

**Permanent Board Meeting  
February 15, 2020  
Providence Friends Meeting**

**20-1: Opening Worship and Welcome**

Friends opened with a period of worship. Rebecca Leuchak, clerk of Providence Friends Meeting, welcomed us to their meetinghouse which sits on the indigenous lands of the Narragansett and Wampanoag people.

**20-2: CWS Program**

The Challenging White Supremacy Working Group (CWSWG), a working group of the Permanent Board (PB), has been working with with monthly meetings, Yearly Meeting committees, and individuals, to discuss the roots of white supremacy and the ways it is present in the peoples and structures of the Yearly Meeting. Susan Davies, Jeremiah Dickinson, and Carole Rein, members of CWSWG, opened our PB meeting with a shortened version of some of the discussions they have been facilitating with Friends. As the governing body of New England Yearly Meeting, the PB recognizes the importance of supporting and participating in the work of CWSWG and we were grateful for the ways that our discussion encouraged us to keep doing anti-racism work with ourselves and our communities.

**20-3: Roll Call**

The recording clerk called the roll.

Present: Leslie Manning, Clerk; Hannah Zwirner Forsythe, Recording Clerk; Travis Belcher, Darcy Drayton, Martin Zwirner Forsythe, Chris Gant, Ian Harrington, Kim Harvey Garcia, Rebecca Leuchak, Ed Mair, Christopher McCandless, Gina Nortonsmith, Anna Raddochia, Carole Rein, John Reuthe, Martha Schwope, Sara Smith, Bill Walkauskas, Tom Vargo, Mary Zwirner

Ex-Officio: Noah Merrill (Secretary); Bob Murray (Finance Clerk); Elizabeth Reuthe (Secretary's Supervisor); Shearman Taber (Treasurer); Fritz Weiss (Former Presiding Clerk)

Visitors: Susan Davies, Jeremiah Dickinson, Sophie Forsythe, Anna Hopkins, Kathy Malin, Phebe McCosker, LouAnne McDonald, Mike Shade, Nia Thomas, Kathleen Wooten

Regrets: Bruce Neumann (Presiding Clerk); Peter Bishop, Deana Chase, Ben Guaraldi, Betsy Kantt, Jean McCandless, Elizabeth Szatkowski, Will Taber

**20-4: Minutes**

An outstanding minute from the September 2019 Permanent Board (PB) meeting, revised by the Finance Committee, was brought back to PB. The remaining unapproved minutes from the November 2019 PB were brought to this meeting. Friends approved the outstanding minute from September and the remaining minutes from November.

#### **20-5: Travel Minutes**

PB received four travel minutes for our endorsement. Benigno Sanchez-Eppler is traveling to Cuba. Em McManamy, Jackie Stillwell, Bruce Neumann are traveling to Cuba at the time of this meeting to attend Cuba Yearly Meeting Sessions. The travel minutes are appended. Friends approved endorsing the travel minutes for Benigno, Em, Jackie, and Bruce.

#### **20-6: Presiding Clerk's Report**

Bruce Neumann, Presiding Clerk, is not present at our meeting because he is traveling to Cuba. His report from the advanced documents is appended.

#### **20-7: Secretary's Report**

Noah Merrill, Yearly Meeting Secretary, reflected on his journey with the Yearly Meeting and the Permanent Board (PB) as he reached the seven-year mark in his role. PB holds the weight of the Yearly Meeting throughout the year; together we bear the burden of the work but also get to help realize the vision.

Noah's written report with informational updates is appended.

#### **20-8: Document Retention Policy**

Noah Merrill, Yearly Meeting Secretary, presented the proposed Document Retention and Destruction Policy. The proposed policy is appended. This proposal is a follow-up to Permanent Board's previous discussion about responsible data use and the Data Privacy Policy approved in February 2019. Friends had a chance to ask questions.

A request was made for clarification in the policy about whose correspondence falls under this policy. It was suggested that the Archives Committee be consulted before the policy goes into effect to ensure that they are comfortable with the parts of it that affect their work.

Friends approved the Document Retention Policy with those edits and confirmation.

#### **20-9: Student Loan Forgiveness**

Noah Merrill, YM Secretary, presented a recommendation for forgiving outstanding student loan debt. The recommendation is appended. This recommendation is a continuation of our work

over the past seven years to lay down the student loan program. Permanent Board approved forgiving all outstanding student loans held by New England Yearly Meeting of Friends, effective 2/15/2020. Letters will be sent to all borrowers notifying them of this action.

#### **20-10: Treasurer's Report**

Shearman Taber, Treasurer, submitted financial updates to the advanced documents which are appended. Shearman spoke to Friends' questions and reminded us that while last year's balanced budget is cause for celebration we must continue the hard work to maintain balanced budgets.

#### **20-11: Proposal for Creation of Revolving Fund**

Bob Murray, clerk of the Finance Committee, brought a proposal from that committee to open a new revolving fund to allocate money for future large infrastructure projects. The proposal is appended. The amount of money deposited in this fund would be subject to approval by the Permanent Board (PB) or Sessions (as part of the budget proposal). The use of the funds would also be subject to approval by PB or Sessions. Friends had the opportunity to ask questions and make comments. Friends approved the creation of the new revolving fund.

#### **20-12: Personnel Committee**

Bob Murray, member of Coordinating and Advisory (C&A) and former clerk of the Personnel Committee, brought a proposal from C&A to create a working group to make recommendations on the structure of the Personnel Committee. The proposal is appended.

The structures of the Yearly Meeting (YM) have changed significantly in the past few years and many of the responsibilities previously held by the Personnel Committee are now held by the YM Secretary. We are committed to being a good employer and keeping the structure of our Personnel Committee aligned with our practices is a part of that commitment. Dulany Bennet, Clerk of the Personnel Committee, Noah Merrill, Yearly Meeting Secretary, Elizabeth Reuthe, the Yearly Meeting Secretary's supervisor, and Robert Murray, former clerk of the Personnel Committee, have offered to serve on this ad hoc committee. Friends requested that an additional person with less experience with the YM be added to the ad hoc committee. C&A will work to identify that person. With that addition, Friends approved the proposal.

#### **20-13: Board of Managers Presentation**

Kathy Malin, Clerk of the Board of Managers of Pooled Funds (BOM), gave a presentation to the Permanent Board about the work of the BOM and the role it plays in the Yearly Meeting. A written version of Kathy's report is appended. Mike Shade works with the de Burlo Group as an investment manager and works directly with the BOM. He described to Friends how his group works with the BOM to ensure that investments are made that affirm NEYM Friends'

testimonies. Kathy and Mike answered Friends' questions and gratefully accepted comments to take back to the BOM.

#### **20-14: Friends Camp Report**

Anna Hopkins, Friends Camp Director, shared updates from Friends Camp. Her written report is appended. Anna's oral report focused on the camp's challenges with increasing diversity. Though last summer's staff and camper population had increased numbers of people of color, the numbers for this year, so far, are lower. She finds that recruiting a more diverse staff and campership is something that takes a lot of time. Though it is important work, the director's time is finite. Anna highlighted that Friends Camp is often advertised through word of mouth and because the Yearly Meeting is challenged by diversity that begets a challenge with diversity at Camp. Additionally, the situation of camp--in the middle of Maine, history of a lack of diversity in camp leadership, tech-free camp--can make it challenging to interest more diverse families. Anna, the camp committee, and her staff are making efforts to increase the diversity but larger scale organizational change is needed. Anna challenged us to think about how we can expand who camp is for.

#### **20-15: Purposes, Procedures, and Composition**

Leslie Manning, Clerk, reminded the Permanent Board (PB) that it is time for our triennial review of each board and committees' Purposes, Procedures, and Composition (PPC). This review allows each committee the opportunity to assess how the established guidelines compare to the practices of the committee. It has also become practice for committees to use this process as a time to reflect on how the PPC align with the approved priorities of the Yearly Meeting.

The board spent some time reflecting on the role of the PB and its PPC. Leslie requested that a working group led by the recording clerk work on the PPC for PB and bring a revised version to a future PB meeting for approval.

#### **20-16: Update on Organizational Handbook Development**

At the February 2019 Permanent Board (PB) meeting, Faith and Practice Revision Committee (F&PRC) asked PB to take on the role of compiling and maintaining an "Organizational Handbook". See PB Minute 19-15 for more details. A small group of people have started this work. Fritz Weiss brought a proposed outline for this handbook including items that have been developed and those that still need to be written. This outline also included which committee(s) or employee(s) are responsible for creating those items. PB was asked to review this outline and speak to whether there are missing pieces.

After some discussion it was clear that there were documents listed on the outline that the working group understood to exist in some form (whether complete, incomplete, or out of date) that do not in fact exist as cohesive documents. This group was not tasked with writing

documents that do not already exist; they understood that they were expected to compile what had already been written and help to organize the updating of any organizational documentation that was out of date.

Friends were unclear to approve the proposal as a strict recommended outline. Rather, the working group, in consultation with NEYM staff, will work to identify what documents do exist and work to organize those documents.

Friends accepted this report. The working group will continue to compile documents and asked PB members for feedback about which items that should be available to all on the website are hard to find or need clarification.

### **20-17: Reparations Working Group Recommendations**

At the November 2019 Permanent Board (PB) meeting the Reparations Working Group brought a list of recommendations for actions to be taken by the PB or Sessions. The list of recommendations is appended. We approved the first of those recommendations and postponed action on the remaining recommendations. PB took up the third recommendation from the list:

That a certain portion of the Legacy Gift funds be designated as a challenge or matching grant within NEYM and that these monies be used to support additional activities and ministries such as travel for Indigenous Friends, support for the Friends Committee on National Legislation (FCNL) fellowship for Native American policy, support for local initiatives under the care of the monthly meetings or Quarters for partnerships with local tribes or allied organizations.

Some Friends expressed discomfort with PB telling Legacy Gift Committee (LGC) how to disburse money. Others felt that when LGC decided not to fund Wampanoag Language Reclamation Project they did so stating that it was beyond the scope of the charge of the LGC; this doesn't mean that PB can't recommend to Sessions that funding this proposal would be worthwhile and that LGC should consider it.

Friends were not in unity to officially endorse this recommendation. It will go, informally, to the LGC meeting in March.

### **20-18: Internal Nominating Committee**

One nomination was submitted from Internal Nominating:

Carolyn Hilles-Pilant for Faith & Practice Revision Committee, Class of 2020

Friends approved.

Three resignations were submitted from Internal Nominating:

LVM Shelton resigned from Yearly Meeting Nominating at Large  
William Walkauskas resigned from Permanent Board, effective on 8/1/2020  
Rosemary Zimmermann resigned from Permanent Board

Friends approved these resignations.

In light of Rosemary Zimmermann's long and faithful service to the Permanent Board and to the Yearly Meeting the clerk requested that the recording clerk write a minute of appreciation. That minute will come to the May 2020 Permanent Board meeting for approval.

### **20-19: Minute of Appreciation**

Members of the Permanent Board, in addition to Friends from across the Yearly Meeting, are enormously grateful for Rosemary Zimmermann's faithful service to New England Yearly Meeting and the wider Society of Friends. Throughout Rosemary's time as an active Friend in New England she has served on the Permanent Board, as a representative to the Friends United Meeting board, as Sessions recording clerk, on numerous ad-hoc and working groups, and in many other ways. Rosemary's integrity, thoughtful discernment, and generous spirit have been a gift to us all and we will miss her presence in our community.

### **20-20: Yearly Meeting Nominating Committee**

LouAnne McDonald, representing Yearly Meeting Nominating Committee, presented two nominations and a resignation.

Scott Drysdale as the next clerk of Finance Committee, Class of 2025; he will become clerk after Sessions 2020 but we are asked to approve this today so that he may begin the transition into this role

Anna Dulin for Ministry & Counsel, Class of 2022

Heidi Babb resigned from Earthcare Ministry Committee

Friends approved these nominations and the resignation.

### **20-21: Closing Worship**

Friends closed with the reading of a letter from Rob Levin written in appreciation for the monies provided from the Fund for Sufferings for those arrested at the Bow, NH coal power plant in September 2019.

*leslie manning*

leslie manning (Jun 26, 2020 11:37 EDT)

Leslie Manning, clerk of Permanent Board

Northampton Friends Meeting  
43 Center Street  
Northampton, Massachusetts 01060

Dear Friends,

Greetings from Northampton Friends in New England Yearly Meeting. It is very moving to send you our dear Friend Benigno Sánchez-Eppler, who has traveled in the ministry under the care of our Meeting for 25 years. We have faith that he will listen to o how the Spirit of God is moving among you and that he will wait until given a message that can speak to your condition.

Benigno has grown in spirit from his work with other Friends in the '90s, establishing sister relationships between Meetins in New England and Cuba Yearly Meeting. Translating early Quaker texts into Spanish is a long-established ministry he shares with Susan Furry. Workshops and teaching opportunities arise from that work. He has been a servant-leader both to his Monthly and Yearly Meeting. From 2015 to 2019 he served as clerk of Friends World Committee for Consultation, Section of the Americas At New England Yearly Meeting sessions and the Friends General Conference Gathering he has offered Bible Half Hours.

A hope that underlies Benigno's work is that Friends will find new life in the words of early Quakers, relearning and reclaiming the Gospel vocabulary they used as our own shared language for our spiritual experience.

A Monthly Meeting minute approved in April 2019 affirms our continued support and oversight of Benigno's ministry in these terms:

"Northampton Friends Meeting unites with Benigno Sánchez-Eppler's call to travel in the ministry among Friends. The functions and activities in which he has demonstrated gifts and discipline include translating, publishing and teaching selections from the works of early Friends; interpreting at international Quaker conferences; public speaking under the direction of the Spirit; and vocal ministry in meeting for worship."

We rejoice in this opportunity to send you our love. We are confident that you will welcome Benigno and look forward to receiving news of you upon his return.

Approved and minuted at  
Northampton Friends Meeting for Business  
October 13, 2019  
Eleanor Warnock, clerk

Endorsed by Connecticut Valley Quarterly Meeting, February 2, 2020  
Kimberly Stoner, Clerk

Endorsed by Permanent Board of New England Yearly Meeting, February 14, 2020

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Leslie Manning, Clerk



***Fresh Pond Monthly Meeting  
of New England Yearly Meeting***  
5 Cadbury Road  
Cambridge, Massachusetts 02140

January 5, 2020

Dear Friends,

Greetings from Fresh Pond Friends. Bruce Neumann, a member in good standing at Fresh Pond Monthly Meeting, carries this travel minute with our approval, support, and prayers. We hope that you will welcome Bruce as he undertakes a service of ministry among you.

Bruce currently serves as New England Yearly Meeting's Presiding Clerk and his service is held under the care of our meeting. We hold him accountable in following the leadings of God — supporting, encouraging, and accompanying him through a dedicated committee of Friends who worship and pray with him regularly.

For years Bruce has served in numerous roles at Fresh Pond Monthly Meeting and among Friends throughout New England. We find Bruce to be a caring presence, whose gifts of listening and accompaniment draw out faithfulness from those around him. He carries a particular concern for supporting the spiritual health of Friends and Friends Meetings. On several occasions this has meant that Bruce has walked with Meetings as they have encountered challenges, offering support and a pastoral, listening presence. Bruce also has shown gifts for working with children and young people. The gifts in ministry that Bruce stewards and exercises are seen and valued within Fresh Pond Monthly Meeting and more broadly in the Religious Society of Friends.

We commend Bruce to your loving care as he visits and serves among you. We hope his service will be an opportunity to grow in the Light together and are eager to learn how you have experienced his work and how the Spirit has been at work among you.

In Peace and Friendship,



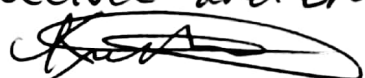
Betsy Kannt

Co-Presiding Clerk



Will Taber

Co-Presiding Clerk

*Received and Endorsed Salem Qtr. Meeting 1.26.2020*  
 Krishna Keefe-Perry, Clerk.

***Fresh Pond Monthly Meeting  
of New England Yearly Meeting***  
5 Cadbury Road  
Cambridge, Massachusetts 02140

5 de enero, 2020

Queridos Amigos,

Saludos de los Amigos de Fresh Pond. Bruce Neumann, miembro pleno de la Junta Mensual de Fresh Pond, lleva esta minuta de viaje con nuestra aprobación, apoyo, y oraciones. Esperamos que le acojan mientras él sirve de ministro entre ustedes.

En este momento, Bruce se desempeña como Presidente de la Junta Anual de Nueva Inglaterra, y su servicio está bajo el cuidado de nuestra junta mensual. Le hacemos responsable en seguir la guía de Dios – apoyándolo, alentándolo, y acompañándolo mediante un comité dedicado de hermanos que se reúnen regularmente con él para adorar y orar juntos.

Durante muchos años Bruce ha tenido muchas responsabilidades en la Junta Mensual de Fresh Pond, y entre Amigos de toda Nueva Inglaterra. Lo hallamos una presencia cariñosa, sus dones de escucha y acompañamiento evocan fidelidad de los de su alrededor. Lleva una preocupación especial para apoyar la salud espiritual de Amigos y Iglesias de Amigos. En varias ocasiones, él ha acompañado a Juntas Mensuales que enfrentaban retos, ofreciendo apoyo y una presencia pastoral y de escucha. Bruce también tiene dones para trabajar con niños y jóvenes. Los dones de ministerio que Bruce cuida y ejerce son notados y apreciados dentro de nuestra junta mensual, y también mas ampliamente en la Iglesia Amigos.

Encomendamos a Bruce a su cuidado amoroso mientras les visita y sirve. Esperamos que su servicio sea una oportunidad de crecer juntos en la Luz, y estamos ansioso por oír como hayan experimentado su servicio, y como el Espíritu trabaja entre ustedes.

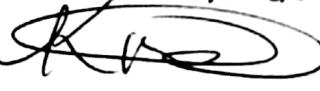
En paz y amistad,



Betsy Kantt  
Co-Presiding Clerk



Will Taber  
Co-Presiding Clerk

Respaldao con saludos de  
la reunión de Salem Quarter  
 Kristina Keefe-Perry  
26 Enero 2020 Clerk



# Amesbury Friends Meeting

(Quaker)

120 Friend Street

Amesbury, MA 01913

## Travel Minute for Em McManamy January 19, 2020


Em McManamy has attended a Quaker Meeting since 1975 and has been a member of the Amesbury Monthly Meeting since 1992. She is a very active member, having served at various times as Clerk of the meeting, member and Clerk of Ministry and Counsel, teacher in the First Day School, successful grant writer for funds to restore the Meeting House, and writer of an application for our Meeting to be placed on the National Historic Register. In addition, she has held various roles in New England Yearly Meeting which she has attended since 1987. In sum, Em contributes a great deal to the spiritual life and the day to day activities of Friends in New England.

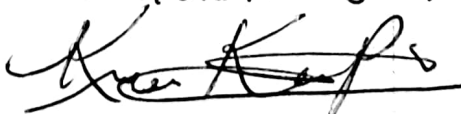
Em has a special concern regarding strengthening our relationship with our Cuban Quaker brothers and sisters. She currently serves as Co-Clerk of the Yearly Meeting Puente Committee. She has hosted Cuban Friends in her home almost every time they have visited New England and has accompanied them while at our Yearly Meeting sessions to introduce them to our Youth Programs and to facilitate conversations with others. She has visited four times before with Cuban Friends, in 2007, 2009, 2014 and 2017. These visits have included participating in a pastors' conference, traveling with a delegation from Amesbury, making connections with Friends at Havana Monthly Meeting and facilitating an intergenerational delegation.

She travels this year with a continued concern to fortify the relationships between New England and Cuban Friends. She looks forward to attending the Cuba Yearly Meeting annual sessions and to assisting others on the delegation with Spanish interpretation. Together with our Cuban Friends, she hopes to consider methods of strengthening sister meeting relationships, the main conduit for connections between Cuban and New England Friends, and to build a sound foundation for our new internet relationships.

Em has been an important part of our meeting community and we will miss her as she moves to Providence Monthly Meeting. We are glad to be able to support her continued work with Cuban Friends and hope to continue to foster our own relationship with Vista Alegre, our sister meeting.

In love and peace,

  
Tim Barash, Clerk

Received + Endorsed  
Salem Quarter Jun 26, 2020  
 Clerk  
Kristina Keefe - Perry

## **Minuta de viaje para Em McManamy**

### **Enero 2020**

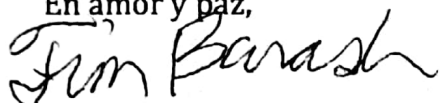
Em McManamy, Amiga desde 1975, ha sido socia de la junta mensual (JM) de Amesbury desde 1992. Es una socia muy activa, habiendo servido en varias ocasiones en el papel de secretaria de la JM, socia y secretaria del comité del ministerio y de asuntos pastorales y maestra en la escuela dominical. También recaudó fondos para restaurar la Casa de la JM y escribió una aplicación exitosa para que el edificio en Amesbury sea incluida en el Registro Nacional de edificios históricos. Además, ha desempeñado diversos papeles en la Junta Anual de Nueva Inglaterra a la que ha asistido desde 1987. En resumen, Em contribuye mucho a la vida espiritual y a las actividades cotidianas de los Amigos de Nueva Inglaterra.

Em tiene una preocupación especial por fortalecer la relación con nuestros hermanos y hermanas Cuáqueros Cubanos. Actualmente se desempeña el papel de co-secretaria del Comité Puente en la Junta Anual. Ella ha acogido a Amigos Cubanos en su casa cada vez que han visitado a Nueva Inglaterra y los ha acompañado durante las sesiones de la Junta Anual, asistiéndolos con las presentaciones para los grupos juveniles y jóvenes. Ella ya ha visitado cuatro veces con Amigos Cubanos, en 2007, 2009, 2014 y 2017. Estas visitas han incluido su participación en una conferencia de pastores, una delegación de la JM Amesbury, un viaje donde visitó con Amigos en la JM de La Habana y facilitación de una delegación intergeneracional.

Este año, ella viaja con un fuerte interés por fortalecer las relaciones entre Nueva Inglaterra y los Amigos Cubanos. Espera asistir a las sesiones anuales de la Junta Anual de Cuba y ayudar a otros miembros de la delegación con interpretación en español. Junto con nuestros Amigos Cubanos, espera considerar métodos para fortalecer los vínculos entre los Amigos Cubanos y los de Nueva Inglaterra, así que las relaciones entre las juntas mensuales de Nueva Inglaterra y las de Cuba, y de construir una base sólida para nuestras nuevas relaciones en el Internet.

Em ha oferto mucho a los Amigos de Amesbury, y la extrañaremos cuando se mude a la JM de Providence, Rhode Island. Estamos contentos de poder apoyar su trabajo continuo con Amigos Cubanos y esperamos seguir adelante fortaleciendo nuestro propio amistad con Vista Alegre, nuestra junta hermanada.

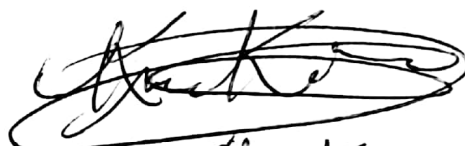
En amor y paz,



Tim Barash, Secretario, Junta Mensual de Amesbury

Con Saludos de la Reunion Salem Quarter

26 Enero 2020



Kristina Keefe - Perry, Clerk

**Monadnock Quaker Meeting**  
New England Yearly Meeting  
3 Davidson Road, Jaffrey, NH 03452

Eleventh Month 17, 2019

Dear Friends,

Jacqueline Stillwell is a treasured member of Monadnock Meeting. She is called to spiritual accompaniment, grounded in an awareness of the abundance of God's Love and a strong sense of connection and kinship with all life.


Jackie presently serves as General Secretary of Right Sharing of World Resources, clerk of Monadnock Meeting, clerk of New England Yearly Meeting Nominating Committee and as a member of NEYM Coordinating and Advisory Committee.

She shares her many gifts abundantly. Her skill at listening and being present allows her to go to the heart of any situation and speak Truth. Her openness and quiet leadership are based on a deep spiritual well.

We send our loving greetings to you, and commend Jackie to your loving care.

In the Light,

Craig Jensen  
Clerk, Ministry and Counsel Committee  
Monadnock Monthly Meeting



*Twelfth Month 8, 2019*  
*Endorsed by Northwest Quarter*  
*Carl Williams, Clerk*

*Second Month 15, 2020*  
*Endorsed by Permanent Board of New England YM*  
*Leslie Manning, Clerk*

## Report from the Presiding Clerk to Permanent Board

February 15, 2020

I will not be with you for this Permanent Board Meeting, as I will be in Montreal waiting for my flight from my first trip to Cuba. I am travelling with Jackie Stillwell, Em McManamy, and Marion Athearn, and we will be attending Cuba yearly Meeting Sessions. I am looking forward to experiencing the vibrant, more overtly Christian form of Quakerism which I have been hearing about for years. I have been asked to give a message to the Yearly Meeting – I will go prepared with some thoughts I have in advance, but also go prepared to find that I have been given something else to share. And I expect to be changed by the experience.

**Friends United Meeting:** Certainly the concern most on my mind this year is NEYM's continuing discernment about our relationship with FUM. As I reported to the last PB meeting, all meetings which had minuted their intention to withhold were contacted by a member of C&A. A few did not reply to our overtures. Others are deeply engaged in discernment and welcomed our presence as a source of information and evidence of our care. Various combinations of Noah, myself, and Frederick Martin have participated in discussions at Wellesley, Cambridge, Northwest Quarter, Providence, and Worcester. I will report that all the meetings we have visited hold a range of views within their membership, and that I have heard very clearly that a number of friends experience real pain that our Yearly Meeting is still in relationship with an organization that discriminates. In my last letter to Monthly Meetings ([Read letter HERE](#)), and in my comments to groups I have spoken to I have tried to share why this is such a complicated issue, and encouraged Friends to think more broadly (how do we show our support for LGBTQ Friends who are not recognized by their YM?) But I have heard clearly that, for some, the personal experience of feeling rejected supersedes all other concerns. I have not yet heard any recommendations that are likely to come to Sessions.

**Sessions 2020:** I believe I reported verbally at the last meeting that Cherice Bock from Sierra Cascades YM will be our Bible Half-hour speaker. We expect to be engaging friends in offsetting the carbon expenditure of her cross-country flights. Sessions committee is still in discernment about a plenary, but expect to make a decision at a meeting next week. The theme we have chosen is the refrain to a song written on a whaling vessel in 1847. We felt that it expressed both the need to engage in hard work, and the presence of hope:

Row on, row on, another day  
May shine with brighter light  
Ply, ply the oars & pull away  
There's dawn beyond the night.

**Purpose, Procedure, and Composition:** We have kicked off this process for some committees, while others we are holding back on. We are attempting this year, more than before, to work with committees to see how their work relates to the purpose and goals of the Yearly Meeting, and to draft their P&P to reflect those goals. For several committees we (C&A) see the need for some further discernment before beginning the P&P process. With a lot on our plate, these conversations have not happened yet.

- Personnel – as you will see elsewhere in the advance docs, in addition to needing a complete re-write of the Personnel manual, there is some thought that it time to reconsider the basic functions of this committee. A small group will be appointed to give this more thought.
- Development – over recent years the development committee has worked hard and quite successfully to re-shape New England Friends' commitment to individual support for the YM. We have a very successful give-monthly program that is on-going. Noah's job description includes a significant commitment to development work. In this light, it seems time to re-evaluate what we need from a development committee and how it might be structured.
- Sessions – C&A is planning a meeting with interested parties to reflect on whether it is time for a more thorough consideration of this work
- Board of Managers – the clerk of this committee will be attending an upcoming PB meeting, in part to explore what a more active relationship between PB and BOM might look like.
- Nominating: Longing for better communication between the various Nominating bodies (YM Nominating, Clerk's Nominating, and Internal Nominating) several members of C&A hosted a joint meeting of the clerks, which was followed up by a zoom call. Intentions were set to share both current information and best practices.
- Faith in Action: in September I reported the following, and regret to say we have made no progress to date. *This committee was conceived of, and its Purpose and Procedure drafted, by C&A in response to a request from Sessions 2017 upon the laying down of the Peace and Social Concerns Committee. The P&P was approved by sessions in 2018, and Permanent Board appointed 3 people to the committee, two in September, and one in November. The committee never seemed to find a common understanding of their charge, one person drew back early in their work, and another resigned partway through the year. During discussion about this committee at our recent retreat we recognized that C&A had not adequately supported this committee in understanding its goals and the nature of expected work. For the time being, we consider that this committee is on hold, pending more discernment at C&A.*

**Exit Interviews:** One of many recommendations of the clerking structures ad-hoc committee was to do exit interviews for those in leadership positions upon their completion of service. With the assistance of Nia Thomas, C&A produced a draft procedure for this process, and have identified individuals to do the interviews. Written reports will be shared with the relevant nominating body, as well as the Presiding Clerk, the Clerk of Permanent Board, and the Yearly Meeting Secretary. Initial interviews will be done with Fritz Weiss, Sarah Gant, Leslie Manning (for her role as Sessions clerk) and Rosemary Zimmerman. I expect to report more on this process after this first round has happened, and we have a better sense of how the process goes and what improvements might be made.

**Noticing Patterns of Oppression and Faithfulness:** While this work is not under the care of PB, I will report that I joined this committee for a one-day retreat, and expect to stay in dialogue about the shape of that work in Business sessions.



To: The Permanent Board of New England Yearly Meeting of Friends  
From: Noah Merrill, Yearly Meeting Secretary  
Re: Report in preparation for PB meeting on February 15, 2020

*“It is a living ministry that begets a living people...”*

—Testimony to the life of John Banks, 1710

Dear Friends,

This meeting of the Permanent Board marks seven years since my first Permanent Board meeting in service as Yearly Meeting Secretary. Recognizing this milestone, I’ve been reflecting in recent weeks on our journey together since then. Seeking the guidance of the Spirit, trying to be faithful, we have embraced change in many ways in the last several years. I hope that we have grown in Love. My prayer as our journey continues is that we will embrace the challenges before us with faith, courage, vulnerability, and a willingness to be led—even and especially when we find ourselves in the wilderness.

With a focus on organizational matters, I’ve organized my written report for this meeting to begin with requests for Permanent Board approval, followed by updates. A separate report from the Working Group on NEYM Support for Ministry & Spiritual Life, which has been a key focus of my work, is included in the advance documents.

As I imagine many of you will be aware, there is an enormous amount happening among New England Quakers as this new year begins, including several exciting ways Friends serving through the Yearly Meeting are supporting the thriving of local meetings in new ways. I hope you all will be encouraged to regularly read the email newsletter and check the new website and events calendar for updates. As always, I would welcome the opportunity to speak to any specific questions you may have about wider work featured there, and I hope to offer some further reflections on how the Spirit is moving among us in my oral report.

### **Request for Approval: Document Retention and Destruction Policy**

Last year, Permanent Board approved a Data Use and Privacy Policy, available at [neym.org/who/governance/policies/data-privacy-policy](http://neym.org/who/governance/policies/data-privacy-policy). As part of this policy, two commitments were made that have now been realized.

The first was for the Yearly Meeting to add to our general liability insurance a level of coverage for cybersecurity and data breaches appropriate to our operations. **This coverage is now in place.**

The second was for the Yearly Meeting to create a policy on document retention destruction. Sara Hubner conducted research and drafted a policy, which is included in the advance documents for your review. In collaboration with our Accounts Manager Frederick Martin, and after consultation with our general counsel and others, we are bringing it forward for approval.

Normally a document essentially documenting the details of our procedures might not need to

be approved by the Board, but given the potential legal implications of document retention and destruction it seemed appropriate to seek this level of approval.

In light of this, I am asking the Permanent Board to **approve the proposed document retention and destruction policy** to guide our work.

#### **Request for Approval: Final Terms for Student Loan Forgiveness**

As a final step in laying down the student loan fund of New England Yearly Meeting, and as requested by Permanent Board in August last year, we are bringing forward a formal proposal for your approval outlining the terms by which the outstanding loans held as part of the Student Loan Fund will be forgiven. We are asking for **formal approval by Permanent Board for these terms in order to authorize the necessary action**. Please see the proposal in the advance documents for details.

#### **Update: North Fairfield Meetinghouse**

Progress on resolution of the laying down of North Fairfield Meeting has been slow. As the new year began, I encouraged the scheduling of a meeting of Friends in the region of Vassalboro Quarter who have been involved in some way in the process; they met recently and reviewed the remaining tasks, which involve caring for the small number of Friends whose memberships have not yet been transferred or laid down; assessing and appropriately disposing of remaining items in the meetinghouse (including making sure appropriate items are transferred to the Archives); caring for the continued integrity and security of the building; and continuing the process of seeking a new owner for the property.

While many hands have been engaged in aspects of this work over the past two years, I have sought to affirm the interests of the Yearly Meeting in the process and to clarify the next needed steps. My hope is to be able to bring (or for others to bring) to Permanent Board, before the end of 2020, a proposal for the disposition (either sale or donation) of the property of the meetinghouse. If possible, I hope to participate in an on-site visit and workday being discussed for later this spring. I'm happy to provide further information if Friends are interested in particular details.

#### **Update: Mosher Book and Tract Fund**

In keeping with the new process for the use of this fund, Office Manager Sara Hubner and I have had a few conversations with Friends interested in projects that would benefit from this support. Ideas have included audiobooks featuring Friends reading early Quaker writings, podcast interviews or videos with contemporary Friends telling their conviction stories, and original spiritual writing by New England Friends. No proposals have yet resulted from these conversations.

We are also looking forward to hearing more about the development of the project funded with approval from Permanent Board last August (funding for promotion of the Spanish translation of John Woolman's Journal) which has been delayed for several months but seems now to be getting underway again.

If you have ideas or suggestions for potential use of these funds, please share them with Sara Hubner at [office@neym.org](mailto:office@neym.org).

### **Update: Sabbatical Planning**

As Friends are aware, consistent with our personnel policy, I am preparing to take a sabbatical beginning this fall (2020), from approximately October 2020 to January 2021. In consultation with Coordinating & Advisory Committee and others, and consistent with the personnel policy, I intend to take two 3-month sabbatical leave periods, the second to occur the following year. I believe this will be better for the organization and for me, ensuring less disruption.

The details of the plan for coverage of my responsibilities is still taking shape, but I expect it will include the following:

- Concluding significant work to end the FY2020 fiscal year prior to my departure
- Delegating some of my responsibilities among a small number of people with appropriate skills and roles in NEYM, rather than to just one person; for example, delegating program oversight to one person
- Deferring some projects until after the sabbatical is complete
- Asking PB approval to give a designated person temporary authorization for banking/“signing”/approval duties
- Advance planning for contingencies to allow me to be fully out of contact during the sabbatical

I will continue to work with Coordinating & Advisory and the staff team to finalize sabbatical plans; I intend to share a more formal report/plan with the May meeting of the Permanent Board. I welcome your input and questions and look forward to working with many Friends to ensure, as much as I'm able, that the process goes smoothly, keeping interruptions to the ongoing work of Friends in New England to a minimum in my absence. I hope it will be an experience of growth and new perspective for all of us.

### **Other Updates**

- **New Youth Programs Trailer:** After an inspiring fundraising effort and an exhaustive search, we have purchased a new trailer for the Junior Yearly Meeting (JYM) and Junior High Yearly Meeting (JHYM) programs. The cost for the trailer was within our planned range, combining budgeted expenses and restricted gifts given for this purpose over the past five months. A photo and thank-you from Coordinator Gretchen Baker-Smith will be in the upcoming email newsletter, and the trailer will be on the road to meetings across New England very soon.
- **Retirement Accounts:** Each NEYM employee is eligible for a 403(b) individual retirement account as part of their service as staff. For years, NEYM's accounts have been in the custody of VOYA, a large, mass-market financial investment services firm.

We are in the process of moving these accounts to Everence, the Mennonite financial

services organization with which NEYM has a relationship in support of health care, planned giving, and other services. We expect this to provide improved customer service and financial counseling, to reduce fees overall, as well as offering the option, not available previously, for employees to choose socially responsible investment options consistent with their faith and values.

- **Group Exemption:** The process for setting up a *Group Exemption Number* for NEYM—which would be associated with the Tax IDs of local meetings throughout New England—continues. Working with a dedicated IRS case officer, we are making progress slowly, and expect a further response in the next few months. Many thanks to NEYM Accounts Manager Frederick Martin for his diligent and detail-focused work moving this work forward.

Once the initial registration is complete, we will reach out to all local meetings that are not yet associated with the new number to support them in the process of becoming associated. The purpose of this effort is to ensure that the tax exemption status of the YM and the local meetings aligns with current IRS preferences, and to reduce confusion and workload on the part of Friends stewarding the financial lives of their local meetings.

Among the many benefits of this transition, local meetings would be able to easily demonstrate their tax exempt status to businesses and donors without either needing to set up a separate 501(c)(3) incorporation or engaging in a time-consuming process of documentation. We will update the Board when the process is complete.

- **By-laws:** Several years ago, Permanent Board tasked a small working group to begin a process of drafting a proposed set of bylaws for NEYM as an organization. For several reasons, this work was delayed; it has not moved forward since then.

Our general counsel has previously advised us that, in the absence of formal by-laws, some portions of the text of the 1985 NEYM Faith and Practice, in addition to the articles of incorporation for NEYM in MA, RI, and ME, do serve this purpose, and have been used as the basis for filings with the IRS, etc. since then. In previous conversations, we have been advised to be “as clear as possible about as little as possible”, meaning that such by-laws should be simple and straightforward in outlining the basic governing articles, requirements, and roles.

Supported by counsel, I believe it would be relatively straightforward to bring forward a set of draft by-laws for seasoning and consideration for approval by the Yearly Meeting. I hope we might consider taking this next step when ready.

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*And I said to him  
Are there answers to all of this?*

*And he said  
The answer is in a story  
and the story is being told.*

*And I said  
But there is so much pain  
And he answered  
Pain will happen.*

*Then I said  
Will I ever find meaning?  
And he said  
You will find meaning  
Where you give meaning.*

*The answer is in story  
And the story isn't finished.*

*—Padraig O Tuama*

# Proposed Document Retention and Destruction Policy New England Yearly Meeting of the Religious Society of Friends

## Purpose

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, officers, volunteers, and others creating documents on behalf of New England Yearly Meeting of Friends for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, officers, volunteers, and others creating documents on behalf of the organization (independent contractors via agreements with them) are required to honor the following rules:

1. Electronic documents indicated under the terms for retention in this policy will be stored and maintained using the Yearly Meeting's cloud-based document sharing platform (currently Google Drive).
2. Paper documents indicated under the terms for retention in this policy will be transferred physically (at least annually) to the Yearly Meeting office and will be maintained by Yearly Meeting staff under the supervision of the Secretary.
3. All other paper documents may be destroyed by the Yearly Meeting office after three years.
4. All other electronic documents will be deleted from all personal (non-NEYM) computers, databases, networks, and back-up storage after one year, or upon completion of service in the role for which access was granted.
5. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
6. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

## Record Retention & Destruction Schedule

3 years	7 years	Permanent (Archives)
Bank reconciliations	Accounts payable ledgers and schedules	Audit reports
Bank statements	Expired contracts, mortgages, notes, and leases	Checks (for important payments and purchases)
Correspondence (general)	Expense analyses/expense distribution schedules	Correspondence (legal and important matters)
Correspondence (with Friends and vendors)	Invoices (to customers, from vendors)	Deeds, mortgages, and bills of sale

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<sup>1</sup>\* Adapted from National Council of Nonprofits.

Duplicate deposit slips	Payroll records and summaries	Depreciation schedules
Employment applications	Personnel files (terminated employees)	Year-end financial statements
Internal audit reports	Timesheets	Insurance records, current accident reports, claims, policies, and so on (active and expired)
Inventory records for products, materials, and supplies	Withholding tax statements	Minute books, bylaws, and charter
		Patents and related papers
		Retirement and pension records
		Tax returns and worksheets

#### Resources

- National Council of Nonprofits [www.councilofnonprofits.org](http://www.councilofnonprofits.org)
- BoardSource Record Retention and Document Destruction Policy—Download 4 Samples (E-Policy Sampler) [www.boardsource.org/Bookstore.asp?Type=epolicy&Item=1071](http://www.boardsource.org/Bookstore.asp?Type=epolicy&Item=1071)
- Independent Sector [www.independentsector.org/issues/sarbanesoxley.html](http://www.independentsector.org/issues/sarbanesoxley.html)
- AICPA Management of an Accounting Handbook—2003 and IRS Appendix Document [www.cpa2biz.com/AST/Main/CPA2BIZ\\_Primary/PracticeManagement/PracticeAdministration/PRDOVR~PC-090407/PC-090407.jsp](http://www.cpa2biz.com/AST/Main/CPA2BIZ_Primary/PracticeManagement/PracticeAdministration/PRDOVR~PC-090407/PC-090407.jsp)
- Guide to Record Retention Requirements in the Code of Federal Regulations: Contact the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9325 or from CCH, Inc. at [www.onlinestore.cch.com](http://www.onlinestore.cch.com)

## Background: Recommendation to forgive outstanding NEYM Student Loans

By Frederick Martin, Accounts Manager, 2/7/2020

New England Yearly Meeting currently has twelve student loans outstanding (receivable) in the Student Loan Fund, all of them dating from earlier than 2010, most before 2008. The balances of the twelve range from less than \$1,000 up to \$13,100, most in the \$3,000-\$5,000 range, while the total amount due to NEYM is \$49,493 as of the end of FY19, shown on our balance sheet in 1200 Accounts Receivable (and as most of the equity remaining in 3755 Student Loan Revolving Account).

Although a few of the loan recipients are still paying regularly or have communicated about paying in the past few years, most have not paid or communicated since 2014 or before. The working group that Permanent Board appointed around 2013 (PB minute 13-117) contacted many of them but did not keep up contact afterwards. The number of people whose contact information is outdated has probably grown since then. Members of the working group recommended forgiving several of the loans, which was not done; see also the 5/3/2014 report "Recommendation from Student Aid Revisioning Committee" which recommended forgiving all borrowers. However, in 2015, Permanent Board decided not to forgive the loans: see PB minute 2015-30.

From the financial perspective within NEYM, some of these loans are clearly uncollectible, meaning it's not a good reflection of reality to keep them on our balance sheet as an asset; while some others are not collectible without devoting more effort and resources to communication. Even collecting from the people who are currently paying requires time spent in bookkeeping and reporting. There are also issues of fairness, integrity and justice to consider in a situation with uneven communication. I would personally urge Friends to bear in mind that forgiving the loans of people who have severed contact with us, while retaining the loans of people who stay in contact with us and pay in good faith, is not an equitable situation.

There are potential tax consequences for individuals; however, it is fairly clear that NEYM does not have any need or requirement to file tax reports about forgiven loans, because New England Yearly Meeting is not an "organization whose significant trade or business is the lending of money, such as a finance company or a credit card company." (IRS Form 1099-C Instructions)

Possible courses of action:

- Keep all the loans on the books, and make a clear plan renewing efforts to contact borrowers. According to PB 2015-30 any payments received would go into the general operating fund.
- Forgive all the loans, and send letters to the borrowers notifying them.



**NEYM**  
**Q1 FY2020 Operating Budget vs Actuals**  
 October - December, 2019

	Q1 FY2020 Actual	Oct - Dec, 2018 (PY YTD)	FY2020 Full Year Budget	Q1 FY20 % of Full-year Budget
<b>Income</b>				
4010 Individual Contributions	37,617	45,128	215,500	17.46%
4020 Monthly Meeting Contributions	84,056	71,855	377,000	22.30%
4025 Unallocated Income	9,721			
4050 Interest and Dividend Income	27		9,000	0.30%
4070 Books & Other Sales Income		34	17,000	0.00%
4080 Retreat Program Fees	6,622	16,003	50,000	13.24%
4085 Sessions Program Fees			201,000	0.00%
4090 Change in Fair Market Value	-163	8		
4099 Net Assets Released To/From	0	0		
<b>Total Income</b>	<b>\$ 137,881</b>	<b>\$ 133,029</b>	<b>\$ 869,500</b>	<b>15.86%</b>
<b>Gross Profit</b>	<b>\$ 137,881</b>	<b>\$ 133,029</b>	<b>\$ 869,500</b>	<b>15.86%</b>
<b>Expenses</b>				
<b>5000 Staff</b>				
5010 Salaries & Wages	69,025	63,524	305,920	22.56%
5020 Payroll Taxes	5,106	4,729	23,403	21.82%
<b>5030 Benefits</b>				
5033 Health Benefits	9,651	10,084	38,806	24.87%
5035 Retirements	6,714	8,758	30,592	21.95%
5040 Disability	253	393	1,800	14.06%
5045 Workers' Compensation	771	702	760	101.45%
5050 Spiritual Retreats			1,200	0.00%
5060 Staff Development	573		3,750	15.27%
<b>Total 5030 Benefits</b>	<b>\$ 17,961</b>	<b>\$ 19,937</b>	<b>\$ 76,908</b>	<b>23.35%</b>
<b>Total 5000 Staff</b>	<b>\$ 92,092</b>	<b>\$ 88,190</b>	<b>\$ 406,231</b>	<b>22.67%</b>
<b>5100 General &amp; Administration</b>				
<b>5110 Administration</b>				
5120 Bank Expense	511	1,016	6,000	8.52%
5130 Contracted Services	3,335	6,291	31,896	10.46%
5135 Accounting Services			4,000	0.00%
5140 Legal Services	53	62	5,250	1.01%
5150 Liability Insurance	4,227	4,146	4,000	105.68%
5160 Payroll Service	1,364	1,335	4,500	30.31%
5180 Rent	2,338	2,338	9,350	25.00%
5190 Misc. Expense	37	203		
<b>Total 5110 Administration</b>	<b>\$ 11,865</b>	<b>\$ 15,390</b>	<b>\$ 64,996</b>	<b>18.26%</b>

	Q1 FY2020 Actual	Oct - Dec, 2018 (PY YTD)	FY2020 Full Year Budget	Q1 FY20 % of Full-year Budget
<b>5200 Office</b>				
5220 Cleaning Services	66	66	265	24.91%
5230 Maint - Equip & Hardware			1,250	0.00%
5240 Postage	509	292	3,750	13.57%
5250 Office Equipment	112	49	3,250	3.44%
5260 Office Supplies	418	164	2,000	20.89%
5270 Printing & Copying	24	108	14,500	0.17%
5280 Software & Updates	2,239	1,621	7,000	31.98%
5290 Telephone	942	802	4,500	20.92%
5295 Misc. Office	124	50		
<b>Total 5200 Office</b>	<b>\$ 4,432</b>	<b>\$ 3,152</b>	<b>\$ 36,515</b>	<b>12.14%</b>
<b>Total 5100 General &amp; Administration</b>	<b>\$ 16,298</b>	<b>\$ 18,542</b>	<b>\$ 101,511</b>	<b>16.06%</b>
<b>5300 Travel &amp; Conferences</b>				
5310 Travel - Committee	983	2,255	2,500	39.33%
5320 Travel - Clerk			4,000	0.00%
5330 Travel - Programs	673	311	4,600	14.63%
5335 Travel - Representatives Travel	850	801	10,000	8.50%
5350 Travel - Staff	1,916	2,212	17,500	10.95%
5360 Travel - Ministries			400	0.00%
<b>Total 5300 Travel &amp; Conferences</b>	<b>\$ 4,422</b>	<b>\$ 5,579</b>	<b>\$ 39,000</b>	<b>11.34%</b>
<b>6000 Programs</b>				
6110 Sessions Room & Board			175,950	0.00%
6112 Retreats - Room & Board				
6114 Room Rental	3,014	7,972	20,000	15.07%
6150 Food Expense	2,842	4,425	18,000	15.79%
<b>Total 6112 Retreats - Room &amp; Board</b>	<b>\$ 5,856</b>	<b>\$ 12,396</b>	<b>\$ 38,000</b>	<b>15.41%</b>
6125 Program Expenses				
6105 Honoraria - Speakers/Wkshp Ldrs	1,158	1,978	19,500	5.94%
6115 Equipment Rental			6,000	0.00%
6121 Supplies and Other Expenses	573	909	9,300	6.17%
6165 Pre-Sessions Expense			1,000	0.00%
<b>Total 6125 Program Expenses</b>	<b>\$ 1,731</b>	<b>\$ 2,886</b>	<b>\$ 35,800</b>	<b>4.83%</b>
6130 Committee Expenses - General	254	238	11,950	2.13%
6134 Childcare	90	120	2,000	4.50%
6137 Committee Day Expenses			500	0.00%
<b>Total 6130 Committee Expenses - General</b>	<b>\$ 344</b>	<b>\$ 358</b>	<b>\$ 14,450</b>	<b>2.38%</b>
6160 Program Support				
6163 Friends Camp	2,355	2,309	2,220	106.08%
<b>Total 6160 Program Support</b>	<b>\$ 2,355</b>	<b>\$ 2,309</b>	<b>\$ 2,220</b>	<b>106.08%</b>
<b>Total 6000 Programs</b>	<b>\$ 10,287</b>	<b>\$ 17,949</b>	<b>\$ 266,420</b>	<b>3.86%</b>
<b>6140 Books &amp; Other Sales Expense</b>				
6142 Books			15,000	0.00%
6147 Consignment Sales	36			
<b>Total 6140 Books &amp; Other Sales Expense</b>	<b>\$ 36</b>	<b>\$ 0</b>	<b>\$ 15,000</b>	<b>0.24%</b>

	<b>Q1 FY2020 Actual</b>	<b>Oct - Dec, 2018 (PY YTD)</b>	<b>FY2020 Full Year Budget</b>	<b>Q1 FY20 % of Full-year Budget</b>
<b>6200 Support of Other Organizations</b>				
6310 FGC			13,075	0.00%
6320 FUM			13,075	0.00%
6325 FWCC			13,075	0.00%
<b>6330 Friends' Organizations</b>				
6328 Ramallah Friends School			100	0.00%
6335 AFSC			300	0.00%
6340 FCNL			750	0.00%
6345 QEW			300	0.00%
6350 Friends Peace Teams			100	0.00%
6355 FWCC 3rd World Travel			500	0.00%
6360 QUNO			200	0.00%
6362 Quaker Voluntary Service			100	0.00%
<b>Total 6330 Friends' Organizations</b>	<b>\$ 0</b>		<b>\$ 2,350</b>	<b>0.00%</b>
<b>6590 Ecumenical Organizations</b>				
6592 State Councils of Churches			4,000	0.00%
6594 Natl Council of Churches			150	0.00%
6596 NE Ecumenical Network			150	0.00%
6598 World Council of Churches			100	0.00%
<b>Total 6590 Ecumenical Organizations</b>	<b>\$ 0</b>		<b>\$ 4,400</b>	<b>0.00%</b>
<b>Total 6200 Support of Other Organizations</b>	<b>\$ 0</b>		<b>\$ 45,975</b>	<b>0.00%</b>
<b>6600 Publications</b>				
6610 Yearly Meeting Minute Book			1,000	0.00%
6620 New England Friend			3,000	0.00%
<b>Total 6600 Publications</b>	<b>\$ 0</b>		<b>\$ 4,000</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$ 123,135</b>	<b>\$ 130,260</b>	<b>\$ 878,137</b>	<b>14.02%</b>
<b>Net Operating Income</b>	<b>\$ 14,746</b>	<b>\$ 2,769</b>	<b>-\$ 8,637</b>	

### Note

Classes 100 through 550 + 730+731: Operating, including functions (200s), Committees (300s), Retreats (400s), Sessions (500) & LFG/Mid-years (550), plus Equalization (730) & Equalization (Restricted, 731). Class columns viewable in QBO using Accounts vs Classes Grid.

Friday, Jan 24, 2020 07:49:52 AM GMT-8 - Cash Basis

**NEYM**  
**FY19 Operating Budget vs Actuals**  
October 2018 - September 2019

	<b>Totals</b>			<b>FY2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>	<b>Budget</b>
<b>Income</b>				
<b>4010 Individual Contributions</b>				
General Fund	188,087.51	191,000.00	98.48%	194,500.00
Equalization	22,106.00	21,000.00	105.27%	21,000.00
<b>Total 4010 Individual Contributions</b>	<b>210,193.51</b>	<b>212,000.00</b>	<b>99.15%</b>	<b>215,500.00</b>
<b>4020 Monthly Meeting Contributions</b>				
General Fund	317,286.19	350,000.00	90.65%	35,000.00
Equalization	15,971.00	23,000.00	69.44%	27,000.00
<b>Total 4020 Monthly Meeting Contributions</b>	<b>333,257.19</b>	<b>373,000.00</b>	<b>89.35%</b>	<b>377,000.00</b>
<b>4030 Organizations Contributions</b>	1.00			
<b>4050 Interest and Dividend Income</b>	9,303.16	4,000.00	232.58%	9,000.00
<b>4070 Books &amp; Other Sales</b>	20,076.54	16,000.00	124%	17,000.00
<b>4080 Retreat Program Fees</b>	44,618.06	50,000.00	89.24%	50,000.00
<b>4085 Sessions Program Fees</b>	202,936.00	185,000.00	109.70%	201,000.00
<b>4090 Change in Fair Market Value</b>	959.63			
<b>4099 Net Assets Released To/From</b>	660.00	8,500.00	7.76%	
<b>Total Income</b>	<b>822,005.09</b>	<b>848,500.00</b>	<b>96.88%</b>	<b>869,500.00</b>
<b>Expenses</b>				
<b>5000 Staff</b>				
5010 Salaries & Wages	284,514.72	267,426.04	106.39%	305,920.00
5020 Payroll Taxes	21,100.10	20,510.81	102.87%	23,403.00
5030 Benefits	73,583.56	75,978.24	96.85%	76,908.00
<b>Total 5000 Staff</b>	<b>379,198.38</b>	<b>363,915.09</b>	<b>104.20%</b>	<b>406,231.00</b>
<b>5110 Administration</b>	56,890.29	96,496.00	58.96%	64,996.00
<b>5200 Office</b>	32,251.90	37,015.00	87.13%	36,515.00
<b>5300 Travel &amp; Conferences</b>	32,007.39	36,000.00	88.91%	39,000.00
<b>6000 Programs</b>	243,348.18	259,020.00	93.95%	266,420.00
<b>6140 Books &amp; Other Sales Expense</b>	17,447.22	14,500.00	120.33%	15,000.00
<b>6200 Support of Other Organizations</b>	43,471.34	45,975.00	94.55%	45,975.00
<b>6600 Publications</b>	3,522.15	4,000.00	88.05%	4,000.00
<b>Total Expenses</b>	<b>808,136.85</b>	<b>856,921.09</b>	<b>94.31%</b>	<b>878,137.00</b>
<b>Net Operating Income</b>	<b>13,868.24</b>	<b>-8,421.09</b>		<b>-8,637.00</b>
<b>9940 Transfers from other funds</b>	32,072.22	a, b		
<b>9950 Transfers into other funds</b>	0.00	a		
<b>Net Income</b>	<b>45,940.46</b>	<b>-8,421.09</b>		<b>-8,637.00</b>

a – New lines to hold exceptional transfers from and to other funds which are not part of the regular budget.  
b – Transfer from the Restricted Equalization Fund of money received as a bequest.

**NEYM**  
**Balance Sheet**  
As of September 30, 2019

	Total		
	As of Sep 30, 2019	As of Sep 30, 2018	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
<b>1000 Checking Accounts</b>			
1005 TD Bank Checking	0.00	23,642.34	-23,642.34
1010 Santander Checking	222,229.50	161,670.63	60,558.87
1015 Everence Fed Credit Union Checking	12,993.83		12,993.83
<b>Total 1000 Checking Accounts</b>	<b>\$ 235,223.33</b>	<b>\$ 185,312.97</b>	<b>\$ 49,910.36</b>
<b>1020 Money Market Accounts</b>			
1029 Everence Fed Credit Union SHARE Savings	32,082.23		32,082.23
<b>Total 1020 Money Market Accounts</b>	<b>\$ 32,082.23</b>	<b>\$ 0.00</b>	<b>\$ 32,082.23</b>
<b>Total Bank Accounts</b>	<b>\$ 267,305.56</b>	<b>\$ 185,312.97</b>	<b>\$ 81,992.59</b>
<b>Accounts Receivable</b>			
<b>1200 Accounts Receivable</b>			
1210 SLOA AR Principal Interest	8,489.68	8,489.68	0.00
1215 SLOA Principal Non Interest	38,195.24	41,345.05	-3,149.81
1220 SLOA Interest Receivable	3,176.15	3,601.32	-425.17
<b>Total Accounts Receivable</b>	<b>\$ 49,861.07</b>	<b>\$ 53,436.05</b>	<b>-\$ 3,574.98</b>
<b>Other Current Assets</b>			
<b>1075 Pooled Funds</b>	1,715,112.35	1,926,400.04	-211,287.69
<b>1100 Accrued Receivables</b>	-123.96	-123.96	0.00
<b>1150 Prepaid Expenses</b>	100.00	800.00	-700.00
<b>1499 Undeposited Funds</b>	1,258.41	1,219.55	38.86
<b>Total Other Current Assets</b>	<b>\$1,716,346.80</b>	<b>\$1,928,295.63</b>	<b>-\$211,948.83</b>
<b>TOTAL ASSETS</b>	<b>\$2,033,513.43</b>	<b>\$2,167,044.65</b>	<b>-\$133,531.22</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Total Credit Cards</b>	<b>\$ 3,435.34</b>	<b>\$ 2,255.18</b>	<b>\$ 1,180.16</b>
<b>Total Other Current Liabilities</b>	<b>\$ 2,820.44</b>	<b>\$ 1,194.32</b>	<b>\$ 1,626.12</b>
<b>Total Current Liabilities</b>	<b>\$ 6,255.78</b>	<b>\$ 3,449.50</b>	<b>\$ 2,806.28</b>
<b>Total Liabilities</b>	<b>\$ 6,255.78</b>	<b>\$ 3,449.50</b>	<b>\$ 2,806.28</b>
<b>Equity</b>			
<b>3500 Working Capital</b>	-19,838.75	36,178.12	-56,016.87
<b>Total 3600 Board Designated Funds</b>	<b>\$1,223,747.55</b>	<b>\$1,361,060.71</b>	<b>-\$137,313.16</b>
<b>Total 3700 Revolving Accounts</b>	<b>\$ 185,708.43</b>	<b>\$ 242,531.77</b>	<b>-\$ 56,823.34</b>
<b>Total 3800 Permanently Restricted Funds</b>	<b>\$ 591,699.96</b>	<b>\$ 572,341.42</b>	<b>\$ 19,358.54</b>
<b>3900 Retained Earnings</b>	0.00	0.00	0.00
<b>Net Income<sup>a</sup></b>	45,940.46	-48,516.87	94,457.33
<b>Total Equity</b>	<b>\$2,027,257.65</b>	<b>\$2,163,595.15</b>	<b>-\$136,337.50</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,033,513.43</b>	<b>\$2,167,044.65</b>	<b>-\$133,531.22</b>

<sup>a</sup> Net Income of FY18 corrected by \$4.89

**NEYM**  
**Statement of Activities—All Funds**  
**Fiscal Year 2019**

	Operating Funds	Non-Operating Funds	Total
<b>Income</b>			
4010 Individual Contributions	210,193.51	34,522.22	244,715.73
4020 Monthly Meeting Contributions	333,257.19	4,141.14	337,398.33
4030 Organizations Contributions	1.00	17,644.56	17,645.56
4050 Interest and Dividend Income	9,303.16	64,774.58	74,077.74
4055 Student Loan Interest	0.00	130.17	130.17
4070 Books & Other Sales Income	20,076.54		20,076.54
4080 Retreat Program Fees	44,618.06		44,618.06
4085 Sessions Program Fees	202,936.00		202,936.00
4090 Change in Fair Market Value	959.63	38,668.43	39,628.06
4099 Net Assets Released To/From	660.00	4,533.20	5,193.20
<b>Total Income</b>	<b>\$ 822,005.09 a</b>	<b>\$ 164,414.30 a</b>	<b>\$ 986,419.39</b>
<b>Expenses</b>			
5000 Staff	379,198.38	5,532.46	384,730.84
5100 General & Administration	89,142.19	27,691.01	116,833.20
5300 Travel & Conferences	32,007.39	2,513.04	34,520.43
6000 Programs	243,348.18	10,870.03	254,218.21
6140 Books & Other Sales Expense	17,447.22	801.84	18,249.06
6200 Support of Other Organizations	43,471.34	262,406.88	305,878.22
6600 Publications	3,522.15		3,522.15
7100 Bad Debt Expense	0.00	2,425.17	2,425.17
<b>Total Expenses</b>	<b>\$ 808,136.85 a</b>	<b>\$ 312,240.43 a</b>	<b>\$ 1,120,377.28</b>
9940 Transfers from other funds	32,072.22 b,c	7,631.50	39,703.72
9950 Transfers to other funds	0.00 b,c	42,083.33	42,083.33
<b>Net Income</b>	<b>\$ 45,940.46</b>	<b>-\$ 182,277.96</b>	<b>-\$ 136,337.50</b>

**Notes**

a – Some transfers between funds are included in the totals, resulting in Total income being overstated, and Total Expenses being overstated by the same amount. The Total Net Income is correct as the transfers were also included in corresponding expense lines.

b – New lines to hold exceptional transfers from and to other funds which are not part of the regular budget.

c – Transfer from the Restricted Equalization Fund of money received as a bequest.

## FY 2019 - Monthly Meeting Contributions

### Meetings Listed by Quarter

Note: Only contributions to General and Equalization Funds are included.

	<b>General Fund</b>	<b>Equalization</b>	<b>Total</b>
<b>Connecticut Valley Quarterly Meeting</b>			
The Quarter			
Hartford Monthly Meeting	19,327.69		19,327.69
Litchfield Hills Monthly Meeting	600.00		600.00
Middletown Monthly Meeting	250.00		250.00
Mount Toby Monthly Meeting	23,700.00	7,000.00	30,700.00
New Haven Friends Meeting	8,715.00	575.00	9,290.00
Northampton Friends Meeting	6,500.00	500.00	7,000.00
South Berkshire Monthly Meeting	1,000.00		1,000.00
Storrs Friends Meeting	5,628.00	134.00	5,762.00
Quarter Total	<b>65,720.69</b>	<b>8,209.00</b>	<b>73,929.69</b>
<b>Dover Quarterly Meeting</b>			
The Quarter			
Concord Monthly Meeting	5,954.00	275.00	6,229.00
Dover Monthly Meeting	5,300.00		5,300.00
Gonic Monthly Meeting	303.50		303.50
North Sandwich Friends Meeting	300.00		300.00
Weare Monthly Meeting	1,000.00		1,000.00
West Epping Preparative Meeting	100.00		100.00
Quarter Total	<b>12,957.50</b>	<b>275.00</b>	<b>13,232.50</b>
<b>Falmouth Quarterly Meeting</b>			
The Quarter			
Brunswick Friends Meeting	1,183.17		1,183.17
Durham Monthly Meeting	5,400.00		5,400.00
Portland Friends Meeting	15,000.00		15,000.00
Southern Maine Friends Meeting	400.00	25.00	425.00
Windham Friends Meeting	160.00		160.00
Quarter Total	<b>22,143.17</b>	<b>25.00</b>	<b>22,168.17</b>
<b>Northwest Quarterly Meeting</b>			
The Quarter			
Bennington Monthly Meeting	1,700.00		1,700.00
Burlington Monthly Meeting	4,737.50	850.00	5,587.50
Hanover Friends Meeting	20,900.00		20,900.00
Middlebury Friends Meeting	3,124.00	400.00	3,524.00
Monadnock Quaker Meeting	5,700.00	200.00	5,900.00
Northeast Kingdom Quaker Meeting	500.00		500.00

	<b>General Fund</b>	<b>Equalization</b>	<b>Total</b>
<b>Northwest Quarterly Meeting (cont'd)</b>			
Plainfield Monthly Meeting	2,000.00		2,000.00
Putney Friends Meeting	7,200.00		7,200.00
Quaker City Unity Friends Meeting	2,000.00	200.00	2,200.00
South Starksboro Monthly Meeting	350.00		350.00
Wilderness Friends Meeting	288.00		288.00
Quarter Total	<b>48,499.50</b>	<b>1,650.00</b>	<b>50,149.50</b>
<b>Salem Quarterly Meeting</b>			
The Quarter			
Amesbury Monthly Meeting	2,300.00		2,300.00
Beacon Hill Friends Meeting	9,958.00	1,362.00	11,320.00
Friends Meeting at Cambridge	51,968.67	1,000.00	52,968.67
Framingham Friends Meeting	10,000.00	800.00	10,800.00
Fresh Pond Monthly Meeting	9,800.00	200.00	10,000.00
North Shore Friends Meeting	2,680.00	100.00	2,780.00
Wellesley Monthly Meeting	18,379.13		18,379.13
Quarter Total	<b>105,085.80</b>	<b>3,462.00</b>	<b>108,547.80</b>
<b>Sandwich Quarterly Meeting</b>			
The Quarter			
Allen's Neck Monthly Meeting	2,460.00		2,460.00
Dartmouth at Smith Neck Monthly Meeting	1,500.00		1,500.00
East Sandwich Preparative Meeting	300.00		300.00
Martha's Vineyard Monthly Meeting	325.00		325.00
New Bedford Monthly Meeting	1,000.00		1,000.00
Sandwich Monthly Meeting	100.00	200.00	300.00
West Falmouth Preparative Meeting	5,265.36	200.00	5,465.36
Westport Monthly Meeting	5,500.00		5,500.00
Yarmouth Preparative Meeting	2,150.00	150.00	2,300.00
Quarter Total	<b>18,600.36</b>	<b>800.00</b>	<b>19,400.36</b>
<b>Southeast Quarterly Meeting</b>			
The Quarter			
Providence Monthly Meeting	19,971.42	500.00	20,471.42
Westerly Monthly Meeting	5,400.00		5,400.00
Worcester Friends Meeting	5,526.50	1,000.00	6,526.50
Quarter Total	<b>30,897.92</b>	<b>1,500.00</b>	<b>32,397.92</b>



	<b>General Fund</b>	<b>Equalization</b>	<b>Total</b>
<b>Vassalboro Quarterly Meeting</b>			
The Quarter			
Acadia Monthly Meeting	2,200.00		2,200.00
Belfast Area Friends Meeting	200.00		200.00
Cobscook Monthly Meeting	300.00		300.00
Eggemoggin Reach Monthly Mtg	100.00	50.00	150.00
Midcoast Monthly Meeting	2,000.00		2,000.00
Narramissic Valley Monthly Meeting	450.00		450.00
Orono Monthly Meeting	200.00		200.00
Vassalboro Friends Meeting	5,531.25		5,531.25
Winthrop Center Friends Church	2,400.00		2,400.00
Quarter Total	<b>13,381.25</b>	<b>50.00</b>	<b>13,431.25</b>
	<b>317,286.19</b>	<b>15,971.00</b>	<b>333,257.19</b>

**NEYM Committees**  
**Budgets vs. Actuals - (Line 6130)**  
**October 2018 - September 2019**

	<b>Actual</b>	<b>Total Budget</b>	<b>Unspent</b>
<b>200 Fundraising</b>		1,000.00	1,000.00
<b>315 C&amp;A</b>		500.00	500.00
<b>320 F&amp;P Rev</b>	869.57	1,050.00	180.43
<b>325 FGC</b>		100.00	100.00
<b>328 Finance</b>	85.00	100.00	15.00
<b>330 FUM</b>		100.00	100.00
<b>335 FWCC</b>	387.10	750.00	362.90
<b>340 M&amp;C</b>	3,056.73	4,100.00	1,043.27
<b>350 Puente</b>	1,400.00	1,400.00	0.00
<b>355 RSE&amp;J</b>	39.79	1,500.00	1,460.21
<b>360 Youth Ministries (was YP)</b>		50.00	50.00
<b>365 YAF Committee</b>		650.00	650.00
<b>370 Earthcare Ministry Comm</b>		350.00	350.00
<b>390 Other Cmttes **</b>		50.00	50.00
<b>TOTAL</b>	<b>\$ 5,838.19</b>	<b>\$ 11,700.00</b>	5,861.81

\*\* - Nominating Committee & Permanent Board

**NEYM Equity Funds**  
Fiscal Year 2019

<b>Capital</b>	<b>Balance Sept 30, 2018</b>	<b>Interest &amp; Dividends</b>	<b>Change in Fair Market Value</b>	<b>Other Income</b>	<b>Expenses</b>	<b>Net Change</b>	<b>Balance Sept 30, 2019</b>
3500 Working Capital	36,178.12				56,016.87	-56,016.87	-19,838.75
3900 Retained Earnings + Net Income	-48,516.87			45,940.46	-48,516.87	94,457.33	45,940.46
<b>Total (9/30/2019 = Working Capital Oct 1 FY2020) <sup>a</sup></b>	<b>-12,338.75</b>	<b>0.00</b>	<b>0.00</b>	<b>45,940.46</b>	<b>7,500.00</b>	<b>38,440.46</b>	<b>26,101.71</b>
<b>Board Designated Funds</b>							
3620 Faith & Practice Revision	50,811.07	1,855.11	1,350.29	263.50		3,468.90	54,279.97
3650 Quasi-Endowment <sup>b</sup>	189,233.51	6,908.90	5,028.82		7,111.41	4,826.31	194,059.82
3681 NEYM Future Fund	216,731.80	2,788.68	-5,769.02	11,069.56	174,611.72	-166,522.50	50,209.30
3682 NEYM Ministry Fund	904,284.33	31,854.61	22,809.52		33,750.00	20,914.13	925,198.46
<b>Total 3600 Board Designated Funds</b>	<b>1,361,060.71</b>	<b>43,407.30</b>	<b>23,419.61</b>	<b>11,333.06</b>	<b>215,473.13</b>	<b>-137,313.16</b>	<b>1,223,747.55</b>
<b>Revolving Accounts</b>							
3705 Archives	7,499.60			0.00	660.00	-660.00	6,839.60
3707 Accounting Services	6,700.00			4,000.00	0.00	4,000.00	10,700.00
3709 Legal Services	12,874.29			3,368.00	0.00	3,368.00	16,242.29
3710 Equalization	0.00			38,077.00	38,077.00	0.00	0.00
3711 Equalization - Restricted	0.00			32,072.22	32,072.22	0.00	0.00
3712 FUM Intervisitation	1,209.66			16.83	0.00	16.83	1,226.49
3713 FUM Earmarked Donations (per 2009-54)	83.88			1,929.00	1,717.66	211.34	295.22
3715 Peaceworker	1,784.36			0.00	0.00	0.00	1,784.36
3720 Prejudice & Poverty	9,808.14			575.00	2,829.67	-2,254.67	7,553.47
3725 Puente de Amigos	11,926.63			3,562.31	2,628.47	933.84	12,860.47
3730 Sufferings - Restricted	4,939.42			0.00	2,263.80	-2,263.80	2,675.62
3732 Sufferings - Unrestricted	25,000.00			0.00	0.00	0.00	25,000.00
3755 Student Loan	79,899.64	471.14	39.03	130.17	29,661.87	-29,021.53	50,878.11
3760 Young Friends Travel	3,092.36			0.00	0.00	0.00	3,092.36
3775 Continuing Projects	77,713.79			19,116.20	50,269.55	-31,153.35	46,560.44
<b>Total 3700 Revolving Accounts</b>	<b>242,531.77</b>	<b>471.14</b>	<b>39.03</b>	<b>102,846.73</b>	<b>160,180.24</b>	<b>-56,823.34</b>	<b>185,708.43</b>

<sup>a</sup> The current year Operating Net Income, shown on the Balance Sheet and the Statement of Activities, is transferred to Working Capital at the start of the next fiscal year. It is being shown here to provide a clearer view of the Yearly Meeting Operating Reserves at the beginning of the new fiscal year.

<sup>b</sup> Operating Reserves are composed of Working Capital plus Quasi-Endowment.

**NEYM  
Endowment Funds**

<b>Fund</b>	<b>Balance Sept 30, 2018</b>	<b>Unavailable</b>	<b>Available FY2019</b>	<b>Expenses</b>	<b>Interest &amp; Dividends</b>	<b>Change in Fair Market Value</b>	<b>Balance Sept 30, 2019</b>	<b>Available FY2020</b>
<b>3802 Endowment Fund</b>	<b>54,890.31</b>	52,824.97	2,065.34	2,065.34	2,004.04	1,458.69	<b>56,287.70</b>	2,155.32
<b>3804 Alice Needham</b>	<b>18,858.32</b>	18,148.70	709.62	709.62	688.52	501.15	<b>19,338.37</b>	740.49
<b>3806 Amy S. Hayden *</b>	<b>62,139.85</b>	59,801.58	2,338.27	2,338.28	2,268.72	1,651.35	<b>63,721.64</b>	2,439.99
<b>3808 Anna M. Brown</b>	<b>39,735.68</b>	38,240.91	1,494.77	1,494.77	1,450.75	1,055.96	<b>40,747.62</b>	1,560.25
<b>3810 Freedmen's</b>	<b>138,647.05</b>	133,457.53	5,189.52	4,000.00	5,061.99	3,684.50	<b>143,393.54</b>	5,448.16
<b>3812 FUM Foreign Missions</b>	<b>50,826.13</b>	48,913.59	1,912.54	1,912.54	1,855.66	1,350.69	<b>52,119.94</b>	1,995.74
<b>3814 FUM Home &amp; Foreign</b>	<b>7,116.06</b>	6,848.29	267.77	267.77	259.81	189.11	<b>7,297.21</b>	279.42
<b>3816 FUM Ramallah</b>	<b>64,266.63</b>	61,848.33	2,418.30	2,418.30	2,346.37	1,707.86	<b>65,902.56</b>	2,523.50
<b>3824 Mosher Book &amp; Tract</b>	<b>85,154.34</b>	82,058.04	3,096.30	0.00	3,108.98	2,262.95	<b>90,526.27</b>	3,349.85
<b>3826 Phillips/Purington/Hawkes</b>	<b>27,374.07</b>	26,344.01	1,030.06	1,030.06	999.42	727.46	<b>28,070.89</b>	1,074.87
<b>3828 Pittsfield/Varney</b>	<b>9,760.81</b>	9,407.18	353.63	0.00	356.37	259.39	<b>10,376.57</b>	383.98
<b>3830 Susan B. Kirby</b>	<b>8,938.52</b>	8,602.17	336.35	336.35	326.34	237.54	<b>9,166.05</b>	350.98
<b>3832 West Falmouth Prep Mtg</b>	<b>4,633.65</b>	4,459.29	174.36	174.36	169.17	123.14	<b>4,751.60</b>	181.95
<b>Total 3800 Permanently Restricted</b>	<b>572,341.42</b>	550,954.59	21,386.83	16,747.39	20,896.14	15,209.79	<b>591,699.96</b>	\$22,484.50

\* rounding error one cent less than reported last year

## FY19 Continuing Projects

Project	JYM Trailer	Stone of Hope	Cultural Audits FGC & NEYM	RSEJ Book Project 2017	FFA	NEYM Future Fund		Witness & Ministry Fund Poor	OBBF		
					SAGE Grant	FWCC-NE Godly Play 2016	M&C-NPOWG Beyond Diversity 101	Israel Palestine Working Group	People's Campaign Diane Dicranian	Quaker Outreach 2015 grant	OBBF Youth Retreat Handbook
Beg. Balance (Oct. 1st, 2018)			\$ 355.00	\$ 1,648.00	\$ 4,146.96	\$ 194.53			\$ 7,500.00	\$ 4,022.96	\$ 1,527.50
Income											
4010 Individual Contributions	165.00										
4020 Monthly Meeting Contributions		918.00									
4030 Organizations Contributions											
4099 Net Assets Released To/From							2650	1500	383.2		
<b>Total Income</b>	<b>\$ 165.00</b>	<b>\$ 918.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 2,650.00</b>	<b>\$ 1,500.00</b>	<b>\$ 383.20</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
Expenses											
5000 Staff Salaries & Benefits											
5130 Contracted Services											
5240 Postage				595.54							
5270 Printing & Copying											
5280 Software & Updates											
5335 Travel - Representatives Travel									383.20		
5350 Travel - Staff											
6112 Retreats - Room & Board											
6105 Honoraria - Speakers/Wkshp Ldrs											
6121 Supplies and Other Expenses							2,650.00				
6142 Books				801.84							
6200 Support of Other Organizations									7,500.00		
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,397.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,650.00</b>	<b>\$ -</b>	<b>\$ 7,883.20</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net of Income and Expenses FY19</b>	<b>\$ 165.00</b>	<b>\$ 918.00</b>	<b>\$ -</b>	<b>\$ (1,397.38)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ (7,500.00)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Balance (Sept 30, 2019)</b>	<b>\$ 165.00</b>	<b>\$ 918.00</b>	<b>\$ 355.00</b>	<b>\$ 250.62</b>	<b>\$ 4,146.96</b>	<b>\$ 194.53</b>	<b>\$ -</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>\$ 4,022.96</b>	<b>\$ 1,527.50</b>

## FY19 Continuing Projects

Project	----- OBBF -----						OBBF
	Partners in Spirit Program	Nurturing Faith & Faithfulness	Shoemaker Fund Grant	Archives Transition Processing	Web Site Development	Continuing Projects Totals	Printing of Interim Faith & Practice
Beg. Balance (Oct. 1st, 2018)	\$ 9,750.00		\$ 30,168.84	\$ -	\$ 18,400.00	\$ 77,713.79	\$ 1,423.60
Income							
4010 Individual Contributions						165.00	
4020 Monthly Meeting Contributions						918.00	
4030 Organizations Contributions		3,000.00	3,000.00			6,000.00	
4099 Net Assets Released To/From				7,500.00		12,033.20	
<b>Total Income</b>	<b>\$ 0.00</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 7,500.00</b>	<b>\$ 0.00</b>	<b>\$ 19,116.20</b>	<b>\$ 0.00</b>
Expenses							
5000 Staff Salaries & Benefits			5,532.46			5,532.46	
5130 Contracted Services	570.00		2,724.17	5,005.00	18,400.00	26,699.17	
5240 Postage						595.54	
5270 Printing & Copying	36.30					36.30	
5280 Software & Updates			360.00			360.00	
5335 Travel - Representatives Travel						383.20	
5350 Travel - Staff	566.04					566.04	
6112 Retreats - Room & Board	4,545.00					4,545.00	
6105 Honoraria - Speakers/Wkshp Ldrs	600.00					600.00	
6121 Supplies and Other Expenses						2,650.00	
6142 Books						801.84	
6200 Support of Other Organizations						7,500.00	
<b>Total Expenses</b>	<b>\$ 6,317.34</b>	<b>\$ -</b>	<b>\$ 8,616.63</b>	<b>\$ 5,005.00</b>	<b>\$ 18,400.00</b>	<b>\$ 50,269.55</b>	<b>\$ -</b>
<b>Net of Income and Expenses FY19</b>	<b>\$(6,317.34)</b>	<b>\$ 3,000.00</b>	<b>\$ (5,616.63)</b>	<b>\$ 2,495.00</b>	<b>\$ (18,400.00)</b>	<b>\$(31,153.35)</b>	<b>\$ -</b>
<b>Ending Balance (Sept 30, 2019)</b>	<b>\$ 3,432.66</b>	<b>\$ 3,000.00</b>	<b>\$ 24,552.21</b>	<b>\$ 2,495.00</b>	<b>\$ -</b>	<b>\$ 46,560.44</b>	<b>\$ 1,423.60</b>

**Proposal to Permanent Board From the Finance Committee February 15, 2020**

Proposal to Permanent Board to approve the creation of a new fund.

**(Purpose)** The Finance Committee requests that Permanent Board approve the creation of a new revolving fund to accumulate money for larger infrastructure projects.

**(Background)** At its meeting on February 1, 2020, the Finance Committee approved a request to Permanent Board to approve the creation of a revolving fund for larger infrastructure projects.

The Yearly Meeting has encountered several one-time short term projects in the recent past which required exceptional expenditures which would distort our budget if paid in one or two years. The Finance Committee is aware of several more such projects in the coming years. The money in this fund would consist of “board designated” funds, which could be repurposed in the future.

The initial money for this new fund would come from a recently received health insurance refund. If approved, the Finance Committee will be developing a policy governing the funding and use of this fund, for approval at a future PB meeting.

The Finance Committee would intend to add a budget line for annual transfers to this new fund starting in the FY2021 budget, which will be presented to Permanent Board at its next meeting.

This method of funding revolving funds from transfers out of the annual operating budget is currently used in like manner to accumulate money over a period of years for both future accounting services and future legal services.

**(Action Requested)** Approve the creation of a new revolving fund for larger infrastructure projects.

Robert Murray, on behalf of the Finance Committee

**Proposal to Permanent Board From the  
Coordinating and Advisory Committee  
February 15, 2020**

Proposal to Permanent Board to name an ad hoc committee to make recommendations on the structure of the Personnel Committee.

**(Purpose)** The Coordinating and Advisory Committee recommends that Permanent Board appoint an ad hoc committee to develop recommendations on what structure is needed for support of personnel issues.

**(Background)** In the spring of 2019, a small group volunteered to update the Personnel Policy Manual. The group consisted of the Clerk of the Personnel Committee, Yearly Meeting Secretary, the Yearly Meeting Secretary's supervisor (all current members of Personnel), and the former clerk of the Personnel Committee (who had brought the current Personnel Policy Manual to Permanent Board for approval in 2016).

It quickly became clear to this group that the Personnel Policy Manual needed to be fully rewritten, not just updated. Much of the language in the 2016 version came from the time when the Personnel Committee had more of an approval function than it does now. In the past six years, the Yearly Meeting Secretary has been asked to assume many of the duties once done by the Personnel Committee.

The Coordinating and Advisory Committee proposes that an ad hoc committee be appointed to determine:

- What form of support and oversight the Permanent Board needs to assure it that NEYM is treating our employees with the respect and fairness that they deserve;
- How the Yearly Meeting Secretary can best get knowledgeable support for complex personnel issues; and
- What mechanism should the Yearly Meeting use to reach and maintain an appropriate compensation level for the Yearly Meeting Secretary.

Dulany Bennet, Clerk of the Personnel Committee, Noah Merrill, Yearly Meeting Secretary, Elizabeth Reuthe, the Yearly Meeting Secretary's supervisor, and Robert Murray, former clerk of the Personnel Committee, have offered to serve on this ad hoc committee, should this recommendation be approved.

**(Action)** The Coordinating and Advisory Committee recommends to the Permanent Board to formally appoint a small ad hoc committee to study and then propose revised purposes



and procedures for the Personnel Committee, and to then rewrite the Personnel Policy Manual so that it is consistent with the current supervisory structure of the Yearly Meeting.

Robert Murray, on behalf of the Coordinating and Advisory Committee

Proposal to Permanent Board from the Coordinating and Advisory Committee

# **Board of Managers for Investment and Permanent Funds**

## **Permanent Board Report for Second Month 2020**

### **Uniqueness of the NEYM Pooled Funds**

The NEYM Pooled Funds is unique in its commitment to making the creative tension between providing a market competitive rate of return and distributing income to those Meetings that depend on it. As stated in the Investment Guidelines, posted on the NEYM website:

The purpose of the Pooled Funds is to provide an investment vehicle to New England Friends' organizations or to other organizations serving Friends' purposes which:

- Affirms Friends' testimonies;
- Provides professional long-term investment management;
- Distributes income quarterly; and,
- Offers participation in a diversified portfolio to individual organizations that may not be able to achieve adequate diversification by investing their funds alone.

The NEYM Pooled Funds is a community effort: Each participating Meeting is expanding the benefit of its invested funds to help all the Meetings in New England.

### **The Role of the Board of Managers**

The Board of Managers (BOM) is unique in itself in that it is comprised of members from all NEYM Meetings to reflect the interests of NEYM as a whole. The BOM insures that investments are made that affirm NEYM Friends' testimonies. Before being approved for investment, each equity and bond vehicle is reviewed by the Board on a continuous basis to ensure that the company and the products it offers are consistent with NEYM beliefs. BOM also reviews every three years its relationships with its investment advisor, the deBurlo Group, and its trustee institution, US Bank, to insure that these companies are providing the best service available in the marketplace and that the companies follow practices consistent with our NEYM Quaker values.

Also, because of strong convictions of past BOM members, social actions have been instituted, such as: maintaining 3% of the funds are invested in local New England social enterprises; and, voting all stockholder proxies. No other fund is this proactive in insuring that investments are working for our beliefs.

Furthermore, the BOM takes actions to support the individual needs of Meetings. For example, when the Beacon Hill Friends House needed to secure a loan for renovations, the BOM and the deBurlo Group, worked with BEFH and its loan institution to determine how its share of the Pooled Funds could be used as collateral. No other pooled fund management group would get involved in this manner to help a particular meeting.

### **Board of Managers Update**

- Currently the Board of Managers is comprised of nine representatives from our constituents and three ex-officio members. We have an opening to replace Andrew Pang who completed his term in August 2019.

- On November 17, 2019, Winthrop Center Friends became our latest constituent when they approved moving their investment funds to the NEYM Pooled Funds.
- In January 2020 we held a webinar for anyone interested in the Board of Managers. We shared a copy of the presentation slides with everyone who attended and they are available on the NEYM website.

## Financials

The de Burlo Group are our investment advisors. Mike Shade, CFA **Senior Portfolio Manager**, works directly with our Committee. We regularly look at our options and members of our committee have meet with Friends Fiduciary and Everence.

- **The total fee for our fund is 0.765%**, or 76.5 basis points.
- The breakdown for managing the pooled funds is as follows:
  - 0.70% for The de Burlo Group to manage the portfolio;
  - 0.05% to US Bank for custodial services;
  - 0.008% for book keeping services;
  - 0.007% for institutional brokerage commission charges
- In Fiscal Year 2019 ending on third month 31, 2019, annual income distributed to constituents from the Pooled Funds totaled \$0.1683577 per unit. The unit value rose from \$4.423645 to \$4.742263, an increase of 7.2%, which when combined with the distribution is a total return of 11.2% for the FY19.
- The distribution for FY2020 (fourth month 1, 2019 to third month 31, 2020) will be \$0.177424 per unit. It will be paid at a rate of \$0.0446560 per unit each quarter.
- As of Third Month 31, 2019, the total market value of the Pooled Funds was \$11,154,951 with 50 separate constituent accounts. This was an increase of \$556,565 over the total value of \$10,598,386 in 2018. The total of the quarterly distributions to our constituents were \$405,172. More funds were withdrawn this year than invested resulting in a net withdrawal of \$196,174.
- At the end of Quarter 3 2019, the total market value of the Pooled Funds was **\$11,648,241**.
- In February 2018, the Board of Managers revised the procedure to calculate quarterly distributions to the meetings participating in the fund. Having listened to the needs and concerns of many treasurers of participating meetings, the new formula is designed to:
  - Provide a predictable income stream to each participating meeting
  - Optimize the amount of income distributed
  - Preserve and grow the total value of the fund
- This distributes 4% of the total value of individual account funds (including all interest, dividends, and capital gains or losses), as calculated at the end of the fiscal year based on a rolling average of the prior three years' fund balances.

We are honored to represent our constituents in New England Yearly Meeting. We are flexible and can respond quickly to Friend's interests.

- When YAFs came to us with climate change concerns we were able to modify our investment policies and use their guidance to look at related issues
- Pooled Funds have never invested in U. S. Treasury instruments, because of their intimate connection to financing warfare and war making, which is in conflict with Friends' Peace Testimony
- We are currently looking at the Pharmaceutical industry in light of drug pricing and CEO salaries
- We stopped investing in Facebook when we became aware of their data privacy issues

Our next meeting is May 13, 2020 at Beacon Hill Friend House at 1:45 pm. Everyone is welcome to join us.

In peace,

Kathy Malin

Clerk, Board of Managers for Investment and Permanent Funds

## NEYM's Board of Managers for Investment and Permanent Funds

*Understanding Quaker Meeting Finances and the Role of the Pooled Funds*



W • E • B • I • N • A • R

Presented Sunday, January 19, 2020

### Our Presenters

Kathy Malin

Clerk, Board of Managers

[Kathy\\_Malin@yahoo.com](mailto:Kathy_Malin@yahoo.com)

401.450.5630

Roberta Chicos

Member Board of Managers

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617.645.1998

Mike Shade, CFA

Senior Portfolio Manager

The de Burlo Group

[mshade@deburlogroup.com](mailto:mshade@deburlogroup.com)

617.482.0275

## Who we are

The Board of Managers of Investment and Permanent Funds is a committee of New England Yearly Meeting and is responsible for management and investment, consonant with Friends principles, of Yearly Meeting funds and funds entrusted to it by meetings, schools, and other Friends organizations for the purpose of maintaining a source of continuing income and growth. The Board uses the services of a professional investment advisor and a sound bank as custodian for protection and safekeeping of the assets.

## What we do

- *The purpose of the Pooled Funds is to provide an investment vehicle to New England Friends' organizations or to other organizations serving Friends' purposes which:*
  - Affirms Friends' testimonies;
  - Provides professional long-term investment management;
  - Distributes income quarterly; and,
  - Offers participation in a diversified portfolio to individual organizations that may not be able to achieve adequate diversification by investing their funds alone.

## We are Friends

- We represent our constituents in New England Yearly Meeting
- Our meetings are open to all in NEYM
- We are flexible and can respond quickly to Friend's interests
  - When YAFs came to us with climate change concerns we were able to modify our investment policies and use their guidance to look at related issues
  - Pooled Funds have never invested in U. S. Treasury instruments, because of their intimate connection to financing warfare and war making, which is in conflict with Friends' Peace Testimony
  - We are currently looking at the Pharmaceutical industry in light of drug pricing and CEO salaries
  - We stopped investing in Facebook when we became aware of their data privacy issues

## Distribution process

- In February 2018, the Board of Managers revised the procedure to calculate quarterly distributions to the meetings participating in the fund. Having listened to the needs and concerns of many treasurers of participating meetings, the new formula is designed to:
  - Provide a predictable income stream to each participating meeting
  - Optimize the amount of income distributed
  - Preserve and grow the total value of the fund
- The new process distributes **4% of the total value of your individual account fund** (including all interest, dividends, and capital gains or losses), as calculated at the end of the fiscal year based on a rolling average of the prior three years' fund balances.

## Starting an account or Withdrawing funds

- Fund transactions occur only at the close of the quarter, based on unit value calculations as of that date. So, any deposits received during the course of the quarter will be placed in a holding account until then.
- The minimum investment to join the Pooled Funds is \$5,000
- In order to keep our fees low, funds will be distributed approximately two weeks after the end of a quarter.
- Request can be made anytime but should be received at least two weeks before the end of the quarter.

## Returns

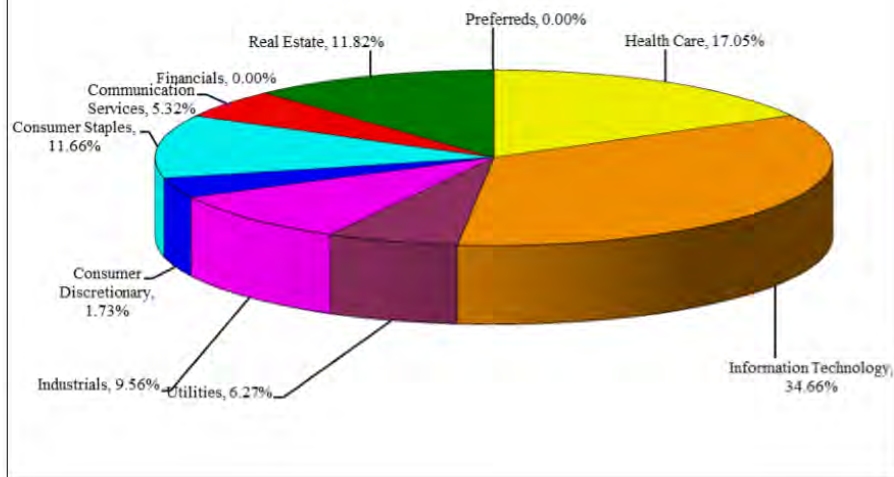
- In Fiscal Year 2019 ending on third month 31, 2019, annual income distributed to constituents from the Pooled Funds totaled \$0.1683577 per unit. The unit value rose from \$4.423645 to \$4.742263, an increase of 7.2%, which when combined with the distribution is a total return of 11.2% for the FY19.
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## Asset Allocation as of 9/30/19

Asset Class	6/30/19	6/30/19	9/30/19	9/30/19
	\$ Mkt Val.	Allocation	\$ Mkt Val.	Allocation
<b>Cash</b>	<b>431,546</b>	<b>3.73%</b>	<b>682,748</b>	<b>5.86%</b>
<b>Equity</b>				
Domestic Stock	6,749,375	58.31%	6,506,565	55.86%
Int'l Stock	0	0.00%	0	0.00%
Real Estate	783,180	6.77%	871,905	7.49%
<b>Total Equity</b>	<b>7,532,555</b>	<b>65.08%</b>	<b>7,378,470</b>	<b>63.34%</b>
<b>Fixed Income</b>				
Domestic	3,269,969	28.25%	3,247,023	27.88%
International	0	0.00%	0	0.00%
Com. Lending	340,000	2.94%	340,000	2.92%
<b>Total Fixed</b>	<b>3,609,969</b>	<b>31.19%</b>	<b>3,587,023</b>	<b>30.79%</b>
<b>Total</b>	<b>11,574,070</b>	<b>100.00%</b>	<b>11,648,241</b>	<b>100.00%</b>

## Equity Holdings as of 9/30/19



## How we invest

- The Board seeks companies that are making a positive contribution to the world's need for goods and services and are providing work in a healthy, equal opportunity environment.
- Furthermore, The Board of Managers avoids investments that are inconsistent with Friends' testimonies, including companies that depend upon war materials, alcoholic beverages, tobacco or gambling, and companies that conduct unfair employment practices or pollute the environment.

## We review all investments

- Our equities review includes research on their standing with:
  - **Calvert US Large Cap Responsible Index Fund**
  - **Center for Political Accountability**
  - **Newsweek's Green Ranking**
  - **Carbon Disclosure Project**
  - **CSR Hub**
  - **Censible**
  - **Interfaith Center for Corporate Responsibility**
  - **Ethisphere Institute**
  - **Human Rights Campaign**
  - **Diversity Inc.**

## Using our Quaker lens

- We look at equities for:
  - **Social responsibility**
  - **Political accountability**
  - **Environmental impact**
  - **LGBTQ inclusion**
  - **Board diversity**
  - **Data privacy**
  - **Working environment and employee ratings**

## Community loans investments

- The Board of Managers is committed to investing for impact in our New England community.
- Community loans were 9.5% of our Bond Portfolio as of 9/30/19.
- For example, we are invested in the **New Hampshire Community Loan Fund**. They turn investments loans and education to create opportunity and transform lives across New Hampshire. The New Hampshire Community Loan Fund collaborates with a wide range of donors and investors, and with business, nonprofit and government partners. This fund focuses on:
  - Manufactured-Home Loans
  - Resident-Owned Communities
  - Small Business
  - Local Food
  - Nonprofits
  - Child Care Providers
  - Multi-Family Housing
- A CDFI (Community Development Financial Institutions) Industry Analysis Summary Report produced by the Carsey Institute estimated the charge-off's for all types of community loans was 2.0% or less.

## Our expenses

- **The total fee for our fund is 0.765%**, or 76.5 basis points.
- The breakdown for managing the pooled funds is as follows:
  - 0.70% for The de Burlo Group to manage the portfolio;
  - 0.05% to US Bank for custodial services;
  - 0.008% for book keeping services;
  - 0.007% for institutional brokerage commission charges

## Returns example

Investment returns through 9.30.19 for a constituent with \$100,000 invested

- It would cost **\$765 annually for us to manage \$100,000**. As point of comparison, Friends Fiduciary charges 0.78% for their Growth & Income Fund and 0.90% for their Green Fund. The costs for managing \$100,000 in the F.F. Growth & Income is \$780 annually; and the cost for managing the F.F. Green Fund is \$900 annually. Most mutual funds charge between 0.75% up to 1.1%, or even higher.
- **NEYM's return over 1 year**, ending 9.30.19 was 7.5%. On \$100K invested, there would be a gain of \$7.5K. This return is stated gross of fees. Therefore, the return net of fee is approximately 6.735%, or a gain, net of fee of \$6,7K.
- **NEYM's return over 3 years annualized** was 9.6% gross of fees, each year over the past 3 years ending 9.30.19. On \$100K invested, there was a gain of \$9.6K each year for 3 years, or a total of approximately \$28.8K. Net of Fee, the return was: approximately 8.835% per year for 3 years. The dollar return was therefore: \$8,835 each year, or a total of approximately \$26,500 for the 3 years time period.
- **NEYM's return over 10 years annualized** was 9.1% gross of fees, each year over the past 10 years. On \$100K invested, there was a gain of \$9.1K each year for 10 years, or a total of approximately \$91K. Net of Fee, the return was: 8.335% per year for 3 years. The dollar return was therefore be: \$8,335 each year, or a total of approximately \$83,350.

## For comparison

- **Friends Fiduciary's Growth & Income Fund\***
  - **Friends Fiduciary's Growth & Income Fund** appreciated by 4.58% gross of fees over the 1 year, ending 9.30.19. With a fee of 0.78%, the net return was 3.80%. On \$100K, the net return in dollar terms was \$3,800.
  - The **F.F. Growth & Income Fund over the 3 years** ended 9.30.19: The F.F. Growth & Income Fund appreciated by 9.05% on an annualized basis, gross of fees over 3 years. With a fee of 0.78%, the net returns was 8.27% on an annual basis over 10 years. On \$100K, the net return in dollar terms was \$24,800.
  - The **F.F. Growth & Income Fund over the 10 years** ended 9.30.19: the Fund appreciated by 9.10% on an annualized basis, gross of fees over 10 years. With a fee of 0.78%, the net returns was 8.32% on an annual basis. On \$100K, the net return in dollar terms was \$83,200 over 10 years.
- **Friends Fiduciary's Green Fund\***
  - (b) **Friends Fiduciary's Green Fund** appreciated by 3.49% gross of fees over the 1 year ending 9.30.19. With a fee of 0.9%, the net return was 2.59%. On \$100K, the net return in dollar terms was \$2,590.
  - **Friends Fiduciary's Green Fund** appreciated by 8.55% gross of fees over the 3 year ending 9.30.19. With a fee of 0.9%, the net return was 7.65%. On \$100K, the net return in dollar terms over the 3 years was a total of \$22,950.
  - **Friends Fiduciary's Green Fund** ,did not exist 10 years ago and therefore does not have performance information.
- **Another Benchmark is the Lipper Balanced Fund Index**
  - This does not include fee information, and therefore, no net of fee return calculations
  - For the **Lipper Balanced Fund Index**: the **1 Year** return ending on 9.30.19, was 4.10%.
  - The **3 year return** on an annualized basis ending on 9.30.19, was 7.0% on an annualized basis over 3 years.
  - The **10 year return** on an annualized basis ending on 9.30.19, was 7.30% on an annualized basis over 10 years.

*\*Information regarding investment returns and fees was provided by The de Burlo Group and taken from the Friends Fiduciary website (January 2020).*

## BOM Communications

- Constituents receive a NEYM Pooled Funds Report end of each quarter.
- We provide our annual report on the NEYM website at <https://neym.org/committees/board-managers>.
- You will find more information including our investment guidelines on the NEYM website also.
- This webinar is the first in what is intended to be an annual January event for all members and affiliates of NEYM, whether they are currently Pooled Fund constituents or not.
- We welcome feedback on how the Board can improve this communication approach and be more responsive to your Meeting's need for information.

## BOM Meeting Schedule

2nd Wednesday of the month  
1:45 pm Beacon Hill Friends House

Meeting Date	Discussion
February 12, 2020	Quarter Four 2019
May 13, 2020	Quarter One 2020
August 2020	Sessions Meeting
September 9, 2020	Quarter Two 2020
November 11, 2020	Quarter Three 2020
February 10, 2021	Quarter Four 2020
May 12, 2021	Quarter One 2021

## Board of Managers Members

Name	Home Meeting
Roberta Chicos	Friends Meeting at Cambridge
Matthew Hackman	Providence Monthly Meeting
Ian Harrington	Friends Meeting at Cambridge
Edward Mair	Amesbury Monthly Meeting
Kathleen Malin, clerk	Smithfield Monthly Meeting
Jeanne McKnight	Wellesley Monthly Meeting
Rowan Spivey	Brunswick Friends Meeting
Robb Spivey	Brunswick Friends Meeting
Shearman Taber, treasurer	Beacon Hill Friends Meeting
Joseph Tierney	Friends Meeting at Cambridge

## We need you...

- Please let us know if you would be interested in serving on the BOM.
- We work with NEYM's Nominating Committee to find members.
- We are looking for your feedback.
  - Please let us know your thoughts on our communications and reporting
  - Our goal is to provide timely and helpful information to our constituents

## Thank you!

- Please feel free to contact [neympooledfunds@neym.org](mailto:neympooledfunds@neym.org)
- Visit the NEYM BOM website for our materials
- <https://neym.org/committees/board-managers>

# Friends Camp Winter Director's Report February 2020 Anna Hopkins

## **Looking Forward to Camp 2020**

Registration for 2020 camp sessions opened on November 1. We are about 20% more enrolled as of February 1 last year, and 67% of the way to our total target registration. Sessions for our younger campers enroll more quickly than for teenage campers, a trend which has continued over the last few years. Working with first time, returning, and especially families receiving scholarship requires a good deal of one-on-one conversations and organization for me. The primary method of marketing for camp is word-of-mouth, although I have also made efforts to especially target potential teenage camper with online advertisements.

Staffing is also progressing well for 2020, with our entire leadership team hired and more than half of the camp counselors hired. Our leadership team is mostly returning for the summer, although former camp staff members Sarah McCullough and Erin Carr are stepping into new roles as head cook and office manager respectively. Last summer's cook and office manager are still involved at camp and will be spending time on property to train the new leadership staff. Such succession planning is important and helps smooth the transition significantly. My biggest hiring challenge for this year is lack of racial diversity in our applicants. This is not a new problem, but one that is significant and ongoing.

I am working on developing a new evaluation system for our camp staff; I believe that the job of camp counselor should not only be fun but also help develop world and career skills for counselors. Along with more clear and thoughtful performance evaluation and goal-setting, we are compensating camp counselors more fairly this year with a base salary of \$275/ week for a first-year staff member. I hope we can continue this trend of raising camp salaries and important commitment to our seasonal staff members.

## **Looking Forward to Camp 2021**

"I have an idea!" Our former Assistant Director Jeff Adelberg used to tease me



for how often I would exclaim about ideas. But... I truly have had an idea for camp 2021. Our session dates are determined by the New England Yearly Meeting Sessions Calendar. For 2021, the summer season is extremely “late,” with the first week of camp not beginning until June 27<sup>th</sup> (this year it is June 21<sup>st</sup>). I believe we could add an extra week or partial week of camp before our traditional sessions in order to help meet the demand we have for our youngest session and generate some additional revenue. I want to price out some options for this schedule, and it would come with some challenges, but I think it would be an exciting thing to try for our 2021 season.

### **Rental Groups & Camp**

#### **Reunion**

Groups rentals this year are similar to previous years, including the Vassalboro Quarterly Meeting retreat, Art Camp, a large group retreat for the Lerner Foundation, and the Common Ground Fair weekend. We are also hosting a large alumni reunion the weekend of August 21<sup>st</sup>- 24<sup>th</sup>. Due to a scheduling conflict with this group, Moses Brown School will not be coming in 2020. We hope that over 100 alumni will attend the reunion in August, and it will be staffed by summer staff who remain at camp. I continue to look for assistance with operating and hosting late summer and fall weekends, since working all summer and every autumn weekend is not a sustainable model for a camp director.

#### **Development**

On Giving Tuesday this year, we launched a “Give Monthly” program for Friends Camp called the Nest Club. This allows donors to give an automatic monthly gift to camp. I am working hard to engage this group of donors using monthly points of contact and connecting them to the importance of camp’s mission. So far, we have 26 members of the Nest Club. Individual giving is up slightly compared with last year, and I am appreciative of the Development Committee’s work. Additionally, I invited some young staff alums in the Boston area to help stuff and mail the winter appeal letter. This was a great way to build engagement—plus, many of them made special requests of folks they knew and their families.

#### **Organizational Projects and Visioning**

This year, we are doing our first financial review with an accounting firm in Portland. Robb (camp treasurer) has been an enormous help with this review, and it

has taken a significant amount of time to sort through the materials they need, ask questions, and explain our processes.

The camp committee also began conversations about a strategic planning and visioning process for Friends Camp and expressed interest in helping to guide a process. I had a meeting with Elizabeth Reuthe, who has rich experience with executive coaching and strategic planning, and I have some ideas about how to move forward. However, this process will take significant time and investment from others beyond me and I am looking for commitment from a sub- committee or ad hoc group before we dive fully into this process.

Warmly  
, Anna

## Report to Permanent Board 2-15-20

Permanent Board appointed a working group to respond to the request from Faith and Practice Revision as summarized in Minute 19-15. The group is charged to report to PB twice a year until this task is completed.

### **19-15: Faith & Practice Revision Committee**

*Faith & Practice Revision Committee (F&PRC) asks Permanent Board (PB) to develop an "Organizational Handbook" (final title to be determined by a working group). In their revision of the organizational chapter of Faith & Practice (F&P) it became clear that the structures of the Yearly Meeting (YM) should not reside in this chapter because it will inevitably fall out of date long before each revision of F&P is produced. An "Organizational Handbook" will allow for the structures of the YM to be more accurately documented and more easily updated. This handbook will compile the documents which record the policies, practices, definitions, etc which will be organized and kept current. PB is asked to take ownership of the "Organizational Handbook" which will reside online, releasing F&PR from writing the bylaws of our organization and from trying to capture the structure of our organization in the organizational chapter. Future substantive changes to the "Organizational Handbook" will be approved by PB. Friends approved.*

This working group brought a summary of the work which we proposed to do to PB in February 2019. Since that meeting we have met once and slowly moved forward with the project. Two key recommendations which were accepted is that policies of the YM should be approved by Permanent Board or by the Yearly Meeting in Session and that the material should be readily accessible.

We are bringing today a proposed outline of the material and our understanding of the status of the specific items. We are asking PB if there is anything missing. The next step would be for Ben Guaraldi and Sara Hubner to work together on organizing the material on the new NEYM web page.

### **Proposed outline of materials in this project**

(Material in red is not current or doesn't yet exist. (identification of where responsibility rests is noted parenthetically in red) Material in green has not been approved by PB or the YM in sessions)

#### **Introduction (PB working group)**

- A. YM Policies
  - 1. Permanent Board Purpose Procedure & Composition
  - 2. Personnel Manual
    - a. Job descriptions (C&A)
  - 3. Finance Manual
    - a. Board of Managers policies (PB approval needed)
- B. Committee purpose, procedures and composition
  - 1. Links to all current committee purposes and procedures
- C. Friends Camp policy and procedures
- D. YM Operation Policies
  - 1. Sessions handbook (Secretary and events coordinator)
  - 2. Faith in Action handbook (Secretary and FIA planning group)
  - 3. Puente processes
  - 4. Legacy gift processes

5. Youth program handbook (Youth Ministries Committee including Youth program staff)
  6. Nominating Committee handbook (Nominating Committee)
  7. Archives procedures
  8. Webpage administration (Secretary)
  9. Moser Book and Tract fund process (fund management in finance handbook, discernment process in PB minutes)
  10. Resources for YM committee clerks
  11. Resources for Monthly Meeting clerks and committees (?)
  12. Is there additional material which should be included ?
- E. Description of Quarter purposes

Respectfully submitted

Fritz Weiss, for the working group.

## Report and Recommendations from the Reparations Working Group

The Reparations (for Native Americans) Workgroup grew out of a Legacy Gift request for a language reclamation project for the Wampanoag. It was offered in reparation for land occupied by the Hingham, MA home whose sale resulted in the Legacy Gift Funds. This land is the homeland of Wampanoag people. Since the request was outside the purview of the Legacy Gift Committee, it was referred to Permanent Board, which created this workgroup at annual sessions in 2017.

The group convened in October in 2017 and reviewed both 2013-52 "Minute Repudiating the Doctrine of Discovery" and the charge, given to us by PB Clerk Sarah Gant "Is this about New England Friends Home specifically? Or, does what Legacy brought to us beg the larger, unnamed and unmet call of the 2013-52 minute? How is this work a companion piece to the work of Permanent Board's ad hoc Challenging White Supremacy Working Group?"

To whom might we name our culpability? To whom might we make amends? Not only who is the "whom," but **what does that "whom" want?** What might a, in the scheme of things, symbolic act of amends and/or reparations look like? What might reconciliation look like? Is there even a place for some partnership going forward?"

We also reviewed and honored the workshops offered by the Racial, Social and Economic Justice Committee

<https://www.afsc.org/sites/default/files/documents/Doctrine%20of%20Discovery%20NEYM%20brochure.pdf>

And, we saw the care that the Legacy Gift Committee took with requests for support of partnership and projects with Indigenous people.

We were led to ask for consultations with groups of Native elders and leaders, which, while they agreed were important, did not occur due to other demands on their time. We regret that they did not take place but learned to find other ways to listen.

Instead, we were led as individuals to engage at local or state levels and participate in conferences, healing consultations and ceremonies and learn directly from Native people about tribal needs and priorities at state and national levels. We spent the past two years in consultation and discernment and are now clear to make the following recommendations:

- That NEYM craft and issue an apology to be widely distributed among Quakers and interfaith organizations as well as any and all tribal councils, bands and leadership in our region, (consistent w/[decolonizingquakers.org](http://decolonizingquakers.org)). Several of us would be willing to work on this apology with others.
- That all NEYM affiliated meetings and worship groups and other Quaker institutions be invited to create and display land acknowledgments on their premises. (ibid.)

- That a certain portion of the Legacy Gift funds be designated as a challenge or matching grant within NEYM and that these monies be used to support additional activities and ministries such as travel for Indigenous Friends, support for the FCNL fellowship for Native American policy, support for local initiatives under the care of the monthly meetings or Quarters for partnerships with local tribes or allied organizations.
- That NEYM contribute to the support of Decolonizing Quakers, and invite that emerging group to New England for a gathering or conference in the near future.
- That we encourage Quarters and local meetings to take up the concerns of Native People in their region; and to work as led to engage in opportunities for healing and conciliation, support for tribal sovereignty, language and cultural reclamation, mandated teaching of Native history in public school curricula; efforts to establish Indigenous Peoples Day, and the removal of Native images as mascots as advised by local tribal members.
- That NEYM committees, such as FCNL, FWCC, Racial, Social and Economic Justice and Earthcare be urged to consider making the needs of Indigenous People more widely known among Quakers in New England and in our communities, with an emphasis on reduction of violence against Native women, the impact of climate change on Native communities, and amplifying Native voices whenever possible.
- That we take every opportunity to consult with Native people at our local and regional level to hear, honor and address their concerns, guided by their wisdom and our deep listening to what Love requires of us.
- That this working group be laid down no later than February of 2020, and that the responsibility for these recommendations continue with the Permanent Board, the Legacy Gift Committee, RSandEJ and the Challenging White Supremacy workgroup, which is under the care of the Permanent Board.

We also believe that it is past time for New England Yearly Meeting to take up the work of looking at reparations for descendants of African slaves, as we did with reparations to Native Americans.

Faithfully submitted,

Erica Adams, W. Falmouth  
 Darcy Drayton, Souhegan  
 Maggie Edmondson, Winthrop Center  
 Leslie Manning, Durham (Convenor)  
 Suzanna Schell, Beacon Hill  
 Charles Simpson, Burlington

Robert Levin <rob@roblevin.net>  
Mon, Dec 9, 2019, 5:09 PM

Dear Leslie and NEYM Permanent Board,

I have been meaning to write since late September, when you brought tears to my eyes after I learned of your support for the participants in the coal plant action in Bow, NH. Seeing Kathleen Wooten at this morning's arraignment was a good reminder to get off my duff and reach out.

This action in Bow was one of the most spiritually meaningful days of my life. In a world full of doubt, it was empowering to know, with every cell in my body, that I was doing exactly what I needed to be doing that day. In a world full of anxiety, I have never felt so spiritually renewed. And to learn, as I did the next morning from Kathleen, that NEYM had supported all of us through its Fund for Sufferings, was incredibly uplifting. (It had not occurred to me, until that moment, why the police never asked us for any bail fee!)

I continue to explore this wonderful, surprising, and deeply moving experience of the Spirit through nonviolent direct action. I'll be writing a piece for the NEYM newsletter about our action in Bow, and I've become somewhat of an evangelist for Spirit-led NVDA. But for now, before the holidays take over all of our lives, please accept my deep gratitude for your support.

I am a sufferer of the climate crisis, as are all of us. But that day, with your spiritual and financial support, I experienced an incoming wave of love from NEYM that has continued to inspire me.

My eternal thanks,

Rob Levin

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# 2020-2-15 Permanent Board Minutes

Final Audit Report

2020-06-26

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