

Permanent Board Minutes February 18, 2017 - Uncorrected

New England Yearly Meeting of Friends
Permanent Board Minutes - Uncorrected
February 18, 2017
New Haven Monthly Meeting

17-01 Opening Worship: Friends gathered in worship at New Haven Monthly Meeting, enjoying the winter sunshine. Meeting Clerk Jane Coppock welcomed Friends and invited them to tour the next-door Friends Center for Children. She informed Friends that the center will soon establish a Quaker Advisory Board to serve as an anchoring Quaker presence.

17-02 Roll Call:

- Present: Sarah Gant, Clerk; Becky Steele, Recording Clerk; Travis Belcher, Deana Chase, Susan Davies, Jeremiah Dickinson, Christopher Gant, Ian Harrington, Christopher McCandless, Jean McCandless, Anna Radocchia, Carole Rein, Karen Sanchez-Eppler, Suzanna Schell, Sara Smith, Bill Walkauskas, Donn Weinholtz, Rosemary Zimmerman, Mary Zwirner
- Regrets: Kimberly Allen, Holly Baldwin, Justice Erikson, Hannah Zwirner Forsythe, Ben Guaraldi, Galen Hamann, Elias Sanchez-Eppler, Philip Stone, Elizabeth Szatkowski
- Absent: Tom Jackson, Leana Kantt, Rebecca Leuchak
- Ex Officio: Noah Merrill (YM Secretary), Shearman Taber (Treasurer), Fritz Weiss (Presiding Clerk), Edward Baker (Supervisor for YM Secretary)
- Guests: Tracy Blanford (New Haven), Jane Coppock (New Haven); Darcy Drayton (Skowhegan Allowed Meeting), Lisa Graustein (Beacon Hill), Dwight Lopes (New Haven), Maureen Lopes (New Haven), Linda Miller (New Haven), Jennie Isbell Shinn (Mt. Toby), Kathleen Wooten (Fresh Pond and YM Staff)

17-03 Minutes: Friends **approved** minutes from the Permanent Board meetings of **September 24, 2016** and **November 19, 2016**.

17-04 Presiding Clerk's report (attached):

- Friends **approved** Christopher Gant as rising clerk of the Development Committee, and also **approved** naming Ben Guaraldi as clerk of the Ad Hoc Financial Planning Committee.
- At the request of the Committee for Nurturing Friends Education at Moses Brown, Friends **approved a change in the nominating process**. NEYM will appoint at least 6 members to the Moses Brown committee; in addition, either the NEYM Presiding Clerk or the PB Clerk will serve ex officio. More details on the committee structure and nominating procedures can be found at the committee's proposal (attached).
- To deepen its relationship with the YM, the Moses Brown School extended an invitation to host the PB May meetings in the future.

17-05 Yearly Meeting Secretary's report (attached):

 The Secretary shared the following:

- The Secretary noted that a recent bout of severe flu gave him time for extended introspection while laid low. He found himself reflecting on the changes that have occurred during his 4-year term with the YM. He shared a fortuitous message from a

Permanent Board Minutes February 18, 2017 - Uncorrected

recent fortune cookie: “May the warm winds of heaven blow softly on your sprint.” The past 4 years have felt like a sprint.

- Renewal of the YM: New partnership between NEYM and Woolman Hill will present a year-long workshop with Philadelphia Friend Marcelle Martin to strengthen spiritual formation.
- Other work:
 - Ongoing work on addressing white supremacy;
 - Living Faith gathering in April 2017 (14 workshops, including one on “Beyond Diversity 101”);
 - A Shoemaker-supported partnership allowing NY, NEYM, and now Baltimore YM to work together on outreach, diversity and inclusion, including young adults;
 - QuakerSpeak video coming soon;
 - Living with a Concern podcast coming soon, thanks to the Legacy Gift Fund and Fresh Pond Meeting.
 - Vital work offering youth programs.
 - Semi-programmed worship in Boston.
- The Secretary noted this is a challenging time in our communities and the wider world, leaving many exhausted. A lot of weight is being carried. Friends are willing to do that work in hope, but can’t keep going at a sprint pace forever. NEYM must free up energy to focus on what’s important. He noted that NEYM’s purpose is to support the thriving of local meetings and worship groups under our care. We need to focus on that, and free up energy used to support structures that no longer serve. Moving slowly carries invisible costs. We need to move nimbly through restructuring and reorganization so that we’re not bogged down. The point of reorganization and change is to free us to do the work that God is calling us to do.
- A working group formed to help the YM Secretary look at statistical information in the Directory for the YM: Ian Harrington, Sara Smith.

17-06 Report from the Supervisor of the Yearly Meeting Secretary: Due to health concerns, Edward Baker will be released from active service as Supervisor for the YM Secretary. He is willing to continue to offer guidance and support. Sarah Gant will serve as interim supervisor until a replacement is named by the Internal Nominating Committee. Friends rose to name the many ways Edward enriched their experience, expressing deep gratitude to Edward Baker for his long service to the NEYM community, and for the power of his light and wisdom that continues to shine.

17-07 Treasurer’s report (attached).

17-08 Finance Committee Reports (attached). Friends acted on the following committee recommendations:

- For the current fiscal year, Friends **approved** a \$40,000 overage for salaries and benefits, as well as a \$2,700 overage in payroll services. These increases result from changes that Friends approved in payroll practices last fall. Friends also clarified that, going forward, the payroll adjustment will apply to the grant-funded temporary position of Outreach and Inclusivity Coordinator, in addition to NEYM’s regular staff positions.
- In light of the significant raises that many employees received as a result of the new personnel policy, and the resulting impact on NEYM finances, Friends **approved** that

Permanent Board Minutes February 18, 2017 - Uncorrected

for positions incurring raises, no cost-of-living adjustments be reflected in the budgets for FY 2018 and 2019. Friends **approved** referring to the Personnel Committee the propriety of future cost-of-living salary adjustments in light of the recent salary increases.

- Historically, NEYM budgeting assumptions for using endowment funds were calculated using 5% of the three-year average. In light of changing economic conditions, Friends **approved** changing the percentage used for budgeting purposes to 4%.

17-09 Development Committee: Consultant Jennie Isbell Shinn presented the fruits of the Development Committee’s discernment at its recent retreat - a draft development plan to be seasoned and brought back to the May PB meeting (attached). The committee invited feedback on the following highlights:

- Difference between philanthropy and fundraising: Philanthropy is a culture of giving; fundraising the structure for raising funds.
- Fundamental questions:
 1. What does development look like when done by Quakers?
 2. What, in addition to funds, can we develop?
- Other questions --
 1. What seems to be missing from the draft development plan?
 2. What needs more emphasis? Less emphasis?
 3. Where are we likely to uncover hidden differences of opinion or preference among our constituents and donors?
- Steps to building a development plan:
 1. Internal assessment
 2. External assessment
 3. Determine development program goals and measures (what does success look like?)
- Bring plan to life:
 1. Allocate staff time and additional financial resources
 2. Consider risks of action/inaction
 3. Build measures of success and progress, and mechanisms for assessing how we’re doing

Friends shared feelings and insights, including viewing fundraising not as begging but as sharing ministry; also the importance of seeing this as strengthening monthly meetings, not competing with them. Friends **approved** the Development Committee’s request to continue work on the development plan and bring it back to the PB May meeting.

17-10 White Supremacy:

- Lisa Graustein led Friends through a “Beyond Diversity 101” exercise, using the image of a flowering plant to explore our core beliefs (the roots), our “being” (the stem) (in other words, what we say), and our “doing” (the flower) (what we really do). After unpacking some of these assumptions and behaviors, Friends were invited to think about what interventions might fruitfully follow. Those interested in pursuing this endeavor further may be interested in the “Beyond Diversity 101” workshop at the next Living Faith event.

Permanent Board Minutes February 18, 2017 - Uncorrected

- Susan Davies reported on the activities of the ad hoc working group formed to respond to the White Supremacy minute from last year's Sessions. Other members of the group include Mary Zwirner, Julie De Sherbinin, Lisa Graustein, and Fran Brokaw. Some members of the group attended Amanda Kemp's "Say the Wrong Thing" retreat at Woolman Hill. The quote "Their souls being as a watered garden" recognizes the disconnect between our core values -- what our souls are calling us to -- and our actions. In keeping with the "transformation" theme of our next Sessions, the working group hopes to introduce ways to live into the interrupting white supremacy minute. She noted that white people need to call to other white people to do this work so we can all get free. The working group is actively recruiting Friends of color, and inviting broader participation. They are hosting Google doc resources on the NEYM website so that meetings can share what they're doing and learning. She noted we need to be free to say the wrong thing, do the right thing, just dive in and get started.

17-11 Purposes, Procedures and Composition:

The Presiding Clerk discussed the YM committees' triennial review of their purposes, procedures and composition. Since the Structural Review Committee began its work, the YM has gone from 27 committees to 21. Two committees -- Racial, Social and Economic Justice; and Earthcare Witness -- will conduct their review process later, given the work they're undertaking as the result of Sessions. The other committees have all completed their review process. Friends **approved** forming a subcommittee to review the committees' reports (attached), edit them for consistency and clarity, and prepare a report for PB's discernment at the May meeting. This subcommittee will consist of the Presiding Clerk, the Clerk of Permanent Board, the rising clerk of the Development Committee, Lisa Graustein (former clerk of Structural Review), the rising clerk of M&C, the YM Secretary, and Rosemary Zimmerman.

17-12 Ad Hoc Working Group on Minutes (attached): Friends **approved** guidelines, allowing room for dots-and-commas corrections as needed. After those edits are completed, the guidelines will be uploaded to the NEYM website and distributed to the Faith & Practice Revision Committee and to NEYM recording clerks. They will also be sent to monthly meeting recording clerks (not as binding documents, but as they may serve as helpful guidelines). Friends also expressed appreciation to Clerk Rosemary Zimmerman and the other group members who did such excellent work.

17-13 Ad hoc Working Group (joint with M&C) on Traveling Minutes: Karen Sanchez-Eppler reported on the group's work, still underway, to discern how traveling ministry can be furthered.

17-14 Nominations: Friends **approved** the following nominations:

- Personnel Committee Class of 2020: Dulany Bennett (Hanover), Elizabeth Szatkowski (Portland).
- Internal Nominating Committee Class of 2020: Minga Claggett-Borne.
- YM Nominating at Large Class of 2020: LouAnne McDonald (Hanover).
- Tom Antonik (Portland) as Clerk of the Friends Camp Committee.

Permanent Board Minutes February 18, 2017 - Uncorrected

17-15 Travel Minutes: Friends **approved** traveling minutes to Cuba for Abigail Adams (Storrs); Rachel Corcoran-Adams (Storrs); Martha McManamy, Lisa Forbush-Umholtz and August Umholtz (Amesbury) and Margaret Fogarty and her children Daniel Provencal-Fogarty and Mary Provencal-Fogarty (Dover).

17-16 Memorial Minutes and Closing Worship: Friends closed in worship and appreciative listening to memorial minutes celebrating the lives of Peter Byhouwer (Smithfield), Ann de Nevers (Smithfield, with additional remembrances from Ft. Myers Meeting), and Eunice Strobel (Smithfield)

Informational Reports and Announcements:

- Copies of *Approved!*, a children's book about Quaker business process, are available to take home to monthly meetings.
- Jeremiah Dickinson has flyers for the year-long workshop at Woolman Hill on faithfulness.
- March 1 is the deadline for Legacy Gift Fund applications. The Gift Committee is still discerning what to do with the Released Ministry Fund.
- Applications are now open for camperships at Friends Camp. There are also openings for up to 4 adults per session to stay at Friends Camp and share their skills/gifts with the campers.
- NEYM is seeking a new child-care coordinator for Sessions.
- Anna Radocchia is assembling a compilation of skill-sets for those responding to the call for action on climate change.
- FCNL has new online tools for advocacy: an 8-week online course on in-district lobbying (<https://www.fcnl.org/updates/meet-with-congress-for-the-first-time-603>), and advice for effective interaction with members of Congress at town-hall meetings (<https://www.fcnl.org/updates/asking-questions-at-town-halls-626>).
- In addition, FCNL's Quaker Field Secretary Christine Ashley will be visiting New England meetings in early March; contact YM staff if your meeting is interested in a visit or lobby training during her visit.

DRAFT 2 September 24, 2016 PB Minutes

New England Yearly Meeting of Friends
Permanent Board Minutes **Draft 2**
September 24, 2016
Hartford Friends Meeting

16-63 Opening Worship: Permanent Board Friends gathered in worship with members of Ministry and Counsel at Hartford Friends Meeting, Hartford, Connecticut. The PB Clerk shared Ezekiel's words (Ez. 37:7-14) about bones coming to life .

16-64 [Presiding Clerk Report](#): Reflecting on an article about organizational sustainability, the Presiding Clerk noted that NEYM has an abundance of resources, not just money. He recalled the "Lamb's War" of early Friends, being in the world but not of the world. We are living in a remarkable time. We are called to great witness.

16-65 [YM Secretary Report](#): The Secretary just returned from a gathering of Quaker superintendents and secretaries. Many YMs are facing the challenges of declining membership and resources, and feeling that ministry to the world is more needed than ever. He was reminded that the life of a community of faith is a continuous risk. He prays that we are stewarding and caring for our resources to carry out this essential ministry.

Shortly after the end Sessions, the Secretary attended the memorial for Connie Kincaid-Brown's son, Duncan, in New Hampshire. He noted that Hanover Friends opened a memorial and worship space for groups of people from different backgrounds to come together for that experience. Friends can offer the tenderness of our tradition to open space to hold many. He sees Friends turning outward to serve a wider, more diverse community. A risk worth taking. He expressed gratitude that we're willing to keep taking that risk.

There was a discussion of the oil-pipeline protests at Standing Rock. The voice that should be heard is the voice of the Sioux. Does our minute repudiating the Doctrine of Discovery speak to this issue?

16-66 Traveling Ministry: The M&C Clerk shared fruits from a [review of years of YM records about traveling ministry](#). Friends considered how we recognize and nurture gifts of ministry among us. Traveling ministry, including being called to travel to minister on a particular concern, is different from recording gifts of ministry. Some expressed concerns about naming some people as having particular gifts. What does it mean to have care and support of ministry? Those gathered discussed a variety of experiences of ministerial support from monthly meetings, quarters, and the YM. We discussed how traveling ministry relates to the tradition of eldering.

It is important to ground our work in experience. Might M&C begin by inviting those with Travel Minutes to regularly report on their ministry? Might those monthly meetings that have a strong tradition of support for those who travel in the ministry (Fresh Pond, Hanover, Mt. Toby, Portland, Putney) be invited to more clearly share their experiences and best practices? What role does the Faith & Practice Revision Committee have in this discussion? There is accountability to consider as we send our ministers outside of our quarters and yearly meeting. Are we endorsing a ministry to the outside world, and does NEYM need to approve it? There needs to be clearer guidelines about reporting and accountability.

DRAFT 2 September 24, 2016 PB Minutes

Friends approved creating an ad hoc working group comprised of members from PB and M&C to discern what clarity is needed as the YM nurtures, supports, and holds accountable those Friends who travel in ministry.

16-67 Roll Call: Following the morning's joint meeting with Ministry & Counsel, the Recording Clerk called the roll of Permanent Board members:

Present: Sarah Gant, clerk; Becky Steele, recording clerk; Travis Belcher, Deana Chase (at morning session; attended Ministry & Counsel in the afternoon), Susan Davies, Jeremiah Dickinson, Hannah Zwirner Forsythe, Christopher Gant, Christopher McCandless, Jean McCandless, Elias Sanchez-Eppler, Karen Sanchez-Eppler, Sara Smith, Philip Stone, Bill Walkauskas, Donn Weinholz.

Ex Officio: Edward Baker (Supervisor, YM Secretary), Noah Baker Merrill (YM Secretary), Bob Murray (Acting Clerk, Personnel), Shearman Taber (Treasurer), Fritz Weiss (Presiding Clerk).

Regrets: Kimberly Allen, Holly Baldwin, Justice Erikson, Ben Guaraldi, Galen Hamann, Ian Harrington, Leana Kantt, Rebecca Leuchak, Anna Radocchia, Carole Rein, Suzanna Schell, Elizabeth Szatkowski, Rosemary Zimmerman.

Absent: Tom Jackson.

Guests: Rachel Walker-Cogbill (Plainfield), Jim Grace (Beacon Hill), Leslie Manning (Durham), Allison Randall (Keene), Jackie Stilwell (Monadnock), Mary Zwirner (Beacon Hill).

16-68 Follow-up to YM Secretary's report:

- **Friends approved April 22, 2017 for a consultation on climate action.**
- The YM Secretary asked for input and suggestions about the usefulness of the print version of the NEYM newsletter.

16-69 Minutes:

- **Friends approved minutes from the Permanent Board meetings of August 6, 2016 and August 11, 2016.**
- **Friends approved minutes that Sessions asked PB to review and approve in final form.**

16-69 Ad Hoc Minutes Working Group: Friends approved the [charge](#) of the working group.

16-70 The Treasurer made his [report](#).

16-71 Personnel Committee: Friends reviewed the [report prepared by the Personnel Committee](#) and discussed the implications of the federal Fair Labor Standards Act (FLSA), scheduled to take effect on December 1. Some raised concerns that if some employees move to an hourly compensation structure, there would be pressure to keep overtime costs

DRAFT 2 September 24, 2016 PB Minutes

down unduly curtailing important ministry and burdening salaried staff (especially the YM Secretary). Finance Committee will continue to discern compensation and budgetary issues for the November meeting of Permanent Board. Following any course, we must prepare to meet higher personnel costs.

Permanent Board approved the Personnel Committee request to change existing personnel policy regarding the work week to read: “The NEYM pay week will begin on Sunday and end on Saturday.”

16-72 Friends Camp Committee: The committee met last week. It continues to discern who their new clerk will be and seeks additional committee members, particularly with skills in the areas of finance and property management. People can serve on subcommittees without being members of the Friends Camp Committee. **The Friends Camp nominating committee brought forward the name of Erik Philbrook (Wellesley) for the class of 2019; Friends approved.**

16-73 Purposes and Procedures: The Presiding Clerk spoke of the triennial Purposes and Procedures review for all NEYM committees, citing resources available to guide that work. Friends considered the draft Purposes and Procedures of the Coordinating and Advisory Committee as a template for other NEYM committees and working groups. Purposes and Procedures are scheduled to come to Permanent Board for review and, potentially approval and forwarding to Sessions 2017, beginning at the February meeting.

16-74 Committee on Aging: Friends approved the Committee on Aging’s request that it be laid down. This request will now move to Sessions 2017. The committee noted the excellent work done in the past, and that its ministry is now being continued through SAGE (Support Across Generations for Elders).

16-75 White Supremacy Minute: Permanent Board considered how to continue the work started by this Sessions minute.

16-76 Ad Hoc By Laws and Governance Working Group: Permanent Board considered how to call Friends to start the work of writing by-laws for NEYM.

16-77 Memorial Minute: Katherine R. Frazer. The YM Secretary read the memorial minute for Katherine Frazer of Putney Friends Meeting, honoring her many years of spiritual and social service. **Friends approved forwarding her memorial minute to Ministry & Counsel and Sessions.**

16-78 Travel Minute: Ruah Swennerfelt: Friends approved the Travel Minute.

16-79 Nominations:

● **YM Nominating Committee:** Friends approved Betsy Cazden (Archives & Historical Records, Class of 2019); and also approved the following members for the Moses Brown School Board, Class of 2019: Lee Jaspers (Providence), Mary Lee Morrison (Hartford), Steve Thomas (Providence), and Elizabeth (Betsy) Zimmerman (Providence).

DRAFT 2 September 24, 2016 PB Minutes

- **Internal Nominating Committee: Friends approved Maureen Lopes (New Haven) to serve on the Personnel Committee Class of 2018.**

16-80 Informational Report/Announcements

- **Prophetic Climate Action Working Group** -- the group has met twice, and plans another gathering in Framingham the weekend of October 28-30. It plans to coordinate with Earthcare Ministry. The group noted that “we are led to form this group out of our own personal callings and do not (at least at this time) have any official relationship with NEYM.”

16-81 Closing Worship: No further business appearing, Friends closed with worship, anticipating the next meeting in Vassalboro on November 19, 2016.

Sarah Gant, Clerk
Becky Steele, Recording Clerk

PB Minutes 9/24/2016 Draft

Draft Minutes Permanent Board November 19, 2016

New England Yearly Meeting of Friends
Permanent Board Minutes DRAFT
November 19, 2016
Vassalboro Monthly Meeting

16-82 Opening Worship: Friends gathered in worship at Vassalboro Monthly Meeting, welcomed by Vassalboro Friend, Susan Davies.

16-83 Roll Call:

- Present: Sarah Gant, Clerk; Becky Steele, Recording Clerk; Travis Belcher, Deana Chase, Susan Davies, Jeremiah Dickinson, Hannah Zwirner Forsythe, Christopher Gant, Ian Harrington, Rebecca Leuchak, Carole Rein, Karen Sanchez-Eppler, Sara Smith, Bill Walkauskas
- Regrets: Holly Baldwin, Justice Erikson, Ben Guaraldi, Galen Hamann, Leana Kantt, Christopher McCandless, Jean McCandless, Anna Radocchia, Elias Sanchez-Eppler, Suzanna Schell, Philip Stone, Elizabeth Szatkowski, Donn Weinholtz, Rosemary Zimmerman
- Absent: Kimberly Allen, Tom Jackson
- Ex Officio: Noah Merrill (YM Secretary), Shearman Taber (Treasurer), Fritz Weiss (Presiding Clerk)
- Guests: Joann Austin (Vassalboro), Paul Cates (Vassalboro), Darcy Drayton, Elizabeth Ruthie (Vassalboro), John Ruthie (Vassalboro), Phebe McCosker, Holly Weidner (Vassalboro), Kathleen Wooten (Fresh Pond), Martin Zwirner Forsythe (Putney), Mary Zwirner (Beacon Hill); Edward Baker (Ex officio YM Supervisor)

16-84 Presiding Clerk's report: The Presiding Clerk shared his excitement about August 2017 Sessions. He rejoiced at the thriving life and activity among New England Friends. "The Lord is at work in this thick night of darkness." But after the recent election, we see challenges ahead that we may not have anticipated. Are we ready? Are we worthy? Remember that God sent a carpenter's son, not Caesar. It is not the wisdom of men, but the foolishness of God that we must look to. We must have confidence that it is God that is calling us, even if we don't think we're worthy.

16-85 Yearly Meeting Secretary's report: The Secretary shared highlights from his written report, including:

- Traveling to worship and visit with New England Friends
- QuakerSpeak videos
- Grant applications
- Public statement regarding the Standing Rock "Protectors of the Earth"
- Archives update
- Personnel update
- Living Faith gathering this fall
- Meeting with Shoemaker Fund trustees about young adult outreach, along with New York YM and Baltimore YM

Draft Minutes Permanent Board November 19, 2016

- [Post-election letter](#) to Friends throughout New England about the need for spiritual hospitality, welcome, connection, and support after the election, which has been taken up by New York YM Friends and others in the wider community.

16-86 [Treasurer's report](#).

- The Treasurer needs help: first, for someone to serve as Assistant Treasurer; and second, for help in reviewing past finance documents and gathering data as part of an ongoing review of NEYM's finance policies.
- Preliminary report from the end of FY 2016: NEYM is continuing to draw down reserves; the deficit for FY 2016 appears to be higher than anticipated. The Treasurer anticipates needing to draw down at least \$50,000 from the Pooled Funds (called a "quasi-endowment"), but seeks authorization to draw down up to \$100,000 to cover possible additional needs from FY 16 and FY 17. **Friends approved giving the Treasurer authorization, following prescribed guidelines, to withdraw up to \$100,000 from the "quasi-endowment" to cover these NEYM expenses.**
- There was a request that monthly meetings be informed specifically about what NEYM needs from them financially in order to sustain the work of NEYM -- the cost not just to meet the budget, but to be sustainable.

16-87 Long-Term Financial Planning Committee: The committee shared and responded to questions related to its written report, available as a [PB advance document](#). Friends discussed NEYM's priorities, both as Friends and as an organization. Friends discussed the centrality of the life of the spirit moving through New England and beyond, and the ways in which NEYM's organization supports and sustains that life. We were reminded that it is important not to mistake the garden for the tools. God makes the garden, and it is our job to make sure we take care of the tools (i.e., the organization and resources) needed to sustain the garden, and to use them well.

16-88 Finance Committee: The YM Secretary presented the committee's report on behalf of the finance committee clerk, who was out of the country. The Finance Committee worked long and hard in its discernment on the financial implications of NEYM's compliance with the overtime rules of the federal Fair Labor Standards Act (FLSA), as well as the broader question of how NEYM treats its staff. The Finance Committee came up with three possible responses. The YM Secretary shared that after researching salaries for comparable positions at other nonprofits, NEYM was at the low end of the pay scale. Friends noted that the budget for the entire yearly meeting is less than the budget for many individual churches in other faiths. Sitting in worship, Friends expressed messages of appreciation for the ministry staff provides to New England Friends. They felt that financial support will come if we do a good job informing monthly meetings and individuals throughout New England what NEYM has to offer. They also noted that after this past election, it is likely that all of us will be called to do more than before, and that NEYM will be needed more than ever. Friends felt that the time for avoiding hard choices had passed, and that we are being called to answer God's call to action. Friends also recognized the need to be good stewards. We felt that when we are clear about what we need to do, Friends respond and we meet challenges head on. After lengthy discussion, lengthy discernment and a long period of open and waiting worship, **Friends approved raising the salaries of permanent full-time staff to be in compliance**

with Fair Labor Standards Act regulations and offering proportional raises to part-time staff (i.e., a 13.5% raise) -- even if the FLSA regulations are challenged or reversed.

Permanent Board committed to making sure that adequate funds are raised to live fully into this obligation without unsustainably depleting the YM's resources. Members of Permanent Board committed personally to increasing their contributions to NEYM, with a 5% increase as a guide (with Friends giving more, or less, as they are able).

The Secretary discussed possible reasons that the FY 2016 deficit was around \$8,000 greater than budgeted; in short, income from programs and retreats was slightly less than planned, and there is very little room in the budget for trimming related expenses. The Secretary noted that, although the deficits need to be addressed, they are not extremely large in proportion to NEYM's annual budget of around \$1.2 million (including the Friends Camp budget).

16-89 Youth Ministry Committee — The committee submitted a revised [child safety policy](#) incorporating minor changes recommended by legal counsel. **Friends approved the revised Child Safety Policy.** The committee is completing a compilation of state laws regarding child safety, which will be available as an appendix to the policy. The revised child safety policy will be available on the YM website. The committee will consider ways to share this policy with monthly meetings, along with other resource materials on child safety that may be helpful.

16-90 Legacy Gift Committee — Friends were referred to the committee's [written report](#). At the committee's request, Sarah Gant will continue serving the committee in an ex officio capacity.

16-91 Yearly Meeting Nominating Committee — Friends **approved** Legacy Gift committee class of 2019, Nat Shed; PB Class of 2021 — Mary Zwirner; Publications and Communication Class of 2019, Tom Jackson; Racial, Social, Economic Justice Class of 2017, Scott Rhodewalt.

16-92 Friends World Committee for Consultation — Friends **approved** the following NEYM representatives to FWCC's Section of the Americas: Jonathan Vogel-Borne (through 2017), Mary Hopkins (through 2017), Debbie Humphries (through 2018), and Chris Jorgenson (through 2018). Rachel Guaraldi was approved to serve out the remainder of her term after her transfer of membership from Baltimore YM. Judy Goldberger, Clerk of FWCC-NE, was approved to serve as a NEYM representative from 2017 through 2020.

16-93 Friends Camp Nominating Committee -- Friends **approved** Doug McCown and John Ruthie (both for Class of 2019).

16-94 Permanent Board Internal Nominating Committee — Friends **approved** Edward Mair and Fran Brokaw for Clerks Nominating through 2020; Chris Gant for Personnel through 2020; and Amy Lee Viera for Friends Camp Nominating through 2019.

Draft Minutes Permanent Board November 19, 2016

16-95 White Supremacy — Holly Baldwin, Philip Stone and Mary Zwirner have stepped forward to consider NEYM's response to the Sessions 2017 minute; two other Friends are discerning their role in this work.

16-96 Travel Minutes — Friends approved travel minutes for Karen Sanchez-Eppler, Len Cadwallader and Mary Ann Cadwallader.

16-97 Informational Reports and Announcements

- Friends Camp Director's Report: 7 November 2016
- Leadings, Meetings and Money: 15 October 2016
- Minute of Support for Standing Rock
- Thanksgiving gathering at noon at Cole's Hill in Plymouth (Native Americans holding a day of mourning)
- Two Friends from Wellesley meeting have written "Approved!," an excellent illustrated guide for children to Quaker business meeting. Copies were provided for PB members to bring back to their meetings. More copies can be ordered by contacting Nancy Haines (Wellesley Meeting), or through a link in the Secretary's report in the October NEYM newsletter.

Sarah Gant, Clerk

Becky Steele, Recording Clerk

*Presiding Clerk Report to Permanent Board
February 2017*

Dear Friends,

I am looking forward to our time together next Saturday.

Since we met in November, we have had an election. I have found myself at times confused, at times in grief and at times outraged. In conversation with others around New England I know I have not been alone.

The challenge I feel is to stand before dishonesty with integrity; to stand before intolerance with love; to stand before conflict with an open heart and reconciliation, and to stand before fear with courage. I am also re-discovering the power of righteous outrage. In all we do, we are building the beloved community – the kingdom of God. When this is clear, the grief, confusion and anger drops away and I am again in the joy of God's presence.

On January 14th, I attended a day of preparation and organizing organized by Lisa Graustein and Greg Williams in Dorchester Ma. I hope I can share some of my experience of that day with you this Saturday. I hope you have heard from others who attended.

Coordinating and Advisory Committee has met three times since November. We have continued to encourage committees to engage in the triennial review of purposes and procedures and to consider their composition. In our advance documents you have a number of these reviews. It is my impression that this is good work. Areas of connection and collaboration are being explored; the nurturing and naming of leadership is being considered. At least one committee has asked to be laid down. I have included a brief summary document outlining where the process stands with each committee. The plan is for C&A to review the work that the committees have forwarded to us; to edit for clarity and consistency; to look for gaps, ambiguity and redundancy and to bring them back to Permanent Board in May asking that they be forwarded to sessions. Please review these documents; the work will benefit from input, questions and comments. There are four committees that have specific requests of Permanent Board. I hope at this meeting that we will be able to take up the proposal from the Nurturing friends Education at Moses Brown School on how that committee and the NEYM board members of the Moses Brown School are named and appointed. Please review their document. I will provide some context when we are together.

Coordinating and Advisory has also been considering how to best support the work of the Development Committee. Sara Smith has clerked this committee well for several years and is ready to lay this work down. We propose appointing Chris Gant to the Development Committee as the presumptive rising clerk, and asking Ben

Guaraldi to become the next clerk of the ad-hoc long-term financial planning committee. Ben has agreed to step into this role in June.

The planning for sessions 2017 continues. This years' theme: "Living into transformation" referencing Romans 12:2" *Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect*" feels very appropriate. We have made a few adjustments to the schedule. The agenda for business sessions is becoming clear. We do have substantive business before us again this year.

Noah and I have endorsed two statements. One issued by the Massachusetts council of churches "*Our Increased Compassion, Not Our Hardened Hearts': Opposing the Muslim ban*" and a second circulated in Maine pledging to protect the Civil Rights of Immigrants. Both can be read on the NEYM webpage. I also recently circulated a letter issued by the Maine Council of Churches condemning the executive order on immigration. Our participation in the ecumenical work in New England strengthens our voice and our witness.

I encourage Friends to visit the NEYM News section on the webpage. (<https://neym.org/news>). Friends throughout New England are sharing news of their meetings, of their witness, and of their connectedness. There is Good News. Friends still find the joy of God's transformative presence in the world today.

With Love

Fritz Weiss
Presiding clerk

To: NEYM Permanent Board and Ministry & Counsel Committee
From: Noah Merrill, Yearly Meeting Secretary
Re: Report in preparation for February 2017 meetings

Dear Friends,

I am looking forward to meeting for worship and discernment with you in the coming weeks. I am writing this message as I recover from a severe flu, and so I ask your forgiveness and patience with any errors, omissions, or aspects of my report that are unclear. I welcome your questions and input, as always. I also look forward to offering a supplemental oral report during our time together at our respective meetings this month. Thank you for your prayerful preparation and for the willingness to serve that you bring and share for the benefit of Friends throughout New England. Whenever we act from this place of willingness, I trust the Spirit is at work.

A few updates:

Travel and visits

I continue to be struck by the many places in our yearly meeting where conversations about support and encouragement of ministry are happening. Even in the midst of such turmoil in our country, and perhaps in part because of it, I am frequently approached by Friends interested in exploring how our meetings can serve as incubators, refuges and nurseries for the kind of living witness that is so needed in these times. It may indeed be that we were made for these times—and that we will be called to say “yes!” to much more growth, risk and change than we have until now been willing to embrace. It is painful for me that my time for these conversations, and for supporting this new life, is often so limited, and I am looking for ways to be more available and attentive to this important aspect of my work.

I served as part of the staff for the Young Friends Midwinter and January Junior Yearly Meeting retreats, in keeping with my commitment to staff one retreat per year for each of our youth programs. I’m grateful as always for an opportunity to connect with the youth participants, as well as to serve alongside the gifted adults who form the staff communities in our youth ministries retreats. Participating in this way gives me an appreciation for the blessings and challenges that I could not find in any other way. Sometimes (as it seems in this case) it also gives me the gift of a virus ;) I do want to affirm that our new Friends Camp Director Anna Hopkins also served on staff for both of the retreats I attended, and it has been wonderful to witness both the many existing relationships she brings with retreat participants who are also campers, as well as the exciting new connections she is building between retreat participants and Friends Camp. We have much to be grateful for.

While staffing JYM, I had the opportunity to worship with Wellesley (MA) Friends, and to witness the exciting work they are doing in reimagining themselves and their ministry in the world. I attended a demonstration alongside tens of thousands of people in Copley Square, Boston in opposition to the new administration’s travel ban and in support of the work of the Massachusetts Council of Churches, through whose auspices Fritz and I joined leaders from sixteen other denominations to publish a letter opposing the ban. I participated, with

Jeremiah Dickinson, Jim Grace and Anna Hopkins, in an intensive offering of Beyond Diversity 101 specifically focused on helping organizations prepare for transformative work to address issues of diversity and inclusion. I look forward to sharing more about this experience in my oral reports to both Ministry & Counsel and Permanent Board, and (with Jim, Jeremiah and Anna) sharing reflections and learning more widely in other formats.

Other than these events, in part due to the press of other work, and in part due to illness and weather, I have not made further formal visits to local meetings since we met in November.

Nurturing Worship, Faith, and Faithfulness Program (and grant)

With joy, I have encouraged a collaboration between Woolman Hill, NEYM and Philadelphia Friend Marcelle Martin to bring to New England a multigenerational yearlong spiritual nurture program to help people at growing edges in their spiritual journeys to support the life of their local meetings. Marcelle is a widely respected author and teacher of Quaker spirituality, and several New England Friends (including members of NEYM Ministry & Counsel) with experience of her service in leading this kind of program are providing eldership and encouragement to the program moving forward. More information is available on neym.org or through the Woolman Hill website.

As part of this effort, the group supporting the training (led by Marcelle, Margaret and Beth Collea) has submitted a proposal to the Calvin Institute for \$9,500 for partial support of the costs. While the program would be hosted by Woolman Hill, New England Yearly Meeting of Friends would serve as the fiscal sponsor for the grant funds, which would provide for scholarships to support wider participation and cover costs overall. In keeping with our grants policy, I reviewed and approved this proposal.

Monthly Email Newsletter

February marks the tenth consecutive month in which we have published the “new” monthly email newsletter. Comments continue to be strongly positive, and (with unsubscribes and new subscribers) list size remains steady, currently at 2777 subscribers. I believe we can do better, and reach more Friends. Still, I am eager to promote the newsletter more widely and to encourage new subscribers as time, funding and energy allow. I am working with Events Coordinator Kathleen Wooten and Office Manager Sara Hubner to streamline and systematize the process of producing the monthly newsletter in order to help us to plan issues further in advance, incorporate ongoing feedback and suggestions, develop new ideas for features, solicit contributions and share compelling news from an increasingly rich and wide network of Friends in New England. I’m also excited about the ways this communications channel is increasingly integrating with our presence on social media, on the website, and in the connections between communications created by NEYM as an organization and the many other ways Friends share the stories of their life and ministry, through local meeting newsletters, on social media, and through intervisitation.

QuakerSpeak video project

As planned, last fall our partnership with Friends Journal yielded three videos featuring the voices and experiences of New England Friends. The last in the series of four, which focuses on how meetings support and nurture children and families, will be published in early March. If you missed any of these videos, you can find them in Season Three of QuakerSpeak at www.quakerspeak.com. In addition to streaming online, DVDs of these and each season of the QuakerSpeak videos are available for use by local meetings in religious education—many meetings in North America have found them to be a fruitful resource and conversation starter.

Database and Sessions Registration

Sara Hubner and I have been working to establish an ongoing relationship with a consulting firm to support our Salesforce database, as she continues to grow in her skills as a Salesforce administrator. This is necessary to help us make more and more effective use of our database to support outreach, development and communications work, and to help our decision-making at this important time. For me and Sara, our two top priorities at present are managing the revisions to the online registration system to prepare for Annual Sessions in August (a considerable project) and setting up a support plan to assist Sara in generating more effective reports, etc. to inform our wider work. Once these two elements are in place, I think we will have mostly addressed the gaps left by the end of Jeff Hipp's tenure as YM staff last fall. Other elements we have already put in place are a website hosting and web development agreement, a contract for limited ongoing tech support for NEYM computers and peripherals, and Sara's administrator training.

Development

In addition to managing the fall fundraising solicitation, my primary development focus has been on working with the clerk of Development and our consultant Jennie Isbell Shinn to prepare the memo that is presented as part of PB's advance documents. I look forward to a fruitful and engaging conversation led by Jennie at the upcoming PB meeting, as we continue to follow the direction affirmed by Development Committee and move toward a more comprehensive ongoing development program in support of the ministries of New England Friends.

As we have implemented the November decision of the Permanent Board with regard to staff compensation consistent with the new FLSA regulations, the implications of those choices and financial challenges before us are becoming increasingly clear. I look forward to working with the Development and Finance Committee, the Ad Hoc Long Term Financial Planning Committee and the Permanent Board in new and more energetic ways to take the significant steps we need to take in order to live into our commitments and the vision that has been set before us in the coming months and years.

Upcoming Living Faith Gathering, April 8

Planning for the second Living Faith Gathering of the year continues apace. We are still in need of two strong and complementary members for the planning team going forward. If you have interest or suggestions of people who might have a passion for helping such a gathering happen, and being a contributing part of this small, flexible, energetic, hardworking, dynamic group, please contact me or Lisa Graustein, clerk of the Living Faith planning team at lisa@neym.org.

We intend to use a similar approach to online registration and the structure of the day as was used in the first gathering in April, with some changes based on evaluations and lessons learned: Workshop time will be extended to two hours, greater attention is being given to the sharing of musical gifts, and a book table is planned. Because the event will be held at Moses Brown School, the capacity for the event is larger: We are preparing to welcome and accommodate approximately 200 Friends.

The plan is to launch online registration for the April Living Faith Gathering at the beginning of March. As last time in Maine, spaces will be reserved for Friends coming from the closest surrounding quarterly meetings, in the case Rhode Island-Smithfield and Sandwich Quarters, and there will be continuing direct outreach to local meetings nearby—some has already begun.

Guidance and Clarification Needed: Statistical Reports, Directory.

As some Friends may be aware, our time-honored process for collecting statistical information is, to speak plainly, not working. Each year, between one third and one half of local meetings do not submit statistical reports, meaning that the information we collect is (in its current accuracy and format) of limited value, and the investment of staff and volunteer time and energy involved in soliciting, collating and publishing this information is increasingly questionable. Surely, every faith community and organization such as ours needs to collect accurate qualitative and quantitative information about the life and health of its body. There are few easy answers here, but my hope is that as we look to the future we will consider—with rigor and an openness to innovation—how we might transform our approach to learning about the health, vitality and demographics of our Friends communities in ways that help us to know our condition more fully, and empower our decision-making in the interest of our common life and ministry. This is a decision that I believe should not simply be made by staff in response to the exigencies of the moment, given the implications such changes might have for historical recordkeeping purposes.

This relates to a print publication that is in flux, and may not be meeting our needs. Several years ago a decision was made to divide the traditional “Minute Book”, one bound publication published annually for many years, into two less costly publications: the *Minutes of Annual Sessions* and the *Directory*. Currently the Minutes includes (obviously) the Minutes of Annual Sessions, as well as the Advance Documents from the year in question. The Directory includes financial reports, contact information for local meetings, statistical reports (see above), contact information for Friends serving on Yearly Meeting Committees, as well as other useful information in print form.

The purpose, production and distribution of the Minutes of Annual Sessions are straightforward, and seems to be working well. It would be very helpful for the staff to have guidance about the purposes we hope the Directory will serve as we go forward. Who, after all, should be included in the listing of people published in the Directory, especially given the many ways Friends serve in non-official roles? Who has access to a copy, at what cost, and how many should we print? How should they be distributed to ensure they are used? Should we publish an electronic version online for easy reference? Currently we do not,

based on past concerns for the privacy of contact information printed there. How may the information in the Directory be used, and by whom? All of these decisions impact the cost and amount of work involved, and the ultimate question of the value and usefulness of this publication for the life and ministry of New England Friends.

I would welcome further input and guidance that will enable me to bring a definitive articulation of the proposed purpose of the Directory for affirmation by Permanent Board, so that we can better meet the needs of our wider community of Friends, and make more effective use of time and money in the coming year.

Divestment from TD Bank

I have worked with the Treasurer to transfer our operating banking accounts from TD Bank, which is heavily invested in the Dakota Access Pipeline, to Santander Bank, which is not. I expect the Treasurer will offer a more detailed report on this effort.

Program for Leadership Development

As some Friends are aware, with the approval of Coordinating & Advisory Committee, and carrying forward the commitment of the Permanent Board to support my continuing professional development in this role, in December I began a six-month part-time executive education course, the Program for Leadership Development of Harvard Business School (HBS). Several generous Friends in New England and beyond contributed financially to support this effort, and the program itself provided significant scholarship funds, meaning that NEYM's contribution is limited to my invested time, which has been significant. I'm grateful for this opportunity to strengthen my skills for service, and for the encouragement and support demonstrated by Coordinating & Advisory Committee and many other Friends. I look forward to applying what I am learning as our work supporting the future of New England Friends continues.

Transition to new payroll and time tracking system

While it has been a long and labor-intensive process, Office Manager Sara Hubner and Accounts Manager Frederick Martin are nearing completion on our implementation of the online payroll and time tracking system we put in place in response to changing Fair Labor Standards Act (FLSA) regulations and subsequent decisions by the Permanent Board. All staff are now tracking weekly hours through this system, which in time will make it much more possible to calculate the number of hours committed to distinct aspects of our work, and ensure more efficient tracking of vacation, health and personal time. While this process has been at times frustrating and challenging, and might seem mundane, I am hopeful that our adoption of this system will allow us to be better stewards of our time and energy, to more accurately understand the real costs of our choices and commitments, to be more accountable, and to be better employers as an organization.

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NEYM Treasurer's Report to Permanent Board
February 18, 2017

With Permanent Board's decision to regarding our employees and the proposed changes in the Fair Labor Standards Act at the last meeting, I have been able to focus my attention on the regular business of the Yearly Meeting.

Pooled Funds Withdrawals

As of this time I have not had to make withdrawals from the Quasi-Endowment as was authorized at the November meeting,. Looking forward it may still become necessary.

However, at the end of the first quarter (Dec. 31) I did make a \$67,279 withdrawal from the Pooled Funds – Future Fund account to make funds available for the Legacy Gift Committee's fall grant awards. I will be making a similar withdrawal at the end of the second quarter (Mar 31) as well as \$30,000 for the grants from the Student Loan funds. That will total withdrawals of approximately \$160,000 this year for grants to individuals and other organizations. These withdrawals would normally require Permanent Board approval, but since these are programs of the Yearly Meetings at the direction of Sessions and Permanent Board, I consider such approval as already given.

Income Statement:

Attached is the first quarter Income Statement comparing out income and expenses with the budget. This is the first of what is to be regular quarterly Income Statements to Permanent Board and the Finance Committee. The reports will become available 3-4 weeks after the end of the quarter to ensure that all transactions made during the quarter are fully recorded, including reconcillation with the development database which is kept separately. This will make year-to-year comparisons easier to make, reducing the need to account for variations due to slightly differing reporting dates.

Bank Account Transfer

At its September 2015 meeting Permanent Board approved adopting the Santander Bank's "Universal Resolutions" to allow the Treasurer to open an account at that bank. The reasons for changing banks were twofold. First, TD Bank was a primary lender in the Trans-Canada Pipeline project, and as we later found out in the Dakota Access Pipeline project. Secondly, we have been experiencing difficulties in the administration of our account. This past December the Yearly Meeting Secretary and Treasurer opened that account. We are now in the process of tranfering our money and notifying all the businesses with whom we do electronic funds transfers of the change. I expect that the TD Bank account will be closed in the next few months.

One side effect of the change in banks is that Santander offers free brokerage services in addition to regular banking. We are in the process of setting up the brokerage account and will shortly be able to accept direct donations of stocks, not only to the Yearly Meeting, but also those designated for Friends Camp and Monthly Meetings.

Shearman Taber
Treasurer, NEYM

NEYM
FY17 Operating Budget vs. Actuals
1st Quarter – October 1, 2016 – December 31, 2016

	Total		
	Actual	Budget	% of Budget
Income			
4010 Individual Contributions	30,373.91	142,400.00	21.33%
4020 Monthly Meeting Contributions	95,200.49	348,300.00	27.33%
4030 Organizations Contributions	7.87		
4050 Interest and Dividend Income		6,000.00	0.00%
4070 Books & Other Sales Income			
4072 Sales - Books	4.50	15,500.00	0.03%
Total 4070 Books & Other Sales Income	\$4.50	\$15,500.00	0.03%
4080 Retreat Program Fees	19,668.93	50,000.00	39.34%
4085 Sessions Program Fees		210,000.00	0.00%
4090 Change in Fair Market Value	-40.66		
4099 Net Assets Released To/From	0.00		
Total Income	\$145,215.04	\$772,200.00	18.81%
Expenses			
5000 Staff			
5010 Salaries & Wages	83,153.51	286,208.00	29.05%
5020 Payroll Taxes	6,076.12	21,895.00	27.75%
5030 Benefits			
5033 Health Benefits	12,251.08	39,720.00	30.84%
5035 Retirements	11,691.64	28,621.00	40.85%
5040 Disability	423.32	1,600.00	26.46%
5045 Workers' Compensation	653.00	900.00	72.56%
5050 Spiritual Retreats	250.00	1,200.00	20.83%
5060 Staff Development	818.00	3,500.00	23.37%
Total 5030 Benefits	\$26,087.04	\$75,541.00	34.53%
Total 5000 Staff	\$115,316.67	\$383,644.00	30.06%
5100 General & Administration			
5110 Administration			
5120 Bank Expense	800.58	5,700.00	14.05%
5130 Contracted Services	2,640.00	6,000.00	44.00%
5135 Accounting Services		2,700.00	0.00%
5140 Legal Services	304.80	7,750.00	3.93%
5150 Liability Insurance	3,527.00	3,000.00	117.57%
5160 Payroll Service	1,331.20	2,000.00	66.56%
5180 Rent	4,675.00	9,350.00	50.00%
5190 Misc. Expense	15.95		
Total 5110 Administration	\$13,294.53	\$36,500.00	36.42%

	Total		
	Actual	Budget	% of Budget
5200 Office			
5210 Archives Office Expenses	170.78		
5220 Cleaning Services	88.00	265.00	33.21%
5230 Maint - Equip & Hardware	145.97	900.00	16.22%
5240 Postage	994.98	3,500.00	28.43%
5250 Office Equipment	84.59	3,250.00	2.60%
5260 Office Supplies	347.96	2,500.00	13.92%
5270 Printing & Copying	12.01	3,000.00	0.40%
5280 Software & Updates	2,561.88	4,800.00	53.37%
5290 Telephone	996.77	3,900.00	25.56%
5295 Misc. Office		100.00	0.00%
Total 5200 Office	\$5,402.94	\$22,215.00	24.32%
Total 5100 General & Administration	\$18,697.47	\$58,715.00	31.84%
5300 Travel & Conferences			
5310 Travel - Committee	465.56	3,000.00	15.52%
5320 Travel - Clerk		5,000.00	0.00%
5330 Travel - Programs	388.85	3,500.00	11.11%
5335 Travel - Representatives Travel	494.42	5,000.00	9.89%
5350 Travel - Staff	3,252.70	17,500.00	18.59%
5360 Travel - Ministries		400.00	0.00%
Total 5300 Travel & Conferences	\$4,601.53	\$34,400.00	13.38%
6000 Programs			
6110 Sessions Room & Board		170,000.00	0.00%
6112 Retreats - Room & Board			
6114 Room Rental	11,097.58	20,000.00	55.49%
6150 Food Expense	8,258.86	18,000.00	45.88%
Total 6112 Retreats - Room & Board	\$19,356.44	\$38,000.00	50.94%
6125 Program Expenses			
6105 Honoraria - Speakers/Wkshp Ldrs	3,149.80	12,600.00	25.00%
6115 Equipment Rental		6,000.00	0.00%
6121 Supplies and Other Expenses	2,287.25	9,200.00	24.86%
6165 Pre-Sessions Expense		1,100.00	0.00%
Total 6125 Program Expenses	\$5,437.05	\$28,900.00	18.81%
6130 Committee Expenses - General	7,114.81	25,755.00	27.62%
6134 Childcare	315.00	2,000.00	15.75%
6137 Committee Day Expenses		750.00	0.00%
Total 6130 Committee Expenses - General	\$7,429.81	\$28,505.00	26.06%
6160 Program Support			
6163 Friends Camp	2,090.00	2,220.00	94.14%
6167 Religious Education & Outreach		1,800.00	0.00%
Total 6160 Program Support	\$2,090.00	\$4,020.00	51.99%
Total 6000 Programs	\$34,313.30	\$269,425.00	12.74%

	Total		
	Actual	Budget	% of Budget
6140 Books & Other Sales Expense			
6142 Books		7,000.00	0.00%
6145 Other Items for Sale		600.00	0.00%
6147 Consignment Sales		5,900.00	0.00%
Total 6140 Books & Other Sales Expense	\$0.00	\$13,500.00	0.00%
6200 Support of Other Organizations			
6310 FGC		13,075.00	0.00%
6320 FUM		13,075.00	0.00%
6325 FWCC		13,075.00	0.00%
6330 Friends' Organizations			
6328 Ramallah Friends School		100.00	0.00%
6335 AFSC		300.00	0.00%
6340 FCNL		750.00	0.00%
6345 QEW		300.00	0.00%
6350 Friends Peace Teams		100.00	0.00%
6355 FWCC 3rd World Travel		500.00	0.00%
6360 QUNO		200.00	0.00%
6362 Quaker Voluntary Service		100.00	0.00%
Total 6330 Friends' Organizations	\$0.00	\$2,350.00	0.00%
6590 Ecumenical Organizations			
6592 State Councils of Churches		4,000.00	0.00%
6594 Natl Council of Churches		150.00	0.00%
6596 NE Ecumenical Network		150.00	0.00%
6598 World Council of Churches		100.00	0.00%
Total 6590 Ecumenical Organizations	\$0.00	\$4,400.00	0.00%
Total 6200 Support of Other Organizations	\$0.00	\$45,975.00	0.00%
6600 Publications			
6610 Yearly Meeting Minute Book	996.73	5,000.00	19.93%
6620 New England Friend		8,000.00	0.00%
6630 Other newsletters	20.00		
Total 6600 Publications	\$1,016.73	\$13,000.00	7.82%
Total Expenses	\$173,945.70	\$818,659.00	21.25%
Net Operating Income	-\$28,730.66	-\$46,459.00	61.84%
Net Income	-\$28,730.66	-\$46,459.00	61.84%

Note

Classes 100 through 550 + 730: Operating, including Committees (300s), Retreats (400s), Sessions (500s), plus Equalization (730).

Tuesday, Jan 31, 2017 01:02:19 AM GMT-8 - Cash Basis

**Proposal to Permanent Board
From the Finance Committee
February 4, 2017**

(Header) Proposal to account for staff raises

(Purpose) To pay for increased staff costs in fiscal year 2017 and set expectations for staff budgeting.

(Background) On November 19, 2016, Permanent Board approved a plan to (a) raise all permanent full-time staff salaries above new federal thresholds for exemption from overtime rules, and (b) offer part-time staff raises proportional to those full-time staff received. The Treasurer and Yearly Meeting Secretary implemented the new wage and salary policy on December 1, 2016, as instructed by Permanent Board and are paying staff accordingly. However, the increased costs mean that before the end of the fiscal year, they will exhaust the amount budgeted for staff costs. In order to make payroll through the end of the year, Permanent Board therefore needs to authorize an overage in the staff line.

Finance Committee recommends that Permanent Board approve an overage of \$40,000 in the fiscal year 2017 staff line and \$2,000 in the administration line. The Treasurer estimates the new wage and salary policy will increase staff costs this year by \$33,786 (about \$4,000 of which is to pay for part-time staff's extra hours) and payroll services by \$2,000. Finance Committee recommends approving a significantly larger overage in the staffing line because new staffing policies increase the uncertainty associated with staff costs. Now that all part-time staff are hourly employees, unexpectedly high work-loads could increase staff costs above \$33,786.

Finance Committee proposes that Permanent Board refer discernment on making cost-of-living adjustments to the Personnel Committee. The Yearly Meeting's personnel policy calls for all staff members to receive a cost of living adjustment each year. Given the Yearly Meeting's financial situation, it is worth considering whether these should be applied on top of the large raises most staff members received. Finance Committee can imagine a number of policy options, but discernment on this falls well outside of our charge and expertise. Finance Committee therefore asks that Permanent Board refer the matter to Personnel Committee and merely provide us with the short-term guidance we need to prepare budgets for the next two fiscal years.

Finance Committee requests Permanent Board's affirmation that as Finance Committee prepares budgets for fiscal years 2018 and 2019, the Committee not include cost-of-living adjustments for staff who received raises from the new policy. Without large increases in income, the Yearly Meeting will not be able to afford continued cost-of-living increases. Continuing the cost-of-living adjustment policy immediately also stands to decrease our ability to fundraise effectively by suggesting fiscal irresponsibility. Moreover, by shortening the amount of time we have to improve

our financial situation before staff cuts become necessary, continuing the adjustments may actually be worse for our staff. This is not a commitment to stop cost-of-living adjustments for staff affected by the new wage and salary policy for the next two years; it simply provides Finance Committee guidance on what to expect, and can obviously be adjusted as we learn more about how we are led in this.

(Action) The Finance Committee recommends that Permanent Board

1. **approve a \$40,000 overage in staffing expenses and \$2,000 in the administration line in the current fiscal year;**
2. **refer discernment on making cost-of-living adjustments to the Personnel Committee; and**
3. **affirm that as Finance Committee prepares budgets for fiscal years 2018 and 2019, the Committee not include cost-of-living adjustments for staff who received raises from the new wage and salary policy.**

(Signature) Elias Sanchez-Eppler, Finance Committee Clerk

**Proposal to Permanent Board
From the Finance Committee
February 12, 2017**

(Header) Proposal to adjust disbursement formula for endowment funds

(Purpose) To ensure the value of endowed funds do not decrease over time

(Background) On March 15, 2008, recognizing that the returns on Yearly Meeting investments increasingly took the form of capital gains (i.e. rising prices of stocks we owned) instead of only interest and dividend payments, Permanent Board approved a shift in how we determine how much money we can spend each year from our investments. The new “Policy on Rate of Spending from Endowments” replaced the old model (that money available each year correspond to the interest and dividends received) with a new approach, already ubiquitous among philanthropic trusts and other not-for-profit organizations, whereby a set percentage of total fund value be made available each year.

Permanent Board’s 2008 policy instructs the Treasurer to take the average of each endowment fund’s total value over the last three years (the “three-year moving average”) and make five percent of that amount available. This policy was made subject to periodic review by the Finance Committee and Permanent Board. This approach was designed to both smooth spending out so programs can adjust to downturns over time, while also ensuring that the funds generally grow slightly with inflation while allowing us to take out more than just the income. However, you will note, we adopted this policy just as the country encountered a financial crisis followed by a slower growing economy which has led to our funds losing purchasing power. At the time this policy was adopted the 5% figure may well have been reasonable, but due to the altered economic realities it seems prudent to use a more conservative percentage. 4% is a common benchmark among other non-profit organizations. The Finance Committee and Treasurer will continue to monitor the returns on our investments to see if conditions warrant our further modification of the percentage we should be taking from our funds.

At its meeting on December 3, 2016, the Finance Committee approved recommending that Permanent Board change the amount that should be available for spending each year from each endowment fund from five percent of the three-year moving average to four percent of the three-year moving average.

(Action) **The Finance Committee recommends that Permanent Board change our policy on the rate of spending from endowments to make four percent of the three-year moving average of funds’ value available for spending each year.**

(Signature) Elias Sanchez-Eppler, Finance Committee Clerk

Memorandum

To: Permanent Board of New England Yearly Meeting of Friends

**From: Noah Merrill, Secretary; Sara Smith, Clerk of Development Committee;
Jennie Isbell Shinn, Consultant**

Date: February 2017

Re: Request for Your Input, Guidance, and Participation in Funding Our Work and Ministries

We are looking forward to the Permanent Board meeting in February with excitement about gathering your insights related to philanthropy and the spiritual and financial vitality of the yearly meeting. We are poised to develop a realistic, thorough and manageable development program for NEYM as an organization. We believe we can do this in a way that:

- is consistent with and reinforcing of who we are as a community of faith
- balances diverse sources of revenue to strengthen our financial foundation
- fosters a spirit of abundance and stewardship
- supports our discernment and faithful work
- allows the ongoing, patient and loving follow-through to cultivate and increase financial support for the Yearly Meeting's work (as an organization) to support and strengthen the web of Friends communities in New England.

As we move into the coming years, we need to find the right level of priority and focus for fundraising and associated development work. When we come together in February, we would very much enjoy a candid conversation with you around these ideas.

We hope by the end of this discussion we will:

1. Have received input and guidance from the Permanent Board
2. Have surfaced and acknowledged resistance, concerns or differing perspectives that need to be included in our planning and work going forward
3. Have a clearer shared understanding of where we've been in terms of our development work, and where we might be going
4. Have broadened the sense of ownership and shared participation in development work to more fully include the Permanent Board, as part of the Permanent Board's fiduciary responsibility for the Yearly Meeting as a whole
5. Have agreed on immediate next steps for our development work (to be taken before the date on which Permanent Board will next receive a progress report), and have approved the use of whatever resources of time and money that Permanent Board agrees are necessary

Why Now?

Given recent years' clarifications of our priorities, refinements in staff structure and committee coordination, ongoing changes in the world, new budget realities, and the persistent call to faithfulness, now is the time to become concrete and focused on the income side of NEYM's financials. Here below

are some reflections and ideas for successful creation of a more robust and intentional development program. At this time, *the time before detailed planning*, we need your best critical thinking and your support to move forward.

Philanthropic Giving in the US

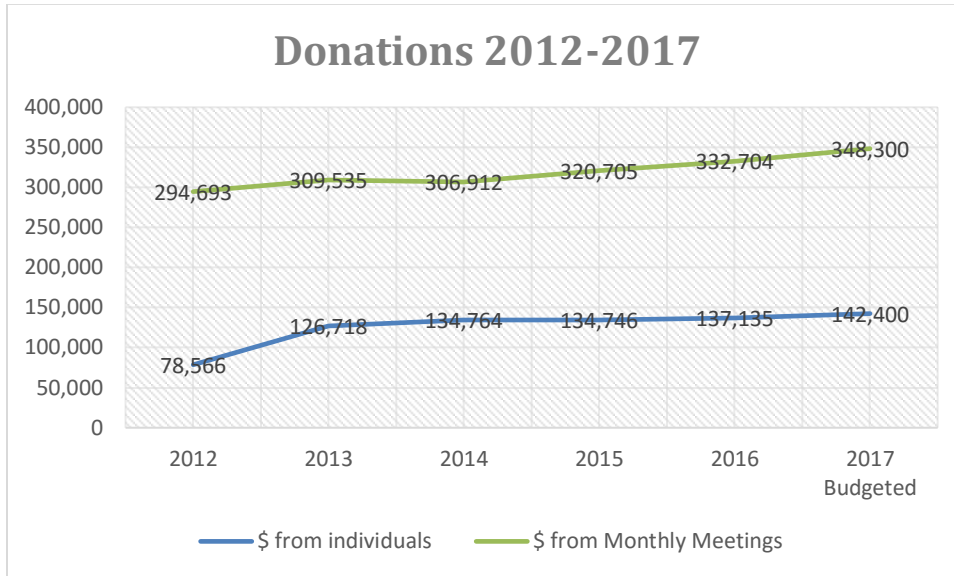
According to *Giving USA* (a publication of Lilly Family School of Philanthropy at IUPUI, 2015), 32% of domestic charitable giving in 2014 was for religious purposes. That is the single largest category of giving, with the second category, education, trailing behind at 15%. Total giving in 2014 was \$358.38 billion. These numbers don't scale down easily to reflect the distinctiveness of Quakers or of New England Yearly Meeting, but if they reflect donor intent and interest, we have plenty of room to grow among our own small constituency.

Philanthropic Giving in New England Yearly Meeting

As you know, the development function at NEYM has been evolving over the last 10 years, with the formation of a development committee, and the formalization of a solicitation schedule and plan. The following chart illustrates the sources of financial support over the last five years, and include budget projections for FYE 2017. Much more analysis can and should be done, but some easy observations include that in recent years, donations provide 58-60% of our operating funds each year. As donations from individuals increase in dollar amount, they remain mostly static in % of operating costs, as operating expenses increase. Fears of declining support from monthly meetings and churches are unfounded in terms of dollars raised, but the number of donor meetings (not included below) is mostly static, ranging from 60-63 worshipping communities giving support each year. This represents the majority of meetings and churches in the yearly meeting, with only struggling meetings not participating.

Fiscal Year Ending	\$ Donations Total	\$ Operating Expenses Total	Donations are xx% of Total Expenses	\$ from individuals	\$ from individuals as % of Total Expenses	\$ from Monthly Meetings	\$ from Monthly Meetings as % of Total Expenses
2012	373,259	641,682	58.17	78,566	12.24	294,693	45.93
2013	436,253	698,939	62.42	126,718	18.13	309,535	44.29
2014	441,676	751,279	58.79	134,764	17.94	306,912	40.85
2015	455,451	754,729	60.35	134,746	17.85	320,705	42.49
2016	469,839	774,729	60.65	137,135	17.70	332,704	42.94
2017 Budgeted	490,700	818,659	59.94	142,400	17.39	348,300	42.55

Another view of the same information (partial):



Though the numbers tell a story, it is important to remember that “Development” is more than asking for money; it is developing relationships of mutual benefit and encouragement in order to live into the Yearly Meeting’s shared calling to be and bring Light into the world.

Where We Are Now?

Currently, the development tasks of NEYM are scattered among several staff positions, none of whom have this work as a top priority. The tasks range from data entry and reporting, to creating and managing mailings, to cultivating individual donors and staffing the development committee. The development committee has struggled to gain and retain members, and to move forward under a comprehensive, sustainable development strategy. With gratitude to current clerk Sara Smith for her diligence and care in leading the development committee for the last three years, we are together planning for a smooth transition in clerking leadership for the committee by early summer 2017 at the latest. In spite of the difficulties of significant committee membership turnover and shifting priorities for the committee, Sara has aided both the annual solicitation planning process and the growing recognition of development as a ministry in the Yearly Meeting.

Over the last two years, we have engaged the services of Jennie Isbell Shinn to consult with and support the development committee primarily through facilitating retreats for that group. As our conversations have continued and deepened, Jennie has provided significant content for consideration, some of which is included below.

As part of the Purposes, Procedures and Composition review process, Development Committee has undertaken important work to review its charge, and will be sharing its progress with Permanent Board.

You will see that one key aspect of this discernment is the emerging clarity that the current needs of NEYM call for a re-envisioning and reshaping of the development work, moving toward an ongoing and more comprehensive development program in which staff, Development Committee and the Permanent Board would all play significant and complementary roles. Finance Committee and other relevant bodies would play supporting and consultative roles as well. We (the authors of this memo) are clear that in

order for NEYM's development work to move forward effectively in this new direction, we need the consultation, discernment, guidance and participation of the Permanent Board as part of the foundation. Now is the time to affirm that insuring the financial resources to fully support the ministries of New England Friends moves beyond being the work of a small number of committee members and staff. This important, culture-setting work should be central to the activities of those with the governance responsibility for the work of NEYM overall—the members of the Permanent Board, and as appropriate, Annual Sessions.

First Steps

New England Friends are excited about the new life becoming evident among us. If we see this responsiveness as an aspect of discerning our collective leading, now is the time to consider the possibilities for stewardship and fundraising.

Possible steps toward creating a more sustainable and successful development program for NEYM: The following aspects of the work are not items on a check list to be checked off once “complete,” but a recurring “systems” check-in list.

1. **Internal Assessment:** What development program tasks are currently underway? What is the effectiveness of these approaches? What needs to be improved? Who is doing them? What could be improved related to the technological- and systems infrastructure of our administrative functions?
2. **External Assessment:** What is the culture of the yearly meeting regarding money and philanthropy? What perceptions, obstacles, opportunities exist? What untapped resources have we missed?
3. **Determine Programmatic Goals and Measures:** What does development look like when done faithfully by Quakers? What, in addition to raising funds, do we hope to develop? What financial resources do we need to be able to support the ministries we are called to? Determined goals should include financial, philanthropic, cultural, those related to long-term sustainability and kinds of fundraising activities that fit our culture and needs. What does success look like? Is there a triple or quadruple bottom line that fits our Quaker culture?
4. **Fund the Plan:** Allocate staff time and additional financial resources as an investment in short- and long-term philanthropic income streams. Consider risks of action/inaction when determining the value of these efforts. Consider measures of success and progress and build measures into the plan.
5. **Gather the Team:** Determine which staff will participate in creation and maintenance of a development program. Confirm that job descriptions and job expectations allow for success. Evaluate and revise the priorities and charge of the development committee after evaluating and assigning tasks. Recruit and manage the development committee and additional volunteers; confirm that the composition and tasks of the development committee allow for success. Retain contract consulting services as needed.
6. **Educate and Encourage Partnership:** Confirm that “all oars are in the water” from leadership in the Yearly Meeting. Creating and maintaining a culture of philanthropy requires education, encouragement, participation, humor and commitment from all levels of the volunteer base.

From there, non-volunteering constituents can be invited into the great work underway by sharing the vision. Surfacing dissent early in the process will allow us to move forward in a unified way at the right time.

7. **Make a Program Plan:** During the process of building development **program** capacity, how much money do we want to raise and for what purposes? Determine and commit to goals for each of years 1-3 of the new development program to include dollars raised, communications and events delivered, number of staff hours devoted to the work, and other growth measures. Consult the Programmatic Goals and revisit the plan every 3 or 6 months to assess and revise. Report frequently to permanent board and others as needed.
8. **Carry Out the Plan:** Implement plans made in the processes above, bringing time, talent and treasure to bear on supporting the important work to which God has called us.

As you reflect on this outline of 8 steps, please consider: What seems to be missing? What needs more emphasis, or less emphasis? Where are we likely to uncover hidden differences of opinion or preference? What other insights arise for your as you consider this outline?

With this update and draft plan in hand, we are hopeful that Permanent Board will at the February meeting reflect on best ways forward with our development efforts. We hope we can commit together to a rightly-paced, intentional path toward a development program in support of organizational sustainability for New England Yearly Meeting of Friends.

Where Do We Go From Here?

We would hope to have steps 1 and 2 (from above) completed by the PB meeting in May, to present a preliminary report.

For Permanent Board, 2/18/17

I am providing a summary of the status of the current process of NEYM committees' review of their purpose, procedures and composition.

I.) Proposals that require Permanent Board discernment

Correspondence *Proposal to lay down committee* in advance documents:
Shepherds: Leslie Manning and Fritz Weiss

Ecumenical Relations M&C to take "under wing" *PB and Sessions will be asked to approve making ERC a sub committee of M&C.* The P,P & C will be folded into the M&C composition section.

Nurturing Friends Education at Moses Brown School Draft proposal in advance documents. *Permanent Board is asked to approve the nominating process for NFEMBS and the Moses Brown Board at this meeting.*
Shepherd Donn Weinholtz

Nominating Committee There are three specific recommendations in this committees that will require PB approval before forwarding to sessions. These are in red in the document.
Shepherd Jeremiah Dickinson

II.) Committees with proposals in advance documents

Coordinating & Advisory Second Version in Advance documents

Sessions Committee proposal in advance documents
Shepherds Chris Gant and Cathy Miles-Grant

Legacy Gift proposal in advance documents. The committee preferred to work without shepherds

Youth Ministries Committee Proposal in advance documents
Shepherd Melody Brazo

Development Committee Proposal in advance documents
Shepherd Jennie Isbell

Finance Committee I understand the PB clerk has a draft proposal
Shepherds Dulany Bennett and Chris Gant

III.) Process underway

Ministry & Counsel started the review at the November retreat and has continued at the 2/11 meeting. Will Taber and Daphne Bye are shepherding

Archives & Historical Records - In process
Shepherds - Ralph Gentile and Noah Merrill

Publications and Communications In process

Shepherds Ralph Gentile and Noah Merrill

Peace & Social Concerns

Sara Burke has taken on the project of continuing this conversation intending to bring a proposal to May PB meeting on how to support witness at the YM level to forward to sessions. Emerging Directions document in the advance documents

Puente de Amigos - Invited to do a light review, and consider composition and how to more consistently name representatives to CYM sessions. Did not make February deadline as the clerks were traveling to Cuba. Shepherd Fritz Weiss

Permanent Board The clerk of PB has begun organizing the process for this review.

Doug Bennett

Deana Chase

Representative/ Wider Friends Relationships Committees *Initial conversation scheduled for 2/25*

Friends United Meeting - New England

Friends General Conference - New England

Friends World Committee for Consultation - New England

Shepherd Jackie Stillwell

Board of Managers for Investment and Permanent Funds

Shepherds Shearman Taber and Rebecca Luechak

IV.) Other

Earthcare Ministry - Suggested to committee that they defer until next year in light of the extensive work being done this year on climate change and sustainability.

Composition section in advance documents.

Racial, Social and Economic Justice - Suggested to committee that they defer until next year in light of the extensive conversation being done this year supporting witness at YM level facilitated by Sara Burke. Composition section in advance documents.

Friends Camp Committee

C&A will pull information from Good Governance Document

Faith and Practice Revision Ad Hoc Committee: Everyone is clear this is an ad-hoc committee of the Permanent Board.

Agging - PB has approved recommending that Agging be laid down.

Fritz Weiss

Presiding Clerk

Committee for Nurturing Friends Education at Moses Brown School February 11, 2017

Purpose

The purpose of this committee is to strengthen the Friends faith and practice of Moses Brown School. The work of this committee shall be concerned with nurturing the spiritual base of the school, fostering strong relationships between New England Yearly Meeting and Moses Brown, and helping the school explore and deepen its Quaker values and best practices in Friends Education. The committee will consider concrete ways that it can support and share the developments in Friends education at Moses Brown. The committee will support the school's work to identify children of Quaker families and encourage them to apply. The committee will support the school's efforts to ensure that current Moses Brown families, faculty, and staff, who are drawn to the Quaker aspect of the school, are given opportunities to deepen their connections to Friends faith and practice. The committee will support the Head of School in stewarding Moses Brown's membership renewal process for the Friends Council on Education. The committee will work with the Providence Friends Meeting Liaison and the Friends Coordinator of the Moses Brown Board to steward the process for nominating Quaker members to the Nurturing Friends Education committee, for approval by NEYM Permanent Board; and will take a lead role in creating and vetting a list of Friends for potential service on the MB Board, and presenting that pool of potential members to NEYM Permanent Board for approval. (Authority for formally appointing Friends to the MB Board rests with the Board itself).

Procedure

The committee will be the joint responsibility of the Moses Brown School and New England Yearly Meeting. There will be no less than five meetings scheduled during the year and, ideally, an additional meeting designated for the purpose of nominating Quaker members to the Nurturing Friends Education committee, and creating and vetting a list of Friends for potential service on the MB Board, as detailed above. Meetings of the Nurturing Friends Education committee shall normally be open meetings with the schedule approved at the beginning of each yearly cycle. Both the clerk of the committee and the school will provide brief written summaries of the group's annual work. These reports will be submitted to both the Moses Brown Board and NEYM Permanent Board, to be included in advanced materials for Sessions. The Head of School and the clerk of Nurturing Friends will share the Membership Renewal Process self-study and final report with NEYM Permanent Board.

Composition:

The committee will maintain an equal number of members appointed by New England Yearly Meeting and Moses Brown respectively. The committee will have at least twelve

regularly appointed members, and two ex-officio members. At least six members will be appointed by NEYM, and one ex-officio position filled by either the clerk of NEYM or the clerk of Permanent Board. At least 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 Moses Brown Board will be an ex-officio member. Moses Brown members on the Nurturing Friends Education committee will be nominated by the Moses Brown nominating committee and approved by the Moses Brown Board. Friends on the Nurturing Friends Education committee will be nominated by the Nurturing Friends Education committee, working with the Providence Friends Meeting Liaison and the Friends Coordinator. The Nurturing Friends committee will also invite recommendations from other NEYM committees, including the NEYM nominating committee. Nominations will be made in coordination with the timeline of the Moses Brown Board nominating process and submitted to NEYM Permanent Board for approval. To facilitate effective communication and coordination, there shall be a member of the Nurturing Friends Education committee that also serves on the Moses Brown Nominating committee as a liaison between the two committees. 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. These terms will rotate so there will be a “class” of appointees for each year.¹ The clerk of the Nurturing Friends Education committee will be nominated by the committee, working with the Providence Friends Meeting liaison and the Friends Coordinator, for approval by NEYM Permanent Board.

¹ To specify: the ‘terms’ referred to here are only for NEYM appointed members to Nurturing Friends, as the Moses Brown by-laws indicate that Board Committee members have one-year renewable terms.

Correspondence Committee

The current purpose of correspondence committee has three primary tasks. These are:

- a. write the epistle from annual sessions
- b. organize and manage cards to absent friends during sessions
- c. review the epistles received by NEYM and forward those to be read to the reading clerks.

In practice for as long as we can confirm, the committee has actually only written the epistle. The cards to absent friends have been managed by YM staff and the reading clerks for the YM have read and selected epistles to be read at sessions.

It does not seem necessary to have a standing committee of the Yearly Meeting responsible for one task in August. The proposal is that the correspondence Committee be laid down and that the clerk be charged with appointing three friends each year to write the epistle. The session committee clerk will assist staff in maintaining the table with cards for absent friends.



Coordinating and Advisory Committee

Purpose (Why does this committee exist?)

The Coordinating and Advisory Committee (C&A) shepherds the work of the Yearly Meeting in alignment with the core purpose and the priorities articulated by the Yearly Meeting, and works to advise and coordinate the many committees of the Yearly Meeting. The Committee nurtures and supports Friends serving in leadership roles on behalf of the Yearly Meeting, quarterly meetings and monthly meetings. C&A is responsible for supervising and evaluating the work of the Yearly Meeting Secretary. The work of the Committee may require confidentiality as it discerns with tenderness how to proceed with an issue.

Procedure (What does this Committee do? How does it organize its work?)

- The committee meets monthly throughout the year, either in person or by phone.
- The committee supports current and emerging clerks of quarterly meetings, monthly meetings, and YM committees (including ad hoc committees and sub-committees of the Permanent Board) with regular programs such as conference calls, workshops, retreats and prayerful guidance in tender situations.
- The Committee refers matters to other bodies for review, discernment and action.
- C&A strives to avoid duplication of effort and facilitate efficiency and effectiveness.
- Every three years, the committee coordinates a review of purposes and procedures for all YM committees prior to their approval by Sessions.
- The committee delegates day-to-day supervision of the Yearly Meeting Secretary to the Supervisor of the Yearly Meeting Secretary, who ensures completion of the annual performance review of the Secretary.
- The Presiding Clerk may invite other committee clerks or knowledgeable Friends to participate as needed to support the committee's discernment; otherwise, given the sometimes sensitive and confidential nature of C&A's work, its meetings are not open.
- The Presiding Clerk reports regularly on the activities of the committee to Permanent Board and M&C, and annually to Sessions.

Composition (How are members are appointed?)

- The committee is made up (ex officio) of the YM Presiding Clerk; the YM Secretary; the Supervisor of the YM Secretary; the YM Treasurer; and the clerks of Finance Committee, Ministry & Counsel and Permanent Board.
- The committee is clerked by the YM Presiding Clerk

Name of Committee: Development

Updated Committee Purpose Statement:

The purpose of Development is to create and sustain a culture of individual financial giving to NEYM by all member and attenders of Monthly Meetings throughout New England in order to support the ministries of NEYM.

Sub-purposes:

- Create a framework for fundraising in NEYM.
-
- Improve levels of participation and sense of belonging in the community
- Increase the positive perceptions of NEYM resulting in increased giving
- Educate all: young people/older folks to be life-long givers and YM donors
- Cultivate the membership of NEYM to become donors and create a culture of giving to our community.
- Collaborate with finance committee, M&C, individuals, MMs, staff in developing and sustaining financial goals
- Bring change to the culture and to the organization to increase overall vitality
- Empower/clarify the message, roles, tasks, goals of NEYM
- Sustain a level of individual giving that is continuous from year to year and meets the needs of NEYM.

Updated Committee Process Statement:

- Develops a fundraising/development plan in consultation with staff – see attached plan.
- Participates in implementation under guidance of staff
- Recruits and retains excellent, active members
- Leads in collaboration with Finance the annual fundraising efforts.
- Meets electronically (by phone or computer) or in person six times a year including a weekend retreat.
- Meetings generally will last 3 to 6 hours.

Composition:

How are Members appointed to this committee:

Through the yearly meeting nominating process the committee ask nominating to bring names of people with the following characteristics:

- Enthusiastic awareness about the ministries of NEYM and Fundraising
- Experience or willingness to learn about fundraising through committee

- supported retreats or trainings
- Comfortable talking about money
- Possible skills in writing, graphic arts, communication of financial information, verbal communication, use of data, social media use
- Spiritually grounded, strong interpersonal skills and able to work in a group using Quaker process based on experience in other NEYM committee work or Monthly Meeting participation.
- Maintains confidentiality of donor base.
-
- Ex Officio members are the Yearly Meeting Secretary and Treasurer
- Members may suggest names to be considered by Nominating

How many members should there be on this committee - The committee needs to have 5 to 9 members

How long can committee members serve: The committee members serve for three years and may be reappointed for a second term by consent of the committee.

When or how do committee members rotate off: Members may rotate off after three years or up to six years.

How is the Clerk of the committee selected: Internal Nominating committee in consultation with the committee members.

How long does the clerk serve: 3 to 6 years

Names of people who worked on this revision: Sara Smith (clerk), Noah Merrill (Yearly Meeting Secretary ex officio), Shearman Tabor (YM Treasurer ex officio), Dulaney Bennett, Thayer Quos, Christine Pattee, Jennie Isbell (consultant/shepherd)

Date: Submitted to Permanent Board February 3, 2017.

Earth Care Ministries

(I have asked Earth Care Ministries to postpone the full review of purposes and procedures until next year, as we are discovering new forms and structures in supporting our witness on sustainability and climate change. I have only asked for a section on composition)

Composition:

The Earthcare Ministry Committee (EMC) seeks Friends who carry the concern for Earth and who want to act faithfully in reaching out to NEYM Friends to encourage the understanding that caring for creation is a spiritual concern. Friends often approach committee members with a desire to participate as a member of the committee. The committee forwards their names to the Nominating Committee for their discernment. EMC considers representation from a range of Monthly Meetings as part of the consideration. We hope for 15 members to give us a range of representation and to help with the work. There are no term limits. Often the commitment and passion to the work doesn't have it's own term limits.

Finance Committee
Purpose, Procedures and Composition
Proposed by Finance Committee

Purposes

For where your treasure is, there will your heart be also.

Matthew 6:21

The Yearly Meeting Finance Committee supports the Spiritual stewardship of financial resources at all levels of the Yearly Meeting. This involves care for the intake and expenditure of money through the development of an annual budget, the establishment of policies for the faithful and transparent carrying out of that care and the communication of this to the wider body of New England Yearly Meeting. The Finance Committee serves as a resource for monthly and quarterly meetings, providing education, consultation and resources to treasurers and others to assist in the effective stewardship of monthly, quarterly, and yearly meeting financial resources, including those of Friends Camp.

Procedures

1. The Finance Committee has up to 15 members appointed by the YM for three-year terms. These members may be re-appointed for a second consecutive three-year term.
2. The Treasurer, Assistant Treasurer, and Yearly Meeting Secretary are ex officio members of the committee.
3. A clerk and recording clerk are designated from among the committee members.
4. The committee annually nominates persons to serve as treasurer and assistant treasurer for the Yearly Meeting. The treasurer and assistant treasurer are appointed by YM at Sessions.
5. The committee provides oversight, advice and support to the treasurer and assistant treasurer as well as any others who may be responsible for sub-accounts within the YM operating funds. The committee reviews and recommends updates to the job descriptions of the YM Treasurer and Assistant Treasurer.
6. The committee generally meets every other month, including several times at sessions. Meeting times and places are determined by the clerk in consultation with the committee.
7. The committee may designate sub-committees to organize and perform certain tasks, the results to be brought before the full committee for action. The current sub-committees are Budget, Education, and Policy. Members generally serve on one sub-committee.
8. Early in the calendar year, the Committee begins development of a draft

budget for the ensuing fiscal year. This is done in consultation with the Treasurer, YM Secretary, and others.

9. Specific input from two committees is sought in developing the draft budget. The Development Committee is consulted around estimated capacity within the YM community for contributions and the Sessions Committee is consulted around estimated expenses and revenue for annual Sessions.
10. All committees are asked to submit budget requests to support their committee's work.
11. Prior to mid-March, the committee reviews the Friends Camp budgets to see that they are: balanced, conform to generally accepted accounting practices and reflect realistic and sound fiscal management. Questions or concerns are referred back to the Friends Camp committee for consideration.
12. The budget developed by the committee, and the Friends Camp budget are presented by the committee to PB at its May meeting for information and feedback.
13. A final budget from the committee, and the Friends Camp budgets, each with revisions as necessary, are presented to Yearly Meeting at Sessions for final action.
14. The committee prepares a minute annually for Sessions authorizing designated individuals to sign checks, open and close accounts and otherwise manage the financial tasks of the YM.
15. The committee conducts workshops on various financial topics and fields specific questions from monthly meeting officers on managing monthly meeting finances.
16. The committee will from time to time review YM policies in financial matters and make recommendations to Permanent Board for continuation or adjustment of those policies.
17. The committee maintains a handbook, documenting the policies and procedures of yearly meeting financial affairs. This handbook is updated as needed.

Composition

1. The Finance Committee has up to 15 members appointed by the YM for three-year terms. These members may be re-appointed for a second consecutive three-year term.
2. The Treasurer, Assistant Treasurer, and Yearly Meeting Secretary are ex officio members of the committee.
3. A clerk and recording clerk are designated from among committee members.

Changes

1. The Finance Committee currently tracks, solicits, and encourages

contributions from Monthly Meetings. As part that work we try to build long-term relationships with meetings. We believe that work could be better done by another group.

LEGACY GIFT COMMITTEE PURPOSE AND PROCEDURES

"The Legacy Gift Committee was appointed by Annual Sessions in 2014 to develop procedures and oversee the disbursement of monies from the funds created with the proceeds of the sale of the New England Friends Home."

Purpose

The purpose of the Legacy Gift Funds is to support the ministries of New England Yearly Meeting Friends, both within and beyond our region.

"Guided by our living testimonies, we seek to strengthen our Witness through the funding of public and released ministry, beginning with attention to Racism and Climate Change. The Legacy Gift Committee has funded requests in support of other leadings of Friends that originate out of a great variety of Spirit-led concerns. Some requests have come from Meetings. Others have been new or ongoing leadings of individual Friends, under the care of their Meetings. We seek to nurture our beloved community through the support of education, outreach, released ministry and meetinghouse projects. The Legacy Funds will provide potent seeds to help Friends answer God's call in our time and to strengthen the new life that is rising up in our Yearly Meeting."

Procedures

THE FUNDS

NEYM Fund for Released Ministry:

Annual income from NEYM Legacy Fund for Released Ministry, estimated to be between \$20,000 and \$30,000 per year, will be awarded annually to support released ministry activities until 2024, when the designation will be revisited to discern if it is still serving a vital purpose, or if the funds should be put to another use. Change in this time table designation will require approval at Annual Sessions. (see Minute 2014-62).

NEYM Future Fund:

Responding to a strong sense of urgency from within the Yearly Meeting, as well as in our world, grants from the NEYM Future Fund (\$350K) are being awarded in 2 cycles per year (NEYM fiscal year), beginning in Fall 2015, until all the funds are awarded, based on applications received.

Grants can range from \$500 to \$10,000.

ELIGIBILITY

Grants from both funds will be awarded to support the ministries of NEYM and will be made to committees of NEYM, its constituent monthly or quarterly meetings; to New England Quaker organizations (such as Woolman Hill, AFSC, etc.); to bodies of NEYM (e.g., NEYM staff, Young Friends, Young Adult Friends); as well as to individual members of NEYM

monthly meetings under the direct care and oversight of one of the above committees, meetings or bodies of NEYM (e.g., for the release of a Friend to carry out work in the ministries of NEYM).

DEADLINES

November 1 and March 1

APPLICATION PROCESS

The application is available on the NEYM website. Applications must be typed and emailed to Legacy@NEYM.org along with a letter of support from the monthly or quarterly meeting, NEYM committee, or other New England Quaker organization that will have care of the proposed ministry or project.

GRANT DECISIONS

Grant decisions will be made by the Legacy Gift Committee through prayerful discernment, based on the letter of support and application letter, site visits whenever possible, and/or extensive phone conversations with the applicant(s). The Legacy Gift Committee strives to make the grant process transparent and effective. To this end, committees, groups and individuals that receive grants agree to allow information about their funded projects to be included in reports and outreach materials of the Legacy Gift Funds and/or New England Yearly Meeting. Grantees receiving funding during the year are asked to report about their projects at Yearly Meeting through participation in a Committee Workshop, creating a project display board.

DISBURSEMENT

Once the Committee has recommended that grants be made, that is communicated to the NEYM Treasurer, Accounts Manager, and the General Secretary, and a check and grant agreement is sent within 2 weeks to the person at the address listed on the application.

REPORTS

The Committee is expected to report annually to Sessions during a Meeting for Business.

Grant recipients will be required to submit annual reports on the progress of funded projects for the duration of the project, and a final report when the project is completed. Any changes to funded projects or ministry that result in a major change in the budget require approval of the meeting or committee with oversight and the Legacy Committee. Questions can be directed to the Clerk of the Legacy Gift Committee at legacy@neym.org

ANNUAL WORKSHOP

The Legacy Gift Committee is required to sponsor, or co-sponsor, a workshop on a topic related to fiscal responsibility, stewardship, and accountability once a year.

MEETINGS

The Committee meets 2X a year for to review and discern grants and 2 or 3X a year for business. In addition, Committee members serve on review teams and conduct meetings (in-person or phone) with applicants as part of the grant-making process.

RELATIONSHIP TO OTHER NEYM COMMITTEES

Legacy Committee works with Finance and Ministry and Counsel.

COMPOSITION OF COMMITTEE

NEYM Nominating Committee recommends the members of the Committee at annual Yearly Meeting sessions. There are spaces for 9 Friends on the committee, appointed for single or successive staggered 3-year terms, with the Yearly Meeting Presiding Clerk, Permanent Board Clerk, and Treasurer as ex-officio members. The clerk or co-clerks are chosen from among the members by the committee.

Members of the Legacy Gift Committee include Friends from a variety of Quarters and large and small meetings. Some have experience as grant makers and grant seekers, others with finance. The gifts, skills and traits needed from committee members include the following:

- Open minded, able to review applicants fairly;
- Flexible, good listeners, willing to change their minds when presented with new information;
- Time to actively reach out to applicants, and whenever possible, to meet in person;
- Able to attend committee meeting to three times per year plus 1 or 2 virtual meetings;
- Experience in grant making or grant seeking or managing funds (some members);
- Comfortable with money and budgets;
- Understanding of leadings and ministry; and,
- Ability to send and receive email and to use Google docs.

COMMITTEE CLERK(S) QUALIFICATIONS

Administrative experience including applying for grant funding; understanding of the grant process; ability to respond to applicants in timely and loving manner; comfort with spreadsheets; and, generally well-organized. Also has experience presiding over discernment meetings and assisting Friends to reach unity on what can be challenging decisions.

**New England Yearly Meeting
Nominating Committee
2017**

PURPOSE

The Nominating Committee (NC) responds to the committee needs articulated by the Yearly Meeting. It endeavors to discern the gifts and leadings of the Spirit given to individual Friends, and to call those gifts into fulfillment of God's work, carried out by committees and appointees brought forward by NC and approved by the Yearly Meeting.

PHILOSOPHY

While we seek to fulfill the needs of the Yearly Meeting committees and to bring a full slate of nominees for consideration at annual sessions, we believe it more faithful to labor to find the right Friend with the right gifts for each position. This belief sometimes means that we do not have a full slate to present, thus we feel free to bring forward names at Permanent Board meetings, which meets between Annual Sessions.

CONFIDENTIALITY is maintained at all times. Conversations of the suitability of an individual for service are kept within the committee and will not be included in our notes.

COMPOSITION

To assure that we are a strong and continuously functioning committee, we have two types of membership.

- At-Large members are named by Permanent Board. (Up to 12 for 3-year terms, renewable one time.)
- Monthly Meeting Representatives are appointed by Monthly Meetings (3-year terms, renewable as often as the Monthly Meeting desires).

Desired member gifts:

- Listening to each Friend encountered around spiritual gifts of service
- Diplomacy in inviting Friends to serve on a committee or in a position.
- Knowledge of the purposes of NEYM committees
- Knowledge of Friends and their gifts at local and regional area.
- Organization skills with the ability to follow-up with contacting potential committee members
- Reliability in attendance at meetings

Our Clerk(s) are discerned by the committee.

PROCEDURES

When addressing NEYM's needs, we seek full representation of the diversity of NEYM.

As a committee we meet at Sessions to finalize the slate and have two face-to-face meetings during the ensuing year. The locations vary. We also meet via conference call 4-6 times a year.

Each year we assess the known needs of most NEYM committees, in particular those members whose terms are completed at the next Annual Sessions. We also look ahead for potential needs. Additionally, we seek to fill unexpired terms due to resignation or un-filled positions on committees.

We strive to use a modified Strawberry Creek method of discerning names for particular service.

(See our NEYM web page for details).

Each member serves as a shepherd of one or more committees with the intention of learning of particular needs of the committee(s) and bringing that to NC for consideration.

We carry the responsibility for holding each clerk and committee accountable for the work it has been asked to carry out on behalf of NEYM, but do not have the resources to support or guide committees in difficulty. *When we become aware of committees in difficulty, we refer this information to Permanent Board so they may appoint an ad hoc committee to provide the support, guidance and action needed.*

NEYM Committee terms are 3-years, except for Permanent Board and Board of Managers of Investments and Permanent Funds, which are 5 years. Each appointment may be renewed for a second term with mutual agreement of the committee, Nominating Committee and Yearly Meeting.

We recommend that at least a 1-year (preferably 3-year) interval be observed before being re-appointed to another term on the same committee.

Nominating Committee no longer brings forward names to serve on “Witness Committees” (e.g. Earthcare Ministry; Racial, Social and Economic Justice, Peace and Social Concern).

Nominating will bring forward names for clerks. Each witness committee may invite Friends to serve on the respective committee or an interested Friend may inquire of the committee clerk about service.

RSEJ

(I have asked RSEJ to postpone the review of purposes and procedures until next year in light of the conversation that is occurring on a YM support for witness. I expect this will impact their committee)

Composition:

Members of the RSEJ serve a three year term; the committee consists of up to 8 members evenly distributed across terms. The clerk or co-clerks of the committee is named by the committee. Members of the RSEJ committee are called by the NEYM nominating committee.

Sessions Committee

Purpose:

The Sessions Committee is responsible for planning the Annual Sessions of the Yearly Meeting with the presiding clerk, who has special care of the business sessions. The purpose of these sessions is to conduct the business of the Yearly Meeting, to worship together, to deepen the fellowship and service among Friends in New England and strengthen the bonds of our beloved community. Members of the committee promote participation in Sessions and work to make the event as welcoming and inclusive as possible.

Procedures:

The committee meets three or four times during the 12-month period between annual Sessions to evaluate and plan the overall schedule and program.

Within this structure, sub-committees and working groups are charged with planning specific elements of the program, working closely with NEYM staff who are under the supervision of the Yearly Meeting Secretary. The budget is prepared by the YM Secretary and Treasurer, and reviewed by Sessions Committee. The working groups may include: Speakers and Program, Outreach and Inclusion, and Workshop and Opportunities. The committee will also serve as part of the site selection process, when and as needed.

Composition:

The composition of the committee includes:

The Presiding Clerk, reading clerks and recording clerks of the Yearly Meeting.
A minimum of five At-Large members nominated and approved by the YM, including a Sessions Clerk discerned by Nominating Committee,
Liaisons from NEYM standing committees and constituent groups, including Ministry and Counsel, Earthcare Ministry, Youth Ministry, Permanent Board and Young Adult Friends.

Staff and stipended positions with specific responsibilities for Sessions as determined by the YM Secretary.

Volunteer leaders of important aspects of Sessions such as Access Needs, Small Group Resources and Sales and Consignments;
(some individuals may overlap and fill both roles)

Purposes and Procedures 1/2017

Youth Ministries Committee

Committee Purpose

The Youth Ministries Committee serves to nurture the faith life, spiritual growth, and leadership of children and youth of New England Yearly Meeting. We recognize children as fully spiritual beings and actively encourage incorporation of this fact into local Quaker culture. The committee works to ensure the vitality, health, safety, and relevance of the youth programs offered by the organization of NEYM, as well as youth ministries offered within and across the web of local meetings in our region. This work happens in the context of both family and community, in same-age and in multi-generational groups.

It is the committee's intent that the youth work under our care enable young people to grow into adulthood with a full sense of belonging to both a local circle of Friends and the Yearly Meeting. We ensure that the programs we support offer a foundation of Quaker faith and experience, fostering an active spiritual life. The purpose of the youth ministries committee is to support programs and practices that empower the young people of NEYM to live with grounded integrity, and that help them speak to the condition of the world.

Committee Procedures

The committee acts as stewards to discern needs for youth programming, all the while listening for fresh inspiration within and beyond NEYM. The committee supports local meetings and NEYM youth ministry staff and volunteers in the implementation of such programming. The committee consults on the right ordering of administrative aspects of NEYM youth programs: health, safety and welfare of children; policy and procedures; and ethical and legal issues.

The committee ensures that NEYM programs are a partnership between youth workers, parents, and our wider spiritual community. The committee advocates for the needs of NEYM youth, families, and youth workers. The committee ensures that programming is vital and relevant to current needs. The committee is responsible for conducting an annual review of NEYM's *Child Safety Policy* and its implementation.

The Yearly Meeting Secretary supervises the youth program staff. Youth staff attend committee meetings to communicate the reality and needs of youth work in NEYM. The committee supports the staff in their youth ministries work.

The committee meets monthly, virtually or in person, as the needs of the committee dictate. The committee reports annually to Sessions on the health of the programs, status of Child Safety policy, and other issues in our care.

For local meetings, the committee offers resources, collaboration, and guidance for the health and welfare of children; policy and procedures; ethical and legal issues; program design and curriculum; outreach and networking.

Composition

Committee membership should reflect the diversity within the YM. Gifts that we seek for the committee include skills in pastoral care for children and families, skills in youth programs and youth work, including program evaluation and planning. Committee membership should include people with familiarity with the NEYM retreat programs.

Members are named for three year terms, three people each class for a total of nine named members. (Currently we have not been able to fill this roster and it may be more realistic to decrease each class to two people.) Members are named by the at-large nominating committee.

The three Youth Ministry staff--RE, JYM/JHYM, and YF/YAF coordinators--are ex-officio members of this committee. The advisors for each youth ministries staff position are invited to participate ex-officio in YMC meetings as well. The Friends Camp Director will also be invited to serve as an ex-officio member of YMC. Because of the high level of staff participation in the work of this committee, YMC needs to remain mindful of the risks of over-burdening staff. The presiding clerk serves ex-officio.

One member of the committee serves as a liaison to Permanent Board and one member serves as a liaison to Ministry & Counsel. Coordinating & Advisory named the present YMC clerk, but the committee does not yet have a regular procedure for naming its clerks.

Report to Permanent Board from the Minutes Working Group

Individuals appointed to the Minutes Working Group include:

Rachel Cogbill (recording clerk of NEYM Sessions), Susan Davies, Hannah Zwirner Forsythe, Jim Grace (recording clerk of NEYM Sessions), Christopher McCandless, Sarah Spencer, Becky Steele, Honor Woodrow (committee recording clerk), and Rosemary Zimmermann (committee clerk).

Working group charge

The Working Group is charged with creating guidelines for the minutes of Annual Sessions, Permanent Board and committees (both standing and ad hoc) of New England Yearly Meeting of Friends.

These will be shared through a resource webpage on minutes, answering, among other questions: *Why do we write minutes? What is a minute? What does a good minute look like? What is included? What is not included? What are those numbers before the words all about? Is there a formatting template for consistency sake? Is there a style manual -- when do we write monthly meeting and when Monthly Meeting, etc.? What do we do with minutes after they have been written? What is the editing and approval process? Where are they stored?*

The guidelines should be informed by, and the web resource page should include, as appropriate, the existing work of, for example, the Ad Hoc Faith & Practice Revision Committee (Pg. 41, "Advices for Recording Clerks" and Appendix I) and the Archives and Historical Records Committee, as well as resources from beyond New England Yearly Meeting.

Note: In our discussion, it came up that the charge from Permanent Board asked us to be informed by the existing work of the Ad Hoc Faith & Practice Revision Committee (Pg. 41, "Advices for Recording Clerks" and Appendix I), which we took to mean the 2014 "Interim Faith and Practice."

DRAFT GUIDELINES

“Dearly beloved Friends, these things we do not lay upon you as a rule or form to walk by; but that all, with a measure of the light, which is pure and holy, may be guided: and so in the light walking and abiding, these things may be fulfilled in the Spirit, not in the letter, for the letter killeth, but the Spirit giveth life.”

- The Epistle from the Elders at Balby, 1656

I. Background and Introduction

Why do we write minutes?

During New England Yearly Meeting Annual Sessions in 2015, the Yearly Meeting Secretary offered an analogy between rock climbing and our work as Friends. He spoke of the importance of the role of “spikes” in rock climbing, saying “It is important, when we have made progress, to drive a spike in a sure spot to hold us when we fall later on.” He compared our minutes to those spikes. Minutes serve as a reminder of the last place that we had clarity. They remind us of what we have said ‘yes’ to and help hold us accountable to that ‘yes’ as we continue on the journey of discerning God’s will for us.

Minutes hold a mirror to the work of the Spirit in us, and can clearly articulate the spiritual sense of the gathered body, which can re-center us and inspire us further, reminding us of the balance of listening to multiple perspectives while capturing places of unity. Minutes can create a feeling of safety, and can teach us by their example how full of care discernment is among us. During the process of discernment, minutes can draw us together, newcomers as well as seasoned Friends.

When read aloud during the business meeting, they can reflect and validate the variety of perspectives among us as well as the unity of purpose. They can articulate how we got to a point of discernment, and can release us to go onward from that point. When read afterwards they can remind us, and inform others, of how the Spirit moved among us; what we considered; what clarity we received and where we seek further light; and what decisions were made.

Who is the audience for our minutes?

The first audience is always the minute-writing body and any constituent groups. Minutes then move in widening circles and through time.

The Larger Quaker Body is one circle. Minutes from a Yearly Meeting group may be read by Quarterly and Monthly Meetings seeking guidance on practice or exploring their own discernment. Other Quaker bodies (e.g. Moses Brown school board, Friends Camp, FUM, FGC,

Cuba YM, Ramallah Friends School) may read our minutes either for practical information or to better understand our mutual relationship. Minutes may be exchanged with more distant yearly meetings or other bodies in order for us to learn from each others' examples. Minutes are often shared widely within NEYM and our constituent bodies, where they both serve as background for further discernment and also guide our work.

The Wider World is a second circle. We may send minutes to the press, especially records of our decisions on current or controversial issues; we may send them to other denominations of the Church, hoping to encourage, advise, or simply to share what light we have found.

The Future includes biographers, historians and memorial minute writers. People look to our minutes to discover what particular individuals did and how they served. Our minutes can answer questions about Quakers' impact, for better or worse, on historic debates such as slavery, marriage equality, prison reform, or other issues. Minutes may be used for purposes we cannot even imagine.

Advices to Recording Clerks

Minutes are a reflection of the movement of the Spirit between and among the body, the recording clerk, the presiding clerk, and God. Recording can be deeply humbling work, as well as spiritually exhausting. Recording clerks strain to hear the sense of the meeting just as much as presiding clerks. As we write, we become attached to our words, and it is painful to listen to them be criticized. When a minute is rejected, it can feel as if it is our gift or our very self that is being rejected. Be low and humble. Seek, in the inevitable criticism, the voice of God guiding you. Ask for support from others: their prayers, their acknowledgement, their commiseration when a meeting seems to go badly. Remember that your gifts *are* a gift, but not to you: they are given to the body.

Conclusion

With all of this context in mind, we offer the following guidelines for the recording of the minutes of Annual Sessions, Permanent Board, and Committees (both standing and Ad Hoc) of the Yearly Meeting. We have used "spikes" ourselves in the creation of these guidelines, referencing the 2014 Interim Faith and Practice; the 1985 Faith and Practice; and other Yearly Meeting resources.

N.B. The Minutes Working Group realizes that the context in which the minutes are being taken (i.e. annual sessions, permanent board, or committee meeting) has an impact on some specific recording conventions. Overall, however, we find that these differences are fairly minimal. In places where we find that convention varies more significantly by context, we have made a note of it with a double asterix. **

“...Clerks must be willing to pursue something that can never be stated precisely, to listen for meanings that are sometimes more implied than spoken, to search for unity in the midst of a discussion in which what unity may never be stated in so many words...” -- Before Business Begins, (pg 30)

II. Types Of Minutes

Generally speaking, there are three loose categories of minutes: decision minutes, narrative minutes, and minutes of exercise.

Decision Minute: These minutes describe an action that we commit to taking. *Example:* We approve allocating money for a particular project.

Guidelines for Decision Minutes:

Decision/action items should be clearly delineated within decision minutes, separate from any record of the discussion. Discussions should be documented in decision minutes **only** insofar as useful to elucidate the thinking behind the decision.

When there are lengthy discussions leading up to a decision, the minutes should contain only the pieces of the discussion that offer context for how the sense of the meeting emerged. It is not necessary or advisable to record individual opinions or feelings unless doing so helps to clarify the sense of the meeting -- or unless a Friend is standing aside, in which case the concern (but not the Friend) should be noted.

There are times when a current of unease is itself part of the Sense of the Meeting. In these instances the clerk and recording clerks should work together to discern how this is recorded.

Narrative minute: These are minutes that describe what happened during the meeting. For example, narrative minutes may reflect a report given by a working group or staff member or a presentation by a speaker, among other events.

Guidelines for Narrative Minutes:

It is generally well-advised to record the name and role (including monthly meeting and/or organizational affiliations) of a speaker who gives a presentation or report. The names of those who speak during the ensuing discussion should not be recorded.

Outside material such as reports, graphs, figures, and tables are often part of our discernment process. In general, such reports should be appended to the minutes and **should not be summarized** in the body of the minutes. If a particular piece of a report is relevant to discussion, discernment and decision, that particular piece can be excerpted in its original form in order to clarify the discussion and the decision, or to help understand the sense of the meeting being recorded. The same is true of epistles, memorial minutes, and travel minutes. These should **never be summarized**, only appended or excerpted. If a written report has not

been made available in advance to the recording clerks, it is reasonable to hold the minute until the clerks' table has been given a chance to review it.

Oral or audio-visual reports, **when accompanied by a written report, should almost never be summarized.** Sometimes the content of oral/audio-visual reports does diverge from the content of the written report. We must be clear with those whom we ask to report to us that **their written report stands as record of their discernment.** The oral or audio-visual report is, generally, a (deeply appreciated) courtesy extended to the body. When oral or audio-visual reports sharply diverge from the written reports, minutes should record any fresh movement of the Spirit, but need not include details that were not part of the written report.

Occasionally the body is deeply in disunity with the content of a written report. However, the written report records the discernment and judgment **of the reporter,** not of the body. If such a circumstance arises, the clerk may appropriately discern whether or not additional minuting is required.

Oral or audio-visual reports, **when unaccompanied by a written document, may appropriately be summarized.** Occasionally there is a report, a speaker, or a presentation, unaccompanied by a written report, that it is not directly related to business. Examples might include a period of programmed worship; an especially moving message; or any unexpected movement of the Spirit. Again, minuting at these times should capture **the movement of the Spirit,** and **not** seek to record what is said.

This can be difficult if we feel that our minutes are the only vehicle for recording such events. While what we hear at our meetings is often special, there are other avenues, often more appropriate ones, for recording details of particular events. It might be useful to recall ourselves to the rich tradition of Quaker journaling; our journals have often captured notable events in business meetings, even when those events were (appropriately) not recorded in the minutes themselves.

Minute of Exercise: These are minutes that describe what the labor has been, when clarity has not been reached on an action or a particular way forward. *Example: There was a great deal of pain expressed about... we are not clear on how to move forward but during our meeting we did feel clarity that...*

Guidelines for Minutes of Exercise:

Minutes of Exercise often include concerns we have heard or questions we continue to sit with. A minute of exercise is often appropriate when the body is making a decision about particular concerns more broadly (example: minute on torture, minute on White Supremacy).

As with Decision Minutes, it is only necessary to record how the sense of the meeting emerged, rather than a detailed account of everything that was said. When recording a Minute of

Exercise, the clerks may wish to pause periodically to test the sense of the meeting as the discussion unfolds.

III. General Guidelines:

Recording Names

At the beginning of the minutes there should be a list of those present, including their monthly meeting affiliation and other important designations, such as “clerk” or “recording clerk”. It is common practice to keep a section for “regrets” from those who serve on the committee but are not able to attend the meeting. **Given the size of Annual Sessions and the variability in attendance from day to day, this practice does not apply to Annual Sessions.

When an individual is referenced within the text of the minutes, at the first reference their full name and Monthly Meeting (and/or other affiliation, if any) should be recorded. Names of those commenting during discernment are not recorded, including (and indeed, especially) those who “stand aside” from a minute.

Details such as spellings of names and affiliations are often tracked down outside of business sessions rather than taking everyone's time during the meeting; discretion rests with the clerk.

When recording the words of one person

When an individual's words are recorded, the recording clerk should make it clear who is speaking in order to avoid implying that statements made by one person capture the sense of the meeting. *Example:* “*The presiding clerk spoke about (topic). He said that it is important to remember that...*” is preferred to “*The presiding clerk spoke about (topic). It is important to remember that...*”

Recording of announcements

During a long event, it often devolves upon the recording clerk to keep track of announcements, events happening later in the week, etc. Unless there is an obvious need for this information to be passed on outside the immediate setting of the business meeting (e.g., “The next meeting of this committee will be on [date]”), these details **should not** enter into the minutes.

Passive Voice

Avoid use of the passive voice. Sentences in the passive voice do not hold any actor accountable for the action. *Example:* “*Permanent Board will raise the funds.*” is **strongly** preferred to “*Funds will be raised.*”

Approval of Minutes

It is best practice to write minutes during Meeting for Business, and best practice to approve them at the same meeting. Where this is not possible, minutes may appropriately be approved at the next meeting of that body.

It is often appropriate to give the clerks' table 'dots and commas' discretion over minutes already approved by the body. 'Dots and commas' is generally taken to mean that clerks may edit for clarity or grammar, but not alter the substance.

Minutes at Annual Sessions are often referred to Permanent Board for approval. This is **not best practice. It is acceptable for routine minutes (e.g. "We thank the clerks for their service...") but unacceptable for any minute of substance.

It is not appropriate to ask the Permanent Board to minute a substantive discussion that took place during Sessions. If Sessions cannot approve a contentious minute, then there is no minute. If the matter under consideration is too exigent to wait until the next Annual Sessions, then Sessions may ask Permanent Board to take the matter itself under consideration.

*Example: Annual Sessions was unable to approve a minute of exercise on racial inequality. Permanent Board cannot be asked to minute the discussion that took place in Sessions. Permanent Board may be asked to hold their own discussion on racial inequality and may appropriately minute **that** discussion.*

Privacy and Confidentiality

Minutes are a public record. Sometimes, however, sensitive subjects arise in discussion. In these instances it is advisable to create a second document separate from the public minutes. If such a document is used, note it in the public minutes. *Example: We received a request for support from a meeting that is dealing with (sensitive issue X). We recorded sensitive details in a separate document in order to appropriately share with Friends on a need-to-know basis.*

Numbering and Style

Numbering conventions vary dramatically body to body. Adhere to precedent unless there is a clear reason to change. In the absence of precedent, a numbering system which reflects the date and sequence number of the minute (e.g. 1.2017, 2.2017, 3.2017) is most useful.

A style guide to capitalization, hyphenation, use of ampersands, etc., is appended to this document.

After Minutes Are Approved

Minutes should be distributed to all members of a committee as soon as convenient after their approval. Minutes can also be re-published in other ways, such as being included in the NEYM News, or sent to newspapers.

**Sessions Minutes have their own particular procedures for distribution and archive, which is outside the scope of this document to discuss; it is well-documented elsewhere (link)

**Permanent Board minutes, and indeed the minutes of all Yearly Meeting committees, should be uploaded to the webpage of the relevant committee on the NEYM website for public access, in addition to the committee folder in the NEYM google drive, for long-term storage. It is the responsibility of the recording clerk to upload the minutes to both of these places. The NEYM office manager may be contacted for technical support in this regard: office@neym.org

IV. Other Resources:

“Spiritual Responsibility in the Meeting for Business,” by Patricia Loring, 1993

“Faith and Practice of New England Yearly Meeting,” by NEYM, 1985

“Before Business Begins: Notes for friends meeting recording clerks and recorders,” by William Braasch Watson, 1996

“Interim Faith and Practice,” by the Ad-Hoc Faith and Practice Revision Committee, 2014

“NEYM Style Guide,” by David Coletta

NEYM Faith and Practice

NEYM Minute Book Style Guide

Note: this page appears inside the NEYM Faith and Practice web site, but is not intended to be part of that site. It's only here because it's the easiest place for me to put it right now. Sorry for any confusion this might cause.

-David Coletta

A style guide for the minute book, based on historical usage 1998-2001, Kate Clark's document, and my personal preferences (Strunk & White, mostly) mixed in liberally. Citations are mostly from Permanent Board and Ministry & Counsel reports.

Preferred usage appears in bold, followed by citations of preferred usage. Citations of inconsistent and/or incorrect usage follows the term "**But:**".

Term	Usage
<u>ad hoc</u>	Lower case, not italicized, not hyphenated. (2001 p. 77, 2000 p. 78, 1999 p. 74). But: hyphenated 2000 p. 80.
<u>at-large</u>	Lower case, hyphenated.
<u>Bible Half-hour</u>	Initial caps, <u>half-hour</u> hyphenated.
clerk, <u>assistant clerk</u> , or <u>co-clerk</u>	Lower case unless written as a title preceding a name.
Committee name	Initial caps. Example: Permanent Board. Ampersand sometimes used for <u>and</u> , as in <u>Coordinating & Advisory Committee</u> (1999 p.70, 2000 p. 79)
<u>committee</u>	Lower case. <u>the committee's progress report</u> (2000 p. 80). But: <u>the Committee</u> (1998 p. 70)
<u>Committee Day</u>	Initial caps. <u>Yearly Meeting Committee Days</u> (2000 p. 123).
Dates	Usage varies. Month names (e.g., August 24, 2002) have come into wide usage. One Permanent Board report uses the format <u>second month 24th, 2001</u> (2001 p. 77), with occasional inconsistency of capitalization (2001 p. 77). When referring only to month and year, usage is consistently of the form <u>August 2000</u> .
Documents	Initial caps. <u>Personnel Manual</u> (2000 p. 79).
Durations	Hyphen between the number and the word <u>month</u> or <u>year</u>: <u>Three-year terms</u> (2001 p. 77); <u>Nine-month programs</u> (2001 p. 95).
<u>e-mail</u>	Lower case, with hyphen (2000 p. 80)
<u>Faith and Practice</u>	Italicized, no ampersand (1999 p. 70). But: not italicized (2000 p. 78), and ampersand appears occasionally (1998 p. 70).

Funds, names of	Initial caps. <u>Obadiah Brown Benevolent Fund</u> . It is an error for <u>fund</u> to be in lower case, as seen in 2000 p. 79.
<u>FY</u>	Caps followed by the two-digit year (except four digits for FY2000). <u>FY98</u> (1998 p. 70).
<u>meeting for worship and meeting for business</u>	Lower case.
<u>Ministry & Counsel</u>	Ampersand is preferred. Abbreviated to <u>M&C</u> (1999 p. 89), <u>YM M&C</u> (2001 p. 93), or <u>NEYM M&C</u> (2000 p. 102). But: <u>Committee on Ministry and Counsel</u> (1998 p. 87).
<u>monthly meeting</u>	Lower case when not referring to a specific meeting. <u>Monthly and quarterly meetings</u> (1998 p. 73); <u>monthly meetings</u> (2000 p. 102-103). But: <u>Monthly and Quarterly Meetings</u> (1999 p. 89).
names of people	First mention of an individual, adult or child, of NEYM: <u>Full Name (meeting code)</u> (see entry on meeting codes). An individual representing a committee or anything else: <u>Full Name, [office] of committee</u> , or <u>Full Name, Youth and Education Secretary [title]</u> , First mention of a visitor from outside NEYM: <u>Full Name, of [XX] Monthly Meeting (Yearly Meeting)</u> , or <u>Full Name, of [XX]Monthly Meeting (Yearly Meeting)</u> , representing <u>[Organization]</u> .
<u>New England Yearly Meeting</u>	Initial caps. Often abbreviated <u>NEYM</u> .
<u>quarterly meeting</u>	Lower case when not referring to a specific meeting. <u>Monthly and quarterly meetings</u> (1998 p. 73).
<u>Sessions or Annual Sessions</u>	Initial caps. <u>The 2000 Sessions</u> (2000 p. 79); <u>Between the Sessions</u> (2001 p. 77); <u>business at Sessions</u> (2001 p. 94). But: lowercase 2000 p. 80. Usage should be limited to references to the specific event (e.g., "during Sessions," "presented to Sessions"). Avoid using the term to refer to the Yearly Meeting as a whole (e.g., "Sessions created the Development Committee" should be written as "the Yearly Meeting created the Development Committee").
Titles of books, pamphlets, newsletters, and magazines	Initial caps, italicized. <u><i>Living with Oneself and Others</i></u> (2001 p. 96, 1999 p. 90, 1998 p. 88); <u><i>New England Friend</i></u> (2001 p. 63; 1998 p. 57, but 1999 and 2000 budgets don't italicize).
Titles of conferences and retreats	Initial caps, enclosed in quotation marks. <u>"Calling Forth and Nurturing the Gifts of Ministry"</u> (2000 p. 102). But: <u>retreat with the theme of <i>Brokenness and Reconciliation</i></u> (1998 p. 87)
Titles of minutes	Initial caps. "a Minute of Support" (1998 p. 70); "Minute on Sustainability" (?).
Titles of roles or jobs	Capitalized when preceding or following a proper name or standing alone. No commas. <u>the YM Presiding Clerk</u> (2001 p. 77); <u>the Treasurer</u> (1998 p. 70); <u>the Permanent Board Clerk</u> (1998 p. 70); <u>Woolman Hill Board Clerk Alexander Hoar</u> (2000 p. 79); <u>Treasurer Diana White</u> (1999 p. 71); <u>Interim Field Workers Deana Chase and Allen Myers</u> (1999 p. 72)

<u>web site</u>	Lower case, two words. Cf. <u>Chicago Manual of Style</u> .
<u>YAFs</u>	No apostrophe for plural.
<u>Yearly Meeting</u>	Initial caps (1998 p. 70). Also <u>the Yearly Meeting</u> . (2000 p. 78). May be written <u>Yearly Meeting (YM)</u> on first use, followed by <u>YM</u> on subsequent uses in a single report (2001 p.77-78). But: <u>the yearly meeting</u> (2000 p. 101 in LRPC report).
yearly meetings, names of	Initial caps, followed by affiliation in parentheses if ambiguous. <u>North Carolina Yearly Meeting (FUM)</u> and <u>North Carolina Yearly Meeting (Conservative)</u> (1998 p. 70).
<u>YFs</u>	No apostrophe for plural.

Internal Nominating Committee Report to Permanent Board Feb. 2017

Clerk: Sarah Gant -2015-2018

Recording Clerk : Rebecca Steele: 2015-2018

2017	2018	2019	2020	2021
#Suzanna Schell Sara Smith Karen Sanchez- Eppler Travis Belcher Hannah Zwirner Forsythe Elizabeth Szatkowski	Susan Davies # Donn Weinholtz Jean McCandless Rebecca Steele #Jeremiah Dickinson Rocky Malin Leanna Kantt Justice Erikson Sarah Gant	Ian Harrington Chris Gant #Philip Stone #Deana Chase	# Ben Guaraldi # Galen Hamman # Rosemary Zimmermann Anna Radocchia Tom Jackson Carole Rein	Kimberly Allen Rebecca Leuchak Christopher McCandle SS

in second term (can't be reappointed)

* filling out term – can be reappointed 2 entire terms

Sub Committee	2017	2018	2019	2020
Clerks Nominating	+Fran Brokaw Donn Weinholtz	+Marion Athern +Leslie Manning	+Greg Williams # Ben Guaraldi	+Edward Mair +# Fran Brokaw
Personnel	Chris Gant Vacancy Elizabeth Szatkowski	+Neil Blanchard Maureen Lopes	Travis Belcher +Carl Williams Dwight Lopes	Chris Gant Dulany Bennett Elizabeth Szatkowski
Internal Nominating	Susan Davies	# Donn Weinholtz + # Sarah Sue Pennell	# +Patsy Shotwell # Carolyn Stone	Minga Claggett-Borne
YM Nominating at Large	Vacancy +Richard Ristow Vacancy	+Connie Kincaid Brown +Marian Baker		LouAnne McDonald
Student Scholarship Granting Committee	Allan Kohrman +Rebecca Leuchak Justice Erickson Ian Harrington			
Friends Camp Nominating	+Leslie Manning		+Amy Lee Viera	
NEYM Secretary Supervisor	+Edward Baker			

Bold = Submitted for Permanent Board Approval + = not on Permanent Board

= in second term (can't be reappointed)

Storrs Friends Meeting

57 Hunting Lodge Road
Storrs, Connecticut 06268
860-487-1847

January 29, 2017

Dear Friends,

This letter is being carried by Abigail E. Adams, a member of Storrs Friends Meeting of the Religious Society of Friends in Storrs, Connecticut, USA. Abigail is traveling under the auspices of New England Yearly Meeting and under the guidance of its Puente de Amigos Committee with the support of Storrs Friends Meeting.

Abigail has been a faithful member of Storrs Friends Meeting for 15 years and active in wider Quaker circles for even longer. She has lived and traveled in Central America, both as a Quaker and as a professional anthropologist. She is fluent in Spanish and feels a deep connection to the people of Central America. Abigail has declared her intention to travel to Cuba with an intergenerational group led by Puente de Amigos of New England Yearly Meeting. She wishes to visit with Cuban Friends, to listen and learn from them, and to worship with them. A clearness committee has met with Abigail and supports her intention to travel to Cuba.

We commend Abigail to your loving care as she travels among you. Please welcome her into your homes, churches and hearts.

We will pray for Abigail while she is away from New England and for those she visits. We look forward to her return to learn how Spirit has moved in her and through her during her travels.

Yours in the Light,

Anna Andrews, Clerk
Storrs Friends Meeting

Storrs Friends Meeting

57 Hunting Lodge Road
Storrs, Connecticut 06268
860-487-1847

January 29, 2017

Dear Friends,

This letter is being carried by Rachel Corcoran-Adams, a member of Storrs Friends Meeting of the Religious Society of Friends in Storrs, Connecticut, USA. Rachel is traveling under the auspices of New England Yearly Meeting and under the guidance of its Puente de Amigos Committee with the support of Storrs Friends Meeting.

Rachel has been a faithful member of Storrs Friends Meeting since she was a young child. Throughout her youth, she was active in New England Yearly Meeting youth retreats, and during middle school, she spent one year living in Costa Rica with her family. She is fluent in Spanish and is currently studying critical international development at Clark University. Rachel has expressed a desire to form a deeper bond with Young Adult Friends of Cuba and has declared her intention to travel there with an intergenerational group led by Puente de Amigos of New England Yearly Meeting. She wishes to visit with Young Adult Friends of Cuba, to listen and learn from them, and to worship with them. A clearness committee has met with Rachel and supports her intention to travel to Cuba.

We commend Rachel to your loving care as she travels among you. Please welcome her into your homes, churches and hearts.

We will pray for Rachel while she is away from New England and for those she visits. We look forward to her return to learn how Spirit has moved in her and through her during her travels.

Yours in the Light,

Anna Andrews, Clerk
Storrs Friends Meeting

*Friends Meeting at Cambridge
5 Longfellow Park
Cambridge MA 02138-4816*

*(617) 876-6883
fax (617) 576-1652
office@ fmcquaker.org
www.fmcquaker.org*

June 2015

Dear Friends,

Greetings and love to you from Friends Meeting at Cambridge, in Cambridge, Massachusetts, USA. We write to entrust our beloved members, Elizabeth (Minga) Claggett-Borne and Jonathan Vogel-Borne, to your loving engagement and care.

In thirty years of membership in our meeting, Minga and Jonathan have served the meeting, New England Yearly Meeting, and the wider world of Friends in countless ways. They have clerked many committees and worked as staff for Quaker organizations. They currently lead workshops for Friends meetings, in which they help Friends to deepen their ties to God and to each other. Minga carries an abiding interest in Alternatives to Violence work, and Jonathan a yearning to find deeper unity among all branches of Friends.

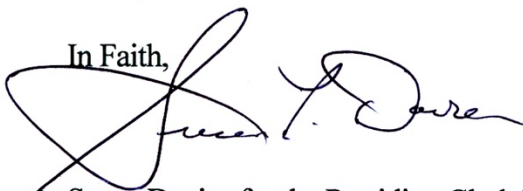
Minga and Jonathan have found themselves led to take a sabbatical year for travel among Friends, during which time they will seek to be prayerfully attentive to what the Holy Spirit is calling them to do.

Beginning with a pilgrimage on the Camino de Santiago, in northern Spain, they expect to travel among Friends around the world, with a particular interest in how the Quaker faith manifests in peace building and reconciliation. They hope to learn, to witness, and to grow in their understanding of God's will, both for themselves, and for the wider Quaker Body. Minga and Jonathan will share the ministry of this journey, exchanging roles as minister and elder as guided by the Spirit.

We at Friends Meeting at Cambridge feel that Minga and Jonathan's journey is well grounded in love and humility. We look forward to hearing from them about the movement of the spirit as they see it around the world, and as they experience it in their hearts.

We hope you will welcome these Friends, and nurture them with your light and your love. They carry with them our dear affection for you and for your whole meeting.

In Faith,

A handwritten signature in black ink, appearing to read 'Susan Davies', written over a large, stylized flourish that loops around the text.

Susan Davies for the Presiding Clerk Team

Typed Version of the Endorsements for Jonathan and Minga's Traveling Minute, 2016

Ramallah Friends Meeting is happy to share with you our joy in the fellowship and first of ministry of Jonathan and Minga. With our love and gratitude,

Jean Zaru, Presiding Clerk Ramallah Friends Meeting 20 December 2015

Dear Friends, We are deeply thankful for Jonathan and Minga's ministry of love among us. The Friends in Residence program of the Ramallah Friends School benefitted from you Friend-ly workshops, service and presence.

Elizabeth Todd, NW Friend, RFS Friends in Residence

The N'Gong Road silent meeting of Friends welcome you and thank you for sharing with us your journey of faith.

Joyce Umbima, Clerk 3 January, 2016

Signed Pastor Augustin Simpariuka, Katarora Monthly Meeting February 2016

Signed Habyarimana Funemore Evangilque Eglise Afrique de Rwanda 14 February 2016

We are so blessed with Minga and Jonathan together in worship service, they sang for the whole congregation. They love God and really they are friends and served. We love you so much.

Pastor Cyerngura Dieudonné Friends Church of Gisenyi February, 2016

We are deeply thankful for Minga's and Jonathan, for your journey from USA to here in Burera. As your friends from EEAR Burera (Friends church) we are happy for your services and sharing. We learn many things. Than you. God bless you.

Pastor Ntamuheza Vincent 20, February, 2016

Tyamagumba Friends Church thanks you for your kind patience with us. You are so amazing, you make easy life with people of different cultures. We pray blessings to you.

Please you can email to pastor Nicodeme at basebyanicodeme@gmail.com THANKS

Cyangugu Quarterly meeting of Evangelical Friends Church is thankful the visitors come to help in our churches especially in youth ministry. Their kindness and courage will bring more results in our churches. Please send them again and continue to be partner with us. Those are Elizabeth Minga and Jonathan. God bless you so much.

Rev. Tertullien March 2016

Brothers and sisters, We, Friends in Rwanda, enjoyed of having Jonathan and Minga with us. Friends of Rwanda appreciated their ministry. We learnt many things from their

experiences like AVP, HIPP, web-design, speaking on Sundays, and sharing peace testimony of Quakerism. We do appreciate their love and courage from inside their hearts. May God bless them while they are traveling in India and in Nepal

David Bucura, Rwanda YM 4 March, 2016

Dear Friends, It is always good to learn about Friends in other parts. We are glad to hear in our Bhaktapur Friends church from Jonathan and Minga about Friends Meeting of Cambridge and their travel experience around the globe. We are blessed by their visit as well as the AVP training they provided. May God continue his blessing in their journey behind and meeting house back in hometown.

Secretary Pradip Lamichhara, Bhaktapur Friend Church PO Box -3 Bhaktapur Nepal
pradipl@gmail.com

Pastor Suresh Majhi Evangelical Friends Church Ramechap 28, May 2016

We are deeply enriched by the presence and their sharing in our meeting. We are thankful for their visiting Bhopal YM and wish for their good time in India.

Ron Titus, correspondent for Bhopal YM (Quakers) 14 June 2016

We are happy to have Minga and Jonathan at the Friends Rural Centre, Rasulia Hoshagabad. We had some very interesting and blissful experiences shared by them. We hope that in future we can have an AVP programme at the Center with them. We are thankful to them for visiting us and spending time with us to share all kinds of Quaker experiences. Greeting from the Family of Friends Rural Center.

Nalini Titus, Hon. Secretary 15 June 2016

Minga and Jonathan visited Friends Girl's (Quaker) school-Itarsi. We are happy to vmeet both of them and sharing Quaker activities of each other. We hope to have AVP in our school.

Wish them all the best.

Denis Jonathan, Manager and Devdas, secretary FSAB

We are all very pleased to see you at Schagpur for the first time. This is god's planning by the grace of God you came here. We pray God will give you good health and strength through out your whole life. We wish you safe journey. Sheela Jacob, member of M.I.YM superintendent Sohagpur Girls Hostel District Hoshangabad

We are very happy to see you in our school in Sohagpur. We pray for you good health and safe journey. God bless you and wish you happy life.

Doren Roberts, manager Sohagpur School 17 June 2016

We are very happy to visit of Mr. and Mrs. Jonathan. We pray for Journey peacefully.
Wish you happy life, Gilfred 19 June 2016

**Smithfield Monthly
Meeting
of the
Religious Society of
Friends**



October 19, 2016

Memorial Minute for Pieter Byhouwer

W. Pieter Byhouwer brought his gift of ministry to Smithfield Friends Meeting twice in his lifetime, first when he served as our pastor from 1987 to 1990 and then when he returned to our community many years later. With a sharp mind and gentle nature his calm spirit guided us through difficult times and continues to inspire us today.

Pieter was born in 1931 in Rotterdam, and in his youth lived through World War II and the Nazi occupation of Netherlands. The strength of his faith and belief in the goodness of all people is all the more remarkable. Pieter was truly a man of unquestionable faith. In a Workshop in Nonviolence Institute, 1979 newsletter, Pieter was quoted as saying "The Holy Spirit will help me find a way." This was the guiding concept in his life.

Pieter earned a degree in journalism from the University of Missouri, and then later earned his Master of Divinity from Earlham School of Religion. Pieter was a substance abuse counselor, retiring in 2008. Pieter had been a member of Hopewell, Indiana Meeting. Glenda and Pieter met for the first time at a Western Yearly meeting. They married on May 31, 1987 and then moved together to Woonsocket, Rhode Island when Pieter was hired to be the minister for Smithfield Friends Meeting later that year.

Pieter's tenure as Smithfield's pastor came at a difficult time for the meeting, when many members' relationships to Christianity were changing, and the identity of the meeting was moving towards Liberal Quakerism. Pieter's Christ centered sermons soon became contentious. It was a painful process for the meeting and it is a tribute to all involved that Pieter and Glenda were able to return to Smithfield in the late 1990's and become active and beloved members.

Pieter adored Glenda and loved spending time with his family, and pets. In addition to his beloved Glenda, Pieter leaves three sons, Paul, John, and David, and two daughters, Nan, and Sarah. He is also survived by former wife, Barbara Moore.

Since he was a young man Pieter loved drawing, singing, dancing, reading, writing poetry, taking

walks, and running. He was a published poet and talented artist. Most of all, Pieter treasured spending time with his family. He had seemingly unending patience and loved unconditionally. His love of knowledge and of God, his kindness and empathy for all, his sense of duty to be of service to others and his sense of humor were traits that demonstrated his spirit.

Courtly and scholarly, Pieter believed in the innate integrity of humanity. It's rare to meet someone whose humility and kindness makes those around them better people, but that was Pieter. After serving as pastor, he came back to Smithfield at a time when his gentleness was sorely needed. As he faced health challenges he inspired us all to understand what it truly meant to see "that of God" in everyone. He taught us the value of patience, and his calm spirit guided us through difficult times and even continues to inspire us today.

Pieter lived his faith. His work, including his ministry, was always aligned to his belief in finding the goodness in people, identifying their needs, and helping them. Pieter had a prison ministry and worked with people with drug dependencies. He dedicated his life, without reservation, to people who really needed unconditional love.

He always knew the right words when he talked with people. Pieter had a gift for conflict resolution and was blessed to perceive decency in everyone. As he saw the good in people, he knew things could always be worked out. When Pieter said, "It will be ok," he meant it. When an incarcerated man told him that he thought of himself as evil, Pieter replied "We look for that of god in all people and sometimes it just takes a while for that to come out." Pieter did not believe that bad things defined people. When Pieter had a personal ministry working to help homeless people make money by collecting recyclable cans in the Chicago Loop, he was once robbed. Of course he did not let that deter him; he just started with less cash the next time.

While he truly loved God, but Pieter also was very human. He could be cranky and headstrong. He did not suffer fools gladly, but still always found the best in everyone. He could be adamant, and would take a stand and stay there. Passionate about what he believed, Pieter brought an intellectual spirit to everything he did. He could easily quote a bible passage or a perfectly chosen literary work, or break into a hymn that was flawlessly appropriate for any given situation.

Pieter died peacefully on Sunday, Dec. 22, 2013. This kind and loving man has shown us what it could mean to truly lead a Quaker life. We were all blessed to have known him. His amazing spirit will remain with everyone he touched, especially those at Smithfield Meeting, forever.

A Personal Paraphrase of the Lord's Prayer

by Pieter Byhouwer

From Illinois Yearly Meeting's Among Friends, Fall 1976

Dear Spirit who touches our lives so deeply,
may we hold the sense of your presence
as a treasure in our hearts.

May our world be liberated and transformed
as we respond to your love
in the ordinary conduct of life
as well in meditation and celebration.

Help us to simplify our lives,
so that we may truly accept our bread
as a gift from you.
Nurture us with your strength, day by day.

Let us be aware about how you care for us
even when we let you down,
and help us in turn to love
those who seem to let us down.
Let us not use your gifts
to free our own pride,
but free us from selfishness
and from despair.

For you hold us,
and you nourish us,
and you revel your wholeness in us
all the time.

*This poem by Pieter was also published in the book **Quaker Artists** by Gary Sandman in 1992 and 2015.*

Approved: Smithfield Monthly Meeting: 9 October 2016
Approved: Rhode Island-Smithfield Quarterly Meeting: 16 October 2016

**Smithfield Monthly
Meeting
of the
Religious Society of
Friends**



October 19, 2016

Memorial Minute for Ann de Nevers

Anna Mary de Nevers was a quintessential Quaker. Compassionate and caring, she spent her life looking for “that of God” in everyone she encountered. An active Member of Smithfield Monthly Meeting of Friends, Ann also helped found the Friends Meeting in Fort Myers, Florida. Ann gave generously of herself, and worked tirelessly to improve her community.

She was active in New England Yearly Meeting’s Peace and Social concerns and had a lifelong interest in the work of American Friends Service Committee. She organized the library at Smithfield Friends and would always have a recommendation on a good books to read. She was curious, well read and extremely intelligent. She would have long conversation with Friends after Meetings on Sundays. Topics would range from current events to intricate interpretations of biblical passages.

Ann always wanted the best for everyone at Smithfield and took her duties on Ministry & Counsel very seriously. She attended Meetings until only a few weeks before she died peacefully at home surrounded by her family in Slatersville, Rhode Island on October 18, 2014.

Ann was born in 1921 in Tyrone, Pennsylvania. She was the daughter of James Anthony Yinger and Grace Isabelle Peck. She was the wife of Bertrand E. de Nevers, who died in 1992. Ann lived with her daughter, Danielle Wiens and her husband Richard. She loved spending time with her three grandsons; Geoffrey, Edouard, and Gregory and his wife Nancy Wiens, and her great grandson, Tristan T. Wiens. She also leaves behind a sister, Mrs. Charles Prevost of San Jose, California, as well as a niece and two nephews.

Ann was an integral part of Woonsocket and the surrounding area. She served for a period of ten years as Director of Woonsocket Family and Child Services. During this time she developed a Homemaker staff of 30 trained individuals, making it possible for families to stay in their own homes during prolonged illness. She later served as Director of the Sophia Little Home in Providence, a home for the unmarried, pregnant youth. Ann brought about innovative change to the Home and its residents through a broadening and caring atmosphere fashioned by modern social work philosophy.

Ann moved on to become the Dean of Students at Woonsocket High School in 1965, where she served until 1984. It was during her time in the Woonsocket school system that Ann began to touch the lives of some of us at Smithfield Meeting. As dean of students, Ann had a talent for recognizing young people's talents and helping people find their confidence. In fact, her gentle guidance of one Smithfield Friend during her teenager years moved the young woman to volunteer which ultimately led to her lifelong career as a nurse.

Ann also continued her education and after further studies and credentialing opened a private psychotherapy practice where she worked for a period of twenty years. After her tenure in Woonsocket, Ann and her husband moved to Fort Myers, Florida, where she helped start Fort Meyers Monthly Meeting. She was active in there until she returned home to Rhode Island to live with her family and rejoined Smithfield Friends.

She was very close to her daughter Danielle. Their boundless love for each other was always evident. Together they would often host lovely teas with a beautifully set table, flowers, and delicious food. These gatherings were like salons, with wonderful conversations about important topics, and they also hosted a lively book club, reverently discussing all type of literature with their friends.

This remarkable woman wrote novels, and was working on a historical fiction when she passed. She went to Europe during World War II with a relief organization and she traveled to the Middle East including Palestine in the 1980's. Ann truly had her own sense of propriety, she embodied the word elegant, and she had the awareness to see beyond how people saw themselves. Ann was sweet and old fashioned. She wore stylish hats and looked like the "Breck" girl. She came to meeting beautifully dressed in suites that were tailored to fit her.

Ann was grounded as a Quaker. She knew the tenants of her faith and taught us by her example. Ann had a clear vision of what was real and honest. She spoke the truth. She was capable of being offended, and she might take issue with something, but was never mean spirited. She lent a grace and dignity to our meeting. She did many things quietly, including taking care of members of our meeting when they were in need. She had a strong sense of self. She was inviolate and very proper, but always had a twinkle in her eye. Ann was led by her curiosity and she encouraged us to be inquisitive too.

Ann was an amazing woman of faith and a very important part of Smithfield Friends Meeting and the larger Quaker communities in New England and Florida. She touched countless lives with her dignity and grace, and continues to be deeply missed by all. When she passed Ft. Myers Friends asked that this poem that be read at her memorial service. It was read out of the silence shortly after Ann passed at Ft. Myers meeting for worship by a Friend who was a member of Smithfield Meeting.

High Flight

by John Gillespie Magee, Jr

Oh! I have slipped the surly bonds of earth,
And danced the skies on laughter-silvered wings;
Sunward I've climbed, and joined the tumbling mirth
Of sun-split clouds, --and done a hundred things
You have not dreamed of --Wheeled and soared and swung
High in the sunlit silence. Hov'ring there

I've chased the shouting wind along, and flung
My eager craft through footless halls of air...
Up, up the long, delirious, burning blue
I've topped the wind-swept heights with easy grace
Where never lark or even eagle flew --
And, while with silent lifting mind I've trod
The high untrespassed sanctity of space,
Put out my hand, and all but touched the face of God.

Ft. Myers Monthly Meeting loved Ann for all the same reasons Smithfield Friends did. They sent this message to be read at her memorial service.

“Ann was one of the founding members of Fort Myers Friends Meeting. Over the years, Ann served our meeting with humility and grace in many capacities, including as Clerk of the meeting, clerk of Ministry and Counsel and Education Committees. She kept us alert to the messages from Friends Committee for National Legislation and the American Service Committee. We are grateful for the wisdom and leadership she brought to us. She was a quiet, unassuming model of the best of Quaker service. This past First Day’s Meeting for Worship was filled with recollections and tributes to Ann, who gently touched the lives of so many of us. Her friendship and love compelled us to speak of her kindness, gentleness, and generosity. We fondly recollected the many times Ann gathered us together in her home for a wonderful meal, “properly and graciously served,” followed by an evening or afternoon of fellowship, laughter and sharing our thoughts on issues of importance to Quakers. Ann never hesitated to put herself forward to help someone in need, even bringing people in trouble into her home for shelter and sustenance. An avid reader, Ann was a ready source for suggestions of books to read or to add to our library. She was always thoughtful and patient. We are deeply grateful that God led Ann to what would become Ft. Myers Meeting. Though she left us in 2007 to return home to Rhode Island, it is amazing how many times her name and something Ann said or did is still mentioned among us. We will miss her gentle way, her loving smile, and her Quaker manner of being.”

Smithfield Friends will be forever grateful for Ann’s return to our Meeting. She led us by her gracious example through some difficult times. Like her loving family, we were all blessed to have the gift of Ann de Nevers and we will cherish it forever.

Approved: Smithfield Monthly Meeting: 9 October 2016

Approved: Rhode Island-Smithfield Quarterly Meeting: 16 October 2016

Memorial Minute for E. Kirk Roberts and Janet Johnson Roberts

Middlebury (VT) Friends Meeting notes with sadness the passing of E. Kirk Roberts, on January 20, 2015, and Janet Johnson Roberts on January 30, 2016. Kirk grew up in the Moorestown (NJ) Monthly Meeting and Jan in the Rich Square (IN) Monthly Meeting. They met at Earlham College from which they both graduated in 1949. After Kirk earned a PhD in chemistry at Harvard University, he and Jan moved, in 1952, to Middlebury, VT, where Kirk taught chemistry, sometimes as chair of his department, at Middlebury College. While in Middlebury, Jan worked at the Counseling Service of Addison County where she created a residential home for women with developmental challenges, as part of the state's move to mainstream and integrate developmentally delayed people in the community. Upon retirement, in 1983, Kirk and Jan moved to Palo Alto, CA.

Soon after their arrival in Middlebury, in 1953, Jan and Kirk invited interested students and community members to worship in the manner of Friends in their home, and, at times, on campus. They met fairly regularly until 1965 when the group stopped meeting. In 1969, as Kirk and Jan prepared to leave for a sabbatical year, another Quaker couple arrived on campus. They responded to requests from students, disturbed by the escalation of the Viet Nam War, to restart the worship group. Placed under the care of Burlington Monthly Meeting, this preparative meeting, started by the Robertses in 1953, eventually grew into the full-fledged Middlebury Friends Meeting, in 1976.

Although Kirk and Jan left Middlebury in 1983, their New England Quaker legacy remains strong in the form of Middlebury Friends Meeting which continues to provide a spiritual home for Middlebury Quakers, college students and other seekers who worship there.

Spenser Putnam, clerk Middlebury Friends
18 September 2016

Penelope Wright, clerk Northwest Quarter
4 December 2016

**Smithfield Monthly
Meeting
of the
Religious Society of
Friends**



April 24, 2016

Memorial Minute for Glenn Smith

Glenn Smith was one of the Smiths who made Smithfield Friends special. The Smith family has been part of our meeting since the 18th century. Glenn had fond memories of Quaker youth meetings and his activities at Smithfield when he was young. When Glenn came to Smithfield Meeting, he brought his intellectual curiosity and wry humor as he actively participated in meetings. We had many lively discussions and appreciated Glenn's quick wit and kindness. Glenn could have a huge impact without a lot of fuss, he could change the mood of the Meeting with just a few words. Glenn often helped continue a thoughtful discussion of the worship messages downstairs at coffee.

Glenn was born in Woonsocket, and his parents, the late Lauriston and Ruth, were also active members of Smithfield Friends. Glenn passed away Tuesday December 30, 2014 at his home in West Warwick, Rhode Island. He was the beloved husband of Homa, and they had just celebrated their 50th wedding anniversary on December 21, 2014.

Glenn was a good husband and an excellent father to his own children and to his children's friends too. He was gentle and open minded. He was very liberal but listened to Fox News just to hear other opinions. The only time Homa ever saw Glenn angry was when they were stuck in Russia on a trip home from Iran and their hotel refused to feed his kids.

Glenn was a man of character, he was always smiling, had a clever sense humor, and was always forgiving. With a kind spirit and intellectual curiosity, Glenn was unassuming and unpretentious, with appreciation for other people. He often talked with people about differing opinions with an air for searching

for understanding.

Glenn led an amazing life. Glenn was drafted but because of his Quaker faith, he worked as a medic. He was a University of Rhode Island graduate with a bachelor's degree in Agriculture. He was a kind, giving, and generous man which was apparent through his many works, including being in the first group of Peace Corps volunteers after it was established. He served in Iran from 1962-64, where he met his beloved Homa. Glenn had many interesting stories of experiences in the Peace Corp including a how he rode all the way from Iran to England on a motor bike. He volunteered for Habitat for Humanity, and was an inspector for the USDA, until his retirement in 1998.

Glenn stayed connected to his Quaker roots his whole life. Even when they lived in New York Glenn found a Meeting and he would bring his parents and grandmother there when they visited. He liked the unprogrammed meetings in Smithtown, New York and the programmed meeting at Smithfield in Rhode Island. He gave both types of meetings his thoughtful attention and prayerful consideration.

Glenn was an avid outdoorsman who loved nature, hiking, kayaking but most of all digging for quahog clams. He rooted for the Patriots and the URI Rams and greatly enjoyed Caribbean cruises. He and Homa, along with their children, enjoyed many vacations at their home at Lake Willoughby, Vermont.

Besides his wife he leaves his adored children, daughter Farah, son Lee and Lee's wife Jennifer. He also leaves his much-loved sisters Carolyn and her husband Eugene Leroy, and Eleanor and her husband Donald Grant. He is deeply missed by his cherished family and his Friends at Smithfield Meeting.

Approved: Smithfield Monthly Meeting: 24 April 2016

Approved: Rhode Island-Smithfield Quarterly Meeting: 19 June 2016

Memorial Minute for Lois Thompson Smith
April 2, 1935 - April 3, 2015
Approved by Wellesley Monthly Meeting on April 14th, 2016
Approved by Salem Quarterly Meeting on October 23rd, 2016

Lois Thompson Smith, born April 2, 1935, was the daughter of Dr. Leonard and Ruth Thompson. She was the youngest of 3 siblings, having an older brother, Arthur, and an older sister, Clara Thompson Gresham. They grew up in San Pedro, California, an ethnically diverse (Italians, Yugoslavs, Mexicans, and Norwegians) town on the bluffs of the Pacific Ocean. Her family enjoyed an idyllic, rather rural life there, so that Lois had a pet goat, Minnie, and when she grew older, a horse, Starlight. Her father, who frequently took her sailing to Catalina Island, was a physician, one of the few practicing in the area, since most of the doctors were serving in the armed forces during the Second World War. He was known for his generosity in extending needed care to people who were economically hard pressed. They, in turn, would provide him with seafood from their catches. Her mother was a Quaker who had been educated at the George School in Pennsylvania, and was a great admirer of the theologian, Dr. Howard Thurman. During Lois' childhood, her family took in an artist, Winifred Balch, and Clara believes that her presence and her work had a tremendous influence upon Lois. Clara thought that another "formative" experience was a summer job at a beach museum, where Lois taught school children about fish and sea life. Later, Lois would teach art in public schools on the west coast as well as the east. Like her mother, Lois learned to play the piano when she was very young and she continued to play even when she had Alzheimer's.

A 1953 graduate of San Pedro High School, she had a lead in the senior play, and was a member of the "Knightettes," an honor society. From there she went to Occidental College, from which she was graduated with a BA in History in 1957. She was an active alumna throughout her life, a member of the Occidental College Women's Club, headed by her sister Clara. While she was at Occidental she was greatly affected by an inspiring art teacher, Mr. Swift, who taught watercolor and contributed to her lifelong dedication to art. After college, she worked at a UCLA museum before moving to New York City to attend Columbia University where she earned a Master's Degree in Fine Arts. Thereafter, she traveled widely, in Europe, India, and the Middle East.

In the early 1960's, she applied to be in the Peace Corps. Her future husband, Charles Frank Smith Jr. had been asked by the Kennedy White House to be the Academic Director of the Peace Corp Training Camp in Puerto Rico, postponing his doctoral studies at Harvard for a year. Lois and Charles met in Puerto Rico and, as a result, Lois decided not to enter the Peace Corps, but, after a brief sojourn in California, moved to Cambridge instead. They married in Boston in 1964. Mixed-race marriages were still illegal in some states at that time, and Charles and Lois' decision to make a life together was a considerable act of courage. They both felt that their shared witness against racism was an important aspect of their marriage.

In the early years of their marriage Lois worked at the Fogg Art Museum, acting as an assistant to curators. Later Lois worked as secretary for George Cabot Lodge, Dean of the Harvard

Business School; Dean Lodge was so pleased with her work that he continued to employ her even after his retirement.

After their two children, Carolyn and Charles III, were born in the mid-sixties, Lois began attending Wellesley Friends Meeting where both the children attended the First Day School. She expressed her values through her participation in the NAACP and in her objection to the Vietnam War. During her last years at WFM she was the meeting's representative for FCNL (Friends Committee on National Legislation). Throughout her adult life, she proved to be a prolific artist. She sculpted as well as painted and every wall in their home is graced with her work.

Lois wrote and illustrated a children's book: Carrie and Carl Play, which was inspired by her own children and her granddaughter, Asia. When Lois' children were small there were no books that showed multi-racial families. Lois felt that it was very important to create a children's book that showed a loving family of different races, so that children like hers could see themselves and their parents reflected in the stories they read. Finishing this project and, perhaps even more challenging, getting it published by the Candlewick Press in 2007 was a great accomplishment. You can find this lovely volume in the WFM library.

In 2013 Lois, who had begun to suffer from dementia, moved to California. She lived with her daughter, Carolyn, and her granddaughter, Asia, was closer to her son "Carl," and enjoyed her childhood surroundings. Throughout these years, Carolyn described her as strong, dignified, and in great spirits...always managing a big smile, being affectionate to her extended family, and always remembering names and faces of family members. She continued going for walks and playing the piano daily. She passed away peacefully on April 3, 2015, the day after her milestone 80th birthday celebration.

During her memorial service at WFM, one of the speakers noted that Lois, who was quite anxious about public speaking, still persevered in giving announcements about FCNL, though her voice shook, demonstrating her commitment and concern. After her memorial service, a family friend reminisced about Lois, noting how she had participated in the NAACP and was quite at ease, despite being in a minority during the meetings, a fact that impressed him greatly. So, even towards the very end of her life, Lois lived out her Quaker values.

**Smithfield Monthly
Meeting
of the
Religious Society of
Friends**



September 25, 2016

Memorial Minute for Eunice Strobel

Eunice Estes Strobel was truly the heart of Smithfield Friends Meeting. She lived an inspirational Quaker life, connecting us to our inner spiritual selves and to the wider world with gentle leading and quiet example. A wonderful minister of the Word, Eunice was a woman of faith, and 1 Corinthians 13 was her constant guide: "And now these three remain: faith, hope and love. But the greatest of these is love."

Eunice guided us with humility and showed us what it meant to be Quaker. She exemplified eldering at its best. She always eldered in private, with patience that was meant not to embarrass, but to build people up instead of tear them down. She understood the need to take time and breathe, to let a leading mature and be nurtured by the community. She was modest and unassuming, and when she spoke, we all needed to listen. She was slow to anger, embraced the positive, and had admirable self-discipline. She cared deeply about others and was always very encouraging, but it often took considerable nudging to get Eunice to say something positive about herself.

She taught us Quaker process and that Worship begins when the first person sits. She always helped center the meeting. Eunice preferred unprogrammed Worship, but was flexible and open at our programmed meetings. She encouraged us to be part of the Quarterly and Yearly Meeting, guiding us to be part of something larger than ourselves. Eunice herself was very active in New England Yearly Meeting, serving on Nominating and Friends United Meeting committees, and as an adult leader in Junior Yearly Meeting.

Despite her humility, Eunice had strength in her convictions. Her beliefs were strongly held, and she was always willing to grow and change. Eunice could "speak truth to power," but her disagreements were always respectful. When she thought someone needed to change or do something different, she would guide them with love. She was naturally welcoming to all people and used her "radical hospitality" to be sure others were comfortable and being heard. She was our unofficial greeter, making sure everyone who connected with our Meeting was welcomed and felt comfortable, whether they were a new pastor or a visitor from the community.

When she was born in November 1917, Eunice already had strong Quaker roots. Her parents, Joseph and Hattie Estes, were members of Swansea Monthly Meeting, and her grandmother had served as clerk of that meeting. When her family, which later included her brother Earl, moved to Woonsocket, they began attending Smithfield Meeting. Eunice attended The Lincoln School, a Quaker boarding school for girls. While she lived at the Lincoln School she attended Providence Monthly Meeting. Eunice and her family also attended yearly meeting. After high school, Eunice began studies at Pembroke College, the women's college at Brown University. She majored in economics and lived at home, taking several buses to get to and from

Providence each day.

After college, Eunice began working and met her husband Kenneth at a theater group. After their marriage, Ken also became a much loved member of Smithfield Meeting. Eunice worked as a statistician until her son, Kenneth, was born. She stayed at home with her son until he was four, when she returned to school to receive a Masters degree in Education. She started teaching elementary school in Burrillville and went on to teach for 24 years until her retirement at age 65. And even in retirement, she continued to substitute and volunteer for ten years.

Eunice was active in Ladies Aid, which functioned as a fundraising organization for the meeting. She began the Smithfield Mother's Day tradition of bringing carnations to meeting, inspiring us to honor all the women who have impacted our lives. In fact, on this Mother's Day, just days after Eunice passed, every woman who attended meeting brought carnations to honor her.

Eunice has served Smithfield Meeting in many official and unofficial ways. She was Assistant Clerk (now called Recording Clerk), and then served as Clerk in the 1980's. She served on the Christian Education Committee and taught First Day School. She was active in the Pulpit Supply Committee, persuading seminary students from other religions to join us to preach. She also served on the Finance Committee and on Ministry and Council Committee. With her background, it was natural that Eunice cared deeply about the meeting's finances. She felt great pride when Smithfield secured a grant to refresh the Meetinghouse exterior, not just because the building would look nice, but because she was frugal, too.

At 79, Eunice was led to give her time and effort to an isolated Native American community, the MOWA band of the Choctaw nation in Alabama. Joyce Hollingsworth of the MOWA Choctaw Friends Center, said that Eunice was a "wonderful example to us as she continues to serve God. Her work and activities here were only overshadowed by her witness of love and compassion for all she came in contact with."

Eunice loved to joke and share time talking with people. A Red Sox super fan, the only time Eunice could not talk was during a game. She was a voracious reader, and kept a little black book with a list of everything she read. She loved mysteries and enjoyed Sudoku. She loved the apartment her family built for her to keep her close, and wanted nothing more at the end of her life than to return there.

Eunice passed away on May 4, 2016, at 98 years of age. She leaves her beloved son and daughter-in-law, Ken and Cindy, her grandson Kenneth, her granddaughter Cathryn and her husband Adam, and her great grandchildren Leah and Lucas. Eunice also leaves her niece Lea Sutton and nephew James Estes. She will be deeply missed by her family and many friends, and especially by all of us at Smithfield Monthly Meeting of Friends. This inspirational woman of faith and spirituality touched our lives.

And now these three remain: faith, hope and love.

But the greatest of these is love.

1 Corinthians 13:13

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