

## **FINAL 2 September 24, 2016 PB Minutes**

New England Yearly Meeting of Friends  
Permanent Board Minutes  
September 24, 2016  
Hartford Friends Meeting

**16-63 Opening Worship:** Permanent Board Friends gathered in worship with members of Ministry and Counsel at Hartford Friends Meeting, Hartford, Connecticut. The PB Clerk shared Ezekiel's words (Ez. 37:7-14) about bones coming to life.

**16-64 Presiding Clerk Report** (attached): Reflecting on an article about organizational sustainability, the Presiding Clerk noted that NEYM has an abundance of resources, not just money. He recalled the "Lamb's War" of early Friends, being in the world but not of the world. We are living in a remarkable time. We are called to great witness.

**16-65 YM Secretary Report** (attached): The Secretary just returned from a gathering of Quaker superintendents and secretaries. Many YMs are facing the challenges of declining membership and resources, and feeling that ministry to the world is more needed than ever. He was reminded that the life of a community of faith is a continuous risk. He prays that we are stewarding and caring for our resources to carry out this essential ministry.

Shortly after the end of Sessions, the Secretary attended the memorial for Connie Kincaid-Brown's son, Duncan, in New Hampshire. He noted that Hanover Friends opened a memorial and worship space for groups of people from different backgrounds to come together for that experience. Friends can offer the tenderness of our tradition to open space to hold many. He sees Friends turning outward to serve a wider, more diverse community. A risk worth taking. He expressed gratitude that we're willing to keep taking that risk.

There was a discussion of the oil-pipeline protests at Standing Rock. The voice that should be heard is the voice of the Sioux. Does our minute repudiating the Doctrine of Discovery speak to this issue?

**16-66 Traveling Ministry:** The M&C Clerk shared fruits from a review of years of YM records about traveling ministry (attached). Friends considered how we recognize and nurture gifts of ministry among us. Traveling ministry, including being called to travel to minister on a particular concern, is different from recording gifts of ministry. Some expressed concerns about naming some people as having particular gifts. What does it mean to have care and support of ministry? Those gathered discussed a variety of experiences of ministerial support from monthly meetings, quarters, and the YM. We discussed how traveling ministry relates to the tradition of eldering.

It is important to ground our work in experience. Might M&C begin by inviting those with Travel Minutes to regularly report on their ministry? Might those monthly meetings that have a strong tradition of support for those who travel in the ministry (Fresh Pond, Hanover, Mt. Toby, Portland, Putney) be invited to more clearly share their experiences and best practices? What

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role does the Faith & Practice Revision Committee have in this discussion? There is accountability to consider as we send our ministers outside of our quarters and yearly meeting. Are we endorsing a ministry to the outside world, and does NEYM need to approve it? There needs to be clearer guidelines about reporting and accountability.

Friends **approved** creating an ad hoc working group comprised of members from PB and M&C to discern what clarity is needed as the YM nurtures, supports, and holds accountable those Friends who travel in ministry.

**16-67 Roll Call:** Following the morning's joint meeting with Ministry & Counsel, the Recording Clerk called the roll of Permanent Board members:

Present: Sarah Gant, clerk; Becky Steele, recording clerk; Travis Belcher, Deana Chase (at morning session; attended Ministry & Counsel in the afternoon), Susan Davies, Jeremiah Dickinson, Hannah Zwirner Forsythe, Christopher Gant, Christopher McCandless, Jean McCandless, Elias Sanchez-Eppler, Karen Sanchez-Eppler, Sara Smith, Philip Stone, Bill Walkauskas, Donn Weinholtz.

Ex Officio: Edward Baker (Supervisor, YM Secretary), Noah Baker Merrill (YM Secretary), Bob Murray (Acting Clerk, Personnel), Shearman Taber (Treasurer), Fritz Weiss (Presiding Clerk).

Regrets: Kimberly Allen, Holly Baldwin, Justice Erikson, Ben Guaraldi, Galen Hamann, Ian Harrington, Leana Kantt, Rebecca Leuchak, Anna Radocchia, Carole Rein, Suzanna Schell, Elizabeth Szatkowski, Rosemary Zimmerman.

Absent: Tom Jackson.

Guests: Rachel Walker-Cogbill (Plainfield), Jim Grace (Beacon Hill), Leslie Manning (Durham), Allison Randall (Keene), Jackie Stilwell (Monadnock), Mary Zwirner (Beacon Hill).

### **16-68 Follow-up to YM Secretary's report:**

- Friends **approved** April 22, 2017 for a consultation on climate action.
- The YM Secretary asked for input and suggestions about the usefulness of the print version of the NEYM newsletter.

### **17-69 Minutes:**

- Friends **approved** minutes from the Permanent Board meetings of August 6, 2016 and August 11, 2016.
- Friends **approved** minutes that Sessions asked PB to review and approve in final form.

**18-70 Ad Hoc Minutes Working Group:** Friends **approved** the charge of the working group (attached).

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**16-71** The **Treasurer** made his report (attached).

**16-72 Personnel Committee:** Friends reviewed the report prepared by the Personnel Committee (attached) and discussed the implications of the Federal Fair Labor Standards Act (FLSA), scheduled to take effect on December 1. Some raised concerns that if some employees move to an hourly compensation structure, there would be pressure to keep overtime costs down unduly curtailing important ministry and burdening salaried staff (especially the YM Secretary). Finance Committee will continue to discern compensation and budgetary issues for the November meeting of Permanent Board. Following any course, we must prepare to meet higher personnel costs.

Permanent Board **approved** the Personnel Committee request to change existing personnel policy regarding the work week to read: "The NEYM pay week will begin on Sunday and end on Saturday."

**16-73 Friends Camp Committee:** The committee met last week. It continues to discern who their new clerk will be and seeks additional committee members, particularly with skills in the areas of finance and property management. People can serve on subcommittees without being members of the Friends Camp Committee. The Friends Camp nominating committee brought forward the name of Erik Philbrook (Wellesley) for the class of 2019; **Friends approved**.

**16-74 Purposes and Procedures:** The Presiding Clerk spoke of the triennial Purposes and Procedures review for all NEYM committees, citing resources available to guide that work. Friends considered the draft Purposes and Procedures of the Coordinating and Advisory Committee as a template for other NEYM committees and working groups. Purposes and Procedures are scheduled to come to Permanent Board for review and, potentially approval and forwarding to Sessions 2017, beginning at the February meeting.

**16-75 Committee on Aging:** Friends **approved** the Committee on Aging's request that it be laid down. This request will now move to Sessions 2017. The committee noted the excellent work done in the past, and that its ministry is now being continued through SAGE (Support Across Generations for Elders).

**16-76 White Supremacy Minute:** Permanent Board considered how to continue the work started by this Sessions minute.

**16-77 Ad Hoc By- Laws and Governance Working Group:** Permanent Board considered how to call Friends to start the work of writing by-laws for NEYM.

**16-78 Memorial Minute: Katherine R. Frazer.** The YM Secretary read the memorial minute for Katherine Frazer of Putney Friends Meeting, honoring her many years of spiritual and social service. Friends **approved** forwarding her memorial minute to Ministry & Counsel and Sessions.

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**16-79 Travel Minute for Ruah Swennerfelt:** Friends **approved** the Travel Minute (attached).

### 16-80 Nominations:

- YM Nominating Committee:

Friends **approved** Betsy Cazden (Archives & Historical Records, Class of 2019); and also **approved** the following members for the Moses Brown School Board, Class of 2019: Lee Jaspers (Providence), Mary Lee Morrison (Hartford), Steve Thomas (Providence), and Elizabeth (Betsy) Zimmerman (Providence).

- Internal Nominating Committee: Friends **approved** Maureen Lopes (New Haven) to serve on the Personnel Committee Class of 2018.

### 16-81 Informational Report/Announcements

- Prophetic Climate Action Working Group -- the group has met twice, and plans another gathering in Framingham the weekend of October 28-30. It plans to coordinate with Earthcare Ministry. The group noted that "we are led to form this group out of our own personal callings and do not (at least at this time) have any official relationship with NEYM."

**16-82 Closing Worship:** No further business appearing, Friends closed with worship, anticipating the next meeting in Vassalboro on November 19, 2016.

*Sarah Gant*

[Sarah Gant \(Jan 23, 2023 12:27 EST\)](#)

Sarah Gant, Clerk

Becky Steele, Recording Clerk

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*Presiding Clerk report to Permanent Board and Ministry and Counsel  
September 2016*

Dear Friends

At the Permanent Board meeting on Thursday afternoon after sessions I said something to the effect that the shape of the work before us this year had become clearer. We committed to “*engaging in interrupting white supremacy in ourselves ...*”; we committed to supporting “*ongoing nonviolent direct action for climate justice, rooted in the vision of faithfulness ...*” and we committed to supporting the Friends Ugandan Safe Transport Fund. Some of the work before us this year will be finding a way to honor these commitments with integrity. We will begin considering our responsibility at today’s meeting. I hope we will be able to hold and support these concerns in tangible ways as the Yearly Meeting finds its path forward. “All the paths of the Lord are steadfast Love and faithfulness” Psalm 25

Coordinating and Advisory Committee has started the process of the triennial review of committee purposes and procedures. Since the last review in 2014, The Yearly Meeting adopted a Statement of Purpose and five priorities to guide the work of the YM organization that includes the yearly meeting committees. Last year committees were asked to consider how the work they do aligns with this purpose and these priorities. This year we are asking committees to consider their Purpose and Procedures in the same light and make the adjustments necessary in order for the work to fully support the “vibrant and growing web of monthly meetings, quarterly meetings and other Friends communities under our care, helping us do together what we cannot do alone”. Our hope is that we can begin to see how the work of all our committees aligns with the five stated priorities that the Yearly Meeting endorsed at Sessions 2015.

We are also asking committee to add a third section to the Purpose and Procedure of the committee: “Composition” - describing how many committee members are on the committee, if there are term limits, and how the clerk is appointed and what gifts the committee needs in order to be faithful to the work. We recently counted eleven different ways in which individuals can end up on committees, so it will be enormously helpful to all of us in NEYM to have a clear, shared understanding of the process by which each committee is formed.

**Clearly this is a much more ambitious review than has been done for quite some time!**

To support each committee and to release clerks of committees so that they can fully participate, we are recruiting two shepherds for each committee to support and facilitate this process. Each committee’s revised purpose, procedure and

composition will be forwarded to Permanent Board for review and then to sessions for approval in August 2017.

A template for this process follows:

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TEMPLATE to be used by Committees

Name of Committee:

Updated Committee Purpose Statement

Updated Committee Process Statement

Composition

- How are Members appointed to this committee?
- How many members should there be on this committee?
- How long can committee members serve?
- When or how do committee members rotate off?
- How is the Clerk of the committee selected?
- How long does the clerk serve?

Names of people who worked on this revision

Date

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Coordinating and Advisory Committee has piloted this process when we reviewed our own Purpose and Procedures; we found the shepherds incredibly helpful and the process valuable in bringing greater clarity to our work, and to the ways in which we strive to serve NEYM. The shepherds provided a perspective which helped us to see more clearly how the work we are doing is organized and how it serves the yearly meeting, and having the involvement of these “loving but uninvolved” outsiders enabled the Clerk to participate fully in the process. Permanent Board will review the proposed purpose, procedure and composition of the C&A committee today.

I look forward to participating in this exercise with both Permanent Board and Ministry & Counsel

The planning for Sessions 2017 has already begun. Sessions committee met on September 17. We have begun to discern the theme and to consider whom we might invite. Although some of the agenda for sessions 2017 is already clear, the

committee did not have as clear a sense of the session's theme as in previous years.  
I would welcome thoughts and suggestions Friends might have.

Fritz Weiss  
Presiding Clerk

To: NEYM Ministry & Counsel and Permanent Board, meeting September 24, 2016  
From: Noah Baker Merrill, Yearly Meeting Secretary  
Re: Report in preparation for our September meetings

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

- testimony to the life of John Banks, 1710

Dear Friends,

For our September 24 meetings, I'm continuing the practice of writing a joint report to both Ministry & Counsel and Permanent Board. Below are updates on work since last we met at Sessions. I hope you will feel as you read it the deep tide of Love that moves beneath even the mundane the details of our work done in faith, even as you prepare for the important work we will do together in person on Saturday. I'm especially eager to be with you in discernment about how our yearly meeting can renew our oversight and support for travel in ministry, and to begin to look with you at how we can carry forward our charges from Sessions related to racial justice and climate witness.

As always, I welcome your questions in person or in writing, as well as your input on how my reports might be more useful for informative as together we hold the life and ministry of our beloved community of New England Friends.

I will be coming to our meeting from the annual meeting of Friends Superintendents and Secretaries, and hope to share briefly some sense of that gathering in my oral report on Saturday.

#### **Friends Camp Director transition**

Anna Hopkins formally assumes her role as Friends Camp Director on October 1. I look forward to working closely with her and supporting her leadership at the Camp. Anna and I will be meeting for our first “formal” meeting in early October, each of us bringing long lists of ideas, questions and topics to discuss. Anna and Nat Shed both joined their staff colleagues for a September potluck to celebrate and say goodbye (in one way) to Nat and Jeff, and to welcome Anna and Hilary Burgin to their service as Yearly Meeting staff.

#### **Climate Witness Consultation: A proposed date**

In consultation with the Presiding Clerk, Coordinating & Advisory Committee and with relevant staff, I am looking ahead to the spring and how we will meet our minuted commitment from Sessions to organize a consultation on New England Friends' climate witness in the spring of 2017.

Currently, there is one Saturday in the spring on which such a gathering seems feasible: April 22, which is also Earth Day. **Given time and scheduling pressures, at this meeting I will be asking Permanent Board to approve our setting aside the date of Saturday, April 22 for the climate consultation, trusting that more details**



**will be discerned as we approach that date.** It would then be added to the NEYM calendar and could be announced as a “save-the-date” in the coming months.

### **Archives Transition**

We are blessed that Carol Forsythe (Putney), who has served as a volunteer project manager for the Archives relocation project from its beginning has agreed to serve as the new clerk of the Archives Committee. With Archives Committee input, Carol and I are finalizing a Memorandum of Understanding with Rachel Onuf, a professional archivist with past experience serving as NEYM Archivist who will lead the revision of our Records Collection Policy and help us as we advise local meetings on how to sort, prepare and pass on their records. The consultant will also support meetings’ discernment on some of the remaining questions, including how each meeting may want to approach the release of copyright for materials and the question of what materials (such as some confidential minutes of Ministry & Counsel) may be too sensitive to send to the Archives. We hope the Records Collection Policy will be finalized and the process of accessioning new or on-hold materials will be well underway (if not completed) with meetings across New England by Sessions next year.

### **Development and Fundraising**

On Saturday 9/17 I participated in an all-day retreat with the Development Committee led by Jennie Isbell (Martha’s Vineyard). I feel hopeful about the progress we made to clarify a path forward for the Committee’s work. While I expect the clerk of Development will have more to share on this, I am especially appreciative for the Committee’s clarity to support the creation of an ongoing development program for the Yearly Meeting as an organization.

Such an ongoing program would help us move beyond our current piecemeal approach to fundraising, and would incorporate annual giving, the *GiveMonthly Sustainer* program, planned giving/bequests, grants and fundraising for special initiatives and growth in the future. Through the good work of many hands, in the last few years we have laid the foundation for our development work to thrive and help enliven our Yearly Meeting. Now it’s time to take a next step.

Conditions seem ripe to bring together several elements of our organizational work where we have made or are making significant progress in the last few years. These include: clarifying core purpose and priorities; strengthening communications both in tools and in content; better supporting, integrating and overseeing programs; longer-term budgeting and financial planning; more effective administrative systems and support, and better aligning and clarifying organizational structure.

We are poised to develop a realistic, thorough and manageable development program for NEYM as an organization. I believe we can do this in a way that:

- is consistent with and reinforcing of who we are as a community of faith
- balances diverse sources of revenue to strengthen our financial foundation
- fosters a spirituality of abundance and stewardship

- supports our discernment and faithful work
- allows the ongoing, patient and loving follow-through to cultivate and increase financial support for the Yearly Meeting's work (as an organization) to support and strengthen the web of Friends communities in New England.

### **Update on Communications**

In September we sent the fifth issue of the new monthly email newsletter for NEYM. The process for creating each issue is labor-intensive, and has received strongly positive responses from Friends from many parts of our New England Quaker communities (and beyond). As we pass the six-month mark, we intend to do a review of what we've done and learned in order to continue to improve our communications work going forward. As resources allow, we hope to send a postcard mailing to our entire print mailing list inviting Friends to sign up for the email newsletter.

As I have heard from many Friends, the print edition of *The New England Friend* is in need of refreshment and possibly reimagining if it is to be an encouragement to meetings and a good use of resources.

We knew when we moved to the monthly email newsletter that addressing the future of the print *Friend* was also on our list of projects. Sara Hubner in her role as Office Manager has been exploring options to change the format and organization of our periodic print publication to make it less expensive and hopefully more accessible to readers. In recent years we have published three issues of the New England Friend: One, published in November, reported on what happened at Sessions the previous summer. One published in the late spring was essentially the registration brochure for the upcoming Sessions. This left only one print issue for other content. This content was often not of high quality and had a very limited window of relevance and distribution, since much of it was time-sensitive. This resulted in the expenditure of valuable time and money to produce a product that wasn't meeting the needs of Friends.

In consultation with the Publications and Communications Committee, in the coming months Sara and I will be exploring an overhaul of the print New England Friend with an eye toward offering something different from what we're offering with the monthly email newsletter. The leading working concept is to have two themed issues per year addressing important concerns or issues relevant to the current condition of New England Friends, such as "Friends working for racial justice", "membership & belonging", or "pastoral care." We would publicize themes well in advance and solicit content in order to share important and compelling stories and examples.

Part of the current idea is to have longer-form articles of greater substance and more "shelf life", emphasizing instead of "breaking news." Hopefully this would be the kind of content Friends around New England might read slowly, savor and share. For each issue, we might highlight a reflection from the ministry of an individual New England Friend, the ministry and experience of a local meeting, and the work of a yearly meeting ministry through a committee or program. This would be a way to help fill

out and balance the portfolio of NEYM communications at a time when we are experiencing new growth and energy not just in the email newsletter but in significant engagement with Friends through Facebook, Instagram and other social media. It would also help us better respond to the needs of Friends who either don't have internet access, or who strongly prefer to receive communications in print.

**We would welcome input Friends would like to offer on this consideration.**

In mid-August Beth Collea sent a first issue of a quarterly religious education update. As we are building an overall communications calendar for the year, the monthly email newsletter is clearly a backbone and through-line. We also know that there are Friends who are very interested in receiving more content in specific areas of service – most notably, religious education and outreach. Beth already has a list of Friends who have received occasional updates from her with resources and new opportunities for First Day School, and growing that list is a priority moving forward.

The plan is to send this RE update four times a year to Friends who have requested it. I hope it will be a reliable and consistent channel for information and support for RE in local meetings as we build the network of Friends engaged in this work throughout our region. The goal is that if there is a Friend somewhere in New England who is looking for resources and support, we need to have a way they can sign up and ensure they'll hear about important new developments, and connect with opportunities for help from YM staff and Friends active in public ministry related to children's RE, Quaker parenting and related issues.

### **Two *Living Faith* gatherings in 2016-2017**

Under the leadership of Lisa Graustein (Beacon Hill), the Ad Hoc Living Faith Planning Team currently consists of Lisa Graustein, Hannah Forsythe (Beacon Hill), Sue Reilly (Lewiston), Kathleen Wooten (Events Coordinator, Fresh Pond), and myself.

As we approached Sessions, the group focused on developing clear and appealing print outreach materials. The resulting poster and flyer distributed in bulk at Sessions and since then is the work of Katherine Eckenfels, a young adult Friend from the Boston area and a professional graphic designer who created the flyer pro-bono.

Since Sessions, this small but effective group has moved forward to solicit workshop proposals and begin to solidify key aspects of the event to make real the vision for these events approved by Permanent Board last spring.

On Sunday evening, we launched online registration through an email to our largest email list. As of Tuesday evening, forty Friends had completed registration. We will be closely monitoring registrations, doing more outreach and providing updates in the coming days and weeks.

This first *Living Faith* gathering is an experiment in many ways, and an important step. While of course we've had large mid-year gatherings in the recent past, I hope this new approach will balance our varied goals in a way that is both effective and sustainable. It will be exciting to see what we learn through both the failures and the successes of the two gatherings this year.

Learn more and register for the November 5 Living Faith gathering at <https://livingfaithfall2016.eventbrite.com>. The second event will be held April 8 2017 at Moses Brown School in Providence.

### **Young Adult Engagement Project**

Young Adult Engagement Coordinator Hilary Burgin (through her half-time grant-funded position) is moving forward with identifying partner meetings for the first stage of the project. This process has been delayed slightly by the summer schedule, during which many meetings don't hold monthly meeting for business. We have received promising applications from meetings, and hope to have two partner meetings confirmed by October. She is leading the work to test a written survey, developed in partnership with New York Yearly Meeting, and to gather and train a group of focus group facilitators who will help meetings listen deeply to what we are learning together through this three-year project.

Early this month Nia Thomas, Hilary Burgin, Beth Collea and I met to plan for the next eighteen months. Hilary will offer updates on the project as part of the email newsletter and elsewhere.

Our proposal supported by the Shoemaker Fund also included our intention to organize further consultations with a focus on membership, welcome and belonging to include Friends from both New York and New England Yearly Meetings. Planning ahead with a realistic horizon, we've begun preliminary but energy-filled conversations about the prospect of an **outreach gathering in the spring of 2018**, following up on the energy of the spring 2016 outreach conference, and sharing lessons learned from what by that time will be a total of eight partner meetings from our two yearly meetings.

Perhaps reflecting the movement of the Spirit among Friends more widely, Britain Yearly Meeting has just begun a project remarkably similar to the one upon which we are embarked, and we're daring to dream about this consultation offering a chance for New England Friends to host some outreach-focused representatives of British Friends in addition to visitors from other yearly meetings and organizations in North America. We also hope to consult with Cuban Friends (through Puente de Amigos) about the possibility of Friends from Cuba being part of this conversation. I've also had initial conversations with staff of FCNL, FGC, FUM and FWCC about their interest in being part of this.

We will be preparing a progress report to the Shoemaker Trustees in November, and I will share that report with Permanent Board as well.

### **QuakerSpeak collaboration and other video production**

Through funding from Obadiah Brown's Benevolent Fund (OBBF), this spring and summer we partnered with Jon Watts, director of the QuakerSpeak video project on four videos lifting up the life and ministry of New England Friends. One hope I have for this series is that it might help us hear and see one another's gifts and experience more fully across New England, encouraging us to share the richness, resources and wisdom already present in our meetings as together we grow in the Spirit.

Jon interviewed New England Friends from a variety of backgrounds and perspectives, knowing that we would only be able to capture a small glimpse of the richness available. My hope is that if we find that these four videos are nourishing to Friends in our region, we could consider seeking funds to support a second round to further widen the range of voices and gifts that are shared as video resources.

The themes of the four videos in production follow the theme of how local meetings do some of our most important spiritual work: reaching out and welcoming newcomers, supporting ministry, deepening worship, and supporting youth and families. The first video is nearly complete, with a planned release this fall. New videos will be released through QuakerSpeak and shared through the monthly email newsletter, etc. throughout the coming year.

After some setbacks, Tom Jackson (Dover) is completing work on videos from both Sessions and the spring outreach conference. As soon as the editing is finished, we will be posting them to the new NEYM YouTube channel and sharing them through the monthly email newsletter, through social media and on neym.org. A video training in the Godly Play/Faith and Play method for religious education supported by Obadiah Brown's Benevolent Fund is completed and will be shared formally in the next issue of the religious education newsletter—stay tuned.

### **Staff transition and plan to address key functions**

As announced at Sessions, Jeff Hipp will conclude his work as Communications Technology Coordinator on September 30. Over the past two months we have worked to clarify a plan for how NEYM would meet the significant needs Jeff's transition leaves.

In consultation including Coordinating & Advisory and Personnel Committees, as well as research with other similar organizations (both Quaker and otherwise), **I have decided not to rehire for the position Jeff leaves vacant.** Instead, we will address the various roles played by this position with distinct approaches, seeking to meet these needs without additional funds. Sara Hubner will add one day per week to become full time as Office Manager, taking on responsibility as primary administrator for our database. Sara recently completed a Salesforce administrator training course, meaning that she now has the same level of formal training as Jeff. She is embracing a steep learning curve with patience and enthusiasm.

We are close to finalizing a website maintenance agreement to cover routine updates and security on neym.org, and will engage consultants for web and database development projects on a case-by-case basis when our needs call for more specialized skills (such as creating and modifying the online registration system for Annual Sessions).

Sara and I are reviewing options for an IT service agreement with companies that provide on-call IT support for organizations similar to ours, recognizing that at our current scale it will better meet our needs for staff to have on-call resources for IT issues, rather than trying to meet these needs with part-time staff positions. As a said, I am cautiously hopeful that this approach will allow us to meet the needs of the organization within budgeted limits, and expect that in the end this course will be both fairer to staff and more effective than our previous ways of meeting these needs.

### **Compliance with new Fair Labor Standards Act (FLSA) regulations**

In recent months I have been in active contact with leadership of Friends organizations, getting a glimpse of how the implementation of the new federal regulations on hourly and salaried employment is sending waves throughout the Quaker world. These changes are presenting challenges and budget upheavals for many of our yearly meetings and organizations.

Since Sessions I have continued to work with Coordinating & Advisory and Personnel Committees to develop a recommendation on how NEYM can best comply with the changing regulations from the federal government governing the conditions under which employees can be exempted from receiving overtime. I also look forward to working with Finance Committee and the Ad Hoc Long Term Financial Planning Committee to examine how we might make adjustments to our projections and include these changes in our planning in the coming year and beyond.

As the recommendation from Personnel Committee to Permanent Board explains, the concrete implication for all but one NEYM employee (the position in which I currently serve) is that by December 1, 2016 we must either raise salaries to above the new threshold for exemption or pay employees hourly, meaning that they would be eligible for overtime. This new regulation is intended to bring significant improvement in conditions and compensation for lower-income workers in the United States. It also presents financial challenges to NEYM as an organization, given the level of financial compensation we provide for our staff and our current financial constraints.

For the benefit of Ministry & Counsel members who will not hear the report and discernment at the Permanent Board meeting, the recommendation from Personnel Committee outlines the specific proposed changes that seem both necessary and possible at this time. Simply, as of December 1, 2016 the salaries for the Friends Camp Director, JYM-JHYM Coordinator and YF-YAF Coordinator would all be increased to the new threshold for exempt employees, and would be salaried.

Consistent with the new federal regulations, all other NEYM employees would be reclassified as hourly employees, and would be eligible for overtime in weeks in which they worked more than 40 hours. We project this to result in at least a modest increase in annual pay for all staff, since additional hours worked at busy times would be paid by the hour, including overtime surrounding Sessions and other high-pressure times. Permanent Board is also being asked to establish a specific work week for NEYM, a necessary step in moving toward management and payroll for hourly staff.

I recognize that this changing environment offers us an invitation to live into our hopes for being a better employer. It's also clear that these new regulations make our journey toward financial sustainability a more challenging one. The impacts of these changes will mean we have to exercise greater care in how we make use of staff time. I hope and pray that these shifts will encourage us all to be better stewards of the time, energy and gifts of Friends as a whole, whether serving as volunteers or as paid staff.

*“For God has not given us a spirit of fear and timidity, but of power, love and discipline.”  
2 Timothy 1:7*

###

All of the available Permanent Board minutes from August 1999 through July 2016 were reviewed, searching each set of minutes for the word 'travel'. (The full report is available from Gerald Sazama upon request.) Several frequently recurring topics were identified – travel with Puente to Cuba, travel under a concern, travel in the ministry, and policies and procedures relating to travel minutes and travel. Some 20+ times the destination is Cuba, highlighting the reality of that Bridge. We note the work that MM and QM have done in seasoning and endorsing these minutes, and hope that we prioritize working together with MMs and QMs to strengthen the support of gifts of ministry.

Over 60 travel minutes were endorsed during this period, and there were only 20 reports on travel, highlighting the lack of clear follow up and process once travel minutes are approved. There are several reports of working groups from PB and M&C seeking to outline procedures around travel minutes (see, e.g., 99-60 (Aug 7, 1999), 00-77 (11.18.2000), 05-98 (11.19.2005)). Given the ongoing concern for integrity in how we nurture gifts of ministry and hold those with travel minutes, we propose to once again convene an ad hoc working group of PB & M&C.

This group would be asked to season an updated statement of procedures for nurture and accountability of those traveling in the ministry. Specific issues to consider: when is a travel minute from NEYM necessary? What guidance can be provided for reporting on minutes that are open-ended? What is the responsibility of PB, and what is the responsibility of M&C, for those traveling in the ministry or under a concern?

Submitted by Debbie Humphries, Clerk, Ministry and Counsel, 16 September 2016



# Proposal

## Ad Hoc Minutes Working Group

### Background:

Permanent Board approved at its meeting on 11 August 2016 (Minute 16-56) the creation of a working group to consider the role of minutes, as well as the processes for preparing, reviewing and approving them.

### Charge:

The Working Group is charged with creating guidelines and a web-based resource page on minutes, answering, among other questions:

Why do we write minutes?

What is a minute? What does a good minute look like? What is included? What is *not* included? What are those numbers before the words all about? Is there a formatting template for consistency sake? Is there a style manual -- when do we write monthly meeting and when Monthly Meeting, etc.?

What do we do with minutes after they have been written? What is the editing and approval process? Where are they stored?

The guidelines should be informed by, and the web resource page should include, as appropriate, the existing work of, for example, the Ad Hoc *Faith & Practice* Revision Committee (Pg. 41, "Advices for Recording Clerks" and Appendix I) and the Archives and Historical Records Committee, as well as resources from beyond New England Yearly Meeting.

### Deliverables:

- 1.) clear, concise guidelines
- 2.) a resource page on the NEYM website

### Timeline:

Draft of guidelines and resource page content to Permanent Board for initial discernment by 18 February meeting.

### Membership:

Rosemary Zimmerman, Clerk  
Honor Woodrow, Recording Clerk

Susan Davies, Jim Condict Grace, Christopher McCandless, Becky Steele, Sarah Spencer

NEYM Treasurer's Report to Permanent Board  
September 24, 2016

Having been Treasurer, I have a much better understanding the day-to-day operations and of the ebb and flow of the Yearly Meeting's annual financial cycle. And I continue to learn more. In general QuickBooks makes the accounting process easier and keeps our accounts well organized. A month ago I think I finally understood the reasons for shortcomings of how QuickBooks works and thus why some reports I can generate do not reflect the true state of the books. which Frederick has been trying to get through my thick skull over the previous eleven months.

### **Financial Statements**

**I still feel as I did in August that we will finish this year with an actual deficit close to the budgeted deficit of \$37,000.** I have not included financial statements with this report. I hope to have a complete set of reports for FY16 for the Permanent Board meeting in November.

This is a difficult time to produce a meaningful Treasurer's report about our finances. Last year we received almost 30% of our budgeted contributions in September. The same seems to be happening this year, but without the boost from the Matching Challenge, I am not certain that we will have as dramatic close as we did last year. We are still working finishing accounting for Sessions (the final bill from Castleton arrived last week). The upshot is that the overall picture of the accounts changes almost daily as various updates are made. And Frederick Martin, our Accounts Manager, is on a well deserved vacation and is not available to answer questions.

### **Development Committee**

At the last PB meeting, the Treasurer was made an ex officio member of the Development Committee. Last weekend they had their annual retreat. The 2 ex officio members joined 4 of the 6 appointed members of the committee to begin their work for the year. This small but active and committed group is taking on a large and vital role in the future health of the Yearly Meeting. This is not a report on the Committee's activity, but a request that **anyone interested in working with the Development Committee, (and the emphasis here is on "working") or if you know someone who might be interested, please contact the clerk, Sara Smith.**

Much of my time for the past few months has been spent working with other committees and those efforts are included in their reports

Shearman Taber  
Treasurer, NEYM

**NEYM**  
**FY16 Operating Budget vs. Actuals (cls 100 thru 550 730)**  
**October 2015 - June 2016**

	FY 15 thru	FY 16 thru June		
	June	Actual	Budget	% of Budget
<b>Income</b>				
4010 Individual Contributions	54,240.73	55,969.51	135,000.00	41.46%
4020 Monthly Meeting Contributions	216,867.07	219,654.51	333,000.00	65.96%
4030 Organizations Contributions	1.00	1.00		
4050 Interest and Dividend Income	561.76		6,000.00	0.00%
4070 Books & Other Sales Income			18,000.00	0.00%
4072 Sales - Books	360.00	73.20	0.00	
4075 Sales -Other Items		68.46	0.00	
4076 Shipping/Postage	112.26			
<b>Total 4070 Books &amp; Other Sales Income</b>	<b>\$ 472.26</b>	<b>\$ 141.66</b>	<b>\$ 18,000.00</b>	<b>0.79%</b>
4080 Retreat Program Fees	44,387.15	f 37,382.54	50,000.00	74.77%
4085 Sessions Program Fees	42,615.00	47,599.04	210,000.00	22.67%
4099 Net Assets Released To/From	0.00	-73.20	20,000.00	-0.37%
<b>Total Income</b>	<b>\$ 359,144.97</b>	<b>\$ 360,675.06</b>	<b>\$ 772,000.00</b>	<b>46.72%</b>
<b>Expenses</b>				
5000 Staff			0.00	
5010 Salaries & Wages	206,623.53	g 216,960.58	279,852.00	77.53%
5020 Payroll Taxes	14,776.45	g 15,253.65	21,409.00	71.25%
5030 Benefits				
5033 Health Benefits	23,278.10	g 27,434.70	45,000.00	60.97%
5035 Retirements	19,219.32	19,678.59	27,985.00	70.32%
5040 Disability	1,163.48	1,138.05	1,600.00	71.13%
5045 Workers' Compensation	697.00	g 714.00	900.00	79.33%
5050 Spiritual Retreats	100.00		1,200.00	0.00%
5060 Staff Development	2,083.36	3,095.00	3,250.00	95.23%
<b>Total 5030 Benefits</b>	<b>\$ 46,541.26</b>	<b>g \$ 52,060.34</b>	<b>\$ 79,935.00</b>	<b>65.13%</b>
<b>Total 5000 Staff</b>	<b>\$ 267,941.24</b>	<b>g \$ 284,274.57</b>	<b>\$ 381,196.00</b>	<b>74.57%</b>
5100 General & Administration				
5110 Administration				
5120 Bank Expense	3,716.77	1,686.46	5,500.00	30.66%
5130 Contracted Services		925.00	6,000.00	15.42%
5140 Legal Services	1,045.90	c 5,184.52	7,750.00	66.90%
5150 Liability Insurance	2,510.00	3,230.49	3,000.00	107.68%
5160 Payroll Service	1,310.35	1,216.00	2,000.00	60.80%
5170 Recruiting Expense		498.13	2,000.00	24.91%
5180 Rent	7,012.50	7,012.50	9,350.00	75.00%
5190 Misc. Expense	827.26	2,079.00	2,100.00	99.00%
<b>Total 5110 Administration</b>	<b>\$ 16,422.78</b>	<b>\$ 21,832.10</b>	<b>\$ 37,700.00</b>	<b>57.91%</b>
5200 Office				
5220 Cleaning Services	198.00	198.00	265.00	74.72%
5230 Maint - Equip & Hardware	350.65	35.00	1,250.00	2.80%
5240 Postage	2,757.60	2,117.57	3,750.00	56.47%
5250 Office Equipment	149.99	3,499.76	3,250.00	107.68%
5260 Office Supplies	1,660.46	1,738.70	2,500.00	69.55%
5270 Printing & Copying	2,057.94	1,441.56	3,000.00	48.05%

5280 Software & Updates	3,227.79	4,658.71	2,800.00	166.38%
5290 Telephone	2,664.45	2,451.31	4,500.00	54.47%
5295 Misc. Office		325.99	600.00	54.33%
<b>Total 5200 Office</b>	<b>\$ 13,066.88</b>	<b>\$ 16,466.60</b>	<b>\$ 21,915.00</b>	<b>75.14%</b>
<b>Total 5100 General &amp; Administration</b>	<b>\$ 29,489.66</b>	<b>\$ 38,298.70</b>	<b>\$ 59,615.00</b>	<b>64.24%</b>
<b>5300 Travel &amp; Conferences</b>				
5310 Travel - Committee	3,115.28	1,728.36	3,000.00	57.61%
5320 Travel - Clerk		2,586.30	5,000.00	51.73%
5330 Travel - Programs	1,682.07	1,853.58	4,600.00	40.30%
5335 Travel - Representatives Travel	3,596.67	5,445.38	7,600.00	71.65%
5350 Travel - Staff	9,152.15	13,414.55	16,000.00	83.84%
5360 Travel - Ministries			400.00	0.00%
<b>Total 5300 Travel &amp; Conferences</b>	<b>\$ 17,546.17</b>	<b>\$ 25,028.17</b>	<b>\$ 36,600.00</b>	<b>68.38%</b>
<b>6000 Programs</b>				
6110 Sessions Room & Board		d 20,000.00	170,000.00	11.76%
6112 Retreats - Room & Board				
6114 Room Rental	20,207.60	19,027.82	19,000.00	100.15%
6150 Food Expense	15,607.66	11,781.52	15,000.00	78.54%
<b>Total 6112 Retreats - Room &amp; Board</b>	<b>\$ 35,815.26</b>	<b>\$ 30,809.34</b>	<b>\$ 34,000.00</b>	<b>90.62%</b>
<b>6125 Program Expenses</b>				
6105 Honoraria - Speakers/Wkshp Ldrs	6,838.00	7,843.18	12,500.00	62.75%
6115 Equipment Rental			5,100.00	0.00%
6121 Supplies and Other Expenses	4,769.12	9,117.82	9,100.00	100.20%
6165 Pre-Sessions Expense			1,000.00	0.00%
<b>Total 6125 Program Expenses</b>	<b>\$ 11,607.12</b>	<b>\$ 16,961.00</b>	<b>\$ 27,700.00</b>	<b>61.23%</b>
<b>6130 Committee Expenses - General</b>	13,591.67	14,057.22	32,040.00	43.87%
6134 Childcare		195.00		
<b>Total 6130 Committee Expenses - General</b>	<b>\$ 13,591.67</b>	<b>\$ 14,252.22</b>	<b>\$ 32,040.00</b>	<b>44.48%</b>
<b>Total 6000 Programs</b>	<b>\$ 61,014.05</b>	<b>\$ 82,022.56</b>	<b>\$ 263,740.00</b>	<b>31.10%</b>
<b>6140 Books &amp; Other Sales Expense</b>				
6142 Books			7,000.00	0.00%
6145 Other Items for Sale			600.00	0.00%
6147 Consignment Sales			6,900.00	0.00%
<b>Total 6140 Books &amp; Other Sales Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 14,500.00</b>	<b>0.00%</b>
<b>6200 Benevolence</b>				
6310 FGC	8,804.00	6,533.00	13,066.00	50.00%
6320 FUM	8,317.50	6,533.00	13,066.00	50.00%
6325 FWCC	3,603.00	6,533.00	13,066.00	50.00%
<b>6330 Friends' Organizations</b>				
6328 Ramallah Friends School	e		100.00	0.00%
6335 AFSC	e		300.00	0.00%
6340 FCNL	e		750.00	0.00%
6345 QEW	e		300.00	0.00%
6350 Friends Peace Teams	e		100.00	0.00%
6355 FWCC 3rd World Travel	e		500.00	0.00%
6360 QUNO	e		200.00	0.00%
<b>Total 6330 Friends' Organizations</b>	<b>\$ 0.00</b>	<b>e \$ 0.00</b>	<b>\$ 2,250.00</b>	<b>0.00%</b>
<b>6575 Other Organizations</b>			0.00	
<b>6590 Ecumenical Organizations</b>				
6592 State Councils of Churches	e		4,000.00	0.00%
6594 Natl Council of Churches	e		150.00	0.00%
6596 NE Ecumenical Network	e		150.00	0.00%
6598 World Council of Churches	e		100.00	0.00%

<b>Total 6590 Ecumenical Organizations</b>	<b>\$ 0.00</b>	<b>e \$ 0.00</b>	<b>\$ 4,400.00</b>	<b>0.00%</b>
<b>Total 6200 Benevolence</b>	<b>\$ 20,724.50</b>	<b>e \$ 19,599.00</b>	<b>\$ 45,848.00</b>	<b>42.75%</b>
<b>6600 Publications</b>				
<b>6610 Yearly Meeting Minute Book</b>	7,236.17	5,013.93	3,000.00	167.13%
<b>6620 New England Friend</b>	7,735.64	5,787.85	4,500.00	128.62%
<b>6630 Other newsletters</b>		1.00	0.00	
<b>Total 6600 Publications</b>	<b>\$ 14,971.81</b>	<b>\$ 10,802.78</b>	<b>\$ 7,500.00</b>	<b>144.04%</b>
<b>Total Expenses</b>	<b>\$ 411,687.43</b>	<b>\$ 460,025.78</b>	<b>\$ 808,999.00</b>	<b>56.86%</b>
<b>Net Operating Income</b>	<b>-\$ 52,542.46</b>	<b>-\$ 99,350.72</b>	<b>-\$ 36,999.00</b>	

c- Legal Services are up due to shared expense with the Camp and increased consultations.

d – Deposits paid to Castleton

e – Benevolences are generally sent out at the end of the Fiscal Year.

f – Income for every retreat program is down this year, especially Junior High.

g- Total salary items increased over budget due to grant funded projects for which accounts have not been adjusted.

**Report from the NEYM Personnel Committee to Permanent Board  
September 24, 2016**

**Report on Complying with New US Overtime Rules**

New Fair Labor Standards Act (FSLA) rules will require some changes to the Yearly Meeting's budget and operation.

**Hourly Employees**

We currently have three part-time employees who are each receiving their pay as a salary once a month. The new rules state that all part-time staff must be paid on an hourly basis and are not exempt from the FSLA, requiring that they be paid time and a half for any hours they work each week beyond 40 hours. We will need to set an hourly rate for each part-time employee; this will be done relative to their budgeted 2016-2017 salaries. (The numbers already exist, but they have only been used for comparative purposes in the past.)

Because hourly employees must be paid at least once every two weeks, we must shift to a biweekly payroll arrangement with our outside vendor Paychex; this will likely add cost to this service. Hourly employees will need to record their hours worked, and their supervisor (normally the Yearly Meeting Secretary) will approve them. We expect that hourly employees will be able to submit their hours online or with a smartphone app, and the YM Secretary will be able to approve those hours using the same process. We also expect to see additional hours required for the Accounts Manager and the Office Manager to deal with this change in payroll process.

Oversight of the staff's overtime reporting will be a new and additional aspect of the YM Secretary's administrative responsibilities.

As part of this change, we recommend setting our pay week as beginning on Sunday and ending on Saturday.

**Salaried Employees.**

Full-time staff may be salaried, but the salary level must be above the threshold level of \$913 per week. We currently have five full-time staff. Of these, the Yearly Meeting Secretary's salary is already above that level; the other four positions are not.

Given the established responsibilities of both the Junior High/Junior YM Coordinator and the Young Friends/Young Adult Friends Coordinator, and with particular consideration of the time that they both put into running many full-weekend retreats during the year, the Personnel Committee is clear that paying overtime to them would more than equal the difference between their current salaries and the threshold level, therefore we recommend that beginning on December 1, 2016, their salaried pay rates be increased to the threshold level. This increase will add approximately \$13,500 to the FY17 budget.

We also estimate that for the week of Sessions prep and Sessions itself, the cost of overtime hours will be approximately \$8,000.

The Personnel Committee recommends to the Finance Committee that this increase in salary expense be approved.

The other two full-time positions are the Office Manager and the Religious Education & Outreach Coordinator. As these two positions are full-time temporarily and because the overtime required is considerably less, we recommend that we keep these two positions at hourly positions for now.

The Personnel Committee continues to carrying a concern that we pay our employees equitably, both internally and with regards to similar positions at similar organizations. In the past, we have cited budget constraints for our lower compensation levels, but we ask that as part of our work on long range financial planning, we look towards a future where equitable compensation levels for all our employees is part of our normal budget and development work.

**The Personnel Committee asks that Permanent Board approve this change to the current personnel policy: "The NEYM pay week will begin on Sunday and end on Saturday."**

Robert Murray, Interim Clerk  
Personnel Committee

## KATHERINE R. FRAZER

Katherine R, Frazer, 92, of Saxtons River, Vermont, a long time member of Putney Friends Meeting died on January 28, 2016. Kay was born in Hazlet, New Jersey, daughter of Angelo and Madeline R (Young) Webster. She had academic credentials in nursing and divinity, and graduated from Methodist Teaching Hospital and Temple University in Philadelphia. In 1954 she married Grant Frazer. In 1960 his teaching career brought them to Saxtons River, where she had what she considered the good fortune to live for the rest of her life.

At this time Kay and Grant became active in Putney Friends Meeting contributing richly to its spiritual life and social outreach. At that time the location of the Meeting was fluid and held at various locations including Friend's homes. Kay and Grant welcomed Friends on numerous occasions to their home for worship, business and committee Meetings, Friendly Eights, Quaker women's luncheon and other social events.

Kay's interest in social concerns and justice led her down many pathways. In 1965, seeing a need in the community for seniors and shut-ins to have a social outlet, she formed "Club 39," whose Christmas parties became a much anticipated community event. Working in the area's hospital and a physician's office, she recognized the need for better home nursing care, and was instrumental in the formation of the Visiting Nurse Association. Later, she played a role in the formation of Our Place Drop-In Center, which provides services for people with limited resources in Bellows Falls, Vermont, and volunteered at Park Place, a center for numerous community services in Bellows Falls until her 90<sup>th</sup> year. In the 1980's Kay participated in forming one of the first restorative justice programs in the state of Vermont and served on a restorative justice panel in Springfield for many years. This served as a model for the restorative justice system to take root and spread throughout the State, with 20 restorative justice centers now active.

Another important concern to Kay was Quaker adult education. She and her close friend Hattie Reeves-Forsythe convened the Putney Friends Meeting adult education committee for many years, imparting their life experience and wisdom in Quaker faith and practice to new members and seekers.

Sensing a need in the Meeting, Kay was instrumental in initiating a "healing circle" that promoted healing through focused Friends worship. The healing circle of members and attenders met for a number of years providing comfort to those in distress.

Kay served the Meeting in many ways from recording clerk to fellowship on various committees. Her baked desserts were favorites at Meeting potlucks and her recipes are still shared among Putney Friends.

During Meeting for Worship, Kay's vocal testimony was always powerfully Spirit-led and long remembered. Her voice and presence among us will be missed. We hold Kay's life as a pattern for creating social outreach and justice in our community.

She is survived by a son, Dr. James E. Frazer and his wife Sharon, of Mishawaka, Indiana; a daughter, Susan R. Frazer-Stebbins of Saxtons River; five grandchildren and seven great-grandchildren.



Approved [Minute 2016.06.03]: 19 June 2016: Putney Friends Meeting, Carol Forsythe, Clerk

Approved: 11 September 2016: Northwest Quarterly Meeting, Penelope Wright, Clerk

Burlington Friends Meeting  
173 North Prospect St.  
Burlington, VT 05401

August 2, 2016

Dear Friends and friends of Friends,

We pray this finds you in God's love.

We write this letter to introduce our dear member Ruah Swennerfelt. Ruah has long been an active member of our meeting, our quarter (Northwest Quarter) and yearly meeting (New England Yearly Meeting) and the wider Quaker world. For decades, in a variety of roles, she has served Friends and Earth in matters of peace, justice and Earth-care.

More recently she has felt a call to become involved with the Transition Town Movement. In faithfulness to this calling, Ruah visited Israel, Palestine, several European and US towns, interviewing others engaged in this work. Her visiting and interviewing has culminated in the book *Rising to the Challenge: The Transition Movement and People of Faith*. She now embarks on visits with Friends and friends to share her writing. As this work has taken on the nature of ministry, Ruah appropriately sought clearness with her Meeting for consideration and endorsement of a traveling minute of ministry. This was approved at Meeting for Worship with Attention to Business on July 10, 2016.

We trust you will welcome her with the same Love and Light that we send with her. Please let us know how she fared with each of you.

In Faith and Love,

Jeanne Plo Clerk of Burlington Monthly Meeting

Penelope Wright, Clerk of Northwest Quarter  
Date 9.10.2016

Sarah Gant, Clerk of Permanent Board of New England Yearly Meeting  
date









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Final Audit Report

2023-01-23

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