

## NEYM Permanent Board

21 January Meeting, at Westport Friends Meeting, Westport, MA

### Agenda

1. Opening worship (9:30am) Memorial minute for David Douglas
2. Roll call (10:00am)
3. Consideration of minutes of 2011.11.19 Permanent Board Meeting.
4. Yearly Meeting Secretary Report (Jonathan Vogel-Borne)
  - Priorities Process Budget
  - Staff updates
  - Around the Yearly Meeting
5. New England Friends Home ad hoc property committee (Jonathan)
6. Coordinating and Advisory Committee and Presiding Clerk report (Jackie Stillwell)
  - Sessions planning
  - Mid-year gathering
  - Search Committee formation
7. Search committee report (Bruce Neumann)
8. Yearly Meeting Governance Continued (Jackie Stillwell)
9. Treasurer's reports
  - Financial report
  - Finance Committee Clerk – Eileen Cummings has resigned
10. Nominating Committee Reports
  - Yearly Meeting Nominating (McCandless)
  - Internal Nominating (Weinholtz)
11. Other items
  - Puente de Amigos recommendations for visitation with Cuban Friends
12. Locations for future PB Meetings
  - 17 March 2012, Putney Meeting, Putney, VT (contact: Julie Forsythe juliabforsythe@gmail.com)
  - 12 May 2012, Dover Meeting, Dover, NH (contact: Charlotte Fardelmann 603.772.2524 cfardelmann@comcast.net)
13. Closing worship

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Friends approved** these recommendations.

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

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

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

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

**Friends approved** these recommendations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Several ideas arose during a lengthy discussion:

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

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

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

Edward Baker, Clerk  
John Humphries, Recording Clerk



# Proposed Fiscal Year 2013 Priorities Process Budget (Draft 15 January 2012)

—Developed by Jonathan Vogel-Borne, with input from “Funding Our Vision” Day (Oct 2011), Personnel Committee, Coordinating & Advisory Committee

Goals & Assumptions: 1) Support local meetings to grow in spiritual depth & outreach; 2) A conservative view of changes in income; 3) Reserves & working capital are at adequate levels

Changes in Expenses:	Estimated Change from FY2012 Budget	Priority Level	Changes in Income:	Current FY2012 Budget	Estimated Change from FY2012 Budget
<b>1.1 Support for youth work, First Day Schools, &amp; families</b>			<b>2.1 Contributions from:</b>		
Increase of YF-YAF Coord. Salary (2nd Year Step Increase)	\$1,000	1	Monthly Meetings	\$310,000	\$0
Increase RE Coord. hours from 24 hours to 28 hours/week	\$4,000	2	Individuals	\$110,000	(\$14,000)
Increase RE Coord. hours from 28 hours to 32 hours/week	\$4,000	3	<b>2.2 Interest and dividend income</b>	\$11,000	\$0
<b>1.2 Support for Friends witness in the wider world</b>			<b>2.3 increase fee for retreats and Sessions</b>	\$232,400	\$2,000
Restore contributions (FWCC, FGC, FUM) to FY2008 levels	\$6,550	3	<b>Total Changes in Income:</b>		(\$12,000)
5% increase of contributions beyond 2008 levels	\$2,400	5	<b>Projected Gap in Income by Priority Level</b> (see level descriptions below):		
<b>1.3 Support for administrative integrity</b>			<b>Level 0:</b> Flat budget		\$0
Health Care Premiums, estimated 8% increase	\$2,000	0	<b>Level 1:</b> Level 0 + COLA + YF-YAF + YM Sec incr & New YM Sec		(\$14,500)
2.9% Cost of Living Adjustment (COLA)*	\$3,500	1	<b>Level 2:</b> Level 1 + RE Coord 28hrs + Office help		(\$25,500)
Increase of YM Secretary salary**	\$4,000	1	<b>Level 3:</b> Level 2 + RE Coord 32hrs + Restore Contributions		(\$36,050)
New YM Secretary Transition Overlap	\$6,000	1	<b>Level 4:</b> Level 3 + Archivist 16hrs		(\$43,550)
Office help part-time (one day/week)	\$7,000	2	<b>Level 5:</b> All priorities (include 5% increase of contributions)		(\$45,950)
Increase Archivist hours from 8 hours to 16 hours/week	\$7,500	4			
<b>1.4 Decrease in administrative expenses</b>					
New Minute Book publishing strategy	(\$3,000)	0			
Committees unspent budgets	(\$4,000)	0			
Other administrative cost savings (travel, legal fees, insurance)	(\$7,000)	0			
<b>Total Change in Expenses, all priority levels:</b>	<b>\$33,950</b>				

## Suggested Priority Levels by Description:

<b>Level 0:</b> flat budget (\$0)	<b>Level 1:</b> (\$14,500)	<b>Level 2:</b> (\$25,500)	<b>Level 3:</b> (\$36,050)	<b>Level 4:</b> (43,550)	<b>Level 5:</b> (\$45,950)
Increase in Health Care	Increase in Health Care	Increase in Health Care	Increase in Health Care	Increase in Health Care	Increase in Health Care
	2.9% COLA	2.9% COLA	2.9% COLA	2.9% COLA	2.9% COLA
	YF-YAF increase	YF-YAF increase	YF-YAF increase	YF-YAF increase	YF-YAF increase
	YM Sec. increase	YM Sec. increase	YM Sec. increase	YM Sec. increase	YM Sec. increase
	YM Sec. Transition	YM Sec. Transition	YM Sec. Transition	YM Sec. Transition	YM Sec. Transition
		RE Coord. incr to 28 hrs	RE Coord. incr to 32 hrs	RE Coord. incr to 32 hrs	RE Coord. incr to 32 hrs
		Office help	Office help	Office help	Office help
			Restore Contributions	Restore Contributions	Restore Contributions
				Archivist incr to 16 hrs	Archivist incr to 16 hrs
					5% increase of contributions

\* The percent change in the Boston area Consumer Price Index (CPI) over the 12 month period ending November 2011 is 2.9% (final figure set by period ending January 2012)

\*\* Personnel Committee Minute, 2012-01-03: “For the past two years the Personnel Committee has been urging an increase of the NEYM Secretary salary to \$62,500 and that continues to feel like a top priority to us. We reaffirm the minutes from 2010-01-04 and 2011-01-11 that propose this increase. We believe that it is essential to achieve this long-standing recommendation now and we have listed it as a level 1 priority.”

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

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

**From:** Jonathan Vogel-Borne

**Updated:** 17 January 2012 (*new material after the 14 Nov 2011 update begins on page 5*)

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

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

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

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

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

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

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

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

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

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

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

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

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

## END OF 7 OCTOBER 2011 UPDATE

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

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

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

**END OF 14 NOVEMBER 2011 UPDATE**

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- **11/18/2011:** Jonathan Vogel-Borne circulates an email to parties that had expressed interested in property with a flyer describing the property, "Property available for Elder Services Provider." These parties were: 1) Benchmark Senior Living, 2) Atlantic Retirement Group, 3) Montessori Secondary School, 4) The Horizon Group (consulting group), 5) Norwell Visiting Nurses Association and Hospice, and 6) a couple in Hingham looking to buy the Home and move in with their elder parents.
  - **11/18/2011:** Permanent Board approves the liquidation of the Hanson/Hill Fund to support the ongoing expenses of the home until sale.
  - **11/21/2011:** Jonathan Vogel-Borne receives the proposed listing agreement from Kevin Delaney. Jonathan passes the agreement on to Jeanne McKnight, who sends back an extensive revision, mostly to clarify and strengthen language enabling us to seek proposals for a long-term lease as well as for sale of the property.
  - **11/21/2011:** Kevin Delaney asks Jonathan Vogel-Borne for a copy of the appraisal. Jonathan telephones Kevin to tell him that the Committee had agreed not to share the appraisal for the reasons listed in the notes from our 11/13/2011 committee meeting. Kevin asks the Committee to complete the appraisal, noting that he, as a broker, can only give an opinion of value, where a licensed appraiser can offer an actual value. For Kevin, having a commercial appraisal in hand is a tool that would help him to sell the property. Jonathan consults with other Committee members and ask the Committee to re-open whether or no we would ask Mark Reenstierna to complete the appraisal for a final decision at the next Ad Hoc Committee meeting.
  - **11/30/2011:** Jonathan Vogel-Borne and Kevin Delany sign the revised listing agreement engaging the services of Kevin Delaney, with Coldwell Banker, as our broker.
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#### **Email sent December 20, 2011 with a chronology of the NE Friends Home bookkeeper fraud**

**November 29, 2011:** We find that close to \$23,000 has been embezzled from the NE Friends Home accounts by a bookkeeper, subcontracted by a firm we hired on June 27, 2011. Below is a chronology what's happened and where we are as of December 20, 2011. This document was sent by email to the Ad Hoc Property Committee, Finance Committee, and Coordinating & Advisory Committee, with the following attached: 1) the referenced email string (available from Jonathan Vogel-Borne upon request); 2) a spreadsheet prepared by Chris Doehlert showing comparative transaction details between bank statements and QuickBooks; 3) Chris Doehlert's cover letter of a fax to the Hingham Police Department sending images of fraudulent checks; and 4) Letter of intent between Coughlin Consulting Services and NE Friends Home, dated June 23, 2011.

- **November 29, 2011:** Chris Doehlert (the NE Friends Home Treasurer) receives a late evening call from Kim Coughlin (principal of Coughlin Consulting Services which had been engaged as an outside bookkeeper) indicating that Tenneysa Hughes (an independent contractor engaged to support NEFH) had admitted to stealing \$4,000 from the Home. The admission had been made in the context of investigating other fraud.
- **November 30, 2011:** Jonathan Vogel-Borne receives a call and an email from Chris Doehlert letting Jonathan know of the situation (see 11/30/2011 email from Chris Doehlert, subject: "another (serious) problem").
- **November 30, 2011:** Chris Doehlert spends the day in Hingham meeting with Kim Coughlin, officials at the Hingham Institution for Savings (HIS), and filing a report with the Hingham Police Department.

- **December 1, 2011:** Chris Doehlert asks Hingham Institution for Savings (HIS) for past bank statements and front and back images of cancelled checks, dating back to before the beginning of Tenneysa Hughes' hire date, June 27, 2011 (see 12/1/2011 email from Chris Doehlert to Mary Lambert, subject: "old statements").
- **December 1, 2011:** Chris Doehlert alerts the rest of the ad hoc Property Committee of the theft (see two emails dated 12/1/2011 from Chris Doehlert, subject: "bookkeeping incident at the NEFH - update").
- **December 5, 2011:** Chris Doehlert receives bank statements and check images from HIS and finds that the fraud from 9 checks Tenneysa Hughes wrote to herself amounted to much more money than we had originally thought, slightly more than \$20,000. Comparing the bank statements with the QuickBooks report, Chris found a few other questionable checks made out to unknown individuals or vendors, amounting to an additional \$3,000 in possible fraud (see 12/5/2011 email from Chris Doehlert, subject "re: need for cash," where Chris outlines his preliminary findings).
- **December 6, 2011:** Jonathan Vogel-Borne files an insurance claim, informing Church Mutual, our insurance provider, of the loss. They will send Jonathan a package with forms to fill out and procedures to follow.
- **December 7, 2011:** Jonathan Vogel-Borne drives to Hingham and deposits \$30,000 into the NE Friends Home account at Hingham Institution for Savings. The bank closes the account and transfers the money into a new account without requiring a corporate resolution to open a new account. Signatories on the account are Chris Doehlert, Alice Schaefer (the last clerk of the NE Friends Home Committee), and Laura Leventhal (the last NE Friends Home Director).
- **December 7, 2011:** Chris sends an email to update the ad Hoc Property Committee (see 12/7/2011 email from Chris Doehlert, subject: "update on NEFH bookkeeping/finance issues").
- **December 8, 2011:** Chris obtains online access to the bank account (see 12/8/2011 email from Chris Doehlert, subject: "Business Online Banking").
- **December 9, 2011:** Chris sends Jonathan Vogel-Borne and Ed Mair an updated spreadsheet showing the suspected fraud (see 12/9/2011 email from Chris Doehlert, subject: "fraud update." The spreadsheet attached to this email accompanied the "fraud update" ).
- **December 9, 2011:** Chris sends the Hingham police (copies to Jonathan Vogel-Borne) a PDF including a cover letter (attached to this email), check images (front and back) of NE Friends Home checks made out to Tenneysa Hughes, images of a few other suspected checks, and the letter of intent with Coughlin Consulting Services (attached to this email).
- **December 11, 2011:** Jonathan Vogel-Borne attends the South Shore Preparative Meeting at the former NE Friends Home in Hingham. Jonathan meets with Barry Corbin the live-in caretaker at the Home. Jonathan picks up the computer used by the administrators of the NE Friends Home to take back to the NEYM Office in Worcester.
- **December 13, 2011:** Jonathan Vogel-Borne and Ed Mair have conference calls with Chris Doehlert and Trish Hogan (Finance Committee representative on the ad Hoc Property Committee) to assess where we are and what next steps to take.
- **December 16, 2011:** Jonathan Vogel-Borne receives the QuickBooks portable file that was exported from Tenneysa Hughes' computer with the current NE Friends Home QuickBooks

accounts. Jonathan successfully loads the QuickBooks file as a new company on the NE Friends Home computer with the stand-alone version of QuickBooks 2010 Pro software.

- **December 16, 2011:** Jonathan Vogel-Borne calls Trish Hogan to consult with her about next steps. As an experienced bookkeeper, Trish might be available to clean up the books and help us through this period until the sale of the property. We are all very clear that the person creating the checks should NOT be signing the checks. In that conversation, upon Trish's recommendation, Jonathan is exploring the idea of hiring an outside Certified Public Accountant to clean up the books, bring them up to date and recommend accounting procedures for the NE Friends Home accounts until the property is sold (*see continuation of this item in December 28, 2011 and January 3, 2012 entries below the fraud chronology*).
- **December 19, 2011:** Upon receipt of the "Dishonesty Proof of Loss Form" in regard to our claim (#1163435) with Church Mutual Insurance, Jonathan Vogel-Borne calls Michelle Thimm at Church Mutual and determines that our coverage relates only to employee dishonesty, and by definition Tenneysa Hughes is NOT an employee. In Church Mutual's language of our insurance policy's "Employee Dishonesty" coverage, "'employee' does not mean any agent, broker, factor, commission merchant, consignee, independent contractor or representative of the same general character." Tenneysa Hughes was an independent contractor hired by Coughlin Consulting Services, yet another independent contractor. While Church Mutual agents will not deny a claim over the phone, Michelle Thimm did confirm that because our coverage is only for employee dishonesty, our insurance policy will not cover this loss. We need to decide whether or not to file Church Mutual's "Dishonesty Proof of Loss Form," which requires sworn/affirmed testimony in front of a notary public.
- **December 19 2011:** Until the books are brought up to date, Chris Doehlert will create checks to pay the bills and send the checks with copies of the documentation to Alice Schaefer for her to sign and mail.

#### **END OF FRAUD CHRONOLOGY SENT BY EMAIL, DECEMBER 20, 2011**

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- **12/6/2011:** Dan Podolsky, a former Church Mutual Insurance representative now an independent broker, reviews our insurance policy for the home and points out to Jonathan Vogel-Borne that the Turkey Hill building is listed as "vacant" and is therefore underinsured. Jonathan contacts Church Mutual to find out what would be required for the building to be insured as "occupied." Church Mutual underwriters say that short of the building being back in partial or full operation, they will not underwrite a policy giving us full coverage as an occupied building. They say one person—our contracted, live-in caretaker—inhabiting a 15,000 square foot building is vacant, whether or not that person is an NEYM employee or an independent contractor (*see December 29, 2011 below, for more about insurance coverage*).
- **12/9/2011:** Kevin Delaney shows the property to a prospective buyer. The buyers ask for architectural drawings of the building. Barry Corbin is asked to look for them.
- **12/16/2011:** Jonathan Vogel-Borne sends an email to Benchmark Senior Living, Atlantic Retirement Group, Montessori Secondary School, and the Horizon Group inviting them to bring a proposal for purchase of the property to the table by December 31, 2011. After that date, we would still welcome a proposal, but the groups would be dealing directly with Kevin Delaney through Coldwell Banker. The Visiting Nurses Association and Hospice never got back to Jonathan and the couple in Hingham had decided not pursue the purchase. Benchmark



Senior Living returned Jonathan's email saying they were withdrawing their interest in the property.

- **12/28/2011:** Brian Clark, NEYM Pooled Funds treasurer who runs a business in Hingham, assists Jonathan Vogel-Borne find a South Shore-based CPA to help us clear up the Home's books, close last fiscal year 2011 (Sept 30), do government filings, and advise us in best practices for the way forward. Consulting with Ed Mair and Edward Baker, Jonathan begins the process of engaging the services of Steve Snow a CPA with the Braintree accounting firm, Leonard, Mulherin, and Greene (lmgpc.com).
- **12/29/2011:** Jonathan Vogel-Borne receives final confirmation from Church Mutual Insurance that they will not fully insure what they consider is an unoccupied building. The email from Church Mutual is as follows:

Our Underwriting Department has reviewed the Vacant Building located at 86 Turkey Hill Lane Hingham, MA 02043. They have determined that this building will need to remain as a Vacant Building. Our underwriting department has also restricted the perils covered to our Basic Form. I have enclosed a copy of the Basic Form here for you to review.

Also included in your Multi Peril Policy under the Property Conditions Form (See below) is our Vacancy Clause. This clause clearly states that if a building where loss or damage occurs has been vacant for more than 60 consecutive days before the loss or damage, we will: **not pay** for any loss or damage caused by any of the following, even if they are covered causes of Loss: (1) Vandalism (2) Sprinkler Leakage (unless protected against freezing) (3) Building Glass Breakage (4) Water Damage (5) Theft or (6) Attempted Theft. Also, we will reduce the amount we would otherwise pay for the loss or damage by 15%.

During our telephone conversation, you had also stated that a small religious organization is also using this location every Sunday for meetings. We will need to know the full legal name of this organization and receive a Certificate of Insurance from them, naming your organization as an Additional Insured. Once this is received, we will exclude coverage from your organizations policy for this outside group. They need to be carrying their own insurance for their operations.

Jonathan Vogel-Borne consults with Dan Podolsky about next steps.

- **12/30/2011:** Jody Maxwell from the Montessori Secondary School Board emails Jonathan Vogel-Borne a business plan proposing a 60-month lease to buy the property.
- **12/31/2011:** John James of the Horizon Group phones and emails Jonathan Vogel-Borne to say a proposal to continue the property as a provider for elder services is on the way. As of December 31, 2011 Jonathan has not heard back from the Atlantic Retirement Group. This leaves us just two proposals, one in hand from the Montessori Secondary School and the other, from the Horizon Group, promised.
- **1/3/2012:** Jonathan Vogel-Borne sends Steve Snow, CPA with Leonard, Mulherin, and Greene, the NE Friends Home QuickBooks file and other financial information. Steve will look over our situation and get back to Jonathan on Friday, January 6, 2012 with his recommendations on the scope of the work. These recommendations will be forwarded to the Ad Hoc Committee to review at its 1/8/2012 meeting.
- **1/4/2012:** Jonathan Vogel-Borne and Barry Corbin meet to consult about the ongoing maintenance of the building. Barry has found architectural drawings of the building and has scanned them for distribution at the 1/8/2012 meeting. Barry also updates Jonathan that the leak in the furnace has been repaired.
- **1/6/2012:** Steve Snow sends Jonathan Vogel-Borne a letter of understanding, specifying the work he would do for us: 1) Compile information to produce financial statements for the fiscal

year ending September 2011; 2) Prepare NEFH Federal Form 990 for the fiscal year ending September 30, 2011; 3) Review NEFH financial records in an effort to identify any improperly recorded or unauthorized transactions; 4) Assist in updating NEFH QuickBooks file for activity from October 1, 2011 forward.

- **1/8/2012:** Ad Hoc Committee holds third meeting. We took action on the following items:
  - **Montessori Secondary School:** The School's Board proposes a 5 year lease to buy at \$1.1 million. The lease would cover the carrying expenses, but what about costs to modify/improve the property, maintain it and cover unexpected costs? The committee felt that a purchase instead of a lease would be preferable, even if it meant that we gave them a mortgage. Barry Corbin reported that he has shown the home to the school several times and that they have the support of the Trustees and the other abutters. Jeanne McKnight asked if the Trustees could be part of the plan and buy a restriction on the property to prevent future development. Would the Trustees consider buying the land and leasing the building to the school? There are many details missing from their plan, but the committee likes the idea of the school and would like to ask Jonathan to continue a discussion with them.
  - **Disposition of appraisal:** The appraiser wants to finish his work. He only looked at continuing to use the property as a healthcare facility and did not explore or consider any other options. Kevin Delaney feels that a complete appraisal would be beneficial. The committee agreed we should have the appraisal completed and pay the balance due.
  - **New CPA:** The committee approved using Steve Snow as CPA. The committee will ask Jonathan to discuss with Steve the benefits of doing a complete audit. Is there a reason for us to do this? How expensive will it be?
  - **Litigation:** Chris Doehlert will be speaking with the Assistant District Attorney (ADA) on January 9, 2012 and will have the opportunity to provide the ADA with details about the fraud.
    - Tenneysa Hughes is to be arraigned on January 11, 2012 and the charges against her will be formalized at that time. Chris reported that he understands that there is no benefit to us being present. If this case proceeds any further, we may need to be present.
    - Coughlin Consulting Services: Tenneysa Hughes worked for Kim Coughlin, principal, as a independent contractor. Although Kim has insurance, it covers only employees and not contractors. There was clear negligence on Kim's part. Do we want to pursue a civil case against Kim? Jeanne's firm could represent us and will get an estimate. The committee felt that because this is NEYM's money, we have an obligation to protect it and try to recover it.
  - **Insurance:** Church Mutual considers the building to be vacant and will not provide us with the coverage that we need. We have some liability insurance, but very limited, it doesn't include theft, damage by sprinkler, etc.... The committee agrees that Jonathan should pursue getting adequate insurance.
  - **Whittier Items:** Permanent Board approved transferring the Whittier items to Amesbury. Barry Corbin and Ed Mair will coordinate this.

- **1/12/2012:** Following up on the Ad Hoc Property Committee meeting, Jonathan Vogel-Borne contacts the following people:
  - Kevin Delaney who urges the Committee to set an asking price so that he can more fully market the property. Jonathan sends an email to the Committee suggesting that we set the price at \$1.5 million.
  - Mark Reenstierna, the commercial appraiser, asking him to finish the appraisal. Mark expects to have a final draft of the appraisal by early February
  - Steve Snow, CPA, to formally engage his services.
  - Dan Podolsky to check-in about fully insuring the building. Dan is still looking for companies that will insure us.

**END OF 17 JANUARY 2012 UPDATE**

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## New England Yearly Meeting of Friends

Treasurer's Report  
First Month 21, 2012  
Prepared by Ed Mair

### **Summary**

We have a deficit which is normal this time of year. Our expenses exceed our income. We have more of a deficit this year primary because of the costs of maintaining and selling the New England Friends Home. (See for example Budgets vs. Actuals expense accounts 5140 Legal Expenses and 5150 Liability Insurance). Upon the sale of the home, all expenses should be covered and we may even show a surplus, although perhaps not as much as Friends might wish for.

Individual (account 4010) income is \$3,909 less than last year while Monthly Meeting (account 4020) income is \$2,974 higher than in FY2011. Overall our income to date is \$111,433; our expenses are \$120,631 so we stand with a deficit of \$ 9,198.

### **Introduction**

The bulk of the information in the report is in three tables, named "FY12 Balance Sheet", "FY12 and Previous Year" and "FY11 Budget vs. Actuals". These Tables will not show interest income or changes in fair market value until the end of the year.

### **Balance Sheet**

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

Our total assets are \$958,452 of which about \$615,681 are in the New England Yearly Meeting Pooled Funds (1075), about \$82,500 is due from Friends Home (1190), and about \$159,998 are in low risk certificates of deposit (account 1050), money market funds (account 1020), and checking accounts (account 1000). The low risk assets provide a mixture of security and liquidity relative to the more volatile pooled funds.

We have no significant liabilities (debts).

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

Our current working capital reserves are \$189,168. This working reserve represents about 20% of our total equity and 20% of our current assets. Our cash advances to the NEFH represent 8.6% of our assets.

### **FY2012 and Previous Year**

This table compares where we are this year as compared to the last fiscal year.

### **Budget vs. Actual Summary FY12**

This chart shows our income and expenses year to date relative to our annual budget for the whole year.

**NEYM**  
**Balance Sheet**  
As of January 13, 2012

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>1000 Checking Accounts</b>	
1005 TD Bank Checking	54,567.07
1010 Checking Northampton Coop	5,491.56
1011 DNU (deleted)	0.00
<b>Total 1010 Checking Northampton Coop</b>	<b>\$ 5,491.56</b>
1015 Bank of America - Checking	0.00
1040 Petty Cash	200.00
<b>Total 1000 Checking Accounts</b>	<b>\$ 60,258.63</b>
<b>1020 Money Market Accounts</b>	
1022 TD Bank MM \$#1	2,541.03
1025 Money Market Northampton Coop	38,036.17
1070 Bank of America - Money Market	0.00
<b>Total 1020 Money Market Accounts</b>	<b>\$ 40,577.20</b>
<b>1050 Certificates of Deposits</b>	
1051 TD Bank MM #2 CD	5,311.00
1052 CD'S Northampton Coop	53,850.99
1055 DNU (deleted)	0.00
1080 Bank of America - CD	0.00
<b>Total 1050 Certificates of Deposits</b>	<b>\$ 59,161.99</b>
<b>Total Bank Accounts</b>	<b>\$ 159,997.82</b>
<b>Accounts Receivable</b>	
<b>1200 Accounts Receivable</b>	
1210 SLOA AR Principal Interest	17,784.05
1215 SLOA Principal Non Interest	69,890.00
1220 SLOA Interest Receivable	5,167.35
1230 CD sales receivable	0.00
1275 Book Sales	2,069.38
1277 Postage	0.00
<b>Total 1275 Book Sales</b>	<b>\$ 2,069.38</b>
<b>Total 1200 Accounts Receivable</b>	<b>\$ 94,910.78</b>

**Other Current Assets**

1075 Pooled Funds	615,681.39
1100 Accrued Receivable	-283.96
1110 Due to/from Friends Camp	613.61
1112 Camp Disability	120.00
1114 Camp - Retirement	0.00
1115 Camp Loan	0.00
1116 Camp Mailings	0.00
1118 Camp - Umbrella Liability Insur	0.00
1119 Camp Funds in Transit	0.00
<b>Total 1110 Due to/from Friends Camp</b>	<b>\$ 733.61</b>
1120 Employee Advances	0.00
1130 Student Loan Principal Rec.	0.00
1132 Student Loan Principal Non Inte	0.00
1135 Student Loan Interest Rec.	0.00
1140 Due to/from Sessions	0.00
1150 Prepaid Expenses	4,912.14
1190 Misc due to/from	82,500.00
1499 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$ 703,543.18</b>

**TOTAL ASSETS** **\$ 958,451.78**

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	
Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$ 0.00</b>

**Other Current Liabilities**

2010 Accrued Liabilities	2,491.04
2110 Federal Taxes	0.00
2120 State Taxes	0.00
2150 Health Insurance Premium	816.33
2155 Sect 125 Employee Withholding	1,179.63
2160 403B Retirement	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 4,487.00</b>
<b>Total Current Liabilities</b>	<b>\$ 4,487.00</b>

**Total Liabilities** **\$ 4,487.00**

Equity

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

3814 FUM Home & Foreign	0.00
38141 Unavailable	5,582.51
38142 Available	300.00
<b>Total 3814 FUM Home &amp; Foreign</b>	<b>\$ 5,882.51</b>
3816 FUM Ramallah	0.00
38161 Unavailable	50,416.53
38162 Available	2,717.00
<b>Total 3816 FUM Ramallah</b>	<b>\$ 53,133.53</b>
3818 Hanson/Hill	0.00
38181 Unavailable	25,556.95
38182 Available	1,306.00
<b>Total 3818 Hanson/Hill</b>	<b>\$ 26,862.95</b>
3820 J. G. Green	0.00
38201 Unavailable	0.00
38202 Available	0.00
<b>Total 3820 J. G. Green</b>	<b>\$ 0.00</b>
3822 L & M Binford	0.00
38221 Unavailable	0.00
38222 Available	0.00
<b>Total 3822 L &amp; M Binford</b>	<b>\$ 0.00</b>
3824 Mosher Book & Tract	0.00
38241 Unavailable	54,765.25
38242 Available	2,742.00
<b>Total 3824 Mosher Book &amp; Tract</b>	<b>\$ 57,507.25</b>
3826 Phillips/Purington/Hawkes	0.00
38261 Unavailable	21,470.14
38262 Available	1,209.00
<b>Total 3826 Phillips/Purington/Hawkes</b>	<b>\$ 22,679.14</b>
3828 Pittsfield/Varney	0.00
38281 Unavailable	6,088.66
38282 Available	300.00
<b>Total 3828 Pittsfield/Varney</b>	<b>\$ 6,388.66</b>
3830 Susan B. Kirby	0.00
38301 Unavailable	6,731.98
38302 Available	350.00
<b>Total 3830 Susan B. Kirby</b>	<b>\$ 7,081.98</b>
3832 West Falmouth Prep Mtg	0.00
38321 Unavailable	3,634.70
38322 Available	200.00
<b>Total 3832 West Falmouth Prep Mtg</b>	<b>\$ 3,834.70</b>
<b>Total 3800 Permanently Restricted Funds</b>	<b>\$ 470,043.56</b>
3900 Retained Earnings	7,997.26
Net Income	-9,198.69
<b>Total Equity</b>	<b>\$ 953,964.78</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 958,451.78</b>



## YTD Comparison with Previous Year

October 1, 2011 - January 13, 2012

	Oct 1, 2011 - Jan 13, 2012	Total Oct 1, 2010 - Jan 13, 2011 (PY)	\$ Change
<b>Income</b>			
4010 Individual Contributions	25,845.31	29,754.05	(3,908.74)
4020 Monthly Meeting Contributions	64,152.68	61,178.66	2,974.02
4022 FUM MM Restricted Funds		180.00	(180.00)
4030 Organizations Contributions	5,100.02		5,100.02
4050 Interest and Dividend Income	32.39	525.71	(493.32)
4055 Student Loan Interest		90.32	(90.32)
4070 Books and other Items	197.60		197.60
4080 Retreat Program Fees	16,104.50	11,652.00	4,452.50
<b>Total Income</b>	<b>\$ 111,432.50</b>	<b>\$ 103,380.74</b>	<b>\$ 8,051.76</b>
<b>Gross Profit</b>	<b>\$ 111,432.50</b>	<b>\$ 103,380.74</b>	<b>\$ 8,051.76</b>
<b>Expenses</b>			
4000 Reconciliation Discrepancies	0.00		0.00
5000 Staff	76,374.56	79,090.13	(2,715.57)
5075 Undistributed Credit Card Charge	1,769.13		1,769.13
5100 General & Administration	18,722.41	11,959.52	6,762.89
5300 Travel & Conferences	5,990.76	3,625.33	2,365.43
6000 Programs	16,131.43	12,910.39	3,221.04
6140 Books and Other		500.00	(500.00)
6200 Benevolence		125.00	(125.00)
6600 Publications	1,642.90	1,121.35	521.55
<b>Total Expenses</b>	<b>\$ 120,631.19</b>	<b>\$ 109,331.72</b>	<b>\$ 11,299.47</b>
<b>Net Operating Income</b>	<b>\$ (9,198.69)</b>	<b>\$ (5,950.98)</b>	<b>(3,247.71)</b>
<b>Net Income</b>	<b>\$ (9,198.69)</b>	<b>\$ (5,950.98)</b>	<b>(3,247.71)</b>

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**NEYM**  
**Budget vs. Actuals: NEYM - FY12**  
 October 2011 - September 2012

	Actual	Budget for Year	% of Budget
<b>Income</b>			
4010 Individual Contributions	25,845.31	110,000.00	23.50%
4020 Monthly Meeting Contributions	64,152.68	310,000.00	20.69%
4030 Organizations Contributions	5,100.02	2,200.00	231.82%
4050 Interest and Dividend Income	32.39	12,000.00	0.27%
<b>4070 Books and other Items</b>			
4072 Sales - Books	112.00	19,500.00	0.57%
4075 Sales -Other Items	77.76	500.00	15.55%
4076 Shipping/Postage	7.84		
<b>Total 4070 Books and other Items</b>	<b>\$ 197.60</b>	<b>\$ 20,000.00</b>	<b>0.99%</b>
4080 Retreat Program Fees	16,104.50	51,370.00	31.35%
4085 Sessions Program Fees		173,500.00	0.00%
<b>Total Income</b>	<b>\$ 111,432.50</b>	<b>\$ 679,070.00</b>	<b>16.41%</b>
<b>Gross Profit</b>	<b>\$ 111,432.50</b>	<b>\$ 679,070.00</b>	<b>16.41%</b>
<b>Expenses</b>			
<b>5000 Staff</b>			
5010 Salaries & Wages	50,944.74	228,000.00	22.34%
5037 Housing Allowance	6,000.00		
<b>Total 5010 Salaries &amp; Wages</b>	<b>\$ 56,944.74</b>	<b>\$ 228,000.00</b>	<b>24.98%</b>
5020 Payroll Taxes	2,613.25	13,000.00	20.10%
<b>5030 Benefits</b>			
5033 Health Benefits	10,452.30	39,000.00	26.80%
5035 Retirements	4,917.66	20,000.00	24.59%
5040 Disability	436.97	1,131.00	38.64%
5045 Workers' Compensation	645.00	811.00	79.53%
<b>Total 5030 Benefits</b>	<b>\$ 16,451.93</b>	<b>\$ 60,942.00</b>	<b>27.00%</b>
5050 Spiritual Retreats	364.64	1,200.00	30.39%
<b>Total 5000 Staff</b>	<b>\$ 76,374.56</b>	<b>\$ 303,142.00</b>	<b>25.19%</b>
5075 Undistributed Credit Card Charge	1,769.13		
<b>5100 General &amp; Administration</b>			
<b>5110 Administration</b>			
5120 Bank Expense	208.13	3,500.00	5.95%
5130 Contracted Services	1,529.70	6,000.00	25.50%
5140 Legal Services	4,141.80	1,000.00	414.18%
5150 Liability Insurance	4,526.00	3,500.00	129.31%
5160 Payroll Service	354.01	2,500.00	14.16%
5170 Recruiting Expense		1,000.00	0.00%
5180 Rent	4,675.00	9,350.00	50.00%
<b>Total 5110 Administration</b>	<b>\$ 15,434.64</b>	<b>\$ 26,850.00</b>	<b>57.48%</b>

<b>5200 Office</b>			
5220 Cleaning Services	66.00	150.00	44.00%
5230 Maint - Equip & Hardware		2,000.00	0.00%
5240 Postage	1,470.34	3,000.00	49.01%
5250 Office Equipment		2,000.00	0.00%
5260 Office Supplies	559.05	2,500.00	22.36%
5270 Printing & Copying		4,000.00	0.00%
5280 Software & Updates	246.13	1,250.00	19.69%
5290 Telephone	946.25	3,500.00	27.04%
<b>Total 5200 Office</b>	<b>\$ 3,287.77</b>	<b>\$ 18,400.00</b>	<b>17.87%</b>
<b>Total 5100 General &amp; Administration</b>	<b>\$ 18,722.41</b>	<b>\$ 45,250.00</b>	<b>41.38%</b>
<b>5300 Travel &amp; Conferences</b>			
5310 Travel - Committee	336.68	2,000.00	16.83%
5320 Travel - Clerk		3,000.00	0.00%
5330 Travel - Programs	365.97	1,000.00	36.60%
5335 Travel - Representatives Travel	2,467.20	6,500.00	37.96%
5350 Travel - Staff	2,820.91	11,000.00	25.64%
5360 Travel - Ministries		500.00	0.00%
<b>Total 5300 Travel &amp; Conferences</b>	<b>\$ 5,990.76</b>	<b>\$ 24,000.00</b>	<b>24.96%</b>
<b>6000 Programs</b>			
6105 Honoraria - Speakers/Wkshp Ldrs	1,050.00	9,600.00	10.94%
6110 Sessions Room & Board		163,000.00	0.00%
6112 Retreats - Room & Board			
6114 Room Rental	6,619.00	20,000.00	33.10%
6150 Food Expense	4,275.74	10,000.00	42.76%
<b>Total 6112 Retreats - Room &amp; Board</b>	<b>\$ 10,894.74</b>	<b>\$ 30,000.00</b>	<b>36.32%</b>
6125 Program Expenses			
6115 Equipment Rental		4,000.00	0.00%
6120 DNU	194.79		
6121 Supplies and Other Expenses	826.51	8,900.00	9.29%
6165 Pre-Sessions Expense		900.00	0.00%
<b>Total 6125 Program Expenses</b>	<b>\$ 1,021.30</b>	<b>\$ 13,800.00</b>	<b>7.40%</b>
6130 Committee Expenses - General	3,165.39	15,000.00	21.10%
6160 Support - Retreats & Sessions		1,000.00	0.00%
<b>Total 6000 Programs</b>	<b>\$ 16,131.43</b>	<b>\$ 232,400.00</b>	<b>6.94%</b>

<b>6140 Books and Other</b>				
6142 Books		10,000.00	0.00%	
6145 Other Items for Sale		500.00	0.00%	
6147 Consignment Sales		4,000.00	0.00%	
<b>Total 6140 Books and Other</b>	<b>\$</b>	<b>- \$</b>	<b>14,500.00</b>	<b>0.00%</b>
<b>6200 Benevolence</b>				
6310 FGC		17,608.00	0.00%	
6320 FUM		16,635.00	0.00%	
6325 FWCC		7,206.00	0.00%	
6328 Ramallah Friends School		100.00	0.00%	
6330 Friends' Organizations				
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%	
<b>Total 6330 Friends' Organizations</b>	<b>\$</b>	<b>- \$</b>	<b>2,150.00</b>	<b>0.00%</b>
6575 Other Organizations		650.00	0.00%	
6590 Ecumenical Organizations				
6592 State Council of Churches		4,000.00	0.00%	
6594 NE Council of Churches		150.00	0.00%	
6596 NECL		150.00	0.00%	
6598 World Council of Churches		100.00	0.00%	
<b>Total 6590 Ecumenical Organizations</b>	<b>\$</b>	<b>- \$</b>	<b>4,400.00</b>	<b>0.00%</b>
<b>Total 6200 Benevolence</b>	<b>\$</b>	<b>- \$</b>	<b>48,749.00</b>	<b>0.00%</b>
<b>6600 Publications</b>				
6610 Yearly Meeting Minute Book		5,500.00	0.00%	
6620 New England Friend	1,642.90	5,000.00	32.86%	
<b>Total 6600 Publications</b>	<b>\$</b>	<b>1,642.90</b>	<b>\$</b>	<b>10,500.00</b>
				<b>15.65%</b>
<b>Total Expenses</b>	<b>\$</b>	<b>120,631.19</b>	<b>\$</b>	<b>678,541.00</b>
				<b>17.78%</b>
<b>Net Operating Income</b>	<b>\$</b>	<b>(9,198.69)</b>	<b>\$</b>	<b>529.00</b>
<b>Net Income</b>	<b>\$</b>	<b>(9,198.69)</b>	<b>\$</b>	<b>529.00</b>

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## MEMORIAL MINUTE FOR DAVID WESTON DOUGLAS

David Weston Douglas died on the thirtieth day of the third month, 2010, at the age of ninety one. Recorded as a minister in the Society in 1970, he had already been living relentlessly the life of a Friend among Friends for decades. His modesty and humility came into full flower as a servant to others as well as the Society of Friends during these forty years.

David was born on the sixth day of second month, 1919, near Brunswick Maine. That winter was so severe his father didn't get into town until April to record his son's birth. David's parents were Quaker, and relatives and ancestors in his family had been members of the Society since the early eighteenth century, including a regular stream of men and women on record as ministers. Growing up in rural Quaker Maine imprinted the young man with an abiding strain of practicality as well as typical Quaker values of the era, such as care for the local meeting, a delight in the social life of Friends, a desire to be in touch with Friends from everywhere, the relish of involvement in civil matters (especially from a Friendly perspective), and an implacable opposition to war and violence. He was serious as a young Quaker and was admitted to adult membership in Durham Friends Meeting at the age of 14.

In 1938, while on a Quaker Peace Caravan traveling around New England, he stayed at Margaret Allen Macomber's family's house in Westport MA, a family with an even older Friends' lineage than the Douglas's. Margaret and David had met at Yearly Meeting, but the Caravan's time-out ferry excursion through the Cape Cod Canal with Margaret in attendance evidently sealed their fate. They married in 1942 and spent the rest of their lives together. Their partnership can only be described as remarkable in innumerable respects, and for many Friends in New England, the sight of David either automatically included Margaret or meant that Margaret could not be far away. They both worked tirelessly for and with Friends and for and with each other.

David graduated from Bowdoin College in 1941 in Economics and Sociology, began working for Liberty Mutual Life Insurance in Boston that year, and spent four years learning various aspects of the business. He also managed to play baseball in the Industrial League in Boston for several years. When World War II intervened he was prepared to become a conscientious objector, but his draft board, unwilling to grant even a Quaker the appropriate deferment, classified him 4F, unqualified for military service. He did voluntary service anyway at Massachusetts General Hospital and he and Margaret bought Civilian Public Service Bonds rather than War Bonds. While working at MGH, David was locked in with mental patients at night and there met servicemen brought back from the war mentally crushed or crippled, but carefully hidden from public view.

In the early fifties, four children now in tow, David and Margaret moved to Cape Cod. David had begun to work for the A&P Tea Company. His family moved permanently into a house in Pocasset in Bourne in the fall of 1955, and David would die in the same house 55 years later. His life on Cape Cod began the consistent and wide-ranging work he would undertake for Friends for the rest of his life. Sandwich Monthly Meeting, composed of three preparative meetings in East Sandwich, Yarmouth, and West Falmouth, was largely inactive. Yarmouth Meeting had recently been revived as an unprogrammed meeting with six or eight in attendance, while West Falmouth only opened in the summer with a program, and East Sandwich was open only in the summer, often only one or two in attendance. David became the person who looked after the physical property of all three meeting houses, and as the meetings slowly regained life and reopened as unprogrammed meetings, he clerked at one time or another all the major committees until membership increased and leadership became available. When Yarmouth became stable and West Falmouth became open year round in the early to mid sixties, several families including the Douglasses moved their attendance to the closer meeting.

David's involvement in Friends steadily increased both in time commitment and geography. Always involved with the life and concerns of Sandwich Quarterly Meeting as a constant attender when not clerking one of its positions, he also became a member of the board of Beacon Hill Friends House as well as its treasurer; served on the Board of Friends United Meeting as well as on their finance committee, attending Triennials of FUM around the country; served on many Yearly meeting committees, including as clerk of Ministry and Counsel, and Finance Committee; and represented New England Yearly meeting for FWCC, including a Consultation Triennial in Switzerland. He and Margaret for many years kept up a personal relationship with Canada Yearly Meeting, meeting Friends in the fall for the weekend, either somewhere in Maine or in Eastern Canada.

Because Margaret kept working until 1981, David was able to retire in 1971 and give himself more fully to Friends and their needs. His life became a model for Friends on Cape Cod and for Sandwich Quarterly Meeting. His example and witness to usefulness and intelligent decision-making helped ensure a lively and sustainable monthly meeting. His hard physical work meant the survival of historic buildings, the acquisition and maintenance of new property and buildings, the consistent care of burial grounds. His travel made social connections between Friends a high priority and aided in creating and maintaining the necessary unity Friends must experience to survive as a Society in a divisive, subjective, and highly autonomous society. His and Margaret's dedication to family life and to each other was itself the warmest and strongest argument in favor of that human arrangement. His conversation was pointed, humorous, generous, catholic in its interests, while never betraying anything but the utmost conviction in the Way of the Society of Friends. The release that recording as a minister afforded him was possibly the strongest indication that being a Friend can be profoundly transforming and inviting and strenuous.

Perhaps no simpler an example could be offered of David Douglas's sense of practical goodness and usefulness than this note he left on top of a shirt in the West Falmouth meetinghouse in 2006:

To anyone interested:

Enclosed is a nice T-shirt from a charity.

I haven't supported them in the past,  
nor do I plan to.

Perhaps someone can make use of it  
or donate it somewhere.

It would be a shame to waste it.

Although David suffered from several severe medical maladies, some of them for decades, including one spectacular heart attack on the floor of a New England Yearly Meeting business session at Hampshire College, he was a stoic concerning pain. He would rather be present, silent with pain, enjoying the company or presence of the Friends about him and all those who visited him and cared for him until the afternoon he died, than anything else. He exhausted himself in service as he wished to do. The positive consequences of his life live in the bodies of Friends today.