

Permanent Board
Agenda: 26 September 2015

Opening Worship with Ministry and Counsel
Welcome and Housekeeping

Business with M&C:

Presiding Clerk
Memorial Minutes/Memorial Meeting at Sessions

Permanent Board Business:

Roll Call
Minutes: 6 August 2015
Reports:
 Treasurer
 Finance Committee
 Development Committee
 Yearly Meeting Secretary

Memorial Minutes: James Ellingboe and Cynthia Fisk

Permanent Board Outreach to Structural Review Committee

Long Term Financial Planning Committee

Personnel Committee

Permanent Board Working Group on the Kellam Minute

Ad Hoc Committee on Monthly Meeting Relationships

Nominations:

Child Care Policy
LTFP
Internal Nominating Committee
 Internal Nominating Committee
 Student Loan Granting Committee

Announcements:

Rufus Jones Birthplace Project

New England Yearly Meeting of Friends
Permanent Board minutes
Draft
August 6, 2015
Castleton State College, Castleton, Vermont

15-66 Opening Worship: Permanent Board Friends met in worship at Castleton State College after the close of 2015 Sessions.

15-67 Roll Call: Present: Outgoing Clerk Holly Baldwin, Incoming Clerk Sarah Gant, Recording Clerks Bruce Neumann (outgoing) and Becky Steele (incoming), Virginia Bainbridge, Travis Belcher, Deana Chase, Susan Davies, Jeremiah Dickinson, Justice Erikson, Hannah Zwirner Forsyth, Christopher Gant, Ben Guaraldi, Ian Harrington, Nancy Isaacs, Sandy Isaacs, Tom Jackson, Leanna Kantt, Allan Kohrman, Jean McCandless, Elias Sanchez-Eppler, Karen Sanchez-Eppler, Suzanna Schell, Sara Smith, Carolyn Stone, Philip Stone, Bill Walkauskas, Fritz Weiss

Ex Officio: Edward Baker (Supervisor of YM Secretary), Noah Baker-Merrill (YM Secretary), Jackie Stillwell (outgoing Presiding Clerk), Shearman Taber (Incoming Treasurer)

Regrets: Galen Hamman, Rocky Malin, Anna Radocchia, Carole Rein, Elizabeth Szatkowski, Donn Weinholtz

Guests: Douglas McCown (Portland), Bob Murray (Clerk, Personnel Committee), Francis O'Hara (Finger Lakes Monthly Meeting, New York Yearly Meeting), Sarah Spencer (Beacon Hill)

15-68 Minutes: We considered the minutes from our August 1, 2015 meeting, made corrections, and approved them.

15-69 Comings and Goings: Permanent Board welcomed new members and assigned mentors for them as follows: Tom Jackson (Dover New Hampshire MM — mentor Travis Belcher), Anna Radocchia (Bennington — Fritz Weiss agreed to find a mentor), Carole Rein (North Shore — Nancy Isaacs. Permanent Board held outgoing Friends Aimee Belanger, Jan Hoffman, Rebecca Leuchak, and Patsy Shotwell in gratitude for their service.

Leanna Kantt announced that she has been selected for the Guildford Quaker Leadership Scholars Program at Guilford College starting this fall, and will have difficulty attending Permanent Board meetings during the academic year. She will hold us in the light during the school year, and will see us at Sessions. Friends congratulated her, thanked her for forthrightly facing multiple calls on her time, and wished her well.

15-70 Friends Camp legal bill: Ben Guaraldi gave an update about the legal bill for obtaining tax-exempt status on the Friends Camp lakefront property acquired in 2012. During the time of Sessions, Ben and Elias Sanchez-Eppler talked to the Friends Camp Director and some members of the Friends Camp Committee. Ben and Elias heard that the Camp representatives were not clear about the degree of the Yearly Meeting's support for the Camp.

Members of Permanent Board discussed the need for good financial practices regarding the costs of operating the Friends Camp. Some members thought the legal bill should properly be treated as a Camp expense, either as an operational expense or as an expense incident to purchasing the lakefront property. In the interest of maintaining the right relationship with Camp, however, Permanent Board was willing to offer to split the bill equally between the Camp and the Yearly Meeting. Members discussed the importance of the Friends Camp, the close relationship between the Camp and the Yearly Meeting, and the need for further clarity about the relationship between the Camp and NEYM. Jeremiah Dickinson, clerk of the ad hoc committee on the Good Governance of Friends Camp (GGFC), said that the GGFC is already well on its way to making several recommendations about governance of Friends Camp and relationship with NEYM. We ask them specifically to look at the relationship between the Friends Camp Director and the Yearly Meeting Secretary, especially in advance of the hiring of the new Friends Camp director.

After further discussion, the Permanent Board heard and **approved** the following minute:

NEYM loves our camp, and cares for it both spiritually and financially, as shown by the approval of an immediate \$100,000 grant to the Camp from our Legacy Fund in Sessions 2014. In the interest of maintaining the close relationship between NEYM and the Friends Camp, Permanent Board approves splitting equally the allocation of the cost of the legal bill. We authorize the Friends Camp to pay its share of the legal bill from its unused remainder of the Legacy Fund grant. We further authorize the NEYM Treasurer to make a recommendation about how to allocate the NEYM portion of the legal bill at the next Permanent Board meeting. We authorize the Clerk of Permanent Board and the Treasurer to send a letter to the Friends Camp Director and Committee, explaining our decision about how to account for the legal bill, affirming our care for the camp, and stating that we intend to send Permanent Board representatives to the next Friends Camp Committee meeting to show our care. We also approve sending Jeremiah Dickinson and Sarah Gant, as representatives of the Permanent Board, to the next Friends Camp Committee meeting.

15-71. Friends Camp Director Search Committee: Edward Baker reported that the committee recommends adding the following ex officio members to the search committee: the Yearly Meeting Secretary, the Clerk of Permanent Board, and the Clerk of the Friends Camp Committee. In addition, a former camper and camp counselor,

Meredith Noseworthy, has volunteered to serve on the committee. Permanent Board **approved** adding Meredith Noseworthy and the above-listed ex-officio members to the Friends Camp Director Search Committee. We also **approved** Edward Baker as convener of the committee.

15-72. Internal Nominating: Carolyn Stone noted additional names nominated to committees this week:

- Clerks Nominating: Donn Weinholtz (Class of 2017), Marion Athern (class of 2018), and Leslie Manning (Class of 2018).
- Yearly Meeting Nominating at Large: Marian Baker (Class of 2018).
- Personnel: Karen Sanchez-Eppler (Class of 2018).

Permanent Board **approved** appointing the above committee members.

After discussion about the need to nominate subcommittee members to disburse the grants approved by Sessions from the former student loan fund, we approved that Internal Nominating nominate three to five members for the Student Grant Disbursement Committee. The current members of the Student Loan Subcommittee are willing to serve on the grant committee. Permanent Board noted the need for NEYM to develop good policies to handle any potential conflicts of interest, both with respect to student grants and for NEYM as a whole.

Regarding nominations of members to the Friends Camp Committee, which is nominated in part by the Friends Camp committee, and in part by Internal Nominating, Carolyn reported that they have only nominated two representatives to the Friends Camp Committee and are looking for Friends to serve. Recognizing that this is a new process, somewhat confused and yet vital, Internal Nominating agreed to report back on progress in September.

15-73. Puente de Amigos: Permanent Board **approved** sending a delegation to the November 2015, celebrations of the 15th anniversary of Havana Meeting and the 115th anniversary of Cuba Yearly Meeting. The delegation includes Frances Brokaw, Leonard Keyes Cadwallader, Shawn Donovan, Charles Grant, Cathy Miles Grant, and Frederick Charles Weiss.

15-74. Sessions Celebrations and Next Steps: The Clerk led us through a discussion of matters approved by Sessions, and any next steps for Permanent Board as follows:

- Sessions approved a procedure for NEYM to respond to time-sensitive matters when a public statement from New England Friends might be valuable. Celebration ensued.
- Permanent Board also celebrated Sessions' approval of a plan to recover pending debts owed to the former student loan fund, and to disburse remaining funds as grants to eligible students. Next steps: Internal Nominating will nominate committee members, as described in minute 15-72.

- **Long-Term Financial Planning:** After Sessions' approval of a foundational purpose statement and priorities, Chris Gant will continue to clerk the committee as it works on a long-term financial plan. Sarah Gant, as Permanent Board Clerk, will replace Holly Baldwin on the committee. Chris will see if current committee members wish to continue the work, and will consider the value of adding members with expertise in specific areas.
- **Structural Review:** Permanent Board **approved** laying down the Structural Review Committee, with deep gratitude for its valiant and useful labors. We took time to acknowledge the sorrow of laying down the Committee, holding in worship the Committee and its work. Sarah Gant, Holly Baldwin, and Susan Davies will contact the clerk of Ministry and Counsel about reaching out to members of Structural Review to thank them for their service, apologize for not tending better to their committee, and listen to their experience so that we may learn from our mistakes. We discussed Permanent Board's need to improve our communication and coordination. Coordinating and Advisory may tackle this need in its September conference call. The new Permanent Board Clerk will consider ways to follow up on the Committee's proposals and will suggest next steps for Permanent Board arising from the Structural Review Committee's work. We also found clerk Lisa Graustein's oral report to our August 1st meeting so valuable that it may be good to invite her to share the gist of it more widely, perhaps in the *New England Friend*.
- **Archives:** We celebrated Sessions' approval of moving our archives to UMass-Amherst and holding proceeds from the sale of *The Bloody Tenent* to cover costs associated with the move. Permanent Board **authorized** Noah Baker Merrill and Karen Sanchez-Eppler to coordinate with the Archives Committee and U. Mass-Amherst to negotiate an agreement to bring back to Permanent Board for final approval.

15-75. Nominating Committee Recommendation: We **approved** the Nominating Committee's recommendation to appoint Epchez Sanchez-Eppler to serve as a 2015 representative to the FGC Central Committee.

15-76. Rufus Jones Property: Rufus Jones's childhood home in South China is up for sale. Individuals from China Meeting and the Vassalboro Quarter have approached some NEYM Friends about the opportunity. Friends noted that currently this is an interest of individuals, not the Quarter or China Meeting, but that support from the Permanent Board may be helpful to these Friends and meetings. **We approved** asking Sarah Gant and Susan Davies to confer with Ralph Green, Joann Clark Austin, and others in Vassalboro Quarter to help them explore the possibilities afforded by the sale.

15-77. Finalizing minutes from Sessions and transition to the new Clerk of Permanent Board. Presiding Clerk Jackie Stillwell brought us minutes from Sessions, which we **approved**. Holly Baldwin read a list of our ongoing initiatives: Structural Review, Good Governance of Friends Camp, Student Loan grant, MM relationship care, PB Policies review, Personnel, Internal Nominating, Clerks Nominating, Delegation visiting Mattapoisset Friends regarding their municipal grant, By-laws revision. She then

handed the meeting over to the new Permanent Board clerk, Sarah Gant, who led the Permanent Board outside for a lively exercise on the lovely grounds of Castleton.

Treasurer's Report to Permanent Board
September 19, 2015

The term of the Treasurer, as written in our minutes, extends until his/her successor is "qualified", or in simple terms, the new signature forms have been completed and filed with the bank. It took several weeks to "qualify" me for the job of Treasurer. As clerk of the Finance Committee I was aware of most of the issues facing the Treasurer but not the details of how the work gets done. I now go in to the office most Wednesday afternoons and getting on the job training.

Budgets:

At the point this report was written it looks like the Yearly Meeting will end this fiscal year running a deficit of approximately \$44,000 which is what was approved in the FY15 budget. (See FY15 Budget vs. Actuals report accompanying this report.) That conclusion is the result of seat of the pants calculations based on current state of the books, bills due which have not been paid and the calls received in the past few days promising additional contributions.

September, the last month of our fiscal year, is also the most active. It is usual for us to receive more contributions, both individual and meeting, than in any other month; and to make more payments than any other month, including the major portion of the bill for Sessions. In preparing the accompanying financial report I have included a number of items which have not yet been entered into the books, including the Sessions bill and our donations to various organizations. I have not included any of the anticipated, but not received, donations. Thus the indicated deficit is about \$88,000, but we do have reason to believe that it will be reduced to the projected value in the next two weeks. I wish to acknowledge the efforts of several members of the Finance Committee who have been contacting Treasurer's of the monthly meetings to encourage them to send their regular contributions by the end of September.

In going over the financial statement I noticed that two of the budget lines have exceeded their budget limits. You will remember that Permanent Board revised the budget overrun policy at its meeting before Sessions. The revised policy changed some of the details, but for the most part, the policy remains the same. For instance, the new policy allowed the Finance Committee to define which line items were to be monitored for overruns. However, our purchasing practices have changed and I may be asking the Finance Committee to re-evaluate some aspects of this policy. This is one of the differences between being clerk of Finance considering the theory of policy, and being Treasurer being faced with the details of practices.

The first overrun relates to the Office Expenses, line 5200 which is over budget by about 4.3% (\$822). The Finance Committee clerk has authorized that we can overrun that line by up to 10% (\$1892), although I do not anticipate needing that much.

The second relates to the Publications budget, line 6600. Publications costs have been over their budget by over 55% (\$5372) and requires Permanent Board approval. These are all costs which were paid months ago. (Please see separate Authorization for Budget Overrun document.)

Banks:

For the past several years we have had a problem with our primary bank, TD North. They continue to confuse our address with that of Farmington Monthly Meeting. This is because Farmington is using the Yearly Meeting's tax ID number. At first we thought it was an internal problem with TD North, but it turns out to be the result of changing banking regulations and tightening of the rules. We are in contact with the IRS about possible solutions to the tax ID issue. Until then we cannot open an account with a bank being used by one of our meetings using the YM's ID number.

We continue to contemplate changing banks because TD North is deeply involved in financing the

development of oil production from the Canadian Tar Sands. Thus we are looking to switch to Santander bank in the near future. To that end we are asking Permanent Board to approve the Santander banking resolutions so we can open an account there.

Investments:

Currently the Yearly Meeting has one account with the Board of Managers of Investments and Permanent Funds. I intend to divide that into two accounts; one for our permanent endowment funds and the second for the discretionary funds. The discretionary funds include the Quasi-Endowment, Legacy Gift Funds, revolving accounts, etc. This is being done to simplify our internal accounting and allow us to more easily track our cash flows. It will not have any affect on the monies available to the Yearly Meeting.

Shearman Taber
Treasurer

Proposal to Permanent Board

From Shearman Taber and Elías Sánchez-Eppler

September 20, 2015

Resolutions to enable opening new bank accounts

We are in the process of opening a new bank account at Santander, which will help us to better meet our banking needs. As part of that process, Ben Guaraldi and Shearman Taber (as outgoing and incoming Treasurers) were confronted with a relatively innocuous set of terms to sign on our behalf: a standard set of acknowledgements that the bank has limited legal responsibility to corporate depositors in the event of fraud. While standard, the wording of the document suggested that the Yearly Meeting needed to approve the terms explicitly before our representatives could sign it with full integrity. The document begins as follows:

“The undersigned is authorized by the Depositor to certify, and hereby does certify, that the Resolutions set forth below were properly adopted on _____, _____ by the Depositor...”

We therefore recommend that Permanent Board properly adopt the resolutions set out below on September 26, 2015. Please read those resolutions on the pages attached. Before diving into the legalese, there are a couple things to note. First, the document will be filled out to list those authorized to sign checks in the traditional bank resolution we have already approved. We do not need to approve that list now.

Second, these resolutions do not reflect our internal policies for financial control, but neither do they necessarily change them. We have separate policies determining what approvals are required for checks (two signers for checks over \$5,000 and one otherwise – see our bank resolutions, Sessions minute 2015-63.5) and electronic transfers (the same limits, except of course for the fact that no one physically signs electronic transfers – see Finance 2015-73 and Permanent Board 2015-60).

We recommend that these internal control mechanisms remain in place. However, since every organization sets its own control policies, banks cannot possibly keep and cross reference an updated list of what authorizations each organization requires for each kind of transaction. Because of this, banks (including our current bank!) keep a list of authorized signers and operate on the assumption that authorized signers are doing what they are supposed to. This reality is reflected in the phrase “RESOLVED: That any authorized signer acting alone be, and hereby is, authorized on behalf of the Depositor to...”. In other words, we are affirming that we fully authorize our check signers to handle Yearly Meeting funds and that it is OUR responsibility as the Board of NEYM to enforce our internal control mechanisms.

In sum, we recommend that Permanent Board adopt the resolutions in the attached document, enabling our authorized signers to open an account at Santander, while affirming that we will uphold our internal control policies and are not changing them now.

Signed: Elías Sánchez-Eppler

Attachment: Santander Universal Resolution

UNIVERSAL RESOLUTION

Legal Name of Business ("Depositor"):	New England Yearly Meeting of Friends	
Principal Business Street Address:	901 Pleasant Street, Worcester, Ma 01602	
Business Type (<i>Check One</i>):	<input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Other specify: _____	<input type="checkbox"/> Member-managed LLC <input type="checkbox"/> Manager-managed LLC <input type="checkbox"/> Unincorporated organization or association

CHECK ONE:

Certification of Resolutions: (Must be selected for a Depositor controlled by a governing body) The undersigned is authorized by the Depositor to certify, and hereby does certify, that the Resolutions set forth below were properly adopted on _____ by the Depositor in accordance and conformity with the Depositor's governing documents, all agreements with third parties, and all laws applicable to the Depositor, have not been modified or rescinded, and are in full force and effect and binding on the Depositor.

Adoption of Resolutions: The undersigned does hereby adopt the Resolutions set forth the below, and certify that such Resolutions are in accordance and conformity with the Depositor's governing documents, all agreements with third parties, and all laws applicable to the Depositor.

Resolutions

RESOLVED: That Santander Bank, N.A. (the "Bank") be, and hereby is, designated a depository of funds of the Depositor subject to the terms and conditions of the Business Deposit Account Agreement, with authority to accept at any time for the credit of the Depositor deposits in checking, savings, money market savings, term or any other account, by whomsoever made in whatever manner endorsed; and

RESOLVED: That the Bank shall not be liable in connection with the collection of such items that are handled by the Bank without negligence and the Bank shall not be liable for the acts of its agents, subagents or for any other casualty; and

RESOLVED: That the Depositor assumes full responsibility for and shall indemnify the Bank against all losses, liabilities and claims resulting from payments, withdrawals or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon, these Resolutions; and

Payment Orders

RESOLVED: That the Bank be, and hereby is, authorized and directed to certify, pay or otherwise honor all checks, drafts, notes, bills of exchanges, acceptances, undertakings and other instruments or orders for the payment, transfer or withdrawal of money for whatever purpose and to whomsoever payable when such instruments and orders are properly made, signed, or endorsed by the signature, the actual or purported facsimile signature or the oral direction of any of the authorized signers below; provided, however, that any check, draft, note, bill of exchange, acceptance, undertaking or other instrument for the payment, transfer or withdrawal must bear the actual or purported facsimile signature of any of the authorized signers below; and

RESOLVED: That any authorized signer acting alone be, and hereby is, authorized on behalf of the Depositor to endorse, negotiate and collect any and all checks, drafts, notes, bills of exchange, acceptances, undertakings and other instruments and to open and close and update information on any account of the Depositor at the Bank; and

Funds Transfers

RESOLVED: That any of the authorized signers below acting alone be, and hereby is, authorized on behalf of the Depositor to instruct, orally or by such other means as the Bank may make available to Depositor, the Bank to initiate the transfer of funds by wire, telex, automated clearinghouse, book entry, computer or such other means, and to execute agreements with the Bank for the transfer of funds from any of Depositor's accounts and to delegate from time to time to other persons the authority to initiate the transfer of funds from any such account; and

Additional Resolutions

RESOLVED: That any authorized signer acting alone be, and hereby is, authorized on behalf of the Depositor to enter into a written lease for the purpose of renting, maintaining and accessing a safe deposit box and any authorized signer is authorized to terminate the lease; and

RESOLVED: That the Bank may rely on any signature, endorsement or order and any facsimile signature or oral instruction reasonably believed by the Bank to be made by an authorized signer, and the Bank may act on any direction of an authorized signer without inquiry and without regard to the application of the proceeds thereof, provided that the Bank acts in good faith; and

RESOLVED: The Bank may rely on this document and on any certificate by an authorized representative of the Depositor as to the names and signatures of the authorized signers of the Depositor until the Bank has actually received written notice of a change and has had a reasonable period of time to act on such notice; and

RESOLVED: That the Depositor agrees to notify the Bank promptly and in writing of any change in (a) these Resolutions, (b) the identity of persons authorized to sign, endorse or otherwise authorize payments, transfers or withdrawals, (c) ownership of the Depositor or the Depositor's legal structure or status, including the Depositor's dissolution or bankruptcy; and

RESOLVED: That any of the following named persons, or persons from time to time holding the following offices of the Depositor be, and hereby are, designated as the authorized signers to act on behalf of the Depositor in accordance with the above resolutions (fill in names of authorized individuals or titles of officers, or both):

Name and/or Title

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Incumbency Certification

(Required only if any authorized signer is described solely by title in the previous section)

The undersigned is authorized by the Depositor to certify, and hereby does certify, that the Depositor is duly organized and in good standing in the jurisdiction in which it is organized and that the signatures below represent the true and accurate signature of the person named below and that such person holds the title corresponding to such person's name:

Name	Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If the Depositor is controlled by a governing body, each individual executing this document certifies and warrants that s/he is duly authorized to act on behalf of the Depositor in all matters pertaining to its rights, responsibilities and activities in connection with the foregoing, including but not limited to executing this document on behalf of the Depositor. If the Depositor is a limited liability company or partnership, each individual executing this document certifies and warrants that the undersigned are all of its members, managers or general partners, as the case may be.

IN WITNESS WHEREOF, I/we have signed this certificate on the _____ day of _____, _____.

(Signature and Title)

(Signature and Title)

(Signature and Title)

(Signature and Title)

NOTE: If only one person signs the above certification and that person is authorized to act by the above resolutions, this certificate must be confirmed by another authorized representative of the Depositor. (Not applicable if the Depositor is a sole proprietorship or a member-managed limited liability company with a single member and the sole proprietor or single member, as applicable, signs the document.)

CONFIRMED By: _____
(Signature and Title) Date

Authorization for Budget Overrun for Line 6600 - Publications

September 26, 2015

Purpose:

For Fiscal Year 2015 the charges under the Publications line (6600) in the budget are \$14,971.81 which exceeds the authorized limit of \$9,600 by 56% (\$5,371.81). Since this overrun is in excess of the 10% limit for authorization by the clerk of the Finance Committee, it requires approval by Permanent Board.

Background:

The cause of the overrun was the use of a contractor to do the layout of the fall New England Friend and the 2014 Yearly Meeting Minutes. The previous treasurer, Ben Guaraldi, decided to include this cost under the Publications lines rather than the Contracted Services line (5130) to help us more accurately track the costs of that activity. The actual overrun did not occur until April and June when the Directory and spring NE Friend were printed.

Using the contractor occurred as the YM Secretary was reorganizing the staffing responsibilities and adjusting the working hours for several individuals to better meet the needs of the Yearly Meeting. Sara Hubner, office manager, has demonstrated that she is very capable of laying out our documents for publication and with the reorganization now has the time to do it. That is the reason for the reduction in the Publications line in the FY2016 budget.

Policy:

(See Budget Overrun Policy revised by Permanent Board in August minutes.)

Action:

I am asking Permanent Board to approve an overrun of the Publications line by 56% or \$5,371.81.

Signature:

Shearman Taber, treasurer

NEYM
FY15 Operating Budget vs. Actuals
October 1, 2014 - September 19, 2015

Note: Some transactions have been entered here which have not yet been entered into Quickbooks

	Total		
	Actual	Budget	% of Budget
Income			
4010 Individual Contributions	77,577.47	125,000.00	62.06%
4020 Monthly Meeting Contributions	270,062.30	320,000.00	84.39%
4022 FUM MM Restricted Funds	414.00		
4030 Organizations Contributions	1.00		
4050 Interest and Dividend Income	578.87	11,000.00	5.26%
4070 Books & Other Sales Income			
4072 Sales - Books	14,430.64	15,000.00	96.20%
4074 Quip Discount	-285.60		
Total 4072 Sales - Books	\$ 14,145.04	\$ 15,000.00	94.30%
4075 Sales -Other Items	24.50	500.00	4.90%
4076 Shipping/Postage	112.26		
Total 4070 Books & Other Sales Income	\$ 14,281.80	\$ 15,500.00	92.14%
4080 Retreat Program Fees	44,982.05	50,000.00	89.96%
4085 Sessions Program Fees	199,267.00	190,000.00	104.88%
4099 Legacy Gift	25,000.00 @	25,000.00	100.00%
Total Income	\$ 632,164.49	\$ 736,500.00	85.83%
Gross Profit	\$ 632,164.49	\$ 736,500.00	85.83%
Expenses			
5000 Staff			
5010 Salaries & Wages	275,498.04	273,482.00	100.74%
5020 Payroll Taxes	19,642.15	20,904.00	93.96%
5030 Benefits			
5033 Health Benefits	32,574.41	52,855.00	61.63%
5035 Retirements	23,490.28	24,429.00	96.16%
5040 Disability	1,542.83	900.00	171.43%
5045 Workers' Compensation	697.00	900.00	77.44%
5050 Spiritual Retreats	205.00	1,200.00	17.08%
5060 Staff Development	2,083.36	2,000.00	104.17%
Total 5030 Benefits	\$ 60,592.88	\$ 82,284.00	73.64%
Total 5000 Staff	\$ 355,733.07	\$ 376,670.00	94.44%
5075 Undistributed Credit Card Charge	136.15		
5100 General & Administration			
5110 Administration			
5120 Bank Expense	6,081.26	5,100.00	119.24%
5130 Contracted Services	4,897.79	6,000.00	81.63%
5140 Legal Services	926.15	10,000.00	9.26%
5150 Liability Insurance	3,010.00	3,000.00	100.33%
5160 Payroll Service	1,551.61	2,000.00	77.58%
5170 Recruiting Expense		0.00	
5180 Rent	9,350.00	9,350.00	100.00%

5190 Misc. Expense	827.26	0.00	
Total 5110 Administration	\$ 26,644.07	\$ 35,450.00	75.16%
5200 Office			
5210 Archives Office Expenses	123.00		
5220 Cleaning Services	242.00	265.00	91.32%
5230 Maint - Equip & Hardware	350.65	1,250.00	28.05%
5240 Postage	2,830.87	3,000.00	94.36%
5250 Office Equipment	2,064.99	2,000.00	103.25%
5260 Office Supplies	3,429.19	2,500.00	137.17%
5270 Printing & Copying	3,114.57	2,000.00	155.73%
5280 Software & Updates	4,131.32	2,800.00	147.55%
5290 Telephone	3,426.80	4,500.00	76.15%
5295 Misc. Office	23.91	600.00	3.99%
Total 5200 Office	\$ 19,737.30	\$ 18,915.00	104.35%
Total 5100 General & Administration	\$ 46,381.37	\$ 54,365.00	85.31%
5300 Travel & Conferences			
5310 Travel - Committee	3,338.21	2,600.00	128.39%
5320 Travel - Clerk		5,000.00	0.00%
5330 Travel - Programs	2,494.10	4,600.00	54.22%
5335 Travel - Representatives Travel	3,856.12	7,000.00	55.09%
5350 Travel - Staff	13,253.30	14,000.00	94.67%
Total 5300 Travel & Conferences	\$ 22,941.73	\$ 33,200.00	69.10%
6000 Programs	154,000.00	@	e
6110 Sessions Room & Board	-438.00	160,000.00	-0.27%
6112 Retreats - Room & Board			
6114 Room Rental	23,497.60	20,000.00	117.49%
6150 Food Expense	15,658.64	10,000.00	156.59%
Total 6112 Retreats - Room & Board	\$ 39,156.24	\$ 30,000.00	130.52%
6125 Program Expenses			
6105 Honoraria - Speakers/Wkshp Ldrs	12,288.00	11,300.00	108.74%
6115 Equipment Rental	2,260.00	5,100.00	44.31%
6121 Supplies and Other Expenses	7,978.26	9,000.00	88.65%
6165 Pre-Sessions Expense	0.00	1,000.00	0.00%
Total 6125 Program Expenses	\$ 22,526.26	\$ 26,400.00	85.33%
6130 Committee Expenses - General	17,930.92	26,940.00	66.56%
Total 6000 Programs	\$ 233,175.42	\$ 243,340.00	95.82%
6140 Books & Other Sales Expense			
6142 Books	3,349.01	7,200.00	46.51%
6145 Other Items for Sale		600.00	0.00%
6147 Consignment Sales	4,382.18	7,200.00	60.86%
Total 6140 Books & Other Sales Expense	\$ 7,731.19	\$ 15,000.00	51.54%
6200 Benevolence			
6310 FGC	17,608.00	17,608.00	100.00%
6320 FUM	8,317.50	16,635.00	50.00%
6325 FWCC	7,206.00	7,206.00	100.00%
6330 Friends' Organizations			
6328 Ramallah Friends School		100.00	0.00%
6335 AFSC		300.00	0.00%
6340 FCNL		750.00	0.00%
6345 QEW		300.00	0.00%
6350 Friends Peace Teams		100.00	0.00%

6355 FWCC 3rd World Travel		500.00	0.00%
6360 QUNO		200.00	0.00%
Total 6330 Friends' Organizations	\$ 2,250.00 @	\$ 2,250.00	100.00% d
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%
Total 6590 Ecumenical Organizations	\$ 4,400.00 @	\$ 4,400.00	100.00% d
Total 6200 Benevolence	\$ 39,781.50	\$ 48,749.00	81.60%
6600 Publications			
6610 Yearly Meeting Minute Book	7,236.17	4,000.00	180.90%
6620 New England Friend	7,735.64	5,100.00	151.68%
6630 Other newsletters		500.00	0.00%
Total 6600 Publications	\$ 14,971.81	\$ 9,600.00	155.96% c
Uncategorized Expense	211.47		
Total Expenses	\$ 721,063.71	\$ 780,924.00	92.33%
Net Operating Income	-\$ 88,899.22	-\$ 44,424.00	200.12% g

Footnotes:

Column C

@ - Transactions which have not yet been entered in books. These have been included to give a more complete picture of our financial position for the fiscal year

Column F

'a – The overrun for the Office line item has been approved by the clerk of the Finance Committee

'b – No action needed. Retreats Room & Board is part of the Programs line in determining a budget line overrun.

'c – Publications line overrun needs to be approved by Permanent Board

'd – Donations to Quaker Organizations and Ecumenical Organizations are traditionally made at end of Fiscal Year.

'e – The \$154,000 represents the bill from Castleton. The negotiations to make adjustments should be completed shortly. It is expected that the final bill will be several thousand less.

'f – Amount Legacy Gift interest to be used for FY 2015 Budget

'g – The final deficit is expected to be close to budgeted amount. The office has been informed of several significant gifts which had not been received by Sept 16, the last day transactions were entered.

To: NEYM Permanent Board, meeting on 9/26/2015
From: Noah Baker Merrill, Yearly Meeting Secretary

Dear Friends,

From my window in Southern Vermont I can see the leaves beginning to turn across the Connecticut River Valley as the crisp early autumn wind calls for sweaters. Sessions 2016 somehow seems not so far off; youth retreats and committees' work has begun, staff are creating shared work plans, and calendars are filling up fast. Under the guidance of the Spirit, may our shared work this year help our yearly meeting to focus, let go of whatever is not needed and turn together to strive with fierce love toward the emerging vision of our future as Friends.

Summary of Sessions 2015

With nearly all expenses and income accounted for, it appears that Sessions is likely to have covered its direct costs again this year. A greater percentage of Friends paid less than the "traditional fee" this year than last year, but Sessions attenders were still generous. Close examination of the room usage numbers yielded a surprising realization: while our initial overall attendance reports (which count people in the same way regardless of how long they are on campus) showed that we were down 100 attenders, from just over 700 in 2014 to just over 600 in 2015, in fact we used only 36 fewer rooms/nights overall in 2015 due to more people staying for more nights. When cancellations (medical and otherwise) are factored in, the difference between last year and this year is even smaller. We have important work before us in the coming year to continue to offer a wider welcome to New England Friends. I look forward to working with Sessions Committee to strengthen our publicity and recruitment, and to seek ways to make Sessions more hospitable, accessible and engaging, especially to newcomers.

Continuing our overall work to encourage collaboration and the sharing of best practices and experiences across the wider network of Friends, I worked with John Humphries and Kathleen Wooten to place an article on our experience to date with Pay-As-Led approach to Sessions Fees in a forthcoming issue of *Friends Journal*.

One of my goals for Sessions in the coming year is to ensure we complete a full revision of the Sessions handbook to document and clarify the many complex elements involved in operating one of the largest annual gatherings of Quakers in North America. We have an important opportunity to more effectively capture and communicate how we do things in order to keep our institutional memory strong throughout transitions in leadership and staffing.

Professional Development

Friends may remember that I was unable to participate in the Duke Divinity School leadership program in February 2015 due to inclement weather and travel cancellations. I will be attending the next session of the Denominational Leadership program at Duke November 3-6, and look forward to the insights and improvements in my work that the short program may facilitate.

I also plan to attend the Quaker Fundraiser's Conference in Philadelphia September 30-October 2.

Superintendents & Secretaries

This year it is NEYM's turn to host the gathering of Superintendents & Secretaries of North American yearly meetings across the branches of Friends. With valuable support from Kathleen Wooten I will be hosting the gathering at a retreat center in Hingham, MA September 21-24. This is an important opportunity for networking, collaboration, strengthening relationships and mutual support for those serving in executive leadership roles in yearly meetings and denominational associations (including FGC, FUM and FWCC).

Accounting/EIN Issues

My progress on clarifying the basket of issues relating to clarifying our status with the IRS and the Maine Department of Revenue has been slower than I had initially planned, but I do hope to have an accountant retained and a plan of initial action in place prior our meeting on 9/26. Since Sessions, we have also learned that we need to secure a renewal of our new tax exemption documentation for the yearly meeting overall, something I have added to my urgent list to address with the help of the accountant.

Friends Camp Director Search

In September I attended the first meeting of the search committee for the new Friends Camp Director. From my perspective the process is beginning well, with a capable clerk appointed (Edward Baker) and a strong committee assembled. The NEYM Office will provide administrative support for the process (job posting on neym.org, tracking application submissions and supporting related communications).

Archives Transition Update

The Archives Committee has wasted no time since Sessions. They have sent me an initial deed of gift, which has been sent for review by our general counsel. Archives Committee hopes to bring you a final proposal for review and approval by our November meeting. With Karen Sanchez-Eppler as a representative from Permanent Board (and also serving on Personnel) I will also be working with the Archives Committee to identify current and ongoing staffing needs to support the

Archives, and to strengthen meetings' engagement with our records and living history.

Update on Grant Proposals/Grant Funding

- **Friends Foundation for the Aging**
 - The working group developing a New England-based adaptation of the successful ARCH elder care program continues its work, with an initial major training planned for December 11-13 at Woolman Hill. I am working with Fran Brokaw (Hanover MM) and the other planners to create a brochure and engage local meetings in this nascent, promising effort. While it is premature at this point, as the program develops it will be important to consider questions of oversight, sustainability and continuity if the work is to continue beyond the initial funding (\$8000) provided by the grant.

- **Shoemaker Fund**
 - Working with New York Yearly Meeting's general secretary & staff, with vital contributions from Nia Thomas and Beth Collea, I am preparing a full application to the Shoemaker Fund entitled *Fostering Vibrant Multigenerational Meetings*. The grant would provide substantial resources including a three-year, half time position focused on young adult engagement with and by our local meetings. I am excited by the opportunity this project presents to create a network of rigorous learning and practice in youth and young adult engagement & retention across the Northeastern United States. Once the two yearly meetings have affirmed the programmatic specifics of the grant and the framework for collaboration, I will share the proposal for further input from Finance and Personnel Committees prior to the submission deadline on October 15. Since Permanent Board has already approved our preparing an application for this grant, it does not need your further approval or review at this time.

- **Obadiah Brown's Benevolent Fund**
 - For their September submission deadline and consistent with our newly-approved grants policy, I approved for submission two proposals to the Obadiah Brown and Sarah Swift Benevolent Fund totalling \$9598.
 - The first proposal would support additional printing of *jugar llenos de fe*, NEYM's translation of the Faith and Play children's religious education curriculum, for distribution as gifts to Latin American religious educators attending the

upcoming World Plenary of Friends in Pisac, Peru in January, as well as initial funds to help us pilot a series of brief Quaker online religious education videos – the pilot would be a bilingual training in use of the Faith and Play curriculum.

- The second proposal would provide equipment, consulting services and training to develop an internal capacity to provide online live streaming and recorded video of NEYM events.
- This spring NEYM received funding from OBBF to build on our thriving outreach efforts to host a working conference on Quaker Outreach at Woolman Hill Quaker Center from April 29 to May 1, 2016. Religious Education & Outreach Coordinator Beth Collea is leading the planning for the conference, which we expect will include approximately 1/3 participants from beyond New England, continuing to expand, strengthen and model dynamic collaboration and shared learning among Friends. Publicity and further information will be forthcoming soon.

By-Laws working group

Consistent with your charge, the Bylaws working group met for an initial meeting meeting to sort and prioritize the issues before us.

Some of the issues we believe bylaws need to address include: clarifying the role and authority of Sessions and Permanent Board, frequency of meetings, definition of “officers”, conflict of interest policy, record-keeping, incorporation status, nondisclosure/confidentiality policy, composition of official membership in NEYM, manner of decision-making, process for amendment & approval, clarifying the status of Friends Camp within NEYM.

An important next step is to prepare, based on examples of bylaws in use by other organizations, a mock-up of draft Bylaws for review and feedback from our General Counsel. We intend to bring a more substantial report to the November meeting of the Permanent Board.

Engagement with Local Meetings

Meetings continue to request support from the yearly meeting office and from me directly. Since Sessions I have been in active communication with Friends in several meetings offering support, guidance and resources. These have included among others: criminal background screenings, recommendations for processes meetings use to clarify the status of their active membership, providing counsel and perspective on pastoral care crises, sharing models for websites, advocating

for the return of meeting records to the hands of Friends, and advising on the process of recording gifts in ministry in NEYM.

At their invitation and accompanied by Honor Woodrow (Framingham) serving as elder, September 18-19 I led the program at the biannual retreat for Hartford Friends Meeting held at Powell House, New York Yearly Meeting's retreat and conference center. The theme was, "Quaker Dialogue: Our Present and Our Future."

###

James (Jim) Ellingboe

Born in 1937 in Delaware and died November 5, 2013 in Massachusetts.

*We dance round in a ring and suppose,
But the Secret sits in the middle and knows.*

-- Robert Frost

In his professional life Jim worked as a medical researcher. He studied at Harvard Medical School where he earned a PhD in biochemistry. He spent a few years doing post-doc work in Europe, where he met Karin (his wife of 46 years). As his career progressed, he transitioned from doing hands-on medical research to managing others, eventually as the Director of the Alcohol and Drug Abuse Research Center at McLean Hospital. As the last part of his professional career, he was a scientific editor for biomedical research journals. This allowed him to exercise both his technical competence and his skill at working with people – he was a compassionate "people person". He remained supportive of many former students and colleagues throughout his life. He gave considerable emotional and practical support to a former colleague during her depression until her death of breast cancer.

His competence was reflected in his personal life as well. When younger, he was seen as rather shy, impish, and stubborn, with an annoying habit of often being right. As he matured he learned to listen more carefully to others, not pushing what he knew, but putting himself in a position to share knowledge when useful. He also understood the importance of just listening. A woman shared the experience of phoning the Ellingboes intending to reach Karin but talking over a tough experience with Jim: "I was able to tell it to him as I would to a dear woman friend."

He shared the Robert Frost couplet (with which this minute begins) with Karin early in their relationship, and they often discussed it. Spiritual life was important to him. He attended Friends meeting while a student at Oberlin, and continued to attend everywhere he could because he found the silence so full. He joined Friends Meeting at Cambridge (Massachusetts).

He put his abilities to work for Friends in many areas, from local meeting committees to New England Yearly Meeting's Permanent Board. He recently served us in Acton Monthly Meeting as treasurer. In the last year of his service in that position he gave us the gift of a compilation of all the substantive finance-related minutes of Acton Meeting. He had read through several decades of our minutes to give us the information that we needed to write a comprehensive minute setting out our policies as we now wanted them. At our retreats he was open, thoughtful, and humble.

Memorial comments reflected our experience of an integration of Quaker ideals into his personal interactions. Inside and outside the Religious Society of Friends he was focused on what was best for the larger body. A professional colleague called him a "wise advisor". He brought "no personal agenda" to the yearly meeting Finance Committee. On the Littleton Conservation Commission he tended to be quiet but had "insightful comments" when he did speak. He engaged himself with everybody, bringing tender listening skills to relationships with young people as well as adults. A young woman commented that he made her feel warm and safe. Another who had a difficult time as a young child and later came to know Jim and Karin, said that "he showed me what a *good man* could be".

Jim was an active person who loved travel and camping, bird watching, skiing, folk dancing and music. He enjoyed a challenge -- wilderness canoeing with his family, and doing most of the additions and renovations on his home himself. Jim had broad interests including history, anthropology, and genealogy. He loved sharing the writings of Thoreau, and the poems of John Greenleaf Whittier and Robert Frost.

Approved by Acton Monthly Meeting on 3/29/ 2015.

Approved by Salem Quarterly Meeting on 4/26/2015.

**Memorial Minute for Cynthia Fisk
March 5, 1925–January 10, 2015**

Cynthia Fisk was one of the pioneering leaders of Amesbury Worship Group in the early 1980's. When Amesbury became a preparative meeting under the care of North Shore Meeting in 1985, Cynthia became its first clerk. " Fellow member John Monroe noted recently, "Cynthia was our Elder in every way during the '80's. She exuded a calm and clear presence. You can still see the simple elegance of her posture and the way she carried herself. Cynthia, more than any other individual, formed the spiritual nucleus of the group."

She served as clerk through the preparative meeting year and as clerk of Amesbury Monthly Meeting until 1989.

Cynthia moved to Gloucester in 1993 and immediately became a strong and valued member of North Shore Meeting. Cynthia always prepared herself for meeting for worship and made a point of arriving early. Cynthia's centered presence enabled the rest of us to enter a quiet place where worship had already begun. Her messages of peace, mutual respect and understanding and reconciliation were clearly delivered and received by those present in meeting.

At one time Cynthia served as North Shore's Clerk of Ministry and Counsel and on the NEYM Committee for Ministry and Counsel as well. Most memorably, Cynthia was a passionate member of our peace and social concerns committee. After her retirement, she devoted her life to working for peace and justice. She was a voracious reader who kept herself well informed on social and political issues.

Cynthia helped to educate both North Shore Friends and the community at large. She became a dedicated writer with a regular column in the *Gloucester Daily Times*. Cynthia wrote innumerable letters to the editor of the GDT and the *Boston Globe*—many of which were published. As a firm believer in the obligation of being an active citizen, she carried on regular correspondence with her elected officials on issues of importance. She was also a public witness for peace and justice. In the years prior to the Iraq wars, she was a regular participant in weekly peace vigils in Beverly, and in peace witnesses in other communities.

Cynthia was so much our social conscience. For most of the last year, she was not in meeting, but she was still a presence. We Miss her.

Approved: North Shore Monthly Meeting, March 1, 2015

Approved: Salem Quarterly Meeting, April 26, 2015

**Report to Permanent Board
From the Ad-hoc Committee on MM Relationships
September 26, 2015**

This is a report on the status of the PB initiative to foster MM relationships, with a request for discernment on the future of this work.

Background: During a report from an ad-hoc group on financial planning, at our Aug 3, 2013 meeting, we heard concerns about MM/YM relationships, and took under our care the nurturing of those relationships:

The financial planning group also raised the concern about the relationships between Monthly Meetings and the YM, noting that declining MM contributions point towards concerns about these relationships - perhaps a declining understanding of, and commitment to the YM ministries. In the recent past, responsibility for communication with MMs regarding their contributions has fallen on the Finance Committee. Recognizing that this communication has not been pursued as much as it might, and that perhaps fuller nurturing of these relationships is beyond the duties of the Finance Committee, the financial planning group asked PB to season the idea of taking under its care communication with MMs.

*Friends **Approved** taking under our care the shepherding of communications and relationship building with Monthly Meetings. We hope that addressing the relationships with MM will build vitality and greater relevancy, perhaps leading to greater financial commitment.*

A working group was appointed to consider what those visits might look like, and what materials and guidance would be useful for visitors. At our May, 2014 meeting, Noah offered some of Kathleen Wooten's time to help with supporting logistics and keeping track of where things stand. Shortly after this, the working group expanded to include two members of Finance committee Dulaney Bennett and Carol Savery-Frederick, since there was a hope of sending Finance Committee members as travelling companions to help highlight and address NEYM's financial concerns. In September of 2014, a list was passed around PB, of moderate to large sized meetings that Friends were encouraged to visit, and PB Friends signed up.

Status: At this point, some 2 years after taking on this work, 5 meetings of the 19 on the list have been visited, with a few more pending.

Reflection: I believe this initiative has struggled for a number of reasons:

- Not all PB members are comfortable making presentations to Monthly Meetings, particularly if the conversation involves talking about money and if the person is being asked to be "The face of the YM"

- There is some continued ambiguity on our role in talking about NEYM's financial condition
- Many of the meetings on the list have busy schedules planned well in advance, and have no opening for a structured visit.
- Relationship building requires some sustained effort over a period of time – a single visit with a presentation may be a piece of this, but the evolution of a relationship entails multiple visits.

Request: At the outset of this program, we understood that financial need was the catalyst for a new initiative of intervisitation. While we recognize that all visitation has value for increasing our connectedness, this initiative does not appear to be “wildly successful” by any standards. We would like PB's input on such questions as:

- Should we continue?
- Is there a better approach?
- Is this our work?

Bruce Neumann, convenor of the MM relationship working group.

(Note that the group has not met since the spring, so we have not discussed the content or tone of this report)

Report to Permanent Board Meeting, 26 September 2015
Burlington, Vermont
From the Long-Term Financial Planning Committee (LTFPC)
Submitted September 20, 2015

Summary: LTFPC held our first meeting of this year on September 16, 2015, via conference call, to begin to organize our work for the year ahead.

Background and Purpose: At NEYM annual Sessions in August 2015, LTFPC presented a proposed statement of purpose for NEYM and a list of five priorities to guide the Yearly Meeting's work. The YM also received a report from Structural Review Committee, which the Permanent Board has since thanked for its work, and laid down.

This report is intended to update Permanent Board on our Committee's current thoughts and plans about moving our work forward, as we were directed.

Related Minutes: Please see NEYM minute 2015-64 as well as minute 2015-32, both of which are appended hereto for easy reference.

Action: As of this writing, LTFPC is asking itself, and Permanent Board, whether it is perhaps appropriate for LTFPC to take up and carry forward the significant work accomplished by Structural Review, and integrate it into the work of LTFPC. *LTFPC remains convinced that improved effectiveness of the NEYM organization (the use of our paid staff's time as well as the hours of volunteer effort contributed by our committees) is a prerequisite for long-term financial sustainability.* Our conversation for our first meeting focused essentially on working with NEYM committees over the coming year to address the core question: "What is the collective work of NEYM, how do we frame it into concrete initiatives, projects, and deliverables that speak directly to the core purpose and priorities affirmed by Sessions 2015?" And – "Based on the information received and prayerfully considered in response to this (broad) question, how should the committees of NEYM be optimally organized to accomplish the YM's work?"

We have developed the attached memo for YM Committee Clerks, together with a set of guiding queries, and wish to begin a process of engaging all committees in a process of reflection and self-examination beginning with Committee Day on October 10. Those committees that do not attend and meet on Committee Day will be contacted via email and asked to participate as well. **We seek Permanent Board's support of this plan to engage committees in assessing their work and offering their ideas on the best ways for the YM to accomplish that work.**

Other actions: We have had some personnel changes on LTFPC: Becky Steele has had to resign from the committee owing to other commitments. Ben Guaraldi has ceased serving the NEYM as Treasurer, but wishes to continue work on LTFPC. **We ask PB to confirm Ben Guaraldi as a replacement for Becky; Ben would now be representing Permanent Board.** Shearman Taber has replaced Ben as Treasurer, and moves from his previous role representing Finance Committee to now representing the office of the Treasurer, ex officio. **Elias Sanchez-Eppler, the new Clerk of Finance Committee, attended our first meeting on 9/16 and will be bringing a recommendation to a future meeting of PB on new representation from Finance.** Holly Baldwin has stepped down as PB Clerk, and that role is now represented (ex officio) by the new PB Clerk, Sarah Gant.

Structural Review having been laid down by PB, David Cadbury has ceased to serve on LTFPC. If, going forward, the Committee is to take up certain issues of YM structure, it seems to us appropriate for Nominating Committee to have representation on LTFPC. **LTFPC asks PB to approve adding a representative from Nominating;** Connie Kincaid-Brown (Nominating Clerk) attended the first meeting of LTFPC and will discern with Nominating the appropriate representative, assuming PB approves this slight change in our committee's structure.

Respectfully submitted.

Christopher Gant (Clerk)

on behalf of the LTFPC – Ginny Bainbridge, Brad Bussiere-Nichols, Deana Chase, Sarah Gant (ex officio), Ralph Gentile, Ben Guaraldi (tentative), Noah Baker Merrill (ex officio), Elias Sanchez-Eppler (pro-tem), Sara Smith, Shearman Taber.

Long-Term Financial Planning Committee Draft Letter to Committees
September 20, 2015

Dear NEYM Committee Clerk,

Under the oversight of the Permanent Board of New England Yearly Meeting, The Long-Term Financial Planning Committee is continuing to carry forward our charge from Sessions to form a long-term plan for New England Yearly Meeting and from that plan to create a long-term financial plan. We're looking for input from Friends deeply engaged in the work of our Yearly Meeting to help us see more clearly the shape of our current service and the opportunities for helpful change that can facilitate new growth.

We together approved: **"New England Yearly Meeting of Friends connects the people of the Religious Society of Friends across the six New England states. New England Yearly Meeting supports and strengthens a vibrant and growing web of monthly meetings, quarterly meetings, and other Friends communities under our care, helping us do together what we cannot do alone. In all our work, we strive to obey the promptings of the Spirit to bring healing, wholeness, and transformation to ourselves and to the world."** Additionally, we approved five priorities to guide our work together. Please see NEYM minute #2015-64, as well as the minute regarding the report of the Structural Review Committee, #2015-32. Both are attached here for easy reference.

Our vision 1) recognizes monthly meetings as the main sources to nourish a vibrant Religious Society and 2) defines the role of NEYM as a conduit transmitting the Spirit between meetings and as an agent helping our Society to accomplish its larger purposes.

Careful thought needs to be followed by careful action. We have prepared a set of queries (attached) to invite you as members of our Yearly Meeting's committees to reflect on your callings, on your successes, and on your hopes for the future. We particularly want to hear what you think about your committee's role in taking action on the core priorities that have been affirmed by our Yearly Meeting while gathered in Session in August, 2015.

We earnestly hope that your committee might be able to present the Long-Term Financial Planning Committee with written responses to these queries by November 14, 2015. If you or any member of your committee has questions about this process, please contact me.

Thank you for your help, and blessings,

Chris Gant
Clerk of the Long-Term Financial Planning Committee
ctgant@gmail.com Mobile: (617) 549-7557

**Long-Term Financial Planning Committee Draft Queries for Committees
September 20, 2015**

1. What are the tasks your committee does each year? What does success for those tasks look like?
2. What short term projects of your committee are exciting or important between now and summer 2017 (i.e., in the next two years)? What does success for those projects look like?
3. How does the current work of your committee support and strengthen a vibrant and growing web of monthly meetings, quarterly meetings, and other Friends communities under our care, helping us do together what we cannot do alone?
4. How does the current work of your committee foster each of our priorities?
 - a. spiritual development and religious education
 - b. outreach, welcome, inclusion, and witness
 - c. relationship and communication
 - d. leadership and administration
 - e. stewardship, integrity, and accountability
5. What would you do to improve your committee's effectiveness? Do you see duplication or wasted efforts? What else impedes your committee? Is there anything your committee is currently charged with that should be laid down?
6. Are you worried about the process of identifying priorities and restructuring our work based upon them? Are you uncomfortable with the idea of your committee's work changing? Tell us your concerns and the dangers you foresee.
7. If unlimited energy, funding, and expertise were all available to your committee, what new initiatives or projects would you like to be able to undertake so as to further the recently approved NEYM priorities?
8. How many people are active on your committee presently? Who answered these questions? (If it was several committee members, it's useful to have all of your names.)

2015-64 Friends affirmed the following purpose and these priorities for the ongoing work of the Long-Term Financial Planning Committee.

Purpose:

New England Yearly Meeting of Friends connects the people of the Religious Society of Friends across the six New England states. New England Yearly Meeting supports and strengthens a vibrant and growing web of monthly meetings, quarterly meetings, and other Friends communities under our care, helping us do together what we cannot do alone. In all our work, we strive to obey the promptings of the Spirit to bring healing, wholeness, and transformation to ourselves and to the world.

Priorities:

1. *Spiritual Development and Religious Education.*

As local meetings, we want help in being prepared to hear and heed the leadings of the Spirit, and to support one another in living with greater joy, authenticity and courage. Friends have inherited a transformative way of life supported by precious disciplines and practices of listening, discernment, encounter with the living Presence, and sacred work in the world. We yearn to educate and train one another to help keep the flame of our faith and practice alive and thriving in our time and in our region.

2. *Outreach, Welcome, Inclusion, and Witness.*

In our meetings, we also want assistance from our wider Quaker community in strengthening and growing our presence in the world. We want to draw in active and diverse seekers who can find a spiritual home among Friends. And we want help in knowing how best to welcome, educate, orient and encourage newcomers when they visit our monthly meetings. Friends want support in witness when we feel we have Truth to share, on climate change, racial justice, and other urgent needs for healing and wholeness in our world.

3. *Relationship and Communication.*

Friends throughout the Yearly Meeting want to connect with each other, and spend more time together. We want to deepen and strengthen our relationships in ways that nurture and challenge us. We want to know who is doing what and what is going on across the Yearly Meeting. We want more solid, effective, and efficient ways to share information, best practices, and resources, and strengthen the network of local meetings and individuals.

4. *Leadership and Administration.*

In reviewing the documented prior discernment of the Yearly Meeting, our Committee heard a desire among New England Friends to identify and support leaders: those who see clearly the work that needs doing among us, and who have the gifts to communicate their vision and harness the talents and the willingness of Friends to act together to realize our goals. We want to cultivate and strengthen the emerging leaders among our youth. We want our clerks and committee members, at all levels, to be effective at helping us listen to the Spirit and get our work done. We need to deepen our understanding of how leadership can free the gifts of the whole in a community in which all are called to ministry. Local meetings want NEYM to provide administrative services and support that monthly and quarterly meetings cannot provide efficiently for themselves—financial and insurance services, legal services, technology and communications infrastructure, training and education—for the benefit of the whole.

5. *Stewardship, Integrity, and Accountability.*

New England Friends have said that we need to be clear about what work we engage in, and why. We need to revisit our activities regularly to ascertain whether we are actually moving forward toward achieving our goals in faithful, healthy, and productive ways. If after careful discernment we resolve to do things, integrity requires that we follow through and do them. Sometimes we will have to decide not to do things, or to stop doing things. We must be wise stewards of all our resources, and must live within our means, investing our energy and attention in that which is essential.

2015-32 Lisa Graustein (Beacon Hill) reported for the Structural Review Committee. Friends accepted the following report of the committee and asked Permanent Board to continue the work in this area. After listening to Friends and looking at the common themes that emerged, the Structural Review Committee focused on three primary areas of structural change to be approved for further development: 1) support and resources for monthly meetings, 2) our committee structure, and 3) NEYM-wide gatherings. We also heard the very clear need for more and more effective communication throughout all of NEYM.

1) Monthly meetings are the heart of Quakerism in New England. While we have several programs for supporting monthly meetings, we need to invest more resources—staff time, funds, training, materials, etc.—in our meetings. Different monthly meetings have different needs and a larger, stronger, better-staffed system of support will allow all our meetings to grow and thrive. We need to prioritize providing resources to monthly meetings and significantly increase staff support to monthly meetings.

2) Nominating Committee has been overwhelmed with the task of finding members to serve on our 26 committees and often falls into filling slots instead of having the time and resources to seek out and lift up gifts. We are exploring the idea of grouping committees with similar charges into clusters, allowing us to provide specific training, support, and move some work into shorter-term working groups. This will create a more functional workflow, foster collaboration, and allow for different levels of commitment and engagement, making committee service more accessible and dynamic. We need to release Nominating Committee from filling slots and instead focus their work on raising up gifts and leadership for committees, including naming clerks and recording clerks.

3) We heard that August Sessions are not logistically possible for many Friends with seasonal jobs and that many Friends yearn for more connection throughout NEYM. We propose the addition of two more NEYM-wide gatherings of Friends during the year and an increase of support for quarterly meeting programming and gatherings. These could be a time for worship, spiritual nurture, exploration of issues salient to Friends, and community building. The logistics and resources required in organizing such gatherings are significant and it will take time to fully develop these additional gatherings.

Finally, it was clear from what we heard that how we act towards each other has an equally profound impact on the life and health of NEYM as our structure does. We can make all the structural changes we want, but if we do not pay attention to how we interact—how we welcome newcomers, help younger Friends make the transition into adulthood, communicate with each other, etc.—our structural changes will not have much impact. Although these observations about our culture are outside the scope of our charge, they emerged as an important part of our work to share with the Yearly Meeting.

**Statement of Concern from the Personnel Committee
Submitted to Permanent Board
September 26, 2015**

The Personnel Committee is concerned about the lack of clarity over the structural relationship between Friends Camp and New England Yearly Meeting as a whole, and in particular, given our charge to oversee personnel policies, the lines of authority between Yearly Meeting's two managerial level staff: the Yearly Meeting Secretary and the Friends Camp Director. The job description for the Yearly Meeting Secretary charges this position with overall responsibility to "ensure responsible management of properties and other legal matters for the Yearly Meeting" and "to direct and support staff in the planning and operation of the programs of the Yearly Meeting," and the personnel policy manual makes the Yearly Meeting Secretary ultimately responsible for child safety issues including the screening of staff who work with children.

But while carrying these responsibilities for New England Yearly Meeting the Yearly Meeting Secretary has no authority to address these issues at Friends Camp. As we begin the process of hiring a new Camp Director it seems crucial to us that we make these relationships clear—either by beginning the process of making the Friends Camp a truly separate organization or by clarifying the relation between the Friends Camp Director and the Yearly Meeting Secretary.

We recognize that it is not the role of the Personnel Committee to initiate such restructuring and that the process of discerning good governance of Friends Camp is already underway. But we do not think it good process to begin hiring a new Director without more clarity about the supervisory structure of that role. **We urge Permanent Board to make clarifying the structural relationship between Friends Camp and New England Yearly Meeting a priority.**

Presented by Bob Murray, Clerk, Personnel Committee

**Change of Employment Policy Request by Personnel Committee
Submitted to Permanent Board
September 26, 2015**

Our current personnel manual says that managerial staff are hired on a year to year basis. **Personnel Committee recommends switching to a continuous employment model for all staff.** We already *de facto* treat non-managerial staff this way. We recommend an initial probationary period of a year for managerial staff.

Presented by Bob Murray, Clerk, Personnel Committee

Internal Nominating Committee Report to Permanent Board August 1, 2015

Clerk: Sarah Gant -2015-2018

Recording Clerk : Rebecca Steele: 2015-2018

2016	2017	2018	2019	2020
#Sarah Gant #Sandy Isaacs Bruce Neumann Elias Sanchez- Eppler Fritz Weiss Nancy Isaacs Elizabeth Szakowski	Holly Baldwin #Suzanna Schell Sara Smith Karen Sanchez- Eppler Travis Belcher Hannah Zwirner	Susan Davies # Donn Weinholtz Jean McCandless Rebecca Steele #Jeremiah Dickinson Rocky Malin Leanna Kantt Justice Erikson	Ian Harrington Chris Gant Ginny Bainbridge Bill Walkauskas Philip Stone #Deanna Chase #Carolyn Stone #Allan Kohrman	

in second term (can't be reappointed)

* filling out term – can be reappointed 2 entire terms

Sub Committee	2016	2017	2018	2019
Clerks Nominating	#Allan Kohrman Ben Guaraldi	Fran Brokaw Donn Weinholtz	Marion Athern Leslie Manning	
Personnel	Rebecca Leuchak Jan Hoffman Bob Murray Edward Baker	Chris Gant Vacancy Elizabeth Szakowski	Neil Blanchard	
Internal Nominating	Patsy Shotwell Carolyn Stone	Susan Davies	# Donn Weinholtz + # Sarah Sue Pennell	# +Patsy Shotwell # Carolyn Stone
YM Nominating at Large	Rhoda Mowry Virginia Bainbridge Vacancy	+ Sara Sue Pennell Richard Ristow Leslie Umans	Connie Kincaid – Brown Marian Baker	
Friends Camp Nominating	Brad Bussiere- Nichols Mary Knowlton			
NEYM Secretary Supervisor	Edward Baker			

Bold = Submitted for Permanent Board Approval

+ = not on Permanent Board

in second term (can't be reappointed)

Friends Camp

New England Yearly Meeting of Friends Director's 2015 Summer Report

Summer of 2015 Overview: This summer we had a total of 354 campers. This total was seven more youth than last summer. On the staffing front we had 17 counselors who worked for the full summer and 5 counselors who worked for a part of the summer, ranging from one to five weeks. The summer support team had eight staff members who worked in the office, in the kitchen or on maintenance. We had eight lifeguards, two wilderness First Aid staff, an excellent nurse, and a wonderful volunteer naturalist who offered programs during our Dyer session.

Pre Camp Training: Nine of the counselors took a pre-camp First Aid CPR/AED class, and several were already certified from the previous summer. Some of topics that were covered during the staff training week included worship, meeting for business, Quakerism at camp, creating programs, jobs, a typical day, emergencies, supervision, van safety, waterfront safety, homesickness, conflict resolution, systematic oppression, developing an awareness of dignity in campers and staff, a nature walk with our volunteer naturalist, cabin time, and ego vs. soul speech. It ended with our traditional "What if this ____ happens at camp?" staff gathering in the camp office with fish and fluff.

Building & Grounds Projects: No major new or repair projects were taken on during the spring and summer of this year. We do have several important projects that are in the works that will hopefully be completed before June of 2017. The projected completion times for these projects and renovations are:

- Meeting House foundation repairs (Fall 2015)
- Painting downstairs cabins and foundation work on upstairs cabins (Fall 2015)
- Additional hand washing sinks and renovation of the Big Bird bathrooms (Spring 2016)
- Additional outside showers and solar / gas hot water system for Birdbath (Fall 2016)
- New Ceramics Art Building (Spring 2017)

Health Issues: During this past summer, we had a much healthier camp season overall. Head lice was found in just a few campers during one of our four camp sessions. In one case, a camper was sent home to have additional treatments. A few campers were treated at camp. The health concerns we had during the summer of 2014, including many cases of nausea, fever, sore throat, coughing and vomiting, were not a major concern during summer of 2015. It is important to note that adequate locations for hand washing prior to meals is still a concern. To increase the number hand washing sinks we have made a plan to have twelve additional sinks inside and on the north end of the dining hall.

Health Inspection: This summer's surprise health inspection covered kitchen and dining hall issues. The three items that needed correction were a constantly high temperature on the two door freezer, a meat slicer that was not up to code, and a lack of sneeze guards for the food serving area. All of these concerns were corrected quickly by purchasing a new freezer, a new meat slicer, and three portable sneeze guards.

Summer Staffing: This summer's counseling staff average age was 21 years old. This is same average age that we had in 2014. One staff member was asked leave early because of inappropriate language with campers. Our kitchen cooks and super people were all new for 2015 season. The cooks were little slow to get the right amount of food for each meal and to meet the needs of the vegetarian campers and staff. During last five weeks of camp most of the concerns were corrected. Having two assistant directors, a long time maintenance director, an experienced camp nurse, and several skilled former counselors work at camp helped us have a very good summer.

Camperships: In 2015, 14 percent of our camper families needed some campership assistance. Friends Camp has a general campership fund, and we also have three dedicated campership funds that support families in need. These funds are the Maine Children Home, Codman Academy, and One Child at a Time.

Camper Retention: The camper evaluations are an excellent way of judging the number of campers who are likely to return in 2016. Below are the results of the camper evaluations this summer.

	Yes	Maybe	No	Too old
Jones	37	13	1	N/A
Dyer	68	23	5	N/A
Fox	63	23	5	20
Fell	51	14	1	21
Total	219	73	12	41
Percentage	63.5%	21%	3.5%	12%

For comparison, the actual camper return rate from the 2014 season to 2015 was 69 percent. This percentage includes the Fox and Fell campers who cannot return because they are too old. The most popular session (Fox) had an 87 percent return rate from the Dyer and Fox campers who attended camp in 2014.

Waterfront: We now have a new watercraft area with a dock on the south side of the swimming waterfront area. This new program area on the West View Cottage property has enabled us have many additional campers who took part in sailing, canoeing, and kayaking on China Lake. The Friends Camp waterfront now has four sunfish sailboats, six kayaks, and eight canoes. The plans for next summer are to purchase two tandem kayaks and four paddle boards.

NEYM Grant Update: The \$100,000 grant to Friends Camp was used to pay off the balance of loans on the West View cottage. This loan payoff was \$46,455.70. The balance, plus the interest of this new fund, will be used for capital improvements. In January, we have invested \$40,000.00 in the New England Yearly Meeting Pooled Funds. This pooled account had interest of \$390.00 during the last nine months. The remaining \$13,544.30 is in the operating checking account at the Bangor Saving Bank.

Camper Census as of August 15, 2015: The overall camper census for this summer was 354 campers, and this count is seven more campers than last year's census. The three-tiered pricing system continues to be popular with our families. During the 2015 season, we had 43% of families who opted for the basic rate, 27% who opted for the medium price, and 30% who paid the full camp fee.

Session 2015	Male	Female	Total
Jones Week One	25	36	61
Jones Week Two	23	35	58
Jones Both Weeks	(11)	(20)	(31)
Dyer Camp	45	62	107
Fox Camp	50	67	117
Fell Camp	40	50	90
Hiking Trip - Fox	6	6	10
Hiking Trip - Fell	0	0	0
TOTAL	170	184	354

2016 Schedule and Rates

Session	Dates	Ages	2015 Fees
Jones Camp Week One	June 26 – July 2	7-12	\$550/\$500/\$450
Jones Camp Week Two	July 3 – July 9	7-12	\$550/\$500/\$450
Jones Both Weeks	June 26 – July 9	7-12	\$975/\$875/\$775
Dyer Camp	July 10 – July 23	10-13	\$975/\$875/\$775
Fox Camp	July 24 – Aug. 6	13-17*	\$975/\$875/\$775
Fell Camp	Aug. 7 – Aug. 20	13-17*	\$975/\$875/\$775
Fox Camp Hiking Trip	July 24 – Aug. 6	13-17	\$80
Fell Camp Hiking Trip	Aug. 7 – Aug. 20	13-17	\$80
Lifesaving & Watercraft Training	June 26 - July 9	15-18	\$975/\$875/\$775

In the Light, Nat Shed, Director
September 13, 2015