

**Permanent Board Meeting
Held over Zoom Video Conference
December 12, 2020**

20-102: Opening Worship and Welcome

Friends opened with a period of worship.

20-103: Roll Call

The recording clerk called the roll.

Present: Leslie Manning, Clerk; Hannah Zwirner Forsythe, Recording Clerk; Peter Bishop, Deana Chase, Martin Zwirner Forsythe, Chris Gant, Kim Harvey Garcia, Beth Hansen, Ian Harrington, Rebecca Leuchak, Fran Lightsom, Ed Mair, Christopher McCandless, Jean McCandless, Gina Nortonsmith, Anna Raddochia, Carole Rein, John Reuthe, Martha Schwope, Sara Smith, Elizabeth Szatkowski, Will Taber, Diane Weinholtz, Donn Weinholtz, Morgan Wilson, Kathleen Wooten, Tom Vargo, Mary Zwirner

Ex-Officio: Scot Drysdale (Finance Clerk); Noah Merrill (Secretary); Bob Murray (Treasurer); Bruce Neumann (Presiding Clerk); Elizabeth Reuthe (Secretary's Supervisor)

Visitors: Polly Attwood, Clarence Burley, Marian Dalton, Jeremiah Dickinson, Lisa Graustein, Anna Hopkins, Janet Hough, Anna Lindo, Frederick Martin, Phebe McCosker, LouAnne McDonald, Heidi Nortonsmith, MaineBob O'Connor, Kathy Olsen, Jackie Stillwell, Nia Thomas, Eleanor Warnock, Honor Woodrow

Regrets: Travis Belcher, Darcy Drayton, Bill Walkauskas

20-104: Minutes from October Meeting

The minutes from the Permanent Board's October meeting were distributed for review.

One Friend asked about the inclusion, in October's unity agenda, of a minute from Sandwich Monthly Meeting regarding relationships with native peoples. Friends agreed that there was less time for discussion of this minute at the October meeting we needed. The issues in the Sandwich minute will be up for further discussion at Coordinating & Advisory and will be part of the Yearly Meeting conversation about right relationship with native peoples. As this minute was approved in October's unity agenda, it will remain there in the minutes from that meeting.

Friends approved the minutes from the October meeting. One Friend stood aside.

20-105: Report from the Presiding Clerk

Bruce Neumann, Presiding Clerk, submitted a written report which is appended. Together with staff and other volunteer leaders, Bruce has been working on preparations for Sessions in August. We don't yet know what form Sessions will take as that depends on the state of the Covid-19 pandemic and vaccine distribution but the planning team remains hopeful that some degree of in-person gathering will be possible.

Bruce has also met with those Friends who are supporting work on the minutes passed at Sessions in August 2020 on Right Relationship with Native Peoples and the Call to Urgent Loving Action. Bruce anticipates being able to report on work on our relationship with Friends United Meeting at the January meeting.

Friends had the opportunity to ask questions and share comments.

20-106: Report from the Secretary

Noah Merrill, Yearly Meeting Secretary, spoke briefly to his report which is appended. Noah summarized the work he's been engaged with since our last meeting and gave Friends the opportunity to ask questions. Noah encouraged Friends to be in touch if there are ways that his report could better serve the Permanent Board as it does its work. Friends expressed their gratitude for Noah's care and diligence and acknowledged the challenges of his job. We hope that he is taking care of himself as he works hard to take care of the Yearly Meeting.

20-107: Budget Priorities Process

Noah Merrill, Yearly Meeting Secretary, reminded Friends of the budget priorities process to guide the creation of the annual budget. The priorities shared with the Permanent Board today have been discerned by Coordinating and Advisory (C&A) based on ongoing listening and consultation with Friends throughout the last year.

The priorities discerned by C&A are places to stretch and goals to lean in to. They are:

- Supporting inclusive leadership (in keeping with continuing guidance from Sessions 2019) by ensuring financial support for the recommendations of the Reducing Financial Barriers to Leadership working group, specifically:
 - Stipends for volunteer leadership roles
 - Funding for equipment (laptops, printers) for volunteer leadership roles
- Increasing resources to prioritize meetings and ministry
 - Increase resources to allow the YM Secretary to focus on supporting local meeting leadership and the thriving of local meetings, and encouraging Friends called to public ministry
 - Allocate increased funds to contracted services/staffing to:

- Enable more robust support, coordination for ongoing fundraising, communications, and administrative tasks
- Strengthen NEYM's capacity and resilience going forward
- Funding could be allocated flexibly between staffing and contracted services, in keeping with NEYM policy

Friends had the opportunity to ask questions and voice concerns. We returned to discernment and approval of the budget priorities later in the meeting.

20-108: Treasurer's Report

Bob Murrery, Treasurer, spoke of his hope that he is a transitional treasurer--aiming to reduce the workload of the treasurer so that it might be a more accessible role for a wider body of people. He is focused on a high-level view and on making recommendations instead of transactions.

Bob's written report and financial statements are appended. The Yearly Meeting finances have reacted positively to the pandemic, the challenges of the economy, and our need to shift functions significantly in 2020. Our operating reserves were maintained at the level called for. Bob anticipates needing to offer further financial support of Friends Camp in 2021.

We finished FY2020 with a small surplus which we celebrate!

20-109: Friends Camp Budget

Anna Hopkins, Director of Friends Camp, shared updates on Friends Camp and their budget for FY2021. Anna and the Camp Committee have initial plans for a reduced but in person camp next summer.

Camp families and NEYM Friends have been very generous with their giving this year which puts the Camp in a much better situation than we anticipated earlier in the year.

The Permanent Board approved the first quarter of the FY2021 Camp budget earlier this year; the remaining three quarters of FY2021 budget are brought for approval today.

Friends approved the FY2021 camp budget with deep gratitude.

20-110: Report from Ministry Transition Team

Noah Merrill, Yearly Meeting Secretary and member of the Ministry Transition Team, and Jeremiah Dickinson, Interim Clerk of Ministry and Counsel, presented the report from the Ministry Transition Team. The report is appended. Friends had the opportunity to ask questions and voice concerns.

Among logistical questions Friends voiced concerns about how the shift in form for Ministry and Counsel's (M&C) work is being discussed and portrayed to the Yearly Meeting body. There are Friends who were hurt by the decision to put aside the current form of M&C and Friends hope that continued conversation will lovingly invite Friends into the new form.

Friends approved the report from the Ministry Transition Team and look forward to accepting the names of the hosting team that they will bring to us.

20-111: Laying Down of the Ministry and Spiritual Life Working Group

Their work being completed, Friends approved laying down the Ministry and Spiritual Life working group.

20-112: Report from the Reducing Financial Barriers to Leadership Working Group

Hannah Zwirner Forsythe, clerk of the Reducing Financial Barriers to Leadership Working Group (RFBL), introduced the members of the working group. The group has worked this fall to follow up on recommendations from the Clerking Structures and Practices Working Group that asked the Permanent Board (PB) to examine ways that the Yearly Meeting could use financial support to broaden the diversity of its leaders. Jackie Stillwell, clerk of the Yearly Meeting Nominating Committee and former presiding clerk, clerked this item of business to avoid a conflict of interest because one of the RFBL's recommendations involves a stipend for the clerk of the PB. (Note: clerk of the Nominating Committee is also one of the proposed stipended positions but Jackie expects to cycle off as clerk before the proposed stipend takes effect, if approved.)

The RFBL made three recommendations to the PB:

- We recommend that the reimbursement process for all volunteers be made more transparent and accessible by improving the submission process and the communication of guidelines.
- We recommend that a stipend be given to each of these five volunteer leadership positions: Clerks of Ministry and Counsel, Permanent Board and Nominating Committee; Presiding Clerk; and Treasurer.
- We recommend a survey to ascertain more information about the Friends who have and have not accepted leadership positions in the Yearly Meeting, Quarterly Meetings, and Monthly Meetings.

More details on these recommendations are in the report from the working group which is appended.

Friends had the opportunity to share comments and concerns.

The proposal to give stipends to the Clerks of Ministry and Counsel, Permanent Board and Nominating Committee, the Presiding Clerk, and the Treasurer, was discussed at length. Our

history of discomfort and trepidation with paid ministerial positions was apparent in this conversation. Our discussion demonstrated the classist biases that many of us have; many of us have little to no experience with true poverty, which blinds us to our privilege and makes it challenging to understand just how vast need may be.

Some Friends spoke to a concern that receiving compensation for service might cheapen it in some way, while others felt that a stipend of \$3000 a year was too small a vision. Several other Friends spoke about the difference that a stipend could make, not only as additional income, but also as a demonstration of gratitude. Though many have concerns about whether this proposed stipend is the right step for strengthening and diversifying our leadership, we also heard from many that perhaps we should take this step despite those concerns.

Friends postponed a decision on the stipend recommendation. This recommendation will come back to the January 2021 meeting for further discussion and discernment. We were asked to hold the stipend recommendation in our hearts and consider what internal work might need to be done to move forward with the recommendation.

Friends approved the reimbursement recommendation.

Friends approved the survey recommendation.

20-113: Approval of Budget Priorities Process

Leslie Manning, Clerk, returned to the proposed budget priorities for Permanent Board approval. Not having approved the stipend recommendation from the Reducing Financial Barriers to Leadership Working Group, the first recommendation in the budget priorities process will come back for approval in January.

Friends were asked to approve the second budget priority, to increase resources to prioritize meetings and ministry.

Friends approved.

20-114: Reports from the Nominating Bodies

Yearly Meeting Nominating Committee brought the following nominations to the Permanent Board:

Elizabeth Cazden, Friends Committee of National Legislation, Class of 2022

Rebecca Leuchak, Friends World Committee for Consultation, Class of 2023

Bob O'Connor, Permanent Board, Class of 2025

Martha McManamy, Puente de Amigos, Class of 2023

Friends approved these nominations.

Internal Nominating Committee brought one nomination to the Permanent Board:

Eden Grace, Faith & Practice Revision Committee

Friends approved this nomination.

Internal Nominating also informed the board that Travis Belcher has resigned from the Clerks' Table Nominating Committee.

Leslie Manning, Clerk, brought one nomination for a working group of the Permanent Board:

Chris Jorgenson, Israel/Palestine Working Group, Class of 2023

Friends approved this nomination.

20-115: Noticings

We were joined in our meeting by several members of the Noticing Patterns of Oppression and Faithfulness working group. At two points during the meeting they shared noticings of the ways both oppression and faithfulness show up in our proceedings. We are grateful for their prayerful presence during our meetings.

20-116: Closing Worship

Friends closed with a period of worship. The Permanent Board will meet again on January 30, 2021, also by Zoom.

leslie Manning

leslie Manning (Feb 4, 2021 18:10 EST)

leslie Manning

Report to Permanent Board
From the Presiding Clerk
December 12, 2020

As the natural world winds down towards the dark and cold of winter, and we enter a period of waiting for longer days and warmer months to return, so too, is it a relatively quiet time for Quakers in New England. We are waiting to see what a new administration brings, and looking forward to a waning of COVID's grip on the world.

Various pieces of work continue to move forward, though.

NEYM sponsored an election night worship vigil. While I was unable to participate because of some internet issues, I heard many reports which indicated that the worship was deep and well-appreciated. Several facilitators shared that they felt it was a blessing to participate. Numbers in attendance ranged from 12-40, noting that even in the wee hours there were Friends participating.

Sessions Committee has discerned next year's theme: ***A time for Healing: How are you called?*** We are still working on speakers, I expect that we will be able to report on that in January. The smaller Sessions coordination team of myself, Noah, Elizabeth Hacala and Rebecca Leuchak meet regularly. Obviously, the big question on our minds is "In what form will we be able to meet?" While it seems likely that a vaccine will be increasingly widely available, it also seems that there will still be limits on the size of gatherings, so we will most likely be exploring some sort of hybrid.

While we are not bringing anything for discussion, Coordinating and Advisory meets monthly.

Noah, Nia and I meet with groups which are supporting work around the two documents that Sessions forwarded to Monthly Meetings: The Right Relationship group and the Call to Urgent, Loving, action group. The intentional regular planning between those concerned with content and those who shepherd communication, and myself carrying the concern of moving forward with sessions-approved work, is a new model of how we ensure that minutes are engaged with.

And I will say that I continue to reflect on our relationship with FUM, and how we might re-frame the conversation next summer. I hope to have something to report on this in January.

Bruce

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 December 12, 2020

Dear Friends,

As I write, a nor'easter promises to bring the first heavy snows of this winter to much of our region. I look forward to gathering with you soon. This report is framed according to my areas of focus for this year, with additional updates following. As always, I welcome your questions, comments, guidance, and prayers.

Encourage and Liberate Ministry

Following the approval of the recommendations of the Ministry & Spiritual Life working group at our last meeting, the clerks of the Working Group, of the Permanent Board, and of Ministry & Counsel; the Quaker Practice & Leadership Facilitator, and I have worked to develop a proposed charge for the hosting team for the approved seasonal gatherings supporting ministry and spiritual life. We've also identified needed gifts and perspectives that we can hold as we discern the group of Friends to "set the table" for this experiment.

These two documents, a brief charge and a longer set of more detailed guidance, are included in the advance documents for this meeting for your review and approval. Once approved, the invitation to lift up names of Friends to serve on this hosting team will be shared with Permanent Board and with Friends who have served on the Ministry and Counsel Committee.

Last week Nia Thomas joined me for a conversation with ten Friends from Britain Yearly Meeting whose work focuses on supporting the thriving of local meetings among Quakers in Britain. The conversation focused on the qualities of thriving Friends meetings, and how to foster the conditions for renewal among Friends.

Nurture Servant Leadership

Biweekly Zoom calls for Friends serving in leadership roles in their local meetings, which Nia Thomas and I host, continue as they have since March. Interested in participating, or encouraging someone from your local meeting? Email Sara Hubner at office@neym.org to be added to the contact list for future calls.

Young adult Friends Brynn Keevil and Emi Link, supported by staff, are continuing to host opportunities for connection, spiritual formation, and leadership development for young adults through the winter. At a time when isolation and disruptions caused by the pandemic are affecting Friends aged 18-25 especially dramatically, I'm grateful to Brynn and Emi for sharing their gifts to set a welcoming table for others, learning and discovering as they go. Exciting new conversations are underway to support intentional mentoring partnerships between Friends of different generations, with partnership from Callid Keefe-Perry of Fresh Pond (MA) Friends Meeting.

Foster Religious Education

I've been encouraged by the recent efforts by Gretchen Baker-Smith and Nia Thomas to offer monthly gatherings for families and youth ministers, hosted by youth ministers from a different

monthly meeting each time. I'm encouraged by the way these opportunities are drawing on the strengths of local meetings, and connecting Friends in worship and connection in youth ministry across the distances that separate us.

Friends who have been active in recent offerings of the Nurturing Faithfulness program, with staff support, are exploring ways to host information and practice sessions for Friends interested in bringing the practice of [faithfulness groups](#) (small-group spiritual formation and spiritual accountability) to their local meetings, based on the success of their previous efforts to seed such groups in their own local meetings.

Interest in this sharing has been strong, including (last I heard) more than 40 Friends from more than 20 local meetings in our region. I'm encouraged and excited by these opportunities to support the cultivation of this practice in more meetings, and among more Friends, among New England Quakers.

The recommendations from the working group on Ministry & Spiritual Life also specifically note the need to offer opportunities for networking and nurture for Friends engaged in the ministries of spiritual formation and religious education—this is one important place where that work is happening right now.

Lead Development Program

As part of the advance documents for this meeting, the Treasurer is sharing our financial statements from the fiscal year ending September 30, 2020. We're still in the first quarter of the new fiscal year, but work in the coming months will include an end-of-calendar-year appeal, a spring appeal to both households and local meetings, an update and invitation to support Pay-As-Led/Equalization, and further opportunities to thank sustaining donors and share news of the fruits of the ministry Friends' gifts make possible.

In recent months, Friends have consistently shared with me the sense that they have felt the relevance and presence of the Yearly Meeting has *increased* during these months of pandemic. I'm grateful for this evidence of the fruits of faithfulness on the part of so many.

Last year, prior to the pandemic, I had planned to convene Friends in relevant roles to begin an exploration of how more attention to gifts to the Yearly Meeting's endowments—including encouraging Friends to consider planned giving and bequests—could support Friends' vision for the present and future of our faith community in New England. Though the immediate needs of the pandemic superseded this focus, I am hopeful that there may be more space for these meaningful conversations in the coming months.

I'm also looking forward to working this year with the clerk of the Permanent Board, Coordinating & Advisory, and others to examine how the ministry of development and stewardship in our Yearly Meeting might be more widely shared and encouraged, how our development program might "grow up" further, and what additional resources might be needed to make that possible.

Focus and Integrate Communications

I have continued to shepherd the new process for planning integrated and strategic

communications efforts in support of the work of the Yearly Meeting, in partnership with the staff communications team and with Coordinating & Advisory Committee. While this reorientation toward how we approach communications will take time, and will require us to learn new ways of seeing and working together, I'm encouraged by the collaboration Friends have brought to it thus far, and by the fruits we are already seeing in our work.

Helped by the bi-weekly meeting leadership calls and other ongoing circles of connection, newsletters, announcements, and other content are being more widely and frequently shared to local meeting listservs and other relevant audiences, and—more importantly—Friends active in serving their local meetings continue to report their appreciation for relevant resources, events, and relationships supporting the thriving of their meetings in this challenging time.

Other Updates

- **Sessions 2021 Planning**

Planning is underway to discern and finalize the theme and speakers for Sessions 2021 (the presiding clerk may offer more details), even as we continue to assess the public health, logistical, and financial dynamics that will influence the type of Sessions gathering we're able to offer this summer—whether in-person, virtual, or some collection of hybrid/blended opportunities.

Recognizing the complexity of the context in which these decisions need to be made, my current goal is to bring to Permanent Board, with support from staff and Coordinating & Advisory, a recommendation for how we will approach Sessions this year at our next meeting on **January 30**. We continue to welcome your questions, insights, guidance, and prayers as this process unfolds.

- **Support for Friends Camp**

The wider staff team continues to collaborate actively with Anna Hopkins and Friends Camp in a variety of ways, including Frederick Martin supporting the application for PPP loan forgiveness and budgeting for the coming year, as well as Gretchen Baker-Smith, Maggie Nelson, Anna Hopkins, and Nia Thomas partnering to envision and develop scenarios for youth and family programming this summer.

As I said in my last report, I want to affirm to the Permanent Board the major dimension of work that supporting Friends Camp involved this past year, and the significant investment of time, energy, and financial resources that it will continue to require in the coming year. But more than that, I want to celebrate the partnership and integration among staff and volunteers that is growing as we work together to support this vital ministry of New England Friends alongside our other essential work.

- **Property/real estate concerns**

As many Friends may be aware, the Permanent Board and the Yearly Meeting Secretary are charged with stewarding issues of property and real estate on behalf of the Yearly Meeting. One outstanding concern in this area is the disposition of the North Fairfield (Maine)

Meetinghouse, ownership of which was transferred to the Yearly Meeting when the monthly meeting was discontinued in 2017.

Since that time, while several outstanding administrative issues have been resolved (such as a survey of the property and a clarification of the deed), the ultimate question of the sale or transfer of the property (including both the meetinghouse and a nearby burial ground) has not been finished, and has been largely on hold for the past year. I am consulting with the Clerk of the Permanent Board on clarifying potential next steps to bring this project to an appropriate and satisfactory conclusion as soon as possible, as conditions allow.

- **Responding to pastoral care and pandemic-related needs**

I continue to regularly respond, and to help other to respond, to significant needs for pastoral care support and consultation on responses to the public health situation, both from individual Friends and Friends in their capacity serving their local meetings. I'm grateful to the Friends serving as pastoral care resource people who have been willing to respond and accompany Friends in need, and for the many ways we are sacrificing to stay connected and to nurture one another's faith and hope in these challenging days.

While until now rates of severe illness and loss of life directly related to the pandemic have been lower than initially feared among New England Friends, I'm mindful of the devastating impact on many of our neighbors, and of the rising toll of suffering and loss as the winter arrives. I continue to prayerfully hold that we may need to re-prioritize some of our work and commitments in the coming weeks and months in response to emerging needs.

It was a time like this,
War & tumult of war,
a horror in the air.
Hungry yawned the abyss-
and yet there came the star
and the child most wonderfully there.

It was a time like this
of fear & lust for power,
license & greed and blight-
and yet the Prince of bliss
came into the darkest hour
in quiet & silent light.

And in a time like this
how celebrate his birth
when all things fall apart?
Ah! Wonderful it is
with no room on the earth
the stable is our heart.

Madeleine L'Engle, "Into the Darkest Hour"

Report to the Permanent Board, December 12, 2020
Regarding the Fiscal Year 2020 Closing

The *Budget vs. Actual* report shows the Yearly Meeting ending fiscal year 2020 with a small surplus of income over expenses. This is a remarkable outcome for a year in which operations were severely reduced due the COVID-19 pandemic. Much hard work went in to getting us through this year, and I am grateful to all of you who helped make this possible.

As you might expect, the Income lines for 4070 Books & Other Sales, 4080 Retreat Program Fees, and 4085 Sessions Programs Fees, were all greatly reduced from fiscal year 2019 levels. Both 4010 Individual Contributions and 4020 Monthly Meeting Contributions were very strong for a difficult year (approximately 90% of budget). We are grateful for this support of the Yearly Meeting's work. On the Expense side, spending on 5300 Travel & Conferences and 6000 Programs was reduced due to limitations on operations due to the pandemic, while the other major categories came in about as expected.

The report *Statement of Activities – All Funds* includes all the funds of the Yearly Meeting, including endowment funds and revolving funds. At the bottom of this report, you will see some transfers in and out related to the COVID-19 disaster relief funds, which the Yearly Meeting was able to take advantage of, and an unexpected payment from Friends Mutual Health Group for surplus in plan year 2018. This report shows the Yearly Meeting in a strong financial position despite the trying times we have gone through.

On the *Balance Sheet* report, I wish to draw your attention to the Asset 1115 Camp Loan, and to the Liability 2170 BSB SBZ PPP Loan. Both these items are related to COVID-19 pandemic relief funds from the federal government, mentioned above. Once the loan forgiveness form is presented to, and approved by, the Bangor Savings Bank of Maine, both items will be liquidated.

The final report *Operating Reserves* shows the level of Operating Reserves as of the end of the fiscal year. Operating Reserves are made up of Working Capital and the Quasi-Endowment. It is the policy of the Finance Committee to have 25% of the annual operating budget in Operating Reserves in case we encounter a “rainy day.” While FY2020 probably seemed very “rainy,” we did not require major use of the reserves. I am pleased to report that the Operating Reserves at the end of Fiscal 2020 were 26.4% of the FY2020 expense budget.

It has been my goal to make these reports as transparent and understandable as possible. I invite any questions you may have about the Yearly Meeting's financial condition and any suggestions on how the reports can be more useful to you.

Robert Murray, NEYM Treasurer

NEYM
FY2020 Operating Budget vs Actuals
 October 2019 - September 2020

	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
4010 Individual Contributions			
General Fund	165,251.58	194,500.00	85.0%
Equalization	<u>31,109.00</u>	<u>21,000.00</u>	148.1%
Total 4010 Individual Contributions	196,360.58	215,500.00	91.1%
4020 Monthly Meeting Contributions			
General Fund	317,720.74	350,000.00	90.8%
Equalization	<u>16,361.28</u>	<u>27,000.00</u>	60.6%
Total 4020 Monthly Meeting Contributions	334,082.02	377,000.00	88.6%
4030 Organizations Contributions	1.00		
4050 Interest and Dividend Income	9,487.22	9,000.00	105.4%
4070 Books & Other Sales Income	1,142.75 a	17,000.00	6.7%
4080 Retreat Program Fees	17,172.32 a	50,000.00	34.3%
4085 Sessions Program Fees	47,145.10 a	201,000.00	23.5%
4090 Change in Fair Market Value	(723.70)		
4099 Net Assets Released To/From	<u>1,815.00</u>		
Total Income	606,482.29	869,500.00	69.8%
Expenses			
5000 Staff	402,514.24	406,231.00	99.1%
5110 Administration	65,877.60	64,996.00	101.4%
5200 Office	29,142.02	36,515.00	79.8%
5300 Travel & Conferences	14,525.05	39,000.00	37.2%
6000 Programs			
6000 Programs	47,608.18	266,420.00	17.9%
6140 Books & Other Sales Expense	35.70 a	15,000.00	0.2%
6200 Support of Other Organizations	43,063.59	45,975.00	93.7%
Total 6600 Publications		<u>4,000.00</u>	<u>0.0%</u>
Total Expenses	602,766.38	878,137.00	68.6%
Net Operating Income	3,715.91	(8,637.00)	

Notes

a. Reduction caused by changes in operations related to the COVID-19 pandemic.

NEYM
Statement of Activities - All Funds
Fiscal Year 2020

	<u>Operating Funds</u>	<u>Non-Operating Funds</u>	<u>Total</u>
Income			
4010 Individual Contributions	196,360.58	8,347.00	204,707.58
4020 Monthly Meeting Contributions	334,082.02	2,546.78	336,628.80
4030 Organizations Contributions	1.00	5,000.00	5,001.00
4050 Interest and Dividend Income	9,487.22	63,800.58	73,287.80
4055 Student Loan Interest		35.75	35.75
4070 Books & Other Sales Income	1,142.75		1,142.75
4080 Retreat Program Fees	17,172.32		17,172.32
4085 Sessions Program Fees	47,145.10		47,145.10
4090 Change in Fair Market Value	(723.70)	165,199.89	164,476.19
4099 Net Assets Released To/From	1,815.00	4,000.00	5,815.00
Total Income	606,482.29	248,930.00	855,412.29
Expenses			
5000 Staff	402,514.24		402,514.24
5100 General & Administration	95,019.62	6,700.10	101,719.72
5300 Travel & Conferences	14,525.05		14,525.05
6000 Programs	47,608.18	6,524.22	54,132.40
6140 Books & Other Sales Expense	35.70		35.70
6200 Support of Other Organizations	43,063.59	59,609.62	102,673.21
Expense		49,428.75	49,428.75
Total Expenses	602,766.38	122,262.69	725,029.07
Net Operating Income	3,715.91	126,667.31	130,383.22
Other Income (Transfers)			
9940 Other Income - Transfers in	18,721.00		18,721.00
9950 Other Expense - Transfer out	(29,000.00)	(9,767.33)	(38,767.33)
Net Other Income	(10,279.00)	(9,767.33)	(20,046.33)
Net Income	(6,563.09)	116,899.98	110,336.89

Notes

- a. Released from Archives Revolving Account, for support of Outreach Archivist
- b. Transfers in were 1) Friends Mutual Health Group distribution of surplus for plan year 2018 (\$9,721) and 2) EIDL disaster-relief COVID-19 response loan supporting non-payroll expenses (\$9,000).
- c. Transfers out (Operating Funds) were both to Friends Camp: 1) \$20,000 from Unrestricted Reserves per PB Minute 20-44 6/6/2020, and 2) \$9,000 for EIDL disaster-relief Covid-19 response supporting non-payroll expenses to keep Camp running.
- d. Transfers from Endowment, Quasi-Endowment, and West Falmouth Prep Mtg funds to Operating Income.

NEYM
Statement of Position (Balance Sheet)
As of September 30, 2020

	As of Sep 30, 2020	As of Sep 30, 2019	Change
ASSETS			
Current Assets			
Bank Accounts			
1000 Checking Accounts			
1010 Santander Checking	245,887.81	222,229.50	23,658.31
1015 Everence Fed Credit Union Checking	12,993.83	12,993.83	
Total 1000 Checking Accounts	258,881.64	235,223.33	23,658.31
1020 Money Market Accounts			
1024 Bangor Savings Bank MMA	50,759.85		50,759.85
1029 Everence Fed Credit Union SHARE Savings	32,106.27	32,082.23	24.04
Total 1020 Money Market Accounts	82,866.12	32,082.23	50,783.89
Total Bank Accounts	341,747.76	267,305.56	74,442.20
Accounts Receivable			
1200 Accounts Receivable			
1210 SLOA AR Principal Interest		8,489.68	(8,489.68)
1215 SLOA Principal Non Interest		38,195.24	(38,195.24)
1220 SLOA Interest Receivable		3,176.15	(3,176.15)
Total 1200 Accounts Receivable		49,861.07	(49,861.07)
Total Accounts Receivable		49,861.07	(49,861.07)
Other Current Assets			
1075 Pooled Funds	1,879,807.91	1,715,112.35	164,695.56
1100 Accrued Receivables	(123.96)	(123.96)	
1110 Due to/from Friends Camp			
1114 Camp - Retirement	(539.66)		(539.66)
1115 Camp Loan	39,941.77		39,941.77
Total 1110 Due to/from Friends Camp	39,402.11		39,402.11
1150 Prepaid Expenses	687.38	100.00	587.38
1499 Undeposited Funds		1,258.41	(1,258.41)
Total Other Current Assets	1,919,773.44	1,716,346.80	203,426.64
TOTAL ASSETS	2,261,521.20	2,033,513.43	228,007.77
LIABILITIES AND EQUITY			
Liabilities			
2005 Credit Card Elan St Marys	4,320.61	3,435.34	885.27
Other Current Liabilities			
2010 Accrued Liabilities	50.00		50.00
2110 Federal Taxes	(0.36)	(0.36)	
2120 State Taxes	0.36	0.36	
2150 Health Insurance Premium	392.52	395.93	(3.41)
2155 Sect 125 Employee Withholding	4,638.33	1,042.13	3,596.20

	As of Sep 30, 2020	As of Sep 30, 2019	Change
2160 403B Retirement	125.20	1,382.38	(1,257.18)
2170 BSB SBA PPP loan	114,400.00		114,400.00
Total Liabilities	123,926.66	6,255.78	117,670.88
Equity			
3500 Working Capital	26,101.71	(19,838.75)	45,940.46
3600 Board Designated Funds	1,340,053.04	1,223,747.55	116,305.49
3700 Revolving Accounts	130,843.31	185,708.43	(54,865.12)
3800 Permanently Restricted Funds	647,159.57	591,699.96	55,459.61
3900 Retained Earnings (goes to 3500 Working Capital)			
Net Income	(6,563.09)	45,940.46	(52,503.55)
Total Equity	2,137,594.54	2,027,257.65	110,336.89
TOTAL LIABILITIES AND EQUITY	2,261,521.20	2,033,513.43	228,007.77

FY2020 Meeting Contributions

	<u>General Fund</u>	<u>Equalization</u>	<u>Total</u>
Connecticut Valley Quarterly Meeting			
The Quarter			
Hartford Monthly Meeting	19,729.58		19,729.58
Middletown Monthly Meeting	250.00		250.00
Mount Toby Monthly Meeting	24,450.00	7,000.00	31,450.00
New Haven Friends Meeting	10,893.75		10,893.75
Northampton Friends Meeting	6,500.00	500.00	7,000.00
South Berkshire Monthly Meeting	1,000.00		1,000.00
Storrs Friends Meeting	4,000.00		4,000.00
Quarter Total	66,823.33	7,500.00	74,323.33
Dover Quarterly Meeting			
The Quarter			
Concord Monthly Meeting	6,112.50	290.00	6,402.50
Dover Monthly Meeting	5,300.00		5,300.00
Gonic Monthly Meeting	320.00		320.00
North Sandwich Friends Meeting	300.00		300.00
Weare Monthly Meeting	1,400.00		1,400.00
Quarter Total	13,432.50	290.00	13,722.50
Falmouth Quarterly Meeting			
The Quarter			
Brunswick Friends Meeting	1,083.22		1,083.22
Durham Monthly Meeting	5,400.00		5,400.00
Portland Friends Meeting	15,750.00	2,230.00	17,980.00
Southern Maine Friends Meeting	600.00	25.00	625.00
Quarter Total	22,833.22	2,255.00	25,088.22
Northwest Quarterly Meeting			
The Quarter			
Bennington Monthly Meeting	2,000.00		2,000.00
Burlington Monthly Meeting	4,750.00	850.00	5,600.00
Hanover Friends Meeting	21,500.00		21,500.00
Middlebury Friends Meeting	3,200.00	400.00	3,600.00
Monadnock Quaker Meeting	3,480.00	200.00	3,680.00
Northeast Kingdom Quaker Meeting	496.27		496.27
Plainfield Monthly Meeting	2,000.00		2,000.00
Putney Friends Meeting	7,200.00		7,200.00
Quaker City Unity Friends Meeting	1,000.00		1,000.00
South Starksboro Monthly Meeting	350.00		350.00
Wilderness Friends Meeting	288.00		288.00
Quarter Total	46,264.27	1,450.00	47,714.27

	<u>General Fund</u>	<u>Equalization</u>	<u>Total</u>
Salem Quarterly Meeting			
The Quarter			
Amesbury Monthly Meeting	2,300.00		2,300.00
Beacon Hill Friends Meeting	10,446.82	1,422.55	11,869.37
Framingham Friends Meeting	10,000.00	800.00	10,800.00
Fresh Pond Monthly Meeting	10,200.00	200.00	10,400.00
Friends Meeting at Cambridge	51,976.61	1,000.00	52,976.61
Lawrence Monthly Meeting	400.00		400.00
North Shore Friends Meeting	2,680.00		2,680.00
Wellesley Monthly Meeting	18,142.49		18,142.49
Quarter Total	106,145.92	3,422.55	109,568.47
Sandwich Quarterly Meeting			
The Quarter		343.73	343.73
Allen's Neck Monthly Meeting	2,460.00		2,460.00
Dartmouth at Smith Neck Monthly Meetin	1,500.00		1,500.00
Martha's Vineyard Monthly Meeting	325.00		325.00
Sandwich Monthly Meeting	100.00	200.00	300.00
East Sandwich Preparative Meeting	492.55		492.55
West Falmouth Preparative Meeting	5,281.95	200.00	5,481.95
Yarmouth Preparative Meeting	1,500.00	150.00	1,650.00
Westport Monthly Meeting	5,875.00		5,875.00
Quarter Total	17,534.50	893.73	18,428.23
Southeast Quarterly Meeting			
The Quarter			
Providence Monthly Meeting	18,560.00	500.00	19,060.00
Westerly Monthly Meeting	5,400.00		5,400.00
Worcester Friends Meeting	6,527.00		6,527.00
Quarter Total	30,487.00	500.00	30,987.00
Vassalboro Quarterly Meeting			
The Quarter			
Acadia Monthly Meeting	1,200.00		1,200.00
Belfast Area Friends Meeting	200.00		200.00
Cobscook Monthly Meeting	300.00		300.00
Eggemoggin Reach Monthly Mtg	150.00	50.00	200.00
Midcoast Monthly Meeting	1,950.00		1,950.00
Narramissic Valley Monthly Meeting	450.00		450.00
Orono Monthly Meeting	200.00		200.00
Vassalboro Friends Meeting	7,350.00		7,350.00
Winthrop Center Friends Church	2,400.00		2,400.00
Quarter Total	14,200.00	50.00	14,250.00
Grand Total	317,720.74	16,361.28	334,082.02

NEYM Committees
Budgets vs Actuals - (Line 6130)
 October 2019 - September 2020

	<u>Actual</u>	<u>Budget</u>	<u>Unused</u>
100 General and other operating *	180.00	2,120.00	1,940.00
200 Fundraising		1,000.00	1,000.00
315 C&A		500.00	500.00
320 F&P Rev	199.48	1,050.00	850.52
325 FGC		100.00	100.00
328 Finance		100.00	100.00
330 FUM		350.00	350.00
335 FWCC		750.00	750.00
340 M&C		1,650.00	1,650.00
350 Puente	1,500.00	1,500.00	
355 RSE&J	1,335.03	1,500.00	164.97
360 Youth Ministries		600.00	600.00
370 Earthcare Ministry Comm		350.00	350.00
390 Other Committees **		2,500.00	2,500.00
TOTAL	<u>3,214.51</u>	<u>14,070.00</u>	<u>10,855.49</u>

* For Childcare - Provided for in budget sub-line

** Nominating Committee & Permanent Board

NEYM FY2020 Continuing Projects

Project	JYM Trailer	Stone of Hope	Cultural Audits FGC & NEYM	RSEJ Book Project 2017	FFA	NEYM Future Fund	----- OBBF -----		
					SAGE Grant	FWCC-NE Godly Play 2016	Israel Palestine Working Group	Quaker Outreach 2015 grant	OBBF Youth Retreat Handbook
Beg. Balance (Oct. 1st, 2019)	165.00	918.00	355.00	250.62	4,146.96	194.53	1,500.00	4,022.96	1,527.50
Income									
4010 Individual Contributions	1,450.00								
4030 Organizations Contributions									
Total Income	1,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses									
5130 Contracted Services									
5240 Postage							40.62		
5280 Software & Updates									
6105 Honoraria - Speakers/Wkshp Ldrs									
6121 Supplies and Other Expenses	1,615.00						409.22		
Total Expenses	1,615.00	0.00	0.00	0.00	0.00	0.00	449.84	0.00	0.00
Net of Income and Expenses FY2020	(165.00)	0.00	0.00	0.00	0.00	0.00	(449.84)	0.00	0.00
Ending Balance (Sept 30, 2020)	0.00	918.00	355.00	250.62	4,146.96	194.53	1,050.16	4,022.96	1,527.50

----- OBBF -----					FWCC		OBBF
Partners in Spirit Program	Nurturing Faith & Faithfulness	Amanda Kemp Sessions Keynote	Shoemaker Fund Grant	Archives Transition Processing	Pandemic Relief Technology Grant	Continuing Projects Totals	Printing of Interim Faith & Practice
3,432.66	3,000.00		24,552.21	2,495.00		46,560.44	1,423.60
						1,450.00	
		4,000.00			1,000.00	5,000.00	
0.00	0.00	4,000.00	0.00	0.00	1,000.00	6,450.00	0.00
			319.08			319.08	
						40.62	
			408.00		1,000.00	1,408.00	
		4,000.00				4,000.00	
						2,024.22	
0.00	0.00	4,000.00	727.08	0.00	1,000.00	7,791.92	0.00
0.00	0.00	0.00	(727.08)	0.00	0.00	(1,341.92)	0.00
3,432.66	3,000.00	0.00	23,825.13	2,495.00	0.00	45,218.52	1,423.60

Board-Designated and Revolving Funds

As of September 30, 2020

	Balance Sept 30, 2019	Interest and Dividends	Change in Fair Market Value	Other Income	Expenses	Net Change	Balance Sept 30, 2020
Capital							
3500 Working Capital	(19,838.75)			45,940.46		45,940.46	26,101.71
3900 Retained Earnings + Net Income	45,940.46				52,503.55	(52,503.55)	(6,563.09)
Total (9/30/2020 = Working Capital Oct 1 FY2021) ^a	26,101.71			45,940.46	52,503.55	(6,563.09)	19,538.62
3600 Board Designated Funds							
3620 Faith & Practice Revision	54,279.97	2,013.00	5,212.29		117.40	7,107.89	61,387.86
3630 World Conference Travel							
3650 Quasi-Endowment (Investments)	194,059.82	7,196.81	18,634.81		7,430.06	18,401.56	212,461.38
3680 NEFH Fund							
3681 NEYM Future Fund	50,209.30				1,000.00	(1,000.00)	49,209.30
3682 NEYM Ministry Fund	925,198.46	32,609.56	84,436.48		25,250.00	91,796.04	1,016,994.50
Total 3680 NEFH Fund	975,407.76						1,066,203.80
Total 3600 Board Designated Funds	1,223,747.55	41,819.37	108,283.58		33,797.46	116,305.49	1,340,053.04
3700 Revolving Accounts							
3705 Archives	6,839.60				1,815.00	(1,815.00)	5,024.60
3707 Accounting Services	10,700.00			4,000.00		4,000.00	14,700.00
3709 Legal Services	16,242.29						16,242.29
3710 Equalization				47,470.28	47,470.28		
3711 Equalization - Restricted							
3712 FUM Intervisitation	1,226.49			16.78		16.78	1,243.27
3713 FUM Earmarked Donations (per 2009-54)	295.22			2,230.00	2,083.41	146.59	441.81
3714 Peace Tax Fund							
3715 Peacemaker	1,784.36						1,784.36
3720 Prejudice & Poverty	7,553.47				4,500.00	(4,500.00)	3,053.47
3725 Puente de Amigos	12,860.47			7,197.00	6,510.95	686.05	13,546.52
3730 Sufferings - Restricted	2,675.62				2,800.00	(2,800.00)	(124.38)
3732 Sufferings - Unrestricted	25,000.00						25,000.00

	Balance	Interest and	Change in	Other			Balance
	Sept 30, 2019	Dividends	Fair Market	Income	Expenses	Net Change	Sept 30, 2020
			Value				
3740 CE Pubs							
3750 M & C Pubs							
3755 Student Loan	50,878.11	37.72	97.66	35.75	49,428.75	(49,257.62)	1,620.49
3760 Young Friends Travel	3,092.36						3,092.36
3775 Continuing Projects	46,560.44			6,450.00	7,791.92	(1,341.92)	45,218.52
3780 FCNL Pass through							
Total 3700 Revolving Accounts	185,708.43	37.72	97.66	67,399.81	122,400.31	(54,865.12)	130,843.31

Notes

^a 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 state of the Yearly Meeting Operating Reserves at the beginning of the new fiscal year.

^b Operating Reserves are composed of Working Capital plus Quasi-Endowment.

Permanently Restricted Funds

Fund	Balance Sept 30, 2019	Unavailable	Available FY2020 ¹	Expenses	Interest & Dividends	Change in Fair Market Value	Balance Sept 30, 2020
3802 Endowment Fund	56,287.70	54,132.38	2,155.32	2,155.32	2,087.46	5,405.09	61,624.93
3804 Alice Needham	19,338.37	18,597.88	740.49	740.49	717.17	1,856.99	21,172.04
3806 Amy S. Hayden	63,721.64	61,281.65	2,439.99	2,440.00	2,363.15	6,118.94	69,763.73
3808 Anna M. Brown	40,747.62	39,187.37	1,560.25	1,560.25	1,511.15	3,912.84	44,611.36
3810 Freedmen's	143,393.54	137,945.38	5,448.16	4,000.00	5,317.82	13,769.52	158,480.88
3812 FUM Foreign Missions	52,119.94	50,124.20	1,995.74	1,995.74	1,932.89	5,004.87	57,061.96
3814 FUM Home & Foreign	7,297.21	7,017.79	279.42	279.42	270.62	700.72	7,989.13
3816 FUM Ramallah	65,902.56	63,379.06	2,523.50	2,523.50	2,444.03	6,328.37	72,151.46
3824 Mosher Book & Tract	90,526.27	87,176.42	3,349.85	6,000.00 ²	3,357.21	8,692.89	96,576.37
3826 Phillips/Purington/Hawkes	28,070.89	26,996.02	1,074.87	1,074.88	1,041.02	2,695.54	30,732.57
3828 Pittsfield/Vamey	10,376.57	9,992.59	383.98	0.00	384.82	996.42	11,757.81
3830 Susan B. Kirby	9,166.05	8,815.07	350.98	350.98	339.93	880.18	10,035.18
3832 West Falmouth Prep Mtg	4,751.60	4,569.65	181.95	181.95	176.22	456.28	5,202.15
Total 3800 Permanently Restricted	591,699.96	569,215.46	22,484.50	22,769.60	21,042.52	54,485.77	647,159.57

Notes

1. Available amounts for FY2020 were 4% of 3-year average of total values FY17-FY19
2. Permission was obtained from Permanent Board to pay out funds in excess of the listed "Available FY2020" in order to fulfill a grant of the Mosher Book and Tract Fund that had been promised, but not paid out, in FY19 (PB Minute 20-42).

Operating Reserves ¹

	Balance Sept 30, 2019	Interest and Dividends	Change in Fair Market Value	Other Income	Expenses	Net Change	Balance Sept 30, 2020
3500 Working Capital	(19,838.75)			45,940.46		45,940.46	26,101.71
3900 Retained Earnings + Net Income	45,940.46				52,503.55	(52,503.55)	(6,563.09)
Total (9/30/2020 = Working Capital Oct 1 FY2021)	26,101.71			45,940.46	52,503.55	(6,563.09)	19,538.62
3600 Board Designated Funds							
3650 Quasi-Endowment (Investments)	194,059.82	7,196.81	18,634.81		7,430.06	18,401.56	212,461.38
Total Operating Reserves	220,161.53	7,196.81	18,634.81	45,940.46	59,933.61	11,838.47	232,000.00
Total Expense Budget 2020							878,137.00
Total Operating Reserves as Percent of Expense Budget ²							26.40%

Notes

1. Operating Reserves are composed of Working Capital plus Quasi-Endowment.
2. Per Section 2.3.1 of the Financial Handbook, "It is the Finance Committee's policy to have an operating reserve equal to one quarter of the annual budget (3 months) at the beginning of each fiscal year." The reserve amount for FY20 therefore adheres to this policy.

Friends Camp Report
December 5, 2020

The Friends Camp Committee is forwarding a FY2021 capital and operating budget to Permanent Board for consideration at your December 12 meeting. Both budgets were approved by the Friends Camp committee on December 5, 2020.

These budgets come with some important contextual notes:

- We are planning to host in-person camp sessions in 2021. We believe that with a great deal of planning, reduced capacity, property adjustments, and more, we can host these sessions safely. Our predicted capacity includes about 53% total different campers impacted and a slight adjustment in our typical session structure.
- Our camp committee has approved a 12% increase on our daily tuition rate, as well as a more substantial increase in budgeted scholarship funds.
- These two budgets, much like the NEYM Operating Division Budget for this fiscal year, is really just a “spending plan.” With so much in our world in flux, our actual activities and financial performance could vary significantly from this plan. We will continue to operate with serving families and youth as our first priority.
- While we are predicting only about a \$10,000 deficit in Fiscal Year 2021, the impact on our cash reserves is more significant. We predict about \$20,000 in cash in our bank accounts by the end of December 2021, which we predict to be our cash low point. We are planning to increase capacity again closer to our previous capacity by the summer of 2022.

Respectfully Submitted,
Anna Hopkins (Camp Director) & Robb Spivey (Camp Treasurer)

Friends Camp
New England Yearly Meeting of Friends
FY2020 Financial Statements
Notes from the Treasurer November 30, 2020

Due to the scourge of COVID-19, which resulted in a previously unimaginable pandemic, Fiscal Year 2020 may have been the most challenging season Friends Camp has endured, both programmatically and financially, in its almost 70 years of existence. The regular camp season had to be cancelled.

Anna Hopkins, the camp's executive director, was able to offer a two-week virtual "family camp", which was important in maintaining the camp's presence and providing a service to and connection with our camper base. This was offered at no charge, but it did come with costs, including short-term employment of some counselors, so it was a drain on the treasury.

Although there were no campers on site and no camper fees, there were on-going expenses necessary for the survival of the camp, including support of our full-time executive director, plus our part-time maintenance, assistant director and office assistance staff. Other unavoidable costs included insurance, buildings and grounds, depreciation and fundraising.

All of this set the stage for a potential catastrophic deficit and a depletion of the camp's reserves, which had been painstakingly increased over the previous three years. We were able to blunt the effect of the loss of camper income through a concerted fundraising effort lead by Anna and the camp's development committee.

We were able to raise \$106,000 in individual contributions. A good portion of this came from camper families who graciously contributed some or all of their tuition deposits, which we would otherwise have returned. This compares to a typical year in which we might raise \$24,000 in individual contributions.

NEYM made a \$20,000 unrestricted donation to the camp. Working together with NEYM, we were also able to obtain \$9,000 in Economic Injury Disaster Loan assistance, which was automatically forgiven in accordance with federal rules. (Additionally, NEYM received Paycheck Protection Program funds and transferred nearly \$40,000 of this to the camp. This was not booked as income for FY2020, as this money must be considered a loan payable until we can apply for and receive loan forgiveness. Once the loan is officially forgiven, we will book the amount as income for FY2021.)

This additional income, together with Anna's efforts to minimize expenses, resulted in a total fiscal year deficit of only \$17,000, an amount which is significant, but tolerable.

Fiscal Year 2021 is shaping up to be another challenging year. As of this writing we do expect to have campers on site, but also expect state-imposed COVID-19 restrictions to limit us to 53% camper capacity. Required COVID-related expenses will also be a drain. This will result in another deficit year. Assuming an effective vaccine can be developed and will be widely distributed, we project Fiscal Year 2022 to be closer to normal, allowing us to start rebuilding our reserves.

Robb Spivey, Friends Camp Treasurer

Friends Camp
New England Yearly Meeting of Friends
STATEMENT OF ACTIVITIES
Year Ended September 30, 2020

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Program income:			
Tuition and fees:			
Gross tuition and fees	\$ 613	\$ -	\$ 613
Less camperships	-	-	-
Less discounts	-	-	-
Net tuition and fees	<u>613</u>	<u>-</u>	<u>613</u>
Contributions:			
Individuals	105,573	5,848	111,421
New England Yearly Meeting	31,355	-	31,355
Monthly and Quarterly Meetings	5,980	1,000	6,980
In-kind	-	-	-
Other	-	-	-
Total contributions	<u>142,908</u>	<u>6,848</u>	<u>149,756</u>
Other income:			
Grants	-	6,000	6,000
Off-season rentals	10,074	-	10,074
Merchandise sales	521	-	521
Other	258	-	258
Total other income	<u>10,853</u>	<u>6,000</u>	<u>16,853</u>
Net investment income	7,505	-	7,505
Earnings retained for operations released from restriction	<u>14,392</u>	<u>(14,392)</u>	<u>-</u>
Total income	176,271	(1,544)	174,727
Expenses:			
Program expenses	91,068	-	91,068
Management and administration	83,999	-	83,999
Fundraising	17,141	-	17,141
Total expenses	<u>192,208</u>	<u>-</u>	<u>192,208</u>
Net surplus/(deficit)	(15,937)	(1,544)	(17,481)
Earnings retained for operations, beginning of year	<u>1,257,905</u>	<u>8,119</u>	<u>1,266,024</u>
Earnings retained for operations, end of year	<u>\$ 1,241,967</u>	<u>\$ 6,575</u>	<u>\$ 1,248,543</u>

Friends Camp
New England Yearly Meeting of Friends
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended September 30, 2020

	Management and			
	<u>Program</u>	<u>Administration</u>	<u>Fundraising</u>	<u>Total</u>
Compensation	\$ 29,182	\$ 37,099	\$ 11,152	\$ 77,433
Benefits	7,953	10,854	3,340	22,146
Payroll taxes and fees	4,040	1,221	376	5,637
Contract services	-	4,477	-	4,477
Training	855	-	-	855
Travel, meals and lodging	370	281	87	739
Food and kitchen	844	-	-	844
Program and office supplies	196	3,602	1,633	5,431
Merchandise	-	-	-	-
Depreciation	31,997	-	-	31,997
Repairs and maintenance	9,865	-	-	9,865
Utilities	5,351	-	-	5,351
Rent - off-season office	-	2,800	-	2,800
Insurance	-	11,173	-	11,173
Professional dues and fees	-	8,077	-	8,077
Marketing	415	1,800	554	2,769
Bank fees	-	2,311	-	2,311
Miscellaneous	-	303	-	303
Total	<u>\$ 91,068</u>	<u>\$ 83,999</u>	<u>\$ 17,141</u>	<u>\$ 192,208</u>
Percentage of total	<u>47.4%</u>	<u>43.7%</u>	<u>8.9%</u>	<u>100.0%</u>

Friends Camp
New England Yearly Meeting of Friends
RESTRICTED FUNDS ACTIVITY
Year Ended September 30, 2020

Restricted Funds Activity by Fund

	<u>General</u> <u>Campership</u>	<u>Codman</u> <u>Academy</u>	<u>One Child</u> <u>at a Time</u>	<u>Level</u> <u>Ground</u>	<u>Total</u> <u>Campership</u>
Campership funds					
Beginning balance	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions received	4,935	-	1,640	-	6,575
Released to general fund	-	-	-	-	-
Ending balance	\$ 4,935	\$ -	\$ 1,640	\$ -	\$ 6,575
Net change	\$ 4,935	\$ -	\$ 1,640	\$ -	\$ 6,575

	<u>Capital</u>	<u>Grants</u>	<u>Total All</u> <u>Restricted</u>
Other funds			
Beginning balance	\$ 8,119	\$ -	\$ 8,119
Contributions received	273	6,000	12,848
Released to general fund	(8,392)	(6,000)	(14,392)
Ending balance	\$ -	\$ -	\$ 6,575
Net change	\$ (8,119)	\$ -	\$ (1,544)

Restricted Funds Income by Source

	<u>Individuals</u>	<u>NEYM</u>	<u>MM & QM</u>	<u>Other Org.</u>	<u>Total</u>
Donor restricted funds					
Campership funds					
General camperships	\$ 3,935	\$ -	\$ 1,000	\$ -	\$ 4,935
Codman	-	-	-	-	-
OCAT	1,640	-	-	-	1,640
Level Ground	-	-	-	-	-
Total campership funds	\$ 5,575	\$ -	\$ 1,000	\$ -	\$ 6,575
Capital fund	273	-	-	-	273
Total donor restricted funds	\$ 5,848	\$ -	\$ 1,000	\$ -	\$ 6,848
Grants	-	-	-	6,000	6,000
All restricted funds	\$ 5,848	\$ -	\$ 1,000	\$ 6,000	\$ 12,848

Friends Camp
New England Yearly Meeting of Friends
STATEMENT OF FINANCIAL POSITION
September 30, 2020

ASSETS

Current assets:

Cash and cash equivalents	\$ 107,370	
Accounts receivable	29,000	
Investments	<u>60,461</u>	
Total current assets		\$ 196,830

Property and equipment:

Land and land improvements	\$ 514,800	
Buildings	699,301	
Furniture, fixtures and equipment	102,987	
Construction in progress	-	
Less accumulated depreciation	<u>(223,608)</u>	
Total property and equipment		<u>1,093,480</u>

Total assets		<u>\$ 1,290,311</u>
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LIABILITIES

Current liabilities:

Accounts payable and accrued expenses		\$ 126
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Long-term liabilities:

Loans payable	\$ 39,942	
Reserve for accounting review	<u>1,700</u>	
Total long-term liabilities		<u>41,642</u>

Total liabilities		\$ 41,768
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EARNINGS

Earnings retained for operations:

Without donor restrictions	\$ 1,241,967	
With donor restrictions	<u>6,575</u>	
Total earnings retained for operations		<u>1,248,543</u>

Total liabilities and earnings retained for operations		<u>\$ 1,290,311</u>
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Friends Camp
New England Yearly Meeting of Friends
CHANGE IN CASH POSITION
Year Ended September 30, 2020

Cash at beginning of year		\$ 134,332
Net surplus		(17,481)
Adjustments:		
Change in accounts receivable	\$ (29,000)	
Net realized (reinvested) and unrealized gains on investments	(7,243)	
Additions to property and equipment	(42,759)	
One-time adjustment to furniture, fixtures and equipment	162	
Change in current liabilities	(80)	
Change in long-term liabilities	37,442	
Depreciation expense	<u>31,997</u>	<u>(9,481)</u>
Cash at end of year		<u><u>\$ 107,370</u></u>

Budgeting Philosophy

In previous years, we have been able to predict both income and expenses with a high degree of accuracy. Because so much of the program, public health environment, and more are in flux right now, we will not be able to as accurately predict either income or expenses. In this budget process, I propose that our goal as a committee should be to estimate the

- the costs of running camp during a pandemic
- a fair price for camp
- how much income we will receive for camp tuition
- how much money we could raise through development efforts
- what our overall bottom line may look like

The most important piece in understanding this budget proposal is understanding that it must be flexible!! We will adjust as we learn more about what is possible in 2021.

What happens in the future?

- If we can bring capacity up in 2022 by even 10 campers per session, and/or return to 4 2-week sessions, we can get close to breaking even in 2022.
- We could bring capacity up by building 2 new cabins in fall 2021 if it looks likely that summer 2022 will be as impacted by the pandemic
- Because we are instituting a relatively significant increase in price, we don't need to get back to pre-pandemic capacity within the next few years in order to carry on.

Things that could change before summer starts

- Prices of testing
- Capacity permitted at camp
- Length of session permitted at camp
- A cheap vehicle becomes available to buy

**Friends Camp / New England Yearly Meeting
Proposed FY2021 Operating Budget
Executive Summary**

12/1/20

	<u>FY21 Budget</u>	<u>FY19 Actual</u>
INCOME		
4100 Summer Program Fees - net of camperships	\$ 280,869	\$ 382,305
4200 Contributions and Grants Received	78,400	44,956
4300 Other Operating Income (includes PPP loan forgiveness)	69,307	38,971
TOTAL INCOME	<u>\$ 428,576</u>	<u>\$ 466,232</u>
EXPENSE		
5100 Staff Expense	\$ 265,043	\$ 224,008
5200 Summer Program	65,466	88,931
5300 Property Expense	68,798	54,303
5400 Administrative Expenses	38,723	37,707
5600 Off-Season Programs	-	9,540
5700 Miscellaneous Expense	-	12
5710 Donations to Other Organizations	550	850
TOTAL EXPENSE	<u>\$ 438,580</u>	<u>\$ 415,352</u>
NET OPERATING INCOME	<u>\$ (10,004)</u>	<u>\$ 50,880</u>

**Friends Camp / New England Yearly Meeting
Proposed FY2021 Operating Budget**

12/1/20

	FY21 Budget	Notes	FY20 Actual	FY19 Actual
INCOME				
4100 Summer Program Fees				
4101 Summer Camp Tuition (Gross)	\$ 295,840	See Tuition Tab. 12% daily tuition increase for all sessions this number assumes a 20% increase in need overall compared to 2019 (on top of tuition increase), but takes into account that fewer children will be attending camp	\$ 613	\$ 403,223
Less unfunded camperships granted	(14,971)		-	(27,932)
4102 Extra Day Between Sessions Fee	-		-	2,000
4103 Teen Session Hiking Trip Fees	-		-	1,520
4104 Camper Transportation Fees	-		-	3,986
4142 Staff Children Discounts Granted	-		-	(492)
4143 Auction Discounts Given	-		-	-
Total 4100 Summer Program Fees	\$ 280,869		\$ 613	\$ 382,305
4200 Contributions Received				
4201 Contributions from Individuals	\$ 47,000	Based on development plan. An ambitious goal.	\$ 105,573	\$ 23,497
4202 Contributions from Monthly & Quarterly Meetings	5,000		5,980	4,555
4211 Contributions from NEYM	2,400	ACA accreditation	22,355	3,309
4025 Resident Fellows Grant	-		-	-
4221 Capital Fund Income	-		8,392	3,215
4231 Grants Income	24,000	Grants from OBBF, Oak Grove, Legacy Fund	6,000	10,381
Total 4200 Contributions Received	\$ 78,400		\$ 148,300	\$ 44,956
4300 Other Operating Income				
4311 Off-Season Rentals	\$ 18,200	6 weeks Westview Cottage rental, 4 weddings in September	\$ 10,074	\$ 27,224
4321 Merchandise Sales	4,505	53% of camper humans	521	7,173
4331 Interest and Investment Income	-		7,505	3,853
4341 Misc Operating Income	-		258	722
4351 Paycheck Protection Program Loan Forgiveness	46,602		-	-
4352 Economic Injury Disaster Loan Income	-		9,000	-
Total 4300 Other Operating Income	\$ 69,307		\$ 27,358	\$ 38,971
7110 General Campership Fund				
7111 General Campership - Transfer from Equity Account	\$ -		\$ -	\$ -
7112 General Campership - Contributions Received	14,000	part of development plan	4,935	6,695
7117 General Campership - Release to Camp Tuition	(14,000)		-	(6,695)
7119 General Campership - Transfer to Equity Account	-		(4,935)	-
Total 7110 General Campership Fund	\$ -		\$ -	\$ -
7120 Codman Academy Fund				
7121 Codman- Transfer from Equity Account	\$ -		\$ -	\$ 982
7122 Codman Academy- Contributions Received	-		-	1,125
7127 Codman Camperships Given- Release to Camp Tuition	-		-	(2,107)
7129 Codman- Transfer to Equity Account	-		-	-
Total 7120 Codman Academy Fund	\$ -		\$ -	\$ -
7140 One Child at a Time Fund				
7141 OCAT- Transfer from Equity Account	\$ -		\$ -	\$ -
7142 OCAT- Contributions Received	-		1,640	552
7147 OCAT Camperships Given- Release to Camp Tuition	-		-	(552)
7149 OCAT- Transfer to Equity Account	-		(1,640)	-
Total 7140 One Child at a Time Fund	\$ -		\$ -	\$ -
7150 Level Ground Fund				
7151 Level Ground - Transfer from Equity Account	\$ -		\$ -	\$ -
7152 Level Ground - Contributions Received	-		-	3,385
7157 Level Ground - Release to Camp Tuition	-		-	(3,385)
7159 Level Ground - Transfer to Equity Account	-		-	-
Total 7150 Level Ground Fund	\$ -		\$ -	\$ -
7210 Capital Fund				
7211 Capital Fund- Transfer from Equity Account	\$ -		\$ 8,119	\$ 2,280
7212 Capital Fund- Contributions Received	-		273	585
7217 Capital Fund- Release to Current Year Projects	-		(8,392)	(2,865)
7219 Capital Fund- Transfer to Equity Account	-		-	-
Total 7210 Capital Fund	\$ -		\$ -	\$ -
7220 Grants				
7221 Grants - Transfer from Equity Account	\$ -		\$ -	\$ -
7222 Grants - Grants Received	24,000		6,000	18,500

**Friends Camp / New England Yearly Meeting
Proposed FY2021 Operating Budget**

12/1/20

	FY21 Budget	Notes	FY20 Actual	FY19 Actual
7227 Grants - Released to Current Year Projects	(24,000)		(6,000)	(10,381)
7229 Grants - Transfer to Equity Account	-		-	(8,119)
Total 7220 Grants	\$ -		-	-
TOTAL INCOME	\$ 428,576		\$ 176,271	\$ 466,232
EXPENSE				
5100 Staff Expense				
5110 Director				
5111 Director Salary	\$ 56,986	2.2% COL	\$ 55,760	\$ 54,400
5112 Pension Plan - Employer (10 %)	5,698	10% of salary Assume 5% increase from FY2020	5,576	5,440
5113 Health & Disability Insurance - Employer	8,825	Actual	8,398	8,743
Total 5110 Director	\$ 71,509		\$ 69,734	\$ 68,582
5120 Support Staff				
5121 Maintenance & Cleaning	\$ 21,000		\$ 11,580	\$ 19,348
5122 Kitchen	21,000		-	21,380
5123 Assistant Directors/ Leadership Staff	18,400	2 4-month assistant directors+ summer office manager	1,929	10,780
5124 Nurse	11,520	double nursing hours total and increase to from \$18-\$20/hour	-	5,247
5125 Senior Consultant	-		-	-
5126 Winter Assistant Director/ Office Work	3,000	10 hours/ week at \$15/hour January- May	855	1,754
Total 5120 Support Staff	\$ 74,920		\$ 14,363	\$ 58,508
5130 Counselors				
5131 Counselor Salaries	\$ 81,675	26 counselors at \$275/week each for 10.5 weeks (last year was 9 weeks). 8 counselors arrive 3 weeks early as work crew.	\$ 6,480	\$ 58,293
5132 International Staff Agencies	-	not likely in 2021	-	1,686
Total 5130 Counselors	\$ 81,675		\$ 6,480	\$ 59,979
5140 Staff Development				
5141 Professional Development- Director	\$ 800	no travel likely, all online programs (2 conferences @\$200 and 8 webinars at \$50)	\$ 511	\$ 2,799
5142 Staff Orientation & Safety Training	5,000	20% increase because no lifeguards already trained from last year. May need to bring trainers on site?	344	4,479
Total 5140 Staff Development	\$ 5,800		\$ 855	\$ 7,278
5150 Travel, Meals and Lodging				
5151 Director Travel, Meals, and Lodging	\$ 1,400	4 round trips to camp, plus 10 other trips within 1 hour drive	\$ 433	\$ 4,541
5152 Summer Staff Travel, Meals, and Lodging	2,200		306	2,796
Total 5150 Travel, Meals, and Lodging	\$ 3,600		\$ 739	\$ 7,337
5160 Other Staffing Expense				
5161 Workers Compensation	\$ 8,500	5% increase	\$ 8,172	\$ 8,460
5162 Payroll Taxes	16,339	higher in proportion with salaries background checks, advertisements for positions	5,637	12,948
5163 Staff Hiring Expense	1,200		260	915
5164 Resident Friend Stipends and Travel	-		-	-
5165 Staff Time Off Expenses	1,500	Since staff cannot have normal time off, we provide take-out food, ice cream trips, movie rentals, wifi, etc. This amount flexible in use, chosen by staff over staff orientation (about \$5/ staff/ week)	-	-
Total 5160 Other Staffing Expense	\$ 27,539		\$ 14,069	\$ 22,323
Total 5100 Staff Expense	\$ 265,043		\$ 106,240	\$ 224,008
5200 Summer Program				
5210 Kitchen Expenses				
5211 Summer Food	\$ 39,693	see food budget tab	\$ 431	\$ 52,752

**Friends Camp / New England Yearly Meeting
Proposed FY2021 Operating Budget**

12/1/20

	FY21 Budget	Notes	FY20 Actual	FY19 Actual
		extra cleaning supplies (ACA recommends twice, but we usually underspend on this by quite a lot so did 3x)		
5212 Housekeeping & Kitchen Supplies	3,000		-	985
Total 5210 Kitchen Expenses	\$ 42,693		\$ 431	\$ 53,737
5220 Summer Vehicles & Transportation				
5221 Summer Van Rental	\$ -		\$ -	\$ 9,538
		reimbursement to staff using cars. About 1200 miles, about 5 trips to town per week)		
5222 Summer Vehicle Fuel & Tolls	600		-	712
5223 Summer Vehicle Insurance	-		-	(336)
5224 Charter Bus (NEYM Sessions)	-		-	2,395
5225 Other Transportation Expense	-		-	354
Total 5220 Summer Vehicles & Transportation	\$ 600		\$ -	\$ 12,663
Other Summer Program				
5231 Medical Supplies	\$ 8,859	see budget tab	\$ 32	\$ 709
5241 Program Supples (Arts, Aquatic, Sports etc.)	6,000		164	6,890
5251 Merchandise	3,628	53% as many campers	-	6,845
		70% amount of laundry (campers + staff)		
5261 Summer Laundry	3,686		-	5,265
5271 Stayover Between Sessions Expenses	-	no stayover	-	1,760
5281 Teen Session Camping Trips Expense	-	no field trips	-	1,060
Total Other Summer Program	\$ 22,173		\$ 196	\$ 22,531
Total 5200 Summer Program	\$ 65,466		\$ 626	\$ 88,931
5300 Property Expense				
5310 Depreciation				
5311 Depreciation- Buildings	\$ 23,000		\$ 21,469	\$ 19,715
5312 Depreciation- Furniture, Fixtures, and Equipment	11,500		10,516	6,945
Total 5310 Depreciation	\$ 34,500		\$ 31,985	\$ 26,660
5321 Buildings & Grounds Supplies & Services	\$ 21,000		\$ 10,345	\$ 14,921
5330 Utilities				
5331 Telephone & Internet	\$ 3,000		\$ 2,432	\$ 2,917
5332 Heating Oil	500		-	887
		total weeks staff on site 13.5, instead of 9		
5333 Trash Removal	1,198		716	799
5334 Electric	4,200		1,923	4,009
5335 Propane	1,600		432	1,311
Total 5330 Utilities	\$ 10,498		\$ 5,503	\$ 9,923
5341 Winter Office Rent	2,800		2,800	2,800
Total 5300 Property Expense	\$ 68,798		\$ 50,633	\$ 54,303
5400 Administrative Expenses				
5411 Property and General Liability Insurance	\$ 8,500	credit from FY2020	\$ 11,173	\$ 10,702
5421 CampMinder Online/ Camp Brain	\$ 3,840	switch to CampBrain	4,640	4,800
5430 Accounting				
5431 Credit Card and ACH Fees	\$ 3,383	lower with lower tuition paid	2,159	4,605
5432 Payroll Expenses	2,800		1,964	2,970
5433 Accounting Services	1,500		-	125
5434 Bank Service Charges	-		14	5
5435 Professional Accounting Review	1,700		2,500	1,400
5436 Interest Expense	-		-	(0)
Total 5430 Accounting	\$ 9,383		\$ 6,637	\$ 9,105
5441 Memberships and Subscriptions	\$ 4,000	moving some categories from office	\$ 3,437	\$ 3,400
5450 Marketing				
5451 Printing	\$ 1,800		\$ 1,666	\$ 1,705
5452 Website Design & Changes	1,000		598	471
5453 Advertising Expenses	2,500	in case enrollment is down	505	1,127
5454 Newsletter	800		-	1,596
Total 5450 Marketing	\$ 6,100		\$ 2,769	\$ 4,899
5461 Office Supplies and Services	3,200	may require new computer	2,393	2,977
5471 Fundraising Mailings	2,500	Increased fundraising efforts	1,633	767
5481 Postage	1,200		1,208	1,057
5491 Other	-		40	-
Total 5400 Administrative Expenses	\$ 38,723		\$ 33,931	\$ 37,707
5600 Off-Season Programs				
5611 Off-Season Food	\$ -	no rental group food service in 2021	\$ 413	\$ 3,957

**Friends Camp / New England Yearly Meeting
Proposed FY2021 Operating Budget**

12/1/20

	FY21 Budget	Notes	FY20 Actual	FY19 Actual
5621 Off-Season Staff for Retreats & Gatherings	-	no rental group food service in 2021	830	5,584
Total 5600 Off-Season Programs	\$ -		\$ 1,243	\$ 9,540
5700 Miscellaneous Expense				
5701 Reconciliation Discrepancies	\$ -		\$ -	\$ -
5702 Bad Debt Writeoff	-		-	-
5709 Other Miscellaneous Expense	-		4	12
Total 5700 Miscellaneous Expense	\$ -		\$ 4	\$ 12
5710 Donations to Other Organizations				
5711 Donations to Local Organizations	\$ 100		\$ -	\$ 100
5712 Simple Meal Donation	450	60%	-	750
Total 5710 Donations to Other Organizations	\$ 550		\$ -	\$ 850
TOTAL EXPENSE	\$ 438,580		\$ 192,677	\$ 415,352
NET OPERATING INCOME	\$ (10,004)		\$ (16,406)	\$ 50,880
Other Income (Expense)	-		\$ -	\$ -
NET INCOME	\$ (10,004)		\$ (16,406)	\$ 50,880

**Friends Camp FY2021
Proposed Tuition Calculations**

12/1/20

	2020
Daily Rate- 2020 Medium	\$ 70.00
10% Inc Daily Rate- 2021 Medium	\$ 77.00
12% Inc Daily Rate- 2021 Medium	\$ 78.40
15% Inc Daily Rate- 2021 Medium	\$ 80.50
20% Inc Daily Rate- 2021Medium	\$ 84.00

Total Number of Camp Program Days
Total Number of Camper Humans/CITs

	2019	2021	Multiplier
Total Number of Camp Program Days	56	53	95%
Total Number of Camper Humans/CITs	411	219	53%

Friends Camp Proposed FY2021 Capital Budget

1-Dec-20

Expenditures	Amount	Timeline	Notes
New Water Heater, Owl Cabin	\$ 1,200	Spring 2021	
New Roof, Owl Cabin	\$ 2,200	Fall 2020	
COVID-19 Specific Modifications, Structures		Spring 2021	
New Windows, Improved Ventilation for 7 cabins	\$ 9,400		Windows in 7 cabins at \$1,200 each, plus exhaust fans as needed.
Cubbies in all youth cabins for ease of cleaning	\$ 4,500		Requirements for individually labelled cubbies for each youth, 13 total cabins
Three additional shade/rain structures for outdoor programming	\$ 3,600		purchase rain and shade covers, and install Building additional picnic tables and benches, most meals served outdoors
Additional outdoor seating for eating and programming	\$ 2,400		New floor installed, mold removal, new wall and ceiling, etc
Modifications/improvements to health hut buildings	\$ 4,000		Back side of current health hut converted to larger laundry room to meet need of increased cleanliness
New & improved laundry room installed	\$ 6,000		funding to retro-fit a space at camp into an isolation space for anyone with COVID-19 symptoms
Isolation space	\$ 2,400		bunks needed to transform staff cabins into youth spaces
Installing additional bunks in two cabins	\$ 2,100		Staff time-off space on camp (wifi, comfortable beds, etc)
Any additional leftover funds--			
Total COVID-19 Specific Modifations, Structures	\$ 34,400		
2 New Youth Cabin to allow for distance requirements	\$ 30,000	Fall 2021	
Total Expenditures	\$ 67,800		
Sources of Funding			
Annual Budgeted Depreciation	\$ 34,500		
Grant Funding for COVID-19 projects: OBBF, Oak Grove, Legacy Funds	\$ 24,000		
Reserves	\$ 9,300		
Total Sources of Funding	\$ 67,800		

Proposed Charge: Hosts for Gatherings on Spiritual Life & Ministry

Charge:

This group will design, plan, host, and support the evaluation of three gatherings of New England Friends per year—seasonally in spring, autumn, and winter—seeking to nurture the spiritual life and ministry within their local meeting.

In this work, hosts shall collaborate and coordinate closely with the Yearly Meeting Secretary, Events Coordinator, and Quaker Practice & Leadership Facilitator.

Composition:

5-7 Friends, including the Interim Clerk of Ministry and Counsel.

Reporting:

The host group is accountable to the Permanent Board, and will report, at a minimum, following each gathering. Reports on this experiment will be given to Sessions in 2021 and 2022.

While the host group will not be directly responsible for producing long-term recommendations, the learning and insights of the host group will inform recommendations to the Permanent Board and Sessions on next steps in supporting ministry and spiritual life among New England Friends. These recommendations will be created by the Ministry Transition Team¹, under the care of the Permanent Board.

Purpose of gatherings:

To nurture spiritual life and ministry within local meetings in New England, with particular emphasis on the nurture of individuals carrying gifts of ministry and eldership at various stages of development.

No business of New England Yearly Meeting will be conducted at these gatherings.

¹ The "Ministry Transition Team" consists of the Interim Clerk of Ministry & Counsel, the Clerk of the Permanent Board, the Clerk of the Ministry & Spiritual Life Working Group, the Quaker Practice and Leadership Facilitator, and the Yearly Meeting Secretary.

More Detailed Guidance: Hosts for Gatherings on Spiritual Life & Ministry

The group of Friends appointed to serve as the hosts for gatherings on spiritual life and ministry should bring a combination of the following qualities and gifts:

1. Friends who are committed to [the vision for this experimental work](#), as articulated in the approved recommendations of the Working Group on Ministry and Spiritual Life, and both committed to and prepared for the challenge of helping people and meetings to move and grow over time;
2. At least some members need substantial experience serving in public ministry, and in eldership, spiritual nurture, and accompaniment in Friends communities;
3. Friends who can accept and recognize the present condition of Friends more widely, including the different levels of comfort with “ministers”, “ministry”, and the explicit, intentional nurture and naming of gifts;
4. Understand the spectrum of language and condition of Friends on a ministry journey, and local meetings—who can speak to, and make space for, the “deep end” and the “shallow end”;
5. Friends who work well collaboratively, comfortable with short turnaround time;
6. Willingness and demonstrated capacity to “do the dishes”, keep commitments, recognize their limitations, follow through;
7. Comfortable with experimentation, and with giving, soliciting, and receiving feedback;
8. Compassionate and aware of the hurt among us in relation to this work, able to empathize, remain grounded, and not to get sidelined by reactivity or anxiety;
9. Comfortable with honoring joy as well as sorrow;
10. People who are themselves yearning for the nourishment of the depths and growing edges of these conversations;

11. Gifts in inclusive hosting, hospitality, welcoming, including both in digital and in-person contexts (a sense of what Friends may need in order to be encouraged to fully participate);
12. Awareness of the life and spiritual condition in the meetings in their area/region;
13. Not afraid to make mistakes (and learn from them);
14. Some experience with setting boundaries for the good of the group, and some awareness of what those boundaries may need to be in order to support these gatherings;
15. Understand dynamics of culture change, and the challenges of cultural persistence, and be willing to be proactive and responsive in helping nurture a new culture;
16. Experience with group facilitation/program leadership, in both digital and in-person settings;
17. Willingness to take initiative and receive direction, and to work in an integrated way with wider YM context/leadership;

Indications of success, hoped-for outcomes, and evaluation for gatherings on ministry & spiritual life:

1. Participants report feeling more “seen”, both for their own gifts and service, and in the condition of the meeting in which they serve
2. Participants are able to recognize various expressions of ministry in their own meeting community—including recognition of the developmental spectrum of emergence, growth, and maturity of a call—and grow in their understanding of “ministry”
3. Participants grow in their understanding of how ministry can be nurtured within a meeting community in a way that is directly applicable to current conditions within their own meetings

4. Meetings grow in their ability to steward gifts of ministry and tending to the “soil conditions” necessary for vibrant, prophetic^{*1}, inclusive spiritual communities
5. Participants grow in their awareness of the supports available to them and others in their meeting via NEYM including the website, workshops, and peer circles
6. Participants make meaningful connections with other Friends, both those responding to similar calls, and those exercising complementary or distinct gifts. These connections weave a web of relationships both within and among meetings
7. Participants feel encouraged to express their gifts more fully in their own contexts
8. Participants bring back to their meetings enthusiasm, confidence, and joy
9. The sharing and reflection of Friends, both during and because of these gatherings, enriches New England Friends’ understanding of both the qualities of thriving meetings, and of the spiritual condition of local meetings

Advices and queries to anchor and guide this work:

During the Gatherings

- Ensure a meaningful opportunity for waiting worship at each gathering
- Ensure a substantive opportunity for content/learning related to Friends traditions and practices of ministry and eldership
- Hold space for those actively engaged in ministry or its nurture to connect with each other and to share about their recent experiences and experiments
- Nurture mutually supportive relationships amongst participants
- Reflect on the current practice of ministry, eldership, and spiritual life in local meetings
- Honor the challenges of this work
- Share upcoming opportunities to nurture ministry and spiritual life
- Celebrate how Friends are experimenting, building capacity, and being faithful in the nurture of ministry and spiritual life

¹ “Prophetic” here means both a capacity to criticize the current condition of relationships, society, and the world that does not reflect God’s purposes, and to lift up and make available vision, energy, and possibility that reflect the Spirit’s purposes, character, and invitation. To be prophetic is to make Spirit available in our context, and to participate in the continual inbreaking of the Reign of Heaven in the world.

Queries to hold throughout:

- *In regard to nurturing those called to ministry or eldership, what can the Yearly Meeting in particular help to happen that local meetings cannot do on their own?*
- *How are we honoring the unique and essential role that local meetings have to play in the work of nurturing ministry, while also honoring the current struggles, conditions, and capacity limitations of each meeting in this work?*
- *Where and how in this gathering can we hold space open for new life and new insights to emerge?*
- *How can we help those participating to share concrete, specific experiences with one another? How can we help them explore both the process of the practice, as well as the outcome?*
- *In what ways can we help participants reflect on and share how (and where) the fruits of the Spirit are evident in our recent service?*
- *How can we remain attentive to the ongoing nurture of gifts, and to Friends' growing capacity to nurture them? What gifts are we nurturing? What challenges to the nurture of gifts are we encountering, or seeking guidance and support to move through?*
- *How can we ensure particular, nourishing attention to gifts of "preaching" and "teaching"—that is, gifts of vocal ministry and religious education?*
- *Hold an ongoing awareness for three "conversations":*
 - *What is the call and challenge of living into ministry?*
 - *What is the relationship of the minister and ministry to the local meeting?*
 - *How do we enrich the soil of local meetings for growing vibrant ministry?*

Report to the Permanent Board from the Reducing Financial Barriers to Leadership Working Group

December 12, 2020

At Sessions 2019 NEYM approved recommendations related to inclusive leadership development, including a request to explore ways that financial support could be offered to Friends to make volunteer leadership roles more accessible to a wider range of people. Building on the report of the Clerking Structures and Practices Working Group (CSPWG), the Reducing Financial Barriers to Leadership Working Group, has met weekly since September to review that report, discuss the current financial support available to Friends in leadership roles, and discern a way forward.

Throughout our conversations and discernment our goal was to think creatively about how financial support could clear the way for a more diverse group of Friends to accept leadership positions, whether this was achieved through streamlining our reimbursement process or offering stipends to people in the roles that require the largest time commitments. Though the working group believes that our recommendations will aid in the recruitment of a more diverse group of leaders, we also note that few Friends directly cite finances as the reason that they have said no when asked to serve; rather, many Friends cite time as the limiting factor. We hope that further attention will be paid to the cultural and structural reasons (like the large time commitments required of these roles) that Friends turn down these positions, detailed in the report from the CSPWG. Additionally, we imagine that there may be further ways that financial support could aid in future changes that may be made to address the cultural and structural barriers, thus, we recommend that a future iteration of our working group meet again if prudent.

As part of the process of developing these recommendations, we consulted with the Accounts Manager about the current structure of the Yearly Meeting's reimbursement process and ways that it could be improved. We also met with the Yearly Meeting Secretary, the Treasurer, and the clerk of the Finance Committee to discuss the feasibility of stipends for some leadership positions.

Our group discerned five areas of recommendations to the Permanent Board: reimbursements, stipends, a survey, leadership development, and burnout prevention. In the end we bring three specific recommendations to the Permanent Board and share commentary from our discussions on two other areas.

Reimbursements:

We recommend that the reimbursement process for all volunteers be made more transparent and accessible by improving the submission process and the communication of guidelines.

1. Reimbursement Forms:
 - a. Create an electronic online form for volunteers to use for reimbursement.

- i. This avoids the need for volunteers to have access to a printer and stamps in order to be reimbursed.
 - ii. If possible, embed a mileage calculator into the form itself.
 - iii. Have committee clerks using a @neym.org email address include a link to the electronic reimbursement form in their signature line.
 - b. Include reimbursement for caregiving expenses on both paper and electronic forms.
 - i. Update the webpage using language that is easy to understand and explain, and clearly conveys the current reimbursement policy for caregiving.
 - ii. Expand the caregiving reimbursement policy to allow for reimbursement to do committee work, rather than only to attend committee meetings (for example, for time spent preparing reports, minutes, or the agenda).
 - c. Offer the option of direct deposit reimbursement through Expensify for volunteers who are reimbursed frequently.
 - d. Clarify what documentation is required, if any, on both paper and electronic forms.
 - e. Make it clear that reimbursement is still possible after three months, while still encouraging Friends to submit reimbursement requests in an on-going manner through the year.
- 2. Equipment such as laptop, printer and internet services:
 - a. Formalize a process for funding equipment for volunteer leaders, and include documentation in written materials (webpage, graphic, brochure) developed to overview available supports. Currently, we rely on individual nominators to verbally convey the availability of these supports.
- 3. Communicating the Process:
 - a. Create a brochure or graphic for NEYM volunteers that explains the support available to them in their service. Share these resources with all volunteers every six months.
 - b. Integrate these explanatory materials into the nominations process, along with specific questions about supports needed in order to serve.

Stipends:

We recommend that a stipend be offered to each of these five volunteer leadership positions: Clerks of Ministry and Counsel, Permanent Board and Nominating Committee; Presiding Clerk; and Treasurer. After a trial period, an evaluation would be made to learn if this practice successfully created an opportunity for more people, and more people of diverse backgrounds, to accept leadership roles.

1. We recommend a \$250/mo (\$3,000/yr) stipend for each of the above volunteer leaders.

- a. We feel this amount is enough to show appreciation and demonstrate that their service is valued without being seen as a paid position.
 - b. This amount could be adjusted to \$750 quarterly if requested.
 - c. The total annual cost for 5 volunteers would be \$15,000.
2. We recommend that these stipends be paid to each of the above volunteers automatically.
 - a. No request from the volunteer shall be required.
3. We recognize that stipends are subject to taxation, and require a 1099 form.
4. We recommend this process begin at the start of FY 2022 (Oct.1, 2021), and that it continue for a minimum of 3 years to assess its value and effectiveness.
5. We note that stipends can be used by the recipient for any personal expenses and costs, including those needed for self-care and burnout prevention.

Survey

We recommend a survey to ascertain more information about the Friends who have and have not accepted leadership positions in the Yearly Meeting, Quarterly Meetings, and Monthly Meetings.

1. Suggestions for questions to include in a survey (though the survey need not be limited to these questions):
 - a. Demographic information
 - i. Age bracket (under or over 50)
 - ii. Working full-time, part-time, or retired
 - iii. Child or elder care needs
 - iv. New or seasoned Friend
 - b. Reasons for not serving
 - i. Role requires too much time
 1. What is your major time commitment: work, parenting/caregiving, service to your meeting, other
 - ii. Financial barrier(s)
 - iii. Commitment too long
 - iv. Didn't feel I had the right gifts/skills
 - v. Didn't feel like the right fit for my gifts/skills/leadings
 - vi. The work didn't feel like a meaningful use of my time
 - vii. Was led to serve in my local meeting
 - c. Support while serving in leadership positions
 - i. What types of support were offered?
 - ii. Was the support useful?
 - iii. What other support would have made the position more doable?

2. Survey recipients
 - a. Friends that the nominating committees think would have useful insight.
 - b. Friends that QM and MM clerks think would have useful insight.
 - c. Provide a link to the survey in the Yearly Meeting newsletter so that Friends may also self-select to fill out the survey.
3. The results of this survey would be read and collated by a future working group, and shared with the Permanent Board.

Leadership Development

The working group spent time discussing whether there were additional ways that leadership development in the Yearly Meeting could be financially supported. We recognized that the Yearly Meeting has significantly increased its support of leadership development in the past two years through the creation of the Quaker Practices and Leadership Facilitator staff role and the programs that have been developed, implemented, and supported through that role. In our conversations together, and including input from Nia Thomas, it does not seem like further financial support of leadership development programs would currently be useful. We are grateful for the increase in programming in this area in the last two years and hope that it will continue. We hope that in the next few years there will be additional assessments of the leadership development programming offered by the Yearly Meeting and that at that time there will be an opportunity to request further funding for leadership development if that is prudent.

Burnout Prevention

The working group had many conversations about ways to reduce burnout among our leaders, drawing both on commentary from the CSPWG as well as our own experiences serving with Friends. We do not currently have a specific recommendation to financially support burnout prevention, but we want to highlight our hope that Friends will be more open about the challenges faced in leadership service to the Yearly Meeting and encourage each other to seek the necessary resources needed for personal support. In providing stipends to the Clerks of Ministry and Counsel, Permanent Board and Nominating Committee, the Presiding Clerk, and the Treasurer, we hope that these funds will be used not only for expenses related to their work (e.g. internet service), but also for whatever self-care might support their service to the YM.

Respectfully submitted,

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