



NEW ENGLAND  
YEARLY MEETING  
OF FRIENDS

# Committees & the NEYM Office

The NEYM Office is the information management and coordination center for the New England Yearly Meeting of Friends. *Our ministry is to support your work, as we are able.*

Please let us know your needs, and keep the Office informed of your committee's activities and meetings. Office hours are Monday through Friday, 9 a.m.–5 p.m. Feel free to contact us—to request information, to have something posted on the NEYM website, for help setting up an in-person or online meeting. Please contact the Office Manager at [office@neym.org](mailto:office@neym.org) or call 508-754-6760, and if she can't help you she will find someone who can!

For all of the documents mentioned in this guide, committee news and more, visit [neym.org/connect-and-serve/help](http://neym.org/connect-and-serve/help).

## COMMITTEE CALENDAR:

If you schedule a committee meeting, please be sure to check the Yearly Meeting calendar ([neym.org/attend-event](http://neym.org/attend-event)) to be sure that you don't choose a date that conflicts with another Yearly Meeting event. Committee meetings should not conflict Permanent Board or Ministry & Counsel.

Don't know when to schedule? Ask yourself: *Is there someone (a previously planned public event? another committee meeting? staff?) with whom you should coordinate this scheduling?* If in doubt, contact the Office and we can help you think through potential conflicts to find a good time for your meeting.

Be sure to send the date and location of your meetings to [office@neym.org](mailto:office@neym.org) and we will post that information on the website.

## IMPORTANT DEADLINES:

Mar 1, 2020: **Budget request** to support the work of your committee for the next fiscal year (which begins October 1), is due to the clerk of the Finance Committee ([finance@neym.org](mailto:finance@neym.org))

May 1, 2020: **Sessions agenda items**, having been seasoned in committee, should be in the hands of the Presiding Clerk ([clerk@neym.org](mailto:clerk@neym.org))

June 7, 2020: **Annual reports due** for Sessions Advance Documents ([office@neym.org](mailto:office@neym.org))

## COMMITTEE TASKS:

### Committee Budget & Budget Requests

The Yearly Meeting Fiscal Year begins October 1 and ends September 30. Your committee's budget request is due to the Finance Committee clerk by March 1.

No general appeals by any Yearly Meeting committee may be made directly to the members of the Yearly Meeting without prior authorization. Please coordinate with the Yearly Meeting secretary, [ymsec@neym.org](mailto:ymsec@neym.org), when considering appeals.

If you need information on your committee's budget or Yearly Meeting financial procedures, the accounts manager or Treasurer will be happy to answer your questions. Contact Frederick Martin, accounts manager, [accountsmanager@neym.org](mailto:accountsmanager@neym.org) (will return emails Monday–Friday) or by phone (Wednesdays only) at 508-754-6760; or Shearman Taber, treasurer, [treasurer@neym.org](mailto:treasurer@neym.org), 617-775-2338.

### Applying for Grants

The Yearly Meeting has set a policy for grant applications, which is summarized here. *This does not apply to Legacy Gift grant applications but does apply to the Obadiah Brown Fund and funds not administered by the Yearly Meeting.*

All Yearly Meeting committees, working groups, or staff wishing to apply for a grant or grants (to initiate new projects or programs, or to support the ongoing work of a Yearly Meeting committee or staff person) will consult with and gain the approval of the Yearly Meeting secretary before submission. It is the secretary's responsibility to coordinate grant applications, include appropriate administrative costs, approve the final version of the proposals, and inform both the clerk of the Finance Committee and the clerk of Permanent Board of pending submissions in a timely manner.

1. Committees, working groups, or staff seeking external support in excess of \$10,000 or requiring allocation of additional funds from the Yearly Meeting must also receive approval from the Permanent Board prior to submission of the application. Permanent Board does not need to approve the application itself.
2. In the event that monthly or quarterly meetings wish to apply for grants to be administered by the Yearly Meeting, they should follow the process outlined above.
3. Any grant application that includes hiring or contracting additional personnel in addition requires the approval and written endorsement of the clerk of the Personnel Committee.

### Advance Documents: Agenda Items and Annual Report for Sessions

Requests to report at the 2020 Sessions should be directed to the clerk. If you have questions about what can or should come before Sessions, please contact Bruce Neumann, presiding clerk, at [clerk@neym.org](mailto:clerk@neym.org) by **May 1**.

Committees are asked to submit an Annual Report to be included in the Advance Documents and Minutes of Sessions. This is an opportunity for committees to share their work, concerns, insights, and queries with the Yearly Meeting community in preparation for meetings for business.

**Report Length:** We ask that you limit your report to 500 words. Each committee that sends representatives to other gatherings or conferences must include a report from the representatives in their committee report. In that case, the *total* report should not then exceed 750 words. Please send your report to [office@neym.org](mailto:office@neym.org) no later than **June 8, 2020**. This will allow us to post the Advance Documents on the website at least two weeks before Sessions.

## SUPPORT SERVICES:

### Committee Rosters

The Office will provide you with a list of all committee members and contact information as soon as possible after Sessions.

### Committee Meetings

NEYM currently uses Zoom as a platform for video and audio connection. This service is available for the work of Yearly Meeting committees and clerks, and meetings can be set up and scheduled through the Office. (If you feel you need training, video tutorials are available at [support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials).) Zoom can be used by participants with either a computer connection or traditional audio phone line. Scheduling of electronic meetings is subject to demand and is reserved on a “first-come, first-served” basis, with priority to time-sensitive projects and work. (Note: Zoom also offers free accounts, but meetings are limited to 40 minutes.) Contact [office@neym.org](mailto:office@neym.org) or [events@neym.org](mailto:events@neym.org) to schedule a Zoom call.

Please see *Advices and Queries for Electronic Meetings* at [neym.org/connect-and-serve/help](https://neym.org/connect-and-serve/help).

### Meetings and Other Committee Events

The Events Coordinator is available to consult with you about finding locations for face-to-face meetings and other committee events, if necessary; you may contact her at [events@neym.org](mailto:events@neym.org). The Yearly Meeting has a policy of providing child care for our events; coordinating child care—including ensuring childcare arrangements comply with our child safety policy—is the responsibility of the [Events Coordinator](#). The policy includes the rate of compensation and other requirements, and is posted at [neym.org/connect-and-serve/help](https://neym.org/connect-and-serve/help).

### Childcare for Events and Committee Meetings

If child care is required for an event or meeting, please provide at least 2 weeks’ notice so that the Events Coordinator can ensure that volunteers are properly screened. Committees and meetings are welcome to put forward the names of child-care providers they are familiar with, in which case the Events Coordinator will facilitate the screening process and payment. Please be aware that in many cases it may be more convenient for the Yearly Meeting to reimburse costs of home or off-site child care for the parent, rather than providing child care on site.

### Committee Minutes

All committees record and maintain minutes. Please format your minutes with a numbering system. Example: Minute 20-1 would be the first minute written in the year 2020. “Guidelines for Preparing Minutes” may also be found at [neym.org/connect-and-serve/help](https://neym.org/connect-and-serve/help).

Committee clerks or recording clerks are responsible for typing, duplicating, and distributing meeting minutes for your committee's mailing list. Please "cc" the Office at [minutes@neym.org](mailto:minutes@neym.org) when sending final minutes to your committee members, and we will save them to the appropriate folder on the Yearly Meeting Google Drive and forward them to the Archives, as appropriate. *Please include your committee name in the subject line.*

### Digital Files

The Yearly Meeting Google Drive file management system includes a folder for the use of each Yearly Meeting committee to create, share, and store documents; please contact [office@neym.org](mailto:office@neym.org) (508-754-6760) for access to your committee folder. This ensures that committee documents are not lost when the membership of the committee changes. If you are not familiar with Google Drive, contact the Office Manager to arrange training.

### Archives

The Yearly Meeting Archives are maintained at the University of Massachusetts at Amherst. The collection contains the official records of the Yearly Meeting and its local meetings and is an invaluable resource for New England Friends as well as for scholars worldwide. If you have questions about whether committee materials should be submitted to the Yearly Meeting Archives, contact [archives@neym.org](mailto:archives@neym.org).

### Committee Expenses

Requests for disbursements made from your committee's annual budget must be signed by your committee clerk. To process committee expenses, submit a Disbursement Request Form within 3 months of the expense to the Yearly Meeting Accounts Manager, 901 Pleasant Street, Worcester, MA 01602-1908, [accountsmanager@neym.org](mailto:accountsmanager@neym.org). Paper forms are available from the Office as well as on the NEYM web site at [neym.org/connect-and-serve/help/office-support](http://neym.org/connect-and-serve/help/office-support).

### Committee Travel

Funds are available for travel assistance to committee meetings or on committee business. Forms to request assistance are posted on the website at [neym.org/connect-and-serve/help/office-support](http://neym.org/connect-and-serve/help/office-support) and are also available from the office staff. Forms are submitted to the Yearly Meeting office and approved by the Yearly Meeting secretary.

### Committee Representative Travel

Travel costs should not be a barrier to an appointment to other Friends organizations outside New England. NEYM has a travel fund to assist those who attend meetings as approved representatives from NEYM. Committees eligible to submit requests for assistance to this fund are Friends General Conference, Friends United Meeting, and Friends World Committee for Consultation. Representatives appointed by the Yearly Meeting to other Friends organizations may also request assistance. The Yearly Meeting Secretary authorizes reimbursements for these travel expenses. Questions and requests go to the Yearly Meeting Secretary, [ymsec@neym.org](mailto:ymsec@neym.org). The Travel Reimbursement Request form is available at [neym.org/connect-and-serve/help/office-support](http://neym.org/connect-and-serve/help/office-support) or from the Office.

## KEEPING IN TOUCH AND SHARING YOUR WORK

### Resignations & Nominations

Please email [nominating@neym.org](mailto:nominating@neym.org) and let the Nominating Committee know of any resignations from your committee, and to suggest Friends you believe have the gifts your committee needs.

### Moving? Changing Email Accounts?

Please email [office@neym.org](mailto:office@neym.org) with any changes to address, email, or telephone number(s) for you and your committee members.

### Monthly Email Newsletter

Requests for specific news items to be included should be sent to [office@neym.org](mailto:office@neym.org) 5 working days before the first of the month. In the service of inclusivity, please write in a way that presumes no prior institutional background on the part of the reader. If you would like help in crafting your message to speak to the newsletter audience, please contact [office@neym.org](mailto:office@neym.org).

### Mailing and Communication Information for All Committees

Special mailings done by the Office (paid for separately by the committee's budget) are limited and must be planned and arranged with the Office. Please contact the Office as early in the planning process as possible; this will help us to support you.

- Large-audience e-mails: You may request that the Office send a message on behalf of your committee to local meeting contacts, another specific target audience or, in some cases, the full NEYM membership. Requests will be considered on a case-by-case basis and in the context of other scheduled communications and availability of staff time.
- Bulk Mail: We may recommend a preferred New England mail house/printer that handles non-profit class mailings when the recipient list is greater than 200.

### Advice & Support

We do this work together! Friends serving in leadership roles on behalf of New England Quakers are here to help you navigate challenges and questions that arise in your service to Friends. Please email the Presiding Clerk ([clerk@neym.org](mailto:clerk@neym.org)) or the Yearly Meeting Secretary ([ymsec@neym.org](mailto:ymsec@neym.org)) if your committee is in need of support or assistance.

## STAFF & OFFICE CONTACT INFORMATION

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

The phone number is: 508-754-6760 and the fax number is: 877-257-2834. Regular office hours are Monday–Friday, 9 a.m.–5 p.m. *Please* leave a voicemail message if no one is able to answer.

NEYM Staff Roster

**Accounts Manager**

Frederick Martin

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

**Events Coordinator**

Elizabeth Hacala

740-478-2537

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

**Friends Camp Director**

Anna Hopkins

207-445-2361

[director@friendscamp.org](mailto:director@friendscamp.org)

**Junior YM/Junior High YM Coordinator**

Gretchen Baker-Smith

508-997-0940

[jym.jhymcoord@neym.org](mailto:jym.jhymcoord@neym.org)

**Office Manager**

Sara Hubner

508-754-6760

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

**Presiding Clerk**

Bruce Neumann

781-835-5293

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

**Quaker Practice and Leadership Facilitator**

Nia Thomas

978-886-7179

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

**Treasurer**

Shearman Taber

617-965-7042

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

**Yearly Meeting Secretary**

Noah Merrill

617-615-6396

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

**Young Friends Events Organizer**

Maggie Nelson

978-382-1850

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