim” may not accurately or transparently communicate the function of the “Interim Meeting” or “Interim Session.” (Interim is sometimes interpreted as “temporary” or “short-term.”)
- Recognizing that currently the PB Clerk is the legal representative of the YM between Sessions, we need to remember that the continuing legal entity for the YM must be clearly defined for banks and other institutions.
- We need to recognize that we are reaching for a vision of PB and the YM that we have not yet fully named. How do we embrace and articulate a vision for the PB that will inspire MMs and individuals to want to be part of it? We should seek a vision, policies and practices that move us in that direction.



- We need to maintain a concern for the growth and vitality of the YM at the center of these discussions. How do we create a structure that celebrates who we are – our powerful history – and strengthens our voice and witness in the world? How do we raise up the next Mary Dyer?

Friends approved the following minute:

The Yearly Meeting has appointed ad hoc committees and done much work over the past several years in looking at potential structural changes in order to simplify our structure, remove a burden from the Nominating Committee, and to enable the YM to better discern and enable Friends in doing the work of God. Recognizing that PB needs to be a representative body in the sense that we “represent the whole” and not in the sense that individual members are “representing someone else,” Friends affirmed an openness to having some members of PB appointed by the YM and some appointed by MMs, as well as renaming PB in a way that clarifies its role as the continuing legal decision-making body for the YM between Annual Sessions. We pray that such changes might further a vision of growth and increasing vitality for the Yearly Meeting.

Jan Hoffman, Holly Baldwin and Edward Baker will serve as an ad hoc committee to develop some concrete proposals that are brought back to PB for further consideration.

Friends encourage this ad hoc committee to include the proposal for a mid-year gathering within the scope of its work.

## Proposal to Permanent Board May 14, 2011 on NEYM governance and structure

This report is a follow-up to the “Recommendations Regarding Yearly Meeting Governance and Structure” presented to Permanent Board March 12, 2011 by Coordinating and Advisory Committee (C&A). That report begins by affirming that “The Yearly Meeting has appointed ad hoc committees and done much work over the past several years in looking at potential structural changes in order to simplify our structure, remove a burden from the Nominating Committee, and to enable the Yearly Meeting to better discern and enable Friends in doing the work of God.” It also affirms the consideration of this topic at several of the Permanent Board (PB) meetings in the past year and its charge to Coordinating and Advisory Committee (C&A) to attempt to summarize that work and make suggestions based on it.

After lively consideration of those suggestions in March, PB appointed us to bring even more specific proposals to its next meeting. We began by reaffirming the goals of the many structural changes considered over the past several years:

### Goals:

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.

In seeking a more specific proposals based on these goals, we considered the points raised in discussion at the March 12 PB meeting and the *Handbook* of New York Yearly Meeting, which we have used as a model.

In making the recommendations below, we also considered what changes would imply a change in *Faith and Practice* and therefore would need to be approved at Sessions in two successive years and those that could be implemented without any such approval. The governance structure of NEYM and how the legally responsible body is formed would be *Faith and Practice* changes – recommendations 1 and 2 below. Recommendations 3 and 4 below would not need Sessions approval. We therefore suggest working toward recommending governance structure changes and revisions to annual sessions.

### Recommendations:

1. That the body transacting business between annual sessions be constituted of representatives appointed by monthly meetings, fifteen members at large appointed by the Yearly Meeting upon the recommendation of its Nominating Committee, with three members appointed each year for five-year terms, and the following serving ex officio: Presiding clerk of YM, past presiding clerk for one year, NEYM Secretary, NEYM Treasurer and Finance Committee clerk.
2. That the name of this body be Representative Meeting.
3. That we consider holding Representative Meeting on a weekend and combine it with committee meetings or other activities.

4. That we ask Ministry and Counsel or an ad hoc committee to consider a separate Day of Discernment, perhaps in the spring, under its care or the care of another appropriate committee.

### **Background:**

The Yearly Meeting is organized and conducts its business affairs under the guidance of the book of *Faith and Practice* of New England Yearly Meeting. Its essential organization as currently structured is outlined on Pages 299-230 of the 1985 *Faith and Practice* but is not spelled out in great detail. We are suggesting changes to this.

The legal aspects of New England Yearly Meeting need to be described in *Faith and Practice* or an organizational *Handbook*.

**Specifics.** If the above recommendations were approved, a possible description of the formation, authority and function of Representative Meeting might be:

**Yearly Meeting Sessions.** The Yearly Meeting holds its annual sessions in August; additional sessions called Representative Meeting are conducted two or three times during the year and may be held on a weekend. In addition to the business sessions and meetings for worship on such weekends, Friends may also schedule committee meetings and other opportunities for fellowship.

**Sessions of Representative Meeting.** Representative Meeting acts on behalf of the Yearly Meeting as described in the Representative Meeting section of the revised *Faith and Practice*. Any business session of Representative Meeting is a session of Yearly Meeting.

It may act for the Yearly Meeting in all matters when that body is not in session, except that it may not make changes in *Faith and Practice* nor issue any statement of faith.

Representative Meeting transacts business for the Yearly Meeting between its annual sessions. It also carries out instructions given by the Yearly Meeting in annual sessions and carries out such responsibilities as are delegated to it by the Yearly Meeting (see pp. 229-230 in the 1985 *Faith and Practice*).

### **Membership.**

All members of New England Yearly Meeting are members of Representative Meeting. In order to encourage participation that reflects the body of the Yearly Meeting as a whole, monthly meetings are asked to name representatives. To convey the sense of “representative” in this context, we find helpful the following excerpt from “On Serving as a Named Representative” from the New York Yearly Meeting *Handbook*.

Business sessions at Representative Meeting are conducted according to Friends’ practice, in worship, as a search for the Light of God in each situation. Spiritual and practical preparation are important, as is openness to new insight and understanding. The usual guides to participation are helpful: Be ready to speak if needed, once to an item; be ready not to speak; help to maintain the quiet of worship so that truth can be heard.

All present participate in searching and finding the sense of the meeting. There is an expectation that named representatives will be well acquainted with the spirit and attitude of their own meetings. It can be helpful to the whole body to hear differences articulated in the course of a search for unity. It is important, however, to make a clear distinction between Friends’ representative system and a delegate system. In a delegate system a duly appointed delegate is empowered to speak and vote for her or his local group, and delegates can be instructed ahead of time how to vote on an issue.

In the Friends' representative system, the primary purpose of the business meeting is to seek and to discover the Yearly Meeting's response to God. No decisions are predetermined, by a hierarchy or by local meetings. Representatives may usefully report discussion of issues or minutes adopted by local meetings, but they are not there to "vote" on behalf of nor to represent the interests of their meetings. The allegiance of all Friends is to the truth.

The best interest of all Friends is served by paying attention to God. We conduct our business by engaging in corporate worship and opening ourselves to instruction by that of God in ourselves and others.

Named representatives have particular responsibilities:

- to attend Representative Meeting, or see that their Meeting appoints an alternate
- to prepare and participate in business sessions as a seeker after truth
- to serve as a link between local meetings and the wider body of the Yearly Meeting, including reporting at home on what happened at the sessions

### **Formation of Representative Meeting.**

Each monthly meeting shall appoint at least one representative for a term of five years, renewable once. Additional appointments are made in proportion of one representative for each seventy-five members of the monthly meeting.

If a named representative is unable to represent the appointing meeting, that meeting should name a replacement as soon as possible. Meetings are also asked to name alternates if named representatives are unable to attend a particular session of Representative Meeting. Names of the alternates should be sent to the Clerk, care of the Yearly Meeting office, in advance of the sessions.

In addition, the Yearly Meeting shall appoint 15 members at large upon the recommendation of its Nominating Committee, with three members appointed each year for five-year terms.

The following shall serve ex officio: Presiding clerk of YM, past presiding clerk for one year, NEYM Secretary, Treasurer and Finance Committee clerk.

Representative Meeting clerk and recording clerk will be approved by Representative Meeting on recommendation of the Representative Meeting Internal Nominating Committee.

### **Meetings of Representative Meeting.**

Meetings of the Representative Meeting are held at least three times a year, *at such time and place as the Yearly Meeting may determine, and may be continued by adjournment.* The places to hold the Representative Meetings are deliberately varied, and invitations from meetings prepared to provide the necessary services are encouraged.

*Special meetings may be called by the clerk and shall be called upon the request of five members. Ten days notice of special meetings must be given in writing to all members, and the business to come before the special meeting must be stated in the call. At least one fourth of the total number of members is required for the transaction of business. (Text in italics directly from 1985 NEYM Faith and Practice, p. 229)*

Edward Baker, Holly Baldwin, Jan Hoffman

*See PB Minute 11\_41 on pp. 4 & 5 below for PB response*

## **PB May 14, 2011**

**11-41 Recommendations Regarding YM Governance Structure:** Jan Hoffman reported for the ad hoc committee created at the March meeting (PB Minute 11- 24). Referring to the proposal provided in the advance documents, she reviewed some key points:

- The Committee intentionally separated out the things that should be described in a revised *Faith and Practice*, and therefore requiring approval by Sessions for inclusion in the revision, and those changes that would not need to be included in the revision.
- The terms “Representative Meeting” and “representative” have been included as “placeholders”, recognizing that the actual names will most likely emerge from lengthy discussion and discernment.
- Every Representative Meeting is a meeting of the YM.
- Every MM gets a copy of the agenda and the minutes, a practice that will help to strengthen their sense of connection with the YM.
- Because the gathering is open to anyone, there are three categories of participants: those appointed by YM Nominating Committee, those appointed as representatives by their MM, and individuals who feel led to participate in the business and life of the YM.
- There is a distinction between these gatherings for the conduct of business and a proposed “Day of Discernment,” during which no decisions are made. If we were to follow the practice of New York YM, the Day of Discernment might have two primary purposes: a) inviting Friends to report on how the Spirit is moving within their own MM, and b) listening for how the YM is being called.

The lengthy discussion that followed identified a wide range of questions, responses, ideas and concerns for further discernment:

- The new structure would replace Permanent Board with something that has a new name and an altered function and authority. It restructures the relationship between the YM and the MMs, providing more opportunities for MMs and individuals to be involved and to gather as a YM.
- The YM Nominating Committee would appoint people to 5-year terms, and while that would be the recommendation to MMs, each MM would be able to determine its own practice in appointing representatives. It was suggested that the YM Nominating Committee should be charged with appointing *at least* 15 people (3 in each year) but given the flexibility to appoint more if they discern a need.
- NEYM is the only YM within Friends General Conference with a structure that does not include a “continuing body” like a Representative Meeting. In NYYM, the Representative Meetings are well-attended and have helped to build a culture in which MMs and volunteers seem to have a greater sense of ownership and responsibility for the YM. Having more business accomplished during the year could make August Sessions’ schedule more spacious, allowing more opportunity for deep discernment.
- The ad hoc committee’s proposal calls for a clerk and a recording clerk for Representative Meeting, but in NYYM, the various clerks of the YM also preside at Representative Meeting.

- While the new structure might facilitate the changes we want, we would still need to be intentional about the work of building community and improving the sense of connectedness between MMs and the YM.
- After the Clerk read the current *Faith and Practice* description of PB and read a portion of the ad hoc committee's proposal with "Permanent Board" substituted for "Representative Meeting," Friends found that we agree that PB is not a committee, but we are not in unity on whether every meeting of PB is a meeting of the YM.
- PB is not a continuing body because the YM appoints it, and PB is accountable to the YM. Having MMs name representatives and inviting those voices into the discernment gives the new structure greater weight, along with a power of discernment that PB does not have.
- Would people not appointed by YM Nominating Committee actually show up?
- At least one Friend expressed concern that the new structure, establishing a body with expanded authority to make decisions for the YM, presents the risk that a relatively small number of people could make a momentous decision that is counter to the wishes of the larger body. Others encouraged us to trust in the wisdom of those who would feel called to this work and to trust that they would heed the guidance of the Spirit to hold decisions for the larger gathering when warranted – just as PB does now.

While Friends were unable to reach unity on this proposal, we agreed that we are ready to engage in a discussion of these ideas at Sessions, inviting the broader YM into our exploration of how the YM might achieve broader participation in the work of discernment and decision-making between Sessions. The Clerk will share the work we have already done within the framework of his report to Sessions, and he will invite others to participate in the creative process of envisioning what changes might be possible and in listening for how the Spirit is calling us.

## **Report to Permanent Board On the oversight and governance of Friends Camp**

The recommended changes at the end of this report come from three interconnection concerns; the issues concerning the New England Friends Home during the last the few years, the complete breakdown of the Friends Camp Committee nominating process and the hope that a new governance structure will be good for the long-term future of the youth mission of Friends Camp.

### **The relationship between Permanent Board and Friends Camp**

Friends Camp was incorporate as part of New England Yearly Meeting. It is organizationally and financially an integral part of the Yearly Meeting. Oversight is maintained through the Friends Camp Committee. Supervision of the Camp Director is ultimately the responsibility of the Permanent Board, which delegates operating supervision responsibility to the Camp Committee Clerk, Finance Committee and the Personnel Committee. The Permanent Board also makes recommendations to the Yearly Meeting Sessions for hiring and rehiring of the Yearly Meeting Secretary and the Camp Director and it provides oversight of personnel as needed between Yearly Meeting Sessions.

Permanent Board and/or the Yearly Meeting approves of all purchases and sales of Friends Camp property and buildings. As part of the annual operating budget, or by special action of Permanent Board, the Yearly Meeting can provide Friends Camp with financial support grants and loans. With recommendation of the Personnel Committee, Permanent Board determines the job description and employment benefits of the Camp Director. Additional oversight comes from the Yearly Meeting Finance Committee when they are able to do an annual review the Friends Camp finances.

### **The Current Yearly Meeting Nominating Structure**

Permanent Board has the following subcommittees to accomplish some of its work: Office Facilities Oversight, Clerks Nominating, Internal Nominating, and Personnel. Permanent Board can create additional ad hoc working groups as needed.

Permanent Board appoints through its internal nomination committee:

The at-large members to the Yearly Meeting's Nominating Committee and the members of the subcommittees of the Permanent Board:

- 1) Office Facilities Oversight Committee to set Office policies
- 2) Personnel Committee which oversees Yearly Meeting Staff
- 3) Search Committees for new staff.

### **The relationship between the Nominating Committee and Friends Camp**

Currently fifteen members of the Camp Committee are nominated by Yearly Meeting Nominating Committee and are approved at Yearly Meeting Sessions or between Sessions by the Permanent Board. To keep the membership at fifteen, the goal would be for five new or renewing members to be appointed each year and any replacement appointments being made mid-year or at Yearly Meeting Sessions. The time frame for a typical appointment would be to search and get acceptance of new and renewing members each spring and summer with the appointment at Yearly Meeting Sessions. The three-year term starting and ending with the Camp Committee meeting in September.

If any committee feels that its work is suffering from resignations of its members, it can ask the Yearly Meeting Nominating Committee to recommend replacements for appointment by the Permanent Board in the middle of the year. Committees may also co-opt members on their own initiative if they feel it would be helpful.

It is very important to note that the Yearly Meeting Nominating Committee as successfully nominated only one new member to the Camp Committee during last two years.

## **The Responsibilities of the Camp Committee**

Sound financial development and successful capital campaigns.  
Develop a long-range strategic plan.  
Insuring that Quaker faith and practices are a part of programs and values at Friends Camp.  
Insure that Friends Camp conforms to all governmental regulations and laws  
Insure that Friends Camp maintains national standards and best practices in the areas of;  
facilities, management, programs, transportation, health and safety.  
Supervise, support and evaluates the Camp Director.  
Sets the annual compensation of the Camp Director.  
Approve the annual budget and monitors the income, expenses and balance sheet.  
Stewardship of the property, buildings and equipment.  
Insure the short-term and long-term financial stability of Friends Camp.  
Set the annual program schedule and fees.  
Follows the principles of good practice for Quaker Organizations as outline by the Friends Council of Education.  
Define the personnel policies for the seasonal employees.  
Define the campership or financial aid policy.  
Develop crisis management plans for disasters and/or for any gaps in professional leadership.  
Define the mission, values and programs of Friend Camp.  
Collaboration and communication with Yearly Meeting Permanent Board and other Yearly Meeting committees.

## **Changes that are recommended by the Camp Committee**

- 1) Create a new subcommittee of Permanent Board for the oversight of Friends Camp. This subcommittee will have following responsibilities:
  - To collaborate with the Camp Committee to nominate members to the Camp Committee. The Camp Director and Yearly Meeting Secretary will be ex officio members of Friends Camp Oversight Committee.
  - To insure that membership of Camp Committee has the volunteer expertise and knowledge: to promote the mission and values, to be committed the Quaker identity of the camp, to insure fiduciary responsibility, to maintain stewardship of the Friends Camp buildings and property, to develop short-term and long-term plans and to nurture, support and evaluate the Camp Director.
  - To insure that the Camp Committee has effective oversight of; finances, personnel, programs and lost prevention.
- 2) The Camp Committee will have 15 members who can serve for two three-year terms. The positions of Clerk and Treasurer can be a third terms with approval of Permanent Board. Either the majority of members of the Camp Committee will be members or attenders of a Friends Meeting in New England or another option would be two-third of the members of the Camp Committee will be members/attenders of a Friends Meeting in New England.
- 3) That the Yearly Meeting contract for a regular outside financial review of the core Yearly Meeting programs and Friends Camp.
- 4) That the Yearly Meeting budget would cover the cost of the annual accreditation of Friends Camp by the America Camp Association.



Treasurer's Report to Permanent Board for 17<sup>th</sup> day of Eleventh Month 2012  
Prepared by Ed Mair

You will notice this report is a bit different than previous reports I have given to Permanent Board. This is because I want to capture your attention!

The bottom line is that in FY2012 we lost \$58,185.08 and that we have already predicted a funding challenge of ~ \$ 38,000 for FY2013. Obviously we cannot go on this way! The problem so far has been on the revenue side. Our expenses are down from the budget but our income is down even more. At my direction, Frederick Martin, our accounts manager closed FY2012 by taking the \$58,185.08 from working capital leaving the balance in working capital at \$ 156,590.10. With a budget for FY2013 of ~ \$703,000 our guidelines suggest we should have ~ \$ 175,750 in Working Capital.

Following discussions that Maria Lamberto (Clerk, Finance Committee), Nancy Haines (Clerk, Development Committee, Jeffrey Hipp (Communications Director/Office Manager), Frederick Martin (Accounts Manager) and I (Treasurer) have had, it seems like we should be clearer in separating our "Operations Budget" from our "Investment Budget." For this reason, I instructed Frederick to classify Dividend and Interest income as part of the Investment Budget rather than as part of Operating Budget. This seems prudent since very little of that interest and dividends is actually unrestricted. This resulted in a greater loss on the operating budget (about \$11,000) but an increase in working capital available to cover the loss in the same amount. It gives us a clearer idea of our real financial situation I believe.

The interest and dividends that the NEYM share of the Pooled Funds earns that could be used for operating budgets is any attributable to Working Capital, Endowment, or Quasi Endowment, the unrestricted funds. This could be up to the \$12,000 shown in the budget but I would like Permanent Board to review this option and issue a new directive to the Finance Committee and the Treasurer to this effect if desired.

Our Balance Sheet as of November 7, 2012 and our first month results for FY2013 look fine. We have \$ 2,188,841.19 in assets. But we need to remember that most of this is in Restricted Funds, Revolving Accounts, and Designated Funds that cannot be touched for our operating needs. Of that amount \$1,125,000 of principal and \$33,000 of interest and growth is in the New England Friend's Home (NEFH) temporarily restricted fund.

I have two suggestions for the future financial health of the New England Yearly Meeting (NEYM). The first we already have authority to do I believe, the second will need Sessions endorsement (which I seriously doubt will happen but which I had hoped the Finance Committee would endorse! My impression is that it was never discussed)

1. There is about \$ 29,000 in the Hill/Hanson Fund that Permanent Board has agreed to close down and allow to be transferred. The Finance Committee minutes suggest these funds should be transferred from that fund to the Quasi Endowment Fund and that then a journal entry can move funds from Quasi Endowment to Working Capital to restore it to 25% of our budget. At least one Finance Committee member has had second thoughts about this movement of Funds believing that only Hill/Hanson Funds interest can be used and is restricted to serving the elderly. I have not seen evidence of such a restriction but agree that restricted funds may be restricted by a donor's bequest.

2. I suggest that the principal of the NEFH sale be kept in the pooled funds for 20 years and that the interest and dividends be transferred each year to working capital. This will slowly build a new fund to cover any future deficits and at the end of 20 years NEYM will still have the \$1,125,000 to distribute as the members may see fit at that time.

	A	B	C	D	E
1	<b>NEYM</b>				
2	<b>Budget vs. Actuals FY12 - Operations w/ Equalization</b>				
3	<b>October 1, 2011 - September 30, 2012</b>				
4		<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>	
5	<b>Income</b>				
6	4010 Individual Contributions	78,566	110,000	71%	
7	4020 Monthly Meeting Contributions	294,693	310,000	95%	
8	4022 FUM MM Restricted Funds	900			
9	4030 Organizations Contributions	2,265	2,200	103%	
10	4050 Interest and Dividend Income*	1,097	12,000	9%	
11	4070 Books and other Items				
12	4072 Sales - Books	15,925	19,500	82%	
13	4074 Quip Discount	(180)			
14	<b>Total 4072 Sales - Books</b>	<b>15,745</b>	<b>19,500</b>	<b>81%</b>	
15	4075 Sales -Other Items	1,348	500	270%	
16	4076 Shipping/Postage	(37)			
17	<b>Total 4070 Books and other Items</b>	<b>17,055</b>	<b>20,000</b>	<b>85%</b>	
18	4077 Consulting Fee Contribution	455			
19	4080 Retreat Program Fees	39,178	51,370	76%	
20	4085 Sessions Program Fees	149,289	173,500	86%	
21	4090 Change in Fair Market Value	0			
22	4099 Net Assets Released To/From	0			
23	<b>Total Income</b>	<b>583,497</b>	<b>679,070</b>	<b>86%</b>	
24	<b>Expenses</b>				
25	<b>5000 Staff</b>				
26	5010 Salaries & Wages	203,766	228,000	100%	
27	5037 Housing Allowance**	24,000			
28	<b>Total 5010 Salaries &amp; Wages</b>	<b>227,766</b>	<b>228,000</b>	<b>100%</b>	
29	5020 Payroll Taxes	12,251	13,000	94%	
30	<b>5030 Benefits</b>				
31	5033 Health Benefits	37,376	39,000	96%	
32	5035 Retirements	19,671	20,000	98%	
33	5040 Disability	1,192	1,131	105%	
34	5045 Workers' Compensation	630	811	78%	
35	5060 Staff Development	200			
36	<b>Total 5030 Benefits</b>	<b>59,069</b>	<b>60,942</b>	<b>97%</b>	
37	5050 Spiritual Retreats	622	1,200	52%	
38	<b>Total 5000 Staff</b>	<b>299,709</b>	<b>303,142</b>	<b>99%</b>	
39					
40	<b>5100 General &amp; Administration</b>				
41	<b>5110 Administration</b>				
42	5120 Bank Expense	4,794	3,500	137%	
43	5130 Contracted Services	5,330	6,000	89%	
44	5140 Legal Services	357	1,000	36%	
45	5150 Liability Insurance	1,996	3,500	57%	
46	5160 Payroll Service	1,553	2,500	62%	
47	5170 Recruiting Expense	198	1,000	20%	
48	5180 Rent	9,350	9,350	100%	
49	5190 Misc. Expense	(1)			
50	<b>Total 5110 Administration</b>	<b>23,577</b>	<b>26,850</b>	<b>88%</b>	

	A	B	C	D	E
4		Actual	Budget	% of Budget	
51					
52	<b>5200 Office</b>				
53	5220 Cleaning Services	264	150	176%	
54	5230 Maint - Equip & Hardware	0	2,000	0%	
55	5240 Postage	2,392	3,000	80%	
56	5250 Office Equipment	27	2,000	1%	
57	5260 Office Supplies	3,239	2,500	130%	
58	5270 Printing & Copying	2,497	4,000	62%	
59	5280 Software & Updates	1,671	1,250	134%	
60	5290 Telephone	4,468	3,500	128%	
61	<b>Total 5200 Office</b>	<b>14,557</b>	<b>18,400</b>	<b>79%</b>	
62					
63	<b>Total 5100 General &amp; Administration</b>	<b>38,135</b>	<b>45,250</b>	<b>84%</b>	
64	<b>5300 Travel &amp; Conferences</b>				
65	5310 Travel - Committee	2,226	2,000	111%	
66	5320 Travel - Clerk	3,875	3,000	129%	
67	5330 Travel - Programs	2,377	1,000	238%	
68	5335 Travel - Representatives Travel	3,842	6,500	59%	
69	5350 Travel - Staff	10,137	11,000	92%	
70	5360 Travel - Ministries	118	500	24%	
71	<b>Total 5300 Travel &amp; Conferences</b>	<b>22,574</b>	<b>24,000</b>	<b>94%</b>	
72					
73	<b>6000 Programs</b>				
74	6105 Honoraria - Speakers/Wkshp Ldrs	11,377	9,600	119%	
75	6110 Sessions Room & Board	141,096	163,000	87%	
76	6112 Retreats - Room & Board				
77	6114 Room Rental	21,020	20,000	105%	
78	6150 Food Expense	12,668	10,000	127%	
79	<b>Total 6112 Retreats - Room &amp; Board</b>	<b>33,687</b>	<b>30,000</b>	<b>112%</b>	
80	6125 Program Expenses				
81	6115 Equipment Rental	4,151	4,000	104%	
82	6121 Supplies and Other Expenses	6,491	8,900	73%	
83	6165 Pre-Sessions Expense	587	900	65%	
84	<b>Total 6125 Program Expenses</b>	<b>11,229</b>	<b>13,800</b>	<b>81%</b>	
85	6130 Committee Expenses - General	9,796	15,000	65%	
86	6160 Support - Retreats & Sessions	0	1,000	0%	
87	<b>Total 6000 Programs</b>	<b>207,185</b>	<b>232,400</b>	<b>89%</b>	
88					
89	<b>6140 Books and Other</b>				
90	6142 Books	6,070	10,000	61%	
91	6145 Other Items for Sale	535	500	107%	
92	6147 Consignment Sales	7,305	4,000	183%	
93	<b>Total 6140 Books and Other</b>	<b>13,910</b>	<b>14,500</b>	<b>96%</b>	
94					
95	<b>6200 Benevolence</b>				
96	6310 FGC	17,608	17,608	100%	
97	6320 FUM	16,968	16,635	102%	
98	6325 FWCC	7,206	7,206	100%	
99	6328 Ramallah Friends School	100	100	100%	

	A	B	C	D	E
4		Actual	Budget	% of Budget	
100	<b>6330 Friends' Organizations</b>				
101	6335 AFSC	300	300	100%	
102	6340 FCNL	750	750	100%	
103	6345 QEW	300	300	100%	
104	6350 Friends Peace Teams	100	100	100%	
105	6355 FWCC 3rd World Travel	500	500	100%	
106	6360 QUNO	200	200	100%	
107	<b>Total 6330 Friends' Organizations</b>	<b>2,150</b>	<b>2,150</b>	100%	
108	<b>6575 Other Organizations</b>		650	0%	
109	<b>6590 Ecumenical Organizations</b>				
110	6592 State Council of Churches	4,000	4,000	100%	
111	6594 NE Council of Churches	150	150	100%	
112	6596 NECL	150	150	100%	
113	6598 World Council of Churches	100	100	100%	
114	<b>Total 6590 Ecumenical Organizations</b>	<b>4,400</b>	<b>4,400</b>	100%	
115	<b>Total 6200 Benevolence</b>	<b>48,432</b>	<b>48,749</b>	99%	
116					
117	<b>6600 Publications</b>				
118	6610 Yearly Meeting Minute Book	5,500	5,500	100%	
119	6620 New England Friend	6,237	5,000	125%	
120	<b>Total 6600 Publications</b>	<b>11,737</b>	<b>10,500</b>	112%	
121	<b>Total Expenses</b>	<b>641,682</b>	<b>678,541</b>	<b>95%</b>	
122					
123	<b>Net Operating Income</b>	<b>(58,185)</b>	<b>529</b>		
124					
125	* Treasurer deleted all interest and dividends from pooled funds; some went to Working Capital				
126	some went to Working Capital, Endowment and Quasi Endowment				
127	** Housing Allowance is included in Staff Salries & Wages				
128					
129	Tuesday, Nov 13, 2012 02:27:42 PM PST GMT-5 - Cash Basis				
130					

	A	B	C	D
1	<b>NEYM</b>			
2	<b>Budget vs Actual YTD Comparison</b>			
3	<b>Year-to-Date Comparison of FY2013 with FY2012</b>			
4		Oct 1 - Nov 13, 2012	Oct 1 - Nov 13, 2011	Budget FY2013
5	<b>Income</b>			
6	4010 Individual Contributions	458	3,277	97,000
7	4020 Monthly Meeting Contributions	23,173	5,971	310,000
8	Funding Challenge			38,094
9	4030 Organizations Contributions		100	0
10	4050 Interest and Dividend Income		23	12,000
11	4070 Books and other Items			
12	4072 Sales - Books	9	98	19,500
13	4075 Sales -Other Items	5		500
14	4076 Shipping/Postage	5	8	
15	<b>Total 4070 Books and other Items</b>	<b>19</b>	<b>106</b>	<b>20,000</b>
16	4080 Retreat Program Fees	3,610	3,673	53,370
17	4085 Sessions Program Fees			173,500
18	<b>Total Income</b>	<b>27,260</b>	<b>13,149</b>	<b>703,964</b>
19	<b>Expenses</b>			
20	<b>5000 Staff</b>			
21	5010 Salaries & Wages		16,982	253,550
22	5037 Housing Allowance		2,000	
23	<b>Total 5010 Salaries &amp; Wages</b>	<b>0</b>	<b>18,982</b>	
24	5020 Payroll Taxes		466	14,400
25	5030 Benefits			
26	5033 Health Benefits	6,376	2,706	40,550
27	5035 Retirements	1,775	1,438	23,400
28	5040 Disability	186	187	1,200
29	5045 Workers' Compensation	661	645	850
30	5060 Staff Development	0		
31	<b>Total 5030 Benefits</b>	<b>8,997</b>	<b>4,976</b>	<b>66,000</b>
32	5050 Spiritual Retreats			1,200
33	<b>Total 5000 Staff</b>	<b>8,997</b>	<b>24,423</b>	<b>335,150</b>
34	<b>5100 General &amp; Administration</b>			
35	<b>5110 Administration</b>			
36	5120 Bank Expense	18	208	4,500
37	5130 Contracted Services		1,500	5,200
38	5140 Legal Services		69	1,000
39	5150 Liability Insurance	2,027	4,526	4,000
40	5160 Payroll Service		116	2,500
41	5170 Recruiting Expense			500
42	5180 Rent	2,338	2,338	9,350
43	<b>Total 5110 Administration</b>	<b>4,383</b>	<b>8,757</b>	<b>27,050</b>
44	<b>5200 Office</b>			
45	5220 Cleaning Services	44	22	265
46	5230 Maint - Equip & Hardware			1,250

	A	B	C	D
4		Oct 1 - Nov 13, 2012	Oct 1 - Nov 13, 2011	Budget FY2013
47	5240 Postage	19	109	2,500
48	5250 Office Equipment			1,250
49	5260 Office Supplies	90	5	2,250
50	5270 Printing & Copying			4,000
51	5280 Software & Updates		53	1,500
52	5290 Telephone		323	4,000
53	<b>Total 5200 Office</b>	<b>153</b>	<b>512</b>	<b>17,015</b>
54	<b>Total 5100 General &amp; Administration</b>	<b>4,535</b>	<b>9,268</b>	<b>44,065</b>
55	5300 Travel & Conferences			
56	5310 Travel - Committee		262	2,000
57	5320 Travel - Clerk			3,000
58	5330 Travel - Programs	310	209	1,000
59	5335 Travel - Representatives Travel	100		3,500
60	5350 Travel - Staff	715	2,270	11,000
61	5360 Travel - Ministries			500
62	<b>Total 5300 Travel &amp; Conferences</b>	<b>1,125</b>	<b>2,741</b>	<b>21,000</b>
63	6000 Programs			
64	6105 Honoraria - Speakers/Wkshp Ldrs	1,065	660	9,600
65	6110 Sessions Room & Board			163,000
66	6112 Retreats - Room & Board			
67	6114 Room Rental	2,950	350	20,000
68	6150 Food Expense	1,087	1,586	10,000
69	<b>Total 6112 Retreats - Room &amp; Board</b>	<b>4,037</b>	<b>1,936</b>	<b>30,000</b>
70	6125 Program Expenses			
71	6115 Equipment Rental	(20)		4,000
72	6121 Supplies and Other Expenses	239	357	8,900
73	6165 Pre-Sessions Expenses			900
74	<b>Total 6125 Program Expenses</b>	<b>219</b>	<b>357</b>	<b>13,800</b>
75	6130 Committee Expenses - General		135	13,900
76	<b>Total 6000 Programs</b>	<b>5,320</b>	<b>3,088</b>	<b>230,300</b>
77	6140 Books and Other			
78	6142 Books			6,500
79	6145 Other Items for Sale			700
80	6147 Consignment Sales			9,500
81	<b>Total 6140 Books and Other</b>			<b>16,700</b>
82	6200 Benevolence			
83	6310 FGC			17,608
84	6320 FUM			16,635
85	6325 FWCC			7,206
86	6328 Ramallah Friends School			100
87	6330 Friends' Organizations			
88	6335 AFSC			300
89	6340 FCNL			750
90	6345 QEW			300
91	6350 Friends Peace Teams			100
92	6355 FWCC 3rd World Travel			500
93	6360 QUNO			200

	A	B	C	D
4		<b>Oct 1 - Nov 13, 2012</b>	<b>Oct 1 - Nov 13, 2011</b>	<b>Budget FY2013</b>
94	<b>Total 6330 Friends' Organizations</b>			<b>2,150</b>
95	<b>6575 Other Organizations</b>			650
96	<b>6590 Ecumenical Organizations</b>			
97	<b>6592 State Council of Churches</b>			4,000
98	<b>6594 NE Council of Churches</b>			150
99	<b>6596 NECL</b>			150
100	<b>6598 World Council of Churches</b>			100
101	<b>Total 6590 Ecumenical Organizations</b>			<b>4,400</b>
102	<b>Total 6200 Benevolence</b>			<b>48,749</b>
103	<b>6600 Publications</b>			
104	<b>6610 Yearly Meeting Minute Book</b>			2,500
105	<b>6620 New England Friend</b>			5,000
106	<b>6630 Other Newsletters</b>			500
107	<b>Total 6600 Publications</b>			<b>8,000</b>
108				
109	<b>Total Expenses</b>	<b>19,977</b>	<b>39,520</b>	<b>703,964</b>
110	<b>Net Operating Income</b>	<b>7,283</b>	<b>(26,371)</b>	<b>0</b>
111				
112	Tuesday, Nov 13, 2012 09:19:37 PM PST GMT-5 - Cash Basis			

	A	B	C
1	<b>NEYM</b>		
2	<b>Balance Sheet</b>		
3	<b>Balance Sheet Comparison, 13 Nov 2012 to 13 Nov 2011</b>		
4		<b>As of Nov 13 2012</b>	<b>As of Nov 13 2011</b>
5	<b>ASSETS</b>		
6	<b>Current Assets</b>		
7	<b>Bank Accounts</b>		
8	<b>1000 Checking Accounts</b>		
9	1005 TD Bank Checking	139,906	36,423
10	1010 Checking Northampton Coop	2,441	5,492
11	1011 DNU (deleted)	0	0
12	<b>Total 1010 Checking Northampton Coop</b>	<b>2,441</b>	<b>5,492</b>
13	1015 Bank of America - Checking	0	0
14	1040 Petty Cash	200	200
15	<b>Total 1000 Checking Accounts</b>	<b>142,547</b>	<b>42,115</b>
16	1012 DNU (deleted)	0	0
17	<b>1020 Money Market Accounts</b>		
18	1022 TD Bank MM \$#1	2,543	2,541
19	1025 Money Market Northampton Coop	1,053	34,028
20	1070 Bank of America - Money Market	0	0
21	<b>Total 1020 Money Market Accounts</b>	<b>3,596</b>	<b>36,568</b>
22	<b>1050 Certificates of Deposits</b>		
23	1051 TD Bank MM #2 CD	5,315	5,309
24	1052 CD'S Northampton Coop	53,916	87,860
25	1055 DNU (deleted)	0	0
26	1080 Bank of America - CD	0	0
27	<b>Total 1050 Certificates of Deposits</b>	<b>59,231</b>	<b>93,169</b>
28	<b>Total Bank Accounts</b>	<b>205,375</b>	<b>171,852</b>
29	<b>Accounts Receivable</b>		
30	<b>1200 Accounts Receivable</b>	0	
31	1210 SLOA AR Principal Interest	17,332	17,827
32	1215 SLOA Principal Non Interest	61,890	70,890
33	1220 SLOA Interest Receivable	4,404	5,175
34	1230 CD sales receivable	0	0
35	1275 Book Sales	0	0
36	1277 Postage	0	0
37	<b>Total 1275 Book Sales</b>	<b>0</b>	<b>0</b>
38	<b>Total 1200 Accounts Receivable</b>	<b>83,626</b>	<b>93,891</b>
39	<b>Total Accounts Receivable</b>	<b>83,626</b>	<b>93,891</b>
40	<b>Other current assets</b>		
41	1075 Pooled Funds	1,887,607	615,681
42	1100 Accrued Receivable	(124)	(284)
43	1110 Due to/from Friends Camp	1,302	614
44	1112 Camp Disability	76	78
45	1114 Camp - Retirement	1,687	1,418
46	1115 Camp Loan	0	0
47	1116 Camp Mailings	0	0



	A	B	C
4		As of Nov 13 2012	As of Nov 13 2011
48	1118 Camp - Umbrella Liability Insur	0	0
49	1119 Camp Funds in Transit	0	0
50	<b>Total 1110 Due to/from Friends Camp</b>	<b>3,065</b>	<b>2,110</b>
51	1120 Employee Advances	0	0
52	1130 Student Loan Principal Rec.	0	0
53	1132 Student Loan Principal Non Inte	0	0
54	1135 Student Loan Interest Rec.	0	0
55	1140 Due to/from Sessions	0	0
56	1150 Prepaid Expenses	600	4,912
57	1190 Misc due to/from	0	52,500
58	1499 Undeposited Funds	0	0
59	<b>Total Other current assets</b>	<b>1,891,149</b>	<b>674,919</b>
60	<b>Total Current Assets</b>	<b>2,180,150</b>	<b>940,662</b>
61	<b>TOTAL ASSETS</b>	<b>2,180,150</b>	<b>940,662</b>
62	<b>LIABILITIES AND EQUITY</b>		
63	<b>Liabilities</b>		
64	<b>Current Liabilities</b>		
65	<b>Accounts Payable</b>		
66	Accounts Payable	0	0
67	<b>Total Accounts Payable</b>	<b>0</b>	<b>0</b>
68	<b>Other Current Liabilities</b>		
69	2010 Accrued Liabilities	333	2,491
70	2110 Federal Taxes	0	0
71	2120 State Taxes	0	0
72	2150 Health Insurance Premium	(579)	272
73	2155 Sect 125 Employee Withholding	(672)	629
74	2160 403B Retirement	(258)	0
75	<b>Total Other Current Liabilities</b>	<b>(1,176)</b>	<b>3,392</b>
76	<b>Total Current Liabilities</b>	<b>(1,176)</b>	<b>3,392</b>
77	<b>Total Liabilities</b>	<b>(1,176)</b>	<b>3,392</b>
78	<b>Equity</b>		
79	3500 Working Capital	156,590	189,168
80	3600 Board Designated Funds	0	0
81	3620 Faith & Practice Revision	38,955	34,898
82	3630 World Conference Travel	0	7,000
83	3650 Quasi-Endowment (Investments)	129,654	86,453
84	3680 NEFH Fund	1,162,691	
85	<b>Total 3600 Board Designated Funds</b>	<b>1,331,300</b>	<b>128,351</b>
86	3700 Revolving Accounts	0	0
87	3705 Archives	4,346	4,346
88	3712 FUM Intervisitation	1,368	1,654
89	3714 Peace Tax Fund	9,365	9,365
90	3715 Peacemaker	1,784	1,784

	A	B	C
4		As of Nov 13 2012	As of Nov 13 2011
91	3720 Prejudice & Poverty	12,012	1,512
92	3725 Puente de Amigos	3,992	3,839
93	3730 Suffering	4,939	4,939
94	3740 CE Pubs	0	0
95	3750 M & C Pubs	0	0
96	3755 Student Loan	138,527	137,193
97	3760 Young Friends Travel	3,311	2,971
98	3780 FCNL Pass through	0	0
99	<b>Total 3700 Revolving Accounts</b>	<b>179,646</b>	<b>167,603</b>
100	3800 Permanently Restricted Funds	0	0
101	3802 Endowment Fund	0	0
102	38021 Unavailable	20,802	19,546
103	38022 Available	1,095	981
104	<b>Total 3802 Endowment Fund</b>	<b>21,897</b>	<b>20,527</b>
105	3804 Alice Needham	0	0
106	38041 Unavailable	15,751	14,794
107	38042 Available	829	797
108	<b>Total 3804 Alice Needham</b>	<b>16,580</b>	<b>15,591</b>
109	3806 Amy S. Hayden	0	0
110	38061 Unavailable	51,900	48,756
111	38062 Available	2,732	2,532
112	<b>Total 3806 Amy S. Hayden</b>	<b>54,631</b>	<b>51,288</b>
113	3808 Anna M. Brown	0	0
114	38081 Unavailable	31,504	28,350
115	38082 Available	1,658	1,404
116	<b>Total 3808 Anna M. Brown</b>	<b>33,163</b>	<b>29,754</b>
117	3810 Freedmen's	0	0
118	38101 Unavailable	98,898	105,503
119	38102 Available	33,196	21,987
120	<b>Total 3810 Freedmen's</b>	<b>132,094</b>	<b>127,490</b>
121	3812 FUM Foreign Missions	0	0
122	38121 Unavailable	42,452	39,873
123	38122 Available	2,234	2,149
124	<b>Total 3812 FUM Foreign Missions</b>	<b>44,686</b>	<b>42,022</b>
125	3814 FUM Home & Foreign	0	0
126	38141 Unavailable	5,944	5,583
127	38142 Available	313	300
128	<b>Total 3814 FUM Home &amp; Foreign</b>	<b>6,256</b>	<b>5,883</b>
129	3816 FUM Ramallah	0	0
130	38161 Unavailable	53,678	50,417
131	38162 Available	2,825	2,717
132	<b>Total 3816 FUM Ramallah</b>	<b>56,503</b>	<b>53,134</b>

	A	B	C
4		As of Nov 13 2012	As of Nov 13 2011
133	3818 Hanson/Hill	0	0
134	38181 Unavailable	28,443	25,557
135	38182 Available	1,497	1,306
136	<b>Total 3818 Hanson/Hill</b>	<b>29,940</b>	<b>26,863</b>
137	3820 J. G. Green	0	0
138	38201 Unavailable	0	0
139	38202 Available	0	0
140	<b>Total 3820 J. G. Green</b>	<b>0</b>	<b>0</b>
141	3822 L & M Binford	0	0
142	38221 Unavailable	0	0
143	38222 Available	0	0
144	<b>Total 3822 L &amp; M Binford</b>	<b>0</b>	<b>0</b>
145	3824 Mosher Book & Tract	0	0
146	38241 Unavailable	58,309	54,765
147	38242 Available	3,069	2,742
148	<b>Total 3824 Mosher Book &amp; Tract</b>	<b>61,378</b>	<b>57,507</b>
149	3826 Phillips/Purington/Hawkes	0	0
150	38261 Unavailable	22,865	21,470
151	38262 Available	1,203	1,209
152	<b>Total 3826 Phillips/Purington/Hawkes</b>	<b>24,068</b>	<b>22,679</b>
153	3828 Pittsfield/Varney	0	0
154	38281 Unavailable	6,764	6,089
155	38282 Available	356	300
156	<b>Total 3828 Pittsfield/Varney</b>	<b>7,120</b>	<b>6,389</b>
157	3830 Susan B. Kirby	0	0
158	38301 Unavailable	7,460	6,732
159	38302 Available	393	350
160	<b>Total 3830 Susan B. Kirby</b>	<b>7,853</b>	<b>7,082</b>
161	3832 West Falmouth Prep Mtg	0	0
162	38321 Unavailable	3,870	3,635
163	38322 Available	204	200
164	<b>Total 3832 West Falmouth Prep Mtg</b>	<b>4,074</b>	<b>3,835</b>
165	<b>Total 3800 Permanently Restricted Funds</b>	<b>500,244</b>	<b>470,044</b>
166	3900 Retained Earnings	5,863	7,997
167	<b>Net Income</b>	7,683	(25,893)
168	<b>Total Equity</b>	<b>2,181,326</b>	<b>937,270</b>
169	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>2,180,150</b>	<b>940,662</b>
170			
171			
172			
173	Tuesday, Nov 13, 2012 09:01:52 PM PST GMT-5 - Cash Basis		

NORTHAMPTON FRIENDS MEETING  
43 CENTER STREET  
NORTHAMPTON, MASSACHUSETTS 01060

LETTER OF INTRODUCTION FOR BENIGNO SANCHEZ-EPPLER  
NOVEMBER 11, 2012

To the Yearly Meeting of Friends in Cuba

Dear Friends,

Please welcome Benigno Sanchez-Eppler. He is well known to you as a committed Quaker, a gifted teacher and a minister of the Gospel. Northampton Friends Meeting is delighted that he will be able to visit you in January, 2013 to teach a course on John Woolman at your Peace Institute.

We commit Benigno to your care and look forward to hearing more about your work when he returns to us.

In the Light,

Margaret Arny, Clerk  
Northampton Friends Meeting

## **Report from the group looking at Permanent Board Meetings and Monthly Meetings**

A group of Permanent Board members (Susan Davies, Ben Guaraldi, John Humphries, Rebecca Leuchak ) met with the Clerk to help think about ways we can use our meetings to forge better relationships with local meetings.

We suggest having a shared potluck dinner and discussion time with the local meeting, after the Permanent Board meeting. We would ask five Permanent Board members to volunteer to participate in the dinner at the next meeting, and ask one of those to coordinate this with the meeting.

The shared discussion time could be around a topic of interest to the Meeting; we would also offer suggestions of topics, such as:

- reading drafts of the new Faith and Practice
- items Permanent Board is seasoning
- what is Yearly Meeting / what is Permanent Board
- Quaker discernment.

We also strongly encourage Permanent Board members to intervisit with the monthly meeting, by requesting hospitality the evening before or after the meeting, and attending worship with the hosting meeting on First Day.