

**New England Yearly Meeting of the Religious Society of Friends**  
**Permanent Board Minutes **Draft****  
**March 16, 2013**  
**Smithfield Monthly Meeting**

**13-18 Opening Worship:** Friends joined the worship which is ongoing in a lovely old meeting house like Smithfield.

**13-19 Greeting:** We were welcomed by Rhoda Mowry, clerk of Smithfield Friends Meeting, with a few words about the history of the Meeting and the Meetinghouse.

**13-20: Roll Call:** The recording clerk called the roll:

**Present:** Holly Baldwin, Travis Belcher, Deana Chase, Jeremiah Dickinson, Sarah Gant, Galen Hamman, Jan Hoffman, Allan Kohrman, Rebecca Leuchak, Christopher McCandless, Robert Murray, Bruce Neumann, Karen Sanchez-Eppler, Suzanna Schell, Patricia Shotwell, Sara Smith, Carolyn Stone, Philip Stone, Fritz Weiss, Carl Williams, Rosemary Zimmermann, Hannah Zwirner

**Regrets:** Aimee Belanger, Susan Davies, Eric Edwards, Ben Guaraldi, John Humphries, Nancy Isaacs, Sandy Isaacs, Mary Knowlton, Elias Sanchez-Eppler, Jane Van Landingham, Donn Weinholtz, Edward Baker (Clerk of Personnel), Maria Lamberto (Clerk of Finance).

**Ex-officio:** Edward Mair (Treasurer), Jacqueline Stillwell (Presiding Clerk), Noah Baker Merrill (Yearly Meeting Secretary).

**Guests:** Nancy Haines (Wellesley), Don Lederer (Providence), Cathy Malin (Smithfield), Rocky Malin (Smithfield), Rhoda Mowry (Smithfield), Kathleen Wooten (Lawrence)

**13-21 Minutes:** The recording clerk presented a few changes to the draft minutes from our January 19 meeting, that had been requested after distribution. Friends **approved** the minutes, with the changes.

**13-22 Presiding Clerk Report:** Jacqueline Stillwell, Presiding Clerk of NEYM, reported on concerns and activities around the YM.

We heard that the Mid-Year Gathering is over-enrolled. While the interest is heartening, we understand that some Friends who were unable to attend felt excluded, and that unexpected needs for support have impacted some of our already busy staff. Moving forward it appears that we will need to make some decisions as a larger body, establishing some structure and a budget. (See also Minute 13-27)

Sessions plans are going well. Presenters include Susan Stark, Michael Birkel, and Bill Harley. We will again have both workshops and Anchor Groups. Jackie is hoping for more input from Monthly Meetings about the Doctrine of Discovery and FUM discernment, two items that are expected to be on the agenda.

Coordinating and Advisory has begun looking at the structure and rhythm of the Yearly Meeting Calendar, recognizing that committee meetings held on Saturdays result in very little extra intervisitation, long held to be an important tenet of moving committee meetings around the YM.

Jackie presented a minute from C&A regarding financial stewardship. Acknowledging that there may be a need to draw on reserves for our current fiscal year, the minute asks the Finance, Personnel, and Development Committees to work together to present the budget in the context of a five year plan that demonstrates how we intend to realistically achieve financial sustainability for NEYM operations within that timeframe. Friends reflected on the importance of a vision to guide the work of raising money. We have already identified and funded a call to support future generations through our youth programs, but we also understand that this is not the whole of our work. Where are we going as a yearly Meeting? Friends **approved** the minute (see attached), adding PB's voice to C&A's request.

**13-23 Finance Committee:** Reporting that Finance Committee has not met since our last meeting, due to the snow-cancelled committee day, Jeremiah Dickinson said they will likely use electronic media to continue their work in advance of the next (and final) committee day. They are considering an offer from a financially experienced friend, to provide an assessment of NEYM financial practices.

Finance committee is also recommending that PB engage in a formal evaluation of the recent history of the New England Friends Home. In better understanding how the relationship between NEYM and NEFH might have proceeded differently, we may find useful insight into modes of oversight and management. Voicing the need for us to periodically ask the question; "Is this still our ministry?" Friends spoke of how these learnings could be valuable in future discernment, in particular to the Ad-hoc Committee on the Good Governance of Friends Camp.

**13-24 Development Committee:** Nancy Haines (Wellesley), clerk of the Development Committee, spoke to us about the status of their work. Of concern is the disparity between the budget expectation of \$122K from individual giving, and actual received donations of \$23K to date. Recognizing that we will not get to budget with only our traditional appeal letters, they organized a retreat with Michael Wajda, on developing relationships with major donors. While they feel supported by NEYM leadership, they note several hurdles which make their work more difficult: lack of a clearly stated vision, no budget for materials, and an uncooperative database. Members of PB are asked to give, to encourage members of their monthly meetings to give or to suggest names of potential donors, and to help identify potential members of the Development Committee.

**13-25 Treasurer's Report:** Ed Mair, NEYM Treasurer, reported that monthly meeting income is a bit higher this year than the same time last year. Ed pointed out that by Finance Committee policy, the Clerk of Finance is allowed to authorize overruns only up to 10%. Given Faith and Practice expenses and higher than expected directory publication costs, Ed requested PB approval for these expenses. We **approved** increasing the Faith and Practice budget to \$1750, and up to 20%

increase for Directory Publication. Ed notes that the cost is still lower than last year's larger Minute Book.

He pointed to the apparent contradiction of two common points of view about budget issues: "We can't *not* do that," and "We can't use that money."

Returning to the discussion of a five year financial plan, (Minute 13-22) we **approved** that the joint Finance, Development and Personnel consideration of such a plan be allowed to consider different scenarios in which all possible sources of revenue are available, except restricted funds. Use of Legacy Gift funds would require a clear proposal, which in turn would require Sessions approval. We trust that the five-year plan will come to PB as a comprehensive and lucid presentation.

**13-26 Memorial Minute:** Having heard a memorial minute for Audrey Snyder during our post-repast worship, we **approved** forwarding the minute to the Memorial Minute Editing Committee. While Audrey was not overly involved with the Yearly Meeting, she made significant contributions to the founding of Cobscook Meeting, and the establishing of their meeting house, which in turn has enriched the Life in the Yearly Meeting.

**13-27 Yearly Meeting Secretary Report:** Newly returned from The FWCC Section of the Americas gathering, Noah Baker Merrill expressed his sense of being blessed, as he offered his first in-person YM Secretary report. He began his report with the observation that old patterns of giving, both time and money, are changing. We are called to find new patterns, new structures.

On the job for 2 ½ months, Noah has spent much of his time becoming familiar with the staff, their tasks, and priorities. He expressed our collective pride in our gifted staff who are known and called upon far beyond New England for their gifts in education and youth programs. We are poised to hire an Information Management Assistant, whose work will not necessarily increase capacity, but will help us catch up on work for which we do not presently have sufficient capacity. Jeanne McKnight (Wel) is stepping down as general counsel. In cooperation with Jeanne and Phil Stone, Noah is seeking a new general counsel.

Regarding the New England Friends Home we hear that there is still work in transferring retirement accounts, closing books, and resolving the unemployment insurance claim from the state.

Speaking about the Mid-year Gathering, Noah gave cause for joy and for concern. We heard that many of the registrants are from the northern half of New England, and are folks who have not previously attended Annual Sessions. At the same time that oversubscription suggests a hunger for such gatherings, we hear that some Friends who were unable to register were dismayed that NEYM would plan an event that was not open to all interested. Noah further pointed out that there has been a not-insignificant impact on staff, whose job descriptions currently do not include support for this gathering. While we recognize that the positive response to this experiment over recent years confirms the value to our Society, as overseer of budget and staff responsibilities Noah is suggesting that future plans should come to Sessions for approval, and include details regarding budget, venue, and organizational responsibilities.

Further discussion included reflection on the fact that many have been confused about whether Mid-year gathering includes a Business Meeting component, or

whether it is a conference devoted to spiritual and community development. We considered these questions, as well as who should plan it – Sessions, Ministry and Counsel, the Quarters on a rotating basis, or some other body. Recognizing enthusiasm for the continuing development of opportunities such as the Mid-year Gathering, but unclear on where that development should be shepherded, we were in unity with the Clerk’s suggestion that C&A hold this concern and explore how it might develop.

**13-28 Yearly Meeting Secretary Support:** Fritz Weiss reported for the ad-hoc group drawn from C&A and Personnel Committee who have been exploring how we support the YM secretary. The concern is a wider one, not limited to the transition to a new secretary. While their work is on-going, they point to three main areas of focus:

- Training – in addition to exploring the possibility of hiring an executive coach, they are working to create a professional development plan to increase the Secretary’s knowledge in areas such as benefits administration and financial practices for non-profit management.
- Professional support – even with the training mentioned, there will be circumstances which require expertise which must be brought in, including a new general counsel.
- Work/Life balance – recognizing that our staff are dedicated and enthusiastic, with jobs which could easily take over their lives, one of the roles of the Secretary’s supervisor is to ensure that the secretary maintains a good work/life balance. In turn, it is the Secretary’s role to oversee this same concern for other staff.

**13-29 Five Year Plan:** Returning briefly to the subject of Five-Year Planning, Friends approved the YM Secretary’s active participation in this work.

**13-30 Search Committee:** Bruce Neumann reported that the Search Committee had a final meeting in the fall, to consider what they had learned, and if there was any unfinished business. Having learned that some candidates were hurt by a lack of communication during the process, the committee drafted and sent a letter to the candidates, explaining the process and expressing regret at hurts that might have been prevented. The committee also drafted a new set of guidelines they hope will be inserted in the Personnel Policy Manual, which provides guidance for this work. The guidelines, which have been forwarded to Personnel Committee for consideration, include suggestions regarding communication, that candidates have a clearness committee, and that each candidate from within NEYM be given a preliminary interview with 1-2 members of the search committee and 1-2 members of Ministry and Counsel.

Recognizing that the work of this committee is done, Friends **approved** laying down the Search Committee.

**13-31 Internal Nominating:** For the Internal Nominating Committee, Bob Murray proposed the following nominations. Friends approved.

- NEYM Secretary Supervisor: Fritz Weiss (Hanover), Class of 2016

- Clerk's Nominating: Ben Guaraldi (Beacon Hill), Class of 2016

**13-32 Governance of Friends Camp:** Carolyn Stone reported for the Ad-hoc committee on the Good Governance of Friends Camp. In beginning their work, the committee has articulated its charge as working with the camp director to consider:

- A governance structure which provides the necessary oversight
- How to ensure the financial integrity of the Camp
- Establishing a system which would review concerns on a regular basis
- Delineating the accountability and relationships of the Camp Director and the YM Secretary
- Clarifying the relationship between Camp planning and NEYM planning.
- How do we support the camp during this process?

Current members Carolyn, Mary Knowlton, and Phil Stone would like more members of this committee.

Friends **approved** the proposed charge, and allowing the committee to accept new members as they appear. (See attached for the complete charge)

**13-33 Legacy Discernment Committee:** Suzanna Schell reported that Eleanor Cappa, Jonah McKenna Moss, Jonah Piscitelli, and Kieran Brackbill have joined the committee. They have started receiving input from discernment groups. At the first meeting of the expanded committee, they will consider pushing back the previously announced April 1 deadline. Further material which will be posted on the website include Ed Mair's history of the Home, and an overview of NEYM finances prepared by the accounts manager. The committee continues to seek Friends who are willing to travel in New England to facilitate discussions.

**13-34 Structural Review Committee:** Bruce Neumann, who will convene the first meeting of this group on March 30, reported on the final makeup of the committee:

Anna Barnett (Portland)	Charlie Morse (Allen's Neck)
David Cadbury (Midcoast)	Bruce Neumann (Fresh Pond)
Lisa Graustein (Beacon Hill)	Alana Parkes (Beacon Hill)
Reeve Gutsell	Jay Smith (Concord)
Christopher Haines (Fresh Pond)	Jackie Stillwell (Monadnock)
Cliff Harrison (Cambridge)	Susan Vargo (Northampton)
Janet Hough (Cobscook)	Honor Woodrow (Framingham)
Debbie Humphries (Hartford)	
Christopher McCandless (Burlington)	

Agenda for the first meeting will include deep consideration of the charge, a review of NEYM structures, and consideration of how to approach this considerable challenge.

**13-35 Student Aid Re-visioning Committee:** Hannah Zwirner reported that she, Aimee Belanger, and Rebecca Leuchak had met for an initial consideration of whether there is life in continuing some form of support for education goals. At the core of their draw to this consideration is the knowledge that many Friends, not just young adults, struggle with financial resources. Ideas which came up in their discussion included: facilitating conversations about financial condition, giving

advice to students about financial aid, opportunities for older, established Friends to give advice about a variety of financial issues.

Their discussion included consideration of current loans, whether we continue attempting to collect them, or release them as grants. Allan Kohrman reported that as a result of the work of the Student Loan Discernment Committee, some student loan money has started coming in.

**13-36 Memorial Minute for New England Friends Home:** The clerk reported that Ed Mair, intending to write a memorial minute for NEFH, has in fact written a remarkable history. A memorial minute, though, should include more personal stories which give insight into the character of the institution, and its relationship to NEYM. Galen Hamman offered to shepherd this process, with help from Kathleen Wooten who is familiar with Friends at South Shore Meeting, which met at NEFH for many years.

**13-37 Next meeting:** Continuing our efforts to reach out to the meetings we visit, the clerk asked for volunteers to correspond with our next host meeting. Rosemary Zimmerman volunteered. The clerk also reminded us that to facilitate timely preparation for Permanent Board Meetings, she requests that issues and/or documents that will be presented be submitted 2 weeks before the meeting.

**13-38 Closing Worship:** We closed with worship intending, God willing, to meet again May 11, 2013, at Putney Monthly Meeting.

Holly Baldwin, Clerk

Bruce Neumann, Recording Clerk

*Attachments follow*

**New England Yearly Meeting of the Religious Society of Friends**  
**Permanent Board Minutes Draft**  
**January 19, 2013**  
**Framingham Monthly Meeting**

**13-01 Opening Worship:** We gathered for worship at Framingham Monthly Meeting. During our opening worship we heard that former PB clerk Edward Baker has Thyroid cancer, and we sent our collective prayers to him and his family.

**13-02 Welcome:** we were greeted by John Robinson (clerk) and Susan Woodrow, both of Framingham Meeting, who welcomed us to their Meetinghouse.

**13-03 Roll Call:** The recording clerk called the roll:

**Present:** Holly Baldwin, Aimee Belanger, Travis Belcher, Deana Chase, Susan Davies, Jeremiah Dickinson, Ben Guaraldi, Jan Hoffman, John Humphries, Nancy Isaacs, Sandy Isaacs, Mary Knowlton, Allan Kohrman, Rebecca Leuchak, Christopher McCandless, Robert Murray, Bruce Neumann, Karen Sanchez-Eppler, Suzanna Schell, Patricia Shotwell, Caroline Stone, Philip Stone, Jane Van Landingham, Donn Weinholtz, Fritz Weiss, Carl Williams, Rosemary Zimmermann, Hannah Zwirner

**Regrets:** Edward Baker (Clerk of Personnel), Eric Edwards, Sarah Gant, Galen Hamman, Elias Sanchez-Eppler, Sara Smith, Noah Baker Merrill (Yearly Meeting Secretary).

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

**Guests:** Cynthia Ganung (Wellesley), Roland Stern (Wellesley), Honor Woodrow (Framingham), Kathleen Wooten (Lawrence), Judith Shea (New Haven), Dwight Lopes (New Haven)

**13-04 Minutes:** Friends reviewed the minutes from our November 17<sup>th</sup> meeting. The minutes were **approved**.

**13-05 Legacy Discernment Committee:** For the ad hoc committee, Suzanna Schell reported on progress since our November meeting (PB Minute 12-104). We heard that a revised letter inviting groups to consider how the Legacy Gift might be used, and Queries to assist in discernment, have been sent to clerks of all MM's, QM's, and YM committees, as well as YAF's and Young Friends. Additional materials for the discernment process will be available soon at NEYM.org. Nia Thomas has requested assistance in presenting the topic to Young Friends.

At our November meeting, the ad hoc committee communicated that more members would be useful, and we heard that Sarah Gant, Nellie Herman (Monadnock), and Eileen Cummings (Winthrop Center) have agreed to join the committee, which would welcome more assistance, particularly from the YAFs,

from the Pooled Funds, and people willing to travel representing the work of the committee. We **approved** allowing the committee to accept new members, asking them to report at our next meeting.

We heard a letter that the YAFs had prepared at their annual mid-winter retreat, as a result of their discernment about the Legacy Gift. They encourage us to focus, not on the money, but on “the new life which is rising up in our Yearly Meeting, and allow the money to follow those channels.” Feeling challenged to faithful listening in all our work, and to deeper discernment as we move forward, we were reminded that if we are listening to God, we will be led in faith to what we are supposed to do. We noted the potential connections between new life, the Legacy Gift, and our consideration of the YM structure; and that discernment must consider what *is* the work, or ministry, of the body.

The clerk called us into a period of worship so that we might have time to reflect and absorb what we had heard, and to feel for how the challenge may lead us.

**13-06 Student Loan Discernment:** For the ad hoc Student Loan Discernment group, Allan Kohrman reported on that group’s conclusions. Their sense is that, due to vast increases in tuition and the wide availability of federal loans, the modest sums traditionally offered by this fund have limited usefulness, and note that the Student Loan Committee has not functioned for 3 years. The group recommends four proposals: 1) Stop creating new loans, 2) Donate the existing money (\$56K) to scholarships for Quaker children at New England Quaker schools, 3) Ask the accounts manager to follow up with existing loans (\$82K), distributing these funds to those same schools as they are received, and 4) Lay down the Student Loan Committee.

Friends observed that the issue is not lack of need, but that the need is much greater than the existing fund and administration can handle. We heard both that huge debt can have an enormous impact on the spirit and activity of recent graduates, and that the greater flexibility of repayment of these loans has been a comfort and assistance to Friends in the past.

We were also cautioned that we are not particularly good financial stewards, and that any increase in funds distributed would require an increase in administrative oversight, which should not fall on an already overworked staff. Even the proposal for terminating the loan program puts an extra burden on the Accounts Manager.

Recognizing that nurturing the life of the spirit may yet include some form of financial support for education, we agreed to lay down the ad hoc Student Loan Discernment Group, but to defer decisions on their recommendations. We **approved** establishing an ad hoc Student Aid Re-visioning Committee, consisting of Hannah Zwirner, Aimee Belanger, and Rebecca Leuchak, and **approved** the following charge:

Acknowledging that the current model of student loans is no longer viable, but recognizing that there is life in the concern for how we provide financial support to YM members in need, we ask this ad hoc committee to consider how the Yearly Meeting might support students of any age, who might need financial aid for educational pursuits.



Ultimately we would need to consider ways to fund and administer a new program, but we ask this group to begin by reaching for an understanding of whether there is an emerging ministry of the YM to address these needs, and for ideas of how these ideas might be met.

**13-07 Presiding Clerk Report:** Jackie Stillwell reported that Sessions Committee met in December, and that work on the March 23 Mid-Year Gathering is progressing with enthusiasm. A poster has been prepared, and on-line registration is now available for this one-day event. Jeff Hipp and Dorothy Grannell are carrying the heart of this work.

Coordinating and Advisory Committee (C&A) gathered at Woolman Hill for a one day retreat, to consider the transition of Yearly Meeting Secretaries. C&A has also begun a dialogue about the need for long-term financial planning. They hope that C&A and PB together can envision a longer-range plan that will ensure the financial stability of the YM.

C&A also spent time considering the charge (see attachment to PB November 17 minutes) for the Structural Review Committee. They are concerned that the charge is too broad, and recommend that the ad hoc Committee review the charge themselves and bring back recommendations for prioritizing the work. Reflection on past endeavors suggests that the committee's eventual recommendations will be most effective if their work has included on-going engagement with as much of the YM as is possible. One Friend offered the Faith and Practice Revision Committee model, of bringing segments of their work and conclusions forward as they become clear.

**13-08 Structural Review Committee:** The Clerk reported on progress with the composition of the committee. Committed Friends include those who volunteered at Sessions, some whose names were raised at our November meeting, and others whose names were discerned by C&A. Several individuals are still considering. Reminding us that we do not need to approve these names, since PB gave authority to name the committee to C&A, the Clerk named the current composition of the committee as follows:

Anna Barnett (Portland)	Christopher McCandless (Burlington)
David Cadbury (Midcoast)	Bruce Neumann (Fresh Pond)
Lisa Graustein (Beacon Hill)	Alana Parkes (Beacon Hill)
Christopher Haines (Fresh Pond)	Jay Smith (Concord)
Cliff Harrison (Cambridge)	Jackie Stillwell (Monadnock)
Janet Hough (Cobscook)	Honor Woodrow (Framingham)
Debbie Humphries (Hartford)	

**13-09 Treasurer's Report:** Ed Mair reports that while we are slightly ahead in individual donations this year, he remains deeply concerned about the combination of last year's deficit and this year's challenge budget. While we have reserves to cover several years of such deficits, the situation calls for more active planning to prevent the eventuality of depleting the reserves. Ed voiced what he

recognizes as a rare opinion, that the Legacy Gift could be used to support the general budget. We discussed the need for monthly meetings to increase their contributions, hearing that finance committee has been reluctant to publicize a recommended per member contribution (\$115). One Friend recalled, that at the outset of hiring youth programs staff, MM's rose to the challenge of raising contributions to support the staff. Perhaps we need to communicate more with MM's as to what their contributions support. In the context of several Friends' questions about interpreting the financial reports, we were reminded that, in having some financial oversight, we have a responsibility to learn to understand them.

**13-10 Yearly Meeting Secretary Report:** Noting the Noah Baker Merrill is away, filling a previously scheduled engagement, Jonathan Vogel-Borne rose to speak about Quaker affairs in New England and beyond. We heard a very brief report about his and Minga's trip to Israel and Palestine, and that they are both eager to speak to groups about their experience.

Beth Collea (NEYM Religious Education Coordinator) and Margaret Cooley (Ministry and Counsel clerk) attended the initial consultation of FGC's new initiative on supporting new meetings.

Jonathan has observed an increasing level of interchange between NEYM and New York Yearly Meeting, a joint consultation exploring eldership being the latest example.

Our mid-year gathering will include conversations prompted by FWCC's theme of "Let the Living Waters flow."

Regarding the New England Friends Home, we heard that a cash settlement was offered to resolve a dispute with the caretaker, and that bureaucracy at the Department of Employment has prolonged resolution of their claim that we still owe a large sum. We may need to hire a lawyer to help resolve this.

YM staff – Jonathan notes that we do not yet have a new Archivist, and that the Archives Committee is exploring moving the archives, possibly to Amherst. We still need an administrative assistant.

Jonathan noted that he is enjoying the transfer of responsibility, and encouraged us to welcome Noah into his new role.

**Priorities Budget:** we were presented the first draft of this year's Priorities Budget. Acknowledging the possibility of little or no increase in income in FY'14, Jonathan and Noah have prepared several options which include cuts to staff hours, increasing employee contributions to healthcare, and downsizing the Worcester office. Other, more optimistic levels include COLA and expected, modest salary increases. Jonathan and Noah are not recommending the cuts, but thought that it was important that we understand that these cuts are potential consequences of our financial situation. While Finance Committee will have their first discussion about this on Feb. 9, Personnel Committee has voiced their opposition to any cuts, including the possibility of drawing down reserves. Hearing concerns about our financial health, but also concerns about not panicking, we united for the time being with the Personnel Committee, understanding that the Priorities budget will come back after more discernment.

**13-11 YM Secretary Appreciation:** Noting that Jonathan Vogel-Borne has had “a wide and personal reach,” Holly Baldwin presented Jonathan with a booklet she had prepared, containing personal reflections from a number of Friends. We spent time in worship sharing, hearing reminiscences about our time with Jonathan. We closed with the reminder that while he is leaving the position of YM Secretary, he will still be a part of NEYM.

**13-12 Personnel Committee:** For Personnel Committee, Judith Shea presented the Supervisory Structure report, prepared in cooperation with C&A. The report suggests that Internal Nominating appoint a supervisor for the YM Secretary who will also act as communicating member of both C&A and Personnel. This could be a current member of one committee or the other, taking on two additional roles (supervising and membership on the second committee), or it could be a new appointment. Internal Nominating committee voiced their willingness to take on this role, and Friends **approved** the recommendation. Jackie will continue as Noah’s supervisor in the interim.

**13-13 Report on Travel to Cuba:** Ben Guaraldi and Honor Woodrow presented an epistle from Cuban Young Friends, expressing their joy at the presence of NEYM YAFs. We also heard a letter from the YAFs describing their experience in Cuba. We heard that for some, the trip was a milestone in their spiritual development, experiencing Cuban forms of worship, and developing “a growing comfort with the unknown and mysterious aspects that come along with trying to live a led life.” We heard that some Friends from Cuba will attend our Mid-year gathering.

**13-14 Travel Minute:** We heard a revised Travel Minute for Kathleen Wooten, who has been led to travel with a concern for fostering community and deeper relationships among Friends. Friends **approved** the minute.

**13-15 Internal Nominating:** For Internal Nominating Committee, Donn Weinholz presented the following names. Friends **approved** these nominations.

- Clerk’s Nominating Committee: Allan Korhrman (Wellesley), Class of 2016
- Internal Nominating: Patsy Shotwell (Wellesley), Class of 2016
- Personnel Committee, Rebecca Leuchak (Providence), Class of 2016
- Yearly Meeting Nominating: Sarah Sue Pennell (Cambridge), Class of 2014

**13-16 Intervisitation:** Noting that Friends had been unable to arrange a gathering with our host Meeting (PB minute 12-113), the clerk recognized that this process may require a different approach than expected, and asked for volunteers to shepherd the process with Smithfield Meeting, site of our next meeting.

**13-17 Closing Worship:** Reminded that “Glorious things will come to pass,” we closed in worship, purposing to meet again on 16 March, 2013 at Smithfield Monthly Meeting.

Holly Baldwin, Clerk  
Bruce Neumann, Recording Clerk

## Coordinating & Advisory Minute 2013-01

New England Yearly Meeting of Friends (NEYM) supports vital ministries. In our tradition, when we as a body affirm that we are led to undertake shared work together, integrity requires that together we provide the resources necessary to carry our work forward.

The significant deficit NEYM experienced at the end of Fiscal Year 2012 is a warning that we are not fully meeting this responsibility - one we should heed. Our monthly meeting contributions, individual giving, and other sources of income are not commensurate with our sense of God's leading for our work as a People.

Faithfulness requires careful discernment of how we are led. But if we are to experience the fruits of faith in action, we must also respond to leadings with diligence, creativity, and hard work. We are blessed that in this time of challenge and growth, Friends in New England are engaged in discernment about how the resources in our care can help us answer God's call.

The Coordinating & Advisory Committee – composed of the Presiding Clerk of Yearly Meeting, the Clerk of the NEYM Permanent Board, the Clerk of NEYM Ministry & Counsel, the NEYM Treasurer, the Yearly Meeting Secretary, and the supervisor to the YM Secretary – is charged with caring for the life of the whole yearly meeting. In that capacity, we affirm the need for an ongoing budget that is balanced without cutting existing vital programs and services to Friends.

We unite with the Personnel Committee recommendation that NEYM approve a Fiscal Year 2014 budget consistent with the needs above, even if it means expending some of our financial reserves to do so. In order to recommend this course of action with integrity, we need a long term plan that leads to financial sustainability to go with it.

**We ask the Finance, Personnel, and Development Committees of NEYM to work together to plan for and help NEYM accomplish the goal of building a sustainable financial foundation for the life and ministry of Friends in New England over the next five years. Specifically, we would like to see the FY2014 budget presented in the context of a five-year plan that demonstrates how we intend to realistically achieve financial sustainability for NEYM operations within that timeframe.**

NEYM is at a spiritual crossroads. We can limit our support of the Quaker movement in New England based on assumptions of scarcity and “the way things are,” undermining ourselves by cutting vital supports, or behaving as if God alone will solve the challenges we face. This would ignore our own responsibility to act in faithfulness.

We see a more hopeful path emerging in NEYM. We can allow the Life we feel to guide us into courageous new ways of working and serving together - and trust that, in this faithful work, the Spirit will be with us, helping the new growth to happen. We believe the concrete steps we suggest will help us continue to move in this direction - changing our behavior, and increasing our income.

Let us grow together in God's abundance, each doing our part to help this abundance be visible - in our finances, in our work, and in our witness. In this active partnership with God, we are promised, all things are possible.

From the Personnel Committee's January 8, 2013 minutes:

"The Personnel Committee unites in opposing any cuts to staff salaries or benefits. ...We believe recent budget trends present a non-sustainable situation and we feel that it is crucial ... that we find solutions that do not entail cutting support for staff. If necessary we are willing to draw down reserves to meet these funding requirements."

From the Permanent Board's January 19, 2013 minute 13-10 (draft):

"Priorities Budget: we were presented the first draft of this year's Priorities Budget. Acknowledging the possibility of little or no increase in income in FY14, Jonathan and Noah have prepared several options which include cuts to staff hours, increasing employee contributions to healthcare, and downsizing the Worcester office. Other, more optimistic levels include COLA and expected, modest salary increases. Jonathan and Noah are not recommending the cuts, but thought that it was important that we understand that these cuts are potential consequences of our financial situation. While Finance Committee will have their first discussion about this on Feb. 9, Personnel Committee has voiced their opposition to any cuts, including the possibility of drawing down reserves. Hearing concerns about our financial health, but also concerns about not panicking, we united for the time being with the Personnel Committee, understanding that the Priorities budget will come back after more discernment."

## Personnel Committee Response to C&A Minute on NEYM Financial Planning

From the minutes of the 3/7/2013 meeting of the NEYM Personnel Committee:

### 9. C&A Minute on NEYM Financial Planning

Coordinating and Advisory will be bringing a minute on fiscal responsibility and the need for long-term fiscal planning to the next meeting of the Permanent Board on March 16, 2013. We read a draft of this minute and would like our endorsement of it recorded in the presentation of this minute to Permanent Board:

The Personnel Committee from our position of responsibility for the integrity of NEYM's employment practices recognizes the need to provide a stable budgetary environment that can ensure staff job security as well as continuity in programming and other NEYM initiatives. We strongly endorse this proposal for more consistent and long-term fiscal planning.

## Report from clerk of Finance Committee to Permanent Board

1. As committee day was canceled Finance Committee has not yet met to begin budget talks. We will likely have to set up GoogleGroup calls or Skype (with assist from NEYM office) going forward. We will consider recommendations from Personnel Committee to increase salaries and restore benefits as outlined in their report to Permanent Board, as well as requests from the few committees that have requested 2014 financing.

Thus far, Finance Committee has received budget requests from only the following committees:

Earthcare M&C;  
FWCC;  
Puento de Amigos;  
Quaker Youth Education  
Faith & Practice revision;  
Friends Camp;  
Finance Committee (for a laptop for the Treasurer);

Jeff Hipp has advised that cost of publishing Directories and Sessions minute books exceeded budget for this year and so we'll have to budget more in Publishing for 2014.

2. Finance Committee has begun discernment with a financially experienced Friend whether and to what extent to accept that person's offer to provide an overview assessment of NEYM financial practices, with the expressed aim of more efficient bookkeeping and more transparent financial reporting that conform more closely to commonly accepted accounting standards.
3. Finance Committee recommends that Permanent Board consider a formal evaluation of what happened with Friends Home with an eye toward guiding NEYM decision making going forward. This process may include consideration of, among other things:
  - Relationship of activity or involvement to core "business" of NEYM
  - Adequacy of volunteer committee structure and skill set of members to manage activity
  - Need to subcontract aspects of activity and availability of oversight for that subcontracting
  - Potential liability and risk to NEYM assets of involvement in activity

Peace,

Maria



**NEYM**  
**Balance Sheet (includes all Classes)**  
As of March 14, 2013

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>1000 Checking Accounts</b>	
1005 TD Bank Checking	155,188.36
1010 Checking Northampton Coop	2,441.01
<b>Total 1010 Checking Northampton Coop</b>	<b>\$ 2,441.01</b>
1015 Bank of America - Checking	0.00
1040 Petty Cash	200.00
<b>Total 1000 Checking Accounts</b>	<b>\$ 157,829.37</b>
<b>1020 Money Market Accounts</b>	
1022 TD Bank MM \$#1	2,543.98
1025 Money Market Northampton Coop	1,053.06
1070 Bank of America - Money Market	0.00
<b>Total 1020 Money Market Accounts</b>	<b>\$ 3,597.04</b>
<b>1050 Certificates of Deposits</b>	
1051 TD Bank MM #2 CD	5,317.18
1052 CD'S Northampton Coop	53,915.81
1055 DNU (deleted)	0.00
1080 Bank of America - CD	0.00
<b>Total 1050 Certificates of Deposits</b>	<b>\$ 59,232.99</b>
<b>Total Bank Accounts</b>	<b>\$ 220,659.40</b>
<b>Accounts Receivable</b>	
1200 Accounts Receivable	0.00
1210 SLOA AR Principal Interest	15,369.54
1215 SLOA Principal Non Interest	56,855.38
1220 SLOA Interest Receivable	4,158.13
1230 CD sales receivable	0.00
1275 Book Sales	-88.91
1277 Postage	0.00
<b>Total 1275 Book Sales</b>	<b>-\$ 88.91</b>
<b>Total 1200 Accounts Receivable</b>	<b>\$ 76,294.14</b>
<b>Total Accounts Receivable</b>	<b>\$ 76,294.14</b>
<b>Other current assets</b>	
1075 Pooled Funds	1,887,607.49
1100 Accrued Receivable	-123.96
1110 Due to/from Friends Camp	1,338.52
1112 Camp Disability	84.47
1114 Camp - Retirement	1,723.16
1115 Camp Loan	0.00
1116 Camp Mailings	0.00

# NEYM

## Balance Sheet (includes all Classes)

As of March 14, 2013

1118 Camp - Umbrella Liability Insur	0.00	
1119 Camp Funds in Transit	0.00	
<b>Total 1110 Due to/from Friends Camp</b>	<b>\$ 3,146.15</b>	

1130 Student Loan Principal Rec.	-44.63	
1132 Student Loan Principal Non Inte	0.00	
1135 Student Loan Interest Rec.	-7.87	
1140 Due to/from Sessions	0.00	
1150 Prepaid Expenses	600.00	
1190 Misc due to/from	0.00	
1499 Undeposited Funds	0.00	

<b>Total Other current assets</b>	<b>\$ 1,891,177.18</b>	
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<b>Total Current Assets</b>	<b>\$ 2,188,130.72</b>	
<b>TOTAL ASSETS</b>	<b>\$ 2,188,130.72</b>	

### LIABILITIES AND EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

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

2010 Accrued Liabilities	333.13	
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2110 Federal Taxes	0.00	
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2120 State Taxes	0.00	
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2150 Health Insurance Premium	-826.65	
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2155 Sect 125 Employee Withholding	176.34	
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2160 403B Retirement	0.00	
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<b>Total Other Current Liabilities</b>	<b>-\$ 317.18</b>	
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<b>Total Current Liabilities</b>	<b>-\$ 317.18</b>	
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<b>Total Liabilities</b>	<b>-\$ 317.18</b>	
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#### Equity

3500 Working Capital	176,590.10	available for operations
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3600 Board Designated Funds	0.00	
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3620 Faith & Practice Revision	38,954.96	
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3630 World Conference Travel	0.00	
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3650 Quasi-Endowment (Investments)	109,653.80	available for operations
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3680 NEFH Fund	1,162,691.39	not available
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<b>Total 3600 Board Designated Funds</b>	<b>\$ 1,311,300.15</b>	
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3700 Revolving Accounts	0.00	
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# NEYM

## Balance Sheet (includes all Classes)

As of March 14, 2013

3705 Archives	4,345.58	
3712 FUM Intervisitation	1,368.45	
3714 Peace Tax Fund	9,365.45	
3715 Peaceworker	1,784.36	
3720 Prejudice & Poverty	6,762.14	
3725 Puente de Amigos	3,991.97	
3730 Suffering	4,939.42	
3740 CE Pubs	0.00	
3750 M & C Pubs	0.00	
3755 Student Loan	138,527.31	
3760 Young Friends Travel	3,310.96	
3780 FCNL Pass through	0.00	
<b>Total 3700 Revolving Accounts</b>	<b>\$ 174,395.64</b>	not available for operations
<b>3800 Permanently Restricted Funds</b>	<b>0.00</b>	
3802 Endowment Fund	0.00	
38021 Unavailable	20,802.48	
38022 Available	1,094.87	
<b>Total 3802 Endowment Fund</b>	<b>\$ 21,897.35</b>	
3804 Alice Needham	0.00	
38041 Unavailable	15,751.11	
38042 Available	829.01	
<b>Total 3804 Alice Needham</b>	<b>\$ 16,580.12</b>	
3806 Amy S. Hayden	0.00	
38061 Unavailable	51,899.88	
38062 Available	2,731.57	
<b>Total 3806 Amy S. Hayden</b>	<b>\$ 54,631.45</b>	
3808 Anna M. Brown	0.00	
38081 Unavailable	31,504.43	
38082 Available	1,658.13	
<b>Total 3808 Anna M. Brown</b>	<b>\$ 33,162.56</b>	
3810 Freedmen's	0.00	
38101 Unavailable	98,898.16	
38102 Available	33,195.81	
<b>Total 3810 Freedmen's</b>	<b>\$ 132,093.97</b>	
3812 FUM Foreign Missions	0.00	
38121 Unavailable	42,451.72	
38122 Available	2,234.30	
<b>Total 3812 FUM Foreign Missions</b>	<b>\$ 44,686.02</b>	
3814 FUM Home & Foreign	0.00	
38141 Unavailable	5,943.51	
38142 Available	312.82	
<b>Total 3814 FUM Home &amp; Foreign</b>	<b>\$ 6,256.33</b>	
3816 FUM Ramallah	0.00	
38161 Unavailable	53,677.70	
38162 Available	2,825.14	
<b>Total 3816 FUM Ramallah</b>	<b>\$ 56,502.84</b>	
3818 Hanson/Hill	0.00	

**NEYM**  
**Balance Sheet (includes all Classes)**

As of March 14, 2013

38181 Unavailable	28,443.03	
38182 Available	1,497.00	
<b>Total 3818 Hanson/Hill</b>	<b>\$ 29,940.03</b>	
3824 Mosher Book & Tract	0.00	
38241 Unavailable	58,309.07	
38242 Available	3,068.90	
<b>Total 3824 Mosher Book &amp; Tract</b>	<b>\$ 61,377.97</b>	
3826 Phillips/Purington/Hawkes	0.00	
38261 Unavailable	22,864.58	
38262 Available	1,203.40	
<b>Total 3826 Phillips/Purington/Hawkes</b>	<b>\$ 24,067.98</b>	
3828 Pittsfield/Varney	0.00	
38281 Unavailable	6,764.45	
38282 Available	356.02	
<b>Total 3828 Pittsfield/Varney</b>	<b>\$ 7,120.47</b>	
3830 Susan B. Kirby	0.00	
38301 Unavailable	7,460.45	
38302 Available	392.66	
<b>Total 3830 Susan B. Kirby</b>	<b>\$ 7,853.11</b>	
3832 West Falmouth Prep Mtg	0.00	
38321 Unavailable	3,870.26	
38322 Available	203.70	
<b>Total 3832 West Falmouth Prep Mtg</b>	<b>\$ 4,073.96</b>	
<b>Total 3800 Permanently Restricted Funds</b>	<b>\$ 500,244.16</b>	not available for operations
3900 Retained Earnings	11,113.30	From this YTD all Classes
Net Income	14,804.55	From previous years all Classes
<b>Total Equity</b>	<b>\$ 2,188,447.90</b>	
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,188,130.72</b>	

Thursday, Mar 14, 2013 06:43:16 PM PDT GMT-4 - Cash Basis

## Budget vs. Actuals: FY2013

### Classes 100 to 500 (Operating) +730 (Equal) -380 (NEFH)

October 2012 - September 2013

	Total		% of Budget
	Actual	Budget	
<b>Income</b>			
4010 Individual Contributions	22,899.40	122,396.00	18.71%
4020 Monthly Meeting Contributions	119,677.45	322,698.00	37.09%
4030 Organizations Contributions	1.00		
4050 Interest and Dividend Income	8,659.07	12,000.00	72.16%
4055 Student Loan Interest	(16.57)		
4070 Books and other Items	290.10	20,000.00	1.45%
4080 Retreat Program Fees	28,355.00	53,370.00	53.13%
4085 Sessions Program Fees		173,500.00	0.00%
<b>Total Income</b>	<b>\$ 179,865.45</b>	<b>\$ 703,964.00</b>	<b>25.55%</b>
<b>Gross Profit</b>	<b>\$ 179,865.45</b>	<b>\$ 703,964.00</b>	<b>25.55%</b>
<b>Expenses</b>			
5000 Staff	116,194.13	335,150.00	34.67%
5075 Undistributed Credit Card Charge	6,841.01		
5100 General & Administration	12,042.38	44,065.00	27.33%
5300 Travel & Conferences	7,416.49	21,000.00	35.32%
6000 Programs	20,326.41	230,300.00	8.83%
6140 Books and Other	0.00	16,700.00	0.00%
6200 Benevolence	1,944.55	48,749.00	3.99%
6600 Publications	6,173.25	8,000.00	77.17%
<b>Total Expenses</b>	<b>\$ 170,938.22</b>	<b>\$ 703,964.00</b>	<b>24.28%</b>
<b>Net Operating Income</b>	<b>\$ 8,927.23</b>	<b>\$ -</b>	
<b>Net Income</b>	<b>\$ 8,927.23</b>	<b>\$ -</b>	

Friday, Mar 08, 2013 05:13:11 PM PST GMT-5 - Cash Basis

**YTD Comparison with Previous Year**  
**Classes 100 to 500 (Operating) + 730 (Equal) -380 (NEFH)**  
October 1, 2012 - March 8, 2013

	Total Throgh 03/08/		
	2013	2012 Prev Year	Change
<b>Income</b>			
4010 Individual Contributions	22,899.40	24,305.50	(1,406.10)
4020 Monthly Meeting Contributions	119,677.45	109,454.83	10,222.62
4022 FUM MM Restricted Funds		140.00	(140.00)
4030 Organizations Contributions	1.00	101.02	(100.02)
4050 Interest and Dividend Income	8,659.07	3,330.56	5,328.51
4055 Student Loan Interest	(16.57)		(16.57)
4070 Books and other Items	290.10	385.60	(95.50)
4080 Retreat Program Fees	28,355.00	24,606.57	3,748.43
4099 Net Assets Released To/From	0.00		0.00
<b>Total Income</b>	<b>\$ 179,865.45</b>	<b>\$ 162,324.08</b>	<b>\$ 17,541.37</b>
<b>Gross Profit</b>	<b>\$ 179,865.45</b>	<b>\$ 162,324.08</b>	<b>\$ 17,541.37</b>
<b>Expenses</b>			
4000 Reconciliation Discrepancies	0.00	0.00	0.00
5000 Staff	116,194.13	126,163.22	(9,969.09)
5075 Undistributed Credit Card Charge	6,841.01		6,841.01
5100 General & Administration	12,042.38	12,038.43	3.95
5300 Travel & Conferences	7,416.49	7,518.91	(102.42)
6000 Programs	20,326.41	27,396.43	(7,070.02)
6140 Books and Other	0.00		0.00
6200 Benevolence	1,944.55		1,944.55
6600 Publications	6,173.25	8,025.89	(1,852.64)
<b>Total Expenses</b>	<b>\$ 170,938.22</b>	<b>\$ 181,142.88</b>	<b>\$ (10,204.66)</b>
<b>Net Operating Income</b>	<b>\$ 8,927.23</b>	<b>\$ (18,818.80)</b>	<b>\$ 27,746.03</b>
<b>Net Income</b>	<b>\$ 8,927.23</b>	<b>\$ (18,818.80)</b>	<b>\$ 27,746.03</b>

Friday, Mar 08, 2013 05:05:19 PM PST GMT-5 - Cash Basis

# Proposed Fiscal Year 2014 Priorities Process Budget (Draft 4 March 7, 2013)

**Created by Jonathan Vogel-Borne & Noah Baker Merrill**, with input from "Funding Our Vision" Day (Nov 3, 2012), Personnel Committee (Jan 8, 2013), Coordinating & Advisory (Jan 9, 2013), Permanent Board (Jan 19, 2013), and Coordinating & Advisory (Feb 22, 2013)

**Goals:** 1) Provide sufficient resources to sustain the current ministries of New England Friends; 2) Ensure financial sustainability in the context of a multi-year approach in support of our vision

**Assumptions:** 1) A pessimistic view of changes in income in FY2013; 2) Reserves & working capital are being drawn down

	Change from FY2013 Budget	Priority Level			Current FY2013 Budget	Change from FY2013 Budget	
<b>A. Possible Increases in Expenses</b>				<b>C. Changes in Income</b>			
<i>i Support for youth ministry, First Day Schools, &amp; families</i>				<i>i Contributions from:</i>			
Increase of YF-YAF Coord. Salary (3rd & final year step increase)*	\$1350	5		Monthly Meetings	\$310000	\$0	
<i>ii Support for administrative integrity</i>				Individuals	\$97000	\$0	
Healthcare premiums, est. 3% increase (fixed cost)	\$1500	All levels		Funding Challenge	\$38000	(\$38000)	
Add additional staff spouse to healthcare plan (fixed cost)	\$9500	All levels		<b>ii Interest and dividend income***</b>			
2% Cost of Living Adjustment (COLA)**	\$5000	4			\$12000	\$0	
Increase of YM Sec salary (1st year in step increase)****	\$2000	5		<b>Total Changes in Income: (\$38000)</b>			
<i>iii Support for Friends witness in the wider world</i>				<i>Potential "savings" from cuts in expenses</i>			
5% increase of contributions to FWCC, FGC, FUM	\$2500	5		<b>\$45000</b>			
Restore contributions (FWCC, FGC, FUM) to FY2008 levels	\$4000	6		<b>Total Changes in Income, less cuts in expenses: \$7000</b>			
<b>Total Increase in Expenses, all priority levels: \$25850</b>							
<b>B. Potential Decreases/Cuts in Expenses</b>				<b>Projected Income Needed for Each Priority Level</b> (see itemized descriptions below):			
<i>i Reduce Office Rent (needs consultation w/Worcester MM)</i>				<b>Level 1:</b> Health increases w/3 "staff days" cut, no office, 80% healthcare	\$4000		
Downsize existing office footprint (from 3 to 2 rooms)	(\$3000)	1-3		<b>Level 2:</b> Level 1 with only 2 "staff days" cut	\$15000		
Develop one day/wk central location face-to-face staff meeting	(\$4000)	1-2		<b>Level 3:</b> Level 2 with 1 "staff day" cut, less office, 100/80% healthcare	\$35000		
<i>ii Cut staff salaries (by position or proportionate cut for all staff)</i>				<b>Level 4:</b> Level 3 with no cuts + 2% COLA	\$54000		
Cut by up to 3 increments of \$11,000 (=1 day/wk @ \$20/hr)	(\$33000)	1-3		<b>Level 5:</b> Level 4 + YF-YAF Coord. + YM Sec + 5% contributions	\$59850		
<i>iii Decrease staff healthcare benefits</i>				<b>Level 6:</b> Level 5 + Restore contributions to 2008 levels	\$63850		
80% contribution (current 100% employee/80% each dependent)	(\$5000)	1-2					
<b>Total Decrease in Expenses, all priority levels: (\$45000)</b>							

## Suggested Priority Levels by Description (with projected increase in income needed for each priority level)

Level 1: \$4,000 (all cuts)	Level 2: \$15,000	Level 3: \$35,000	Level 4: \$54,000	Level 5: \$59,850*****	Level 6: \$63,850
Healthcare increases (Weekly face-to-face mtg) (3 "staff days" cut) (Pay 80% healthcare)	Healthcare increases (Weekly face-to-face mtg) (2 "staff days" cut) (Pay 80% healthcare)	Healthcare increases (Downsize Worcester office) (1 "staff day" cut)	Healthcare increases 2% COLA** (No cuts in expenses)	Healthcare increases 2% COLA** YF-YAF increase YM Sec increase 5% increase contributions	Healthcare increases 2% COLA** YF-YAF increase YM Sec increase 5% increase contributions Restore contributions

\* **YF-YAF Coordinator Salary:** The recommended salary increase brings the compensation for this position to a level comparable to the other youth staff.

\*\* **From the NEYM Personnel Policy Manual:** "The Yearly Meeting strives to provide annual cost-of-living adjustments (COLA) to the salaries paid to its employees. The COLA is based on the Consumer Price Index - All Urban Consumers (CPI-U) for the Boston area as published by the U.S. Bureau of Labor Statistics." The percent change in the Boston area Consumer Price Index (CPI) over the 12 month period ending January 2012 has not yet been set. The figure for December 2012 is 2.0%.

\*\*\* **Policy on Interest & Dividend Distribution:** At the recommendation of the Treasurer, Finance Committee & Permanent are asked to review how interest & dividend income is distributed. In the financial statements at the close of FY2012, the Treasurer chose not to show the usual portion of this income in the operating budget so as to prompt the YM to adopt a clearer policy.

\*\*\*\* **YM Secretary step increase:** In the hiring agreement signed by the Clerk of Permanent Board and the incoming YM Secretary, a series of three step increases is specified over three years, totalling \$4000. The increase of \$2000 for FY2014 reflected in this budget is stipulated in that document.

\*\*\*\*\* **Personnel Committee Salary/Benefits Recommendation:** From the Committee's January 8, 2013 minutes — "The Personnel Committee unites in opposing any cuts to staff salaries or benefits. ...We believe recent budget trends present a non-sustainable situation and we feel that it is crucial ... that we find solutions that do not entail cutting support for staff. If necessary we are willing to draw down reserves to meet [Level 5] funding requirements."

Report from adhoc committee considering how to best support the YM secretary's transition.

Fritz Weiss, Ed Mair, Jackie Stillwell, Noah Baker Merrill met on 22 February 2013. Judith Shea sent regrets.

We make the following recommendations:

A. C&A and the direct supervisor will work with the YM Secretary to create a professional development plan for the YM secretary in the areas of benefits administration, human resource management, budget management, fiscal forecasting and financial practices for non-profit management. (perhaps coursework SIT or Antioch with peer learners)

B. Gather information about executive coaching – possible coaches, cost and focus. Hire a coach to work with YM secretary for an initial time (12 months).

C. C&A and direct supervisor are responsible for gatekeeping around YM secretary's use of time and energy. (weekly check-ins with supervisor and others as needed)

Additionally we noted/discussed:

A.) Ask Personnel to recommend adding funds to the staff development line in the YM budget (currently this line is \$0).

B.) We expect staff to have a workload that supports a healthy balance of work and leisure.

i.) We support each staff taking annual retreats/professional development time.

ii.) We expect staff to have regular days off for rest and renewal.

C.) As the Secretary addresses specific situations such as those which occur in closing the NE Friends Home, it is the responsibility of the YM to recruit the necessary expertise and resources to respond to these situations.

Personnel and C&A should assist the secretary in the development of resources when the YM Secretary is faced with difficult situations or identifies a need.

These are the needs at present:

ii.) a new general counsel

iii.) professional help to close the books and file the necessary reports around the final closing of the Friends Home, and to resolve the concern with the MA dept. of unemployment

iv.) assistance to assess the overall insurance needs of the YM and the Friends Camp.

D.) As we move forward, the secretary should bring concerns about adequacy of administrative support for the position, and for the YM office to Personnel Committee for seasoning and presentation to Permanent Board.

E.) The Secretary is responsible for gatekeeping requests on Staff Time.

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**Internal Nominating Committee Report to Permanent Board March 16, 2013**

**Clerk: Holly Baldwin 2012 – 2015**

**Recording Clerk : Bruce Neumann 2012-2015**

2013	2014	2015	2016	2017
Susan P. Davies Jeremiah Dickinson #Eric Edwards Bob Murray C. Jane Van Landingham Carl Williams Donn Weinholtz	#Mary Knowlton #Beth Gorton Deana Chase Allan Kohrman #Christopher McCandless Phil Stone Carolyn Stone	Aimee Belanger Ben Guaraldi Galen Hamman Jan Hoffman Rebecca Leuchak Patsy Shotwell Rosemary Zimmerman	#Sarah Gant #John Humphries #Sandy Isaacs Bruce Neumann Elias Sanchez-Eppler Fritz Weiss Nancy Isaacs	Holly Baldwin Suzanna Schell Sarah Smith Karen Sanchez-Eppler

#in second term (can't be reappointed)

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

Sub Committee	2013	2014	2015	2016
<b>Clerks Nominating</b>	#Patsy Shotwell Allan Kohrman	+Debbie Humphries +Benigno Sanchez-Eppler	Christopher McCandless Rosemary Zimmerman	Allan Kohrman <b>Ben Guaraldi</b>
<b>Personnel</b>	Rebecca Leuchak Jan Hoffman	Dwight Lopes Karen Sanchez - Eppler Fritz Weiss	+Judith Shea Edward Baker Carolyn Stone	Rebecca Leuchak
<b>Internal Nominating</b>	Karen Sanchez - Eppler	Susan Davies	Donn Weinholtz Sarah Sue Pennell Bob Murray	Patsy Shotwell
<b>YM Nominating at Large</b>	Rhoda Mowry Jim Lyons Bonnie Norton	Sara Sue Pennell +Peter Colby Christopher McCandless	Nancy Isaacs Connie Kincaid-Brown	
<b>NEYM Secretary Supervisor</b>				<b>Fritz Weiss</b>

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

## **Proposed charge for the ad hoc committee for Good governance of Friends Camp**

The work of this committee is to work in consultation with the Friends Camp Director to consider what structure might be useful in providing the necessary advice, oversight, and fiduciary responsibility. In particular:

A) What sort of governance should the Friends Camp have? A Board? A Board that reports to Permanent Board? Would this supplement or replace the Friends Camp Committee?

B) What systems would allow us to review the following concerns on some sort of regular basis:

- Safety and legal integrity of the camp? (And should this be accomplished through accreditation?)
- Financial integrity of the Camp? (Shall we move from an internal review from our Finance Committee to a review from a CPA? If so, to a full audit, or a less intensive, less costly review?)
- Whether the Camp is still a living ministry of NEYM?

C) What should be the relationship of Friends Camp staff and operations to the other integrated yearly meeting staff and programs of NEYM, and in particular the Yearly Meeting Secretary?

Currently the Yearly Meeting Secretary is responsible for issues that influence and are affected by the operations and staff of Friends Camp, and the Friends Camp Director and the YMS are asked to work together, but there is no clear accountability, oversight, or reporting relationship between the Friends Camp Director and the Yearly Meeting Secretary, or any of the other NEYM staff for that matter. Is the current structure consistent with the intention of the recent NEYM staff restructuring, and if not, what changes might be helpful?

D) How does the Friends Camp budget and planning relate to the NEYM budgeting and planning process in general, in particular the aspects related to staff and program costs? Is there a way to help these become more fully integrated, and would such a change be in the interest of NEYM?

E) While we spend time with these concerns, how can we also address the current needs of the Camp and the committee? Are there gaps of experience in the committee that make it impossible to properly conduct oversight of the committee?