

**New England Yearly Meeting of the Religious Society of Friends  
Permanent Board Minutes  
May 10, 2014  
Allen's Neck Monthly Meeting**

**14-24 Opening Worship:** Friends from Permanent Board gathered for worship at Allen's Neck Monthly Meeting. During worship we heard Memorial minutes for John Carey, Alanna Connors, Gordon Harris, Eleanor Plank, and Mary Anne Snieckus.

**14-25 Roll Call:** The Recording Clerk called the roll:

**Present:** Holly Baldwin, Travis Belcher, Deana Chase, Jeremiah Dickinson, Sarah Gant, Ben Guaraldi, Jan Hoffman, Mary Knowlton, Allan Kohrman, Christopher McCandless, Jean McCandless, Bruce Neumann, Karen Sanchez-Eppler, Suzanna Schell, Sara Smith, Becky Steele, Carolyn Stone, Philip Stone, Donn Weinholtz, Fritz Weiss,

**Regrets:** Aimee Belanger, Susan Davies, Justice Erikson, Galen Hamann, Nancy Isaacs, Sandy Isaacs, Leanna Kantt, Rebecca Leuchak, Rocky Malin, Elias Sanchez-Eppler, Patricia Shotwell, Rosemary Zimmermann, Hannah Zwirner.

**Ex-officio:** Edward Baker (Westerly, Clerk of Personnel), Muriel Farrar (Gonic, Clerk of Finance), Noah Baker Merrill (Putney, Yearly Meeting Secretary), Jacqueline Stillwell (Monadnock, Presiding Clerk).

**Visitors:** Jane Byrd (Allen's Neck), Nancy Haines (Wellesley, Clerk of Development) Cliff Harrison (Cambridge), Bob Humphries (Allen's Neck) Pam Humphries (Allen's Neck), Lindell O'Keefe (Allen's Neck), Gerry Sazama (Storrs), Nat Shed (Vassalboro, Friends Camp Director), Kathleen Wooten (Amesbury),

**14-26 Call to Discipline:** With the assistance of a quote from George Fox, the clerk reminded us that, particularly in the face of a daunting agenda, we must each manifest personal discipline.

**14-27 Minutes:** The minutes from our February meeting were considered and, with a small change, **approved**.

**14-28 Yearly Meeting Secretary Report:** As he had at our last meeting, Noah kept his verbal report brief, referring us to his written report (See Advance docs) which includes progress on the website, the database, and sessions, as well as reports on revision of staff job descriptions, and various facets of communication.

In response to a concern about the functioning of the office, Noah reminded us that there is now an Information Management Assistant, and that the proposed budget includes an increase in administrative time. Noah also reported on his work supporting the Development Committee. Many Friends have reported their enthusiasm about the new website, and the Committee has been working on a "Rack Card" for Monthly Meetings which will convey some of what NEYM does. He pointed out that it would be useful to

Development's work if the YM had priorities named. He provided us with the Priorities Process Budget which includes the following suggestions:

- Increase support for the needs of Monthly Meetings, especially newcomer orientation, pastoral care, quality of worship, conflict resolution, and outreach. Renew current meetings and found new meetings.
- Strengthen training for adults in Quaker faith and practice
- Provide more opportunities for us to gather as Friends; for fellowship, discernment, worship, spiritual nourishment, and connection on issues of shared concern.
- Develop Friends' capacity to engage in visible and effective witness
- Sustain and grow our vibrant youth ministries, including retreats and pastoral care for youth and families

**14-29 Presiding Clerk Report:** Jackie pointed out that there are two ways of looking at our day's work: overwhelmed by the number of agenda items and volume of reading, or, Look at all we are doing!

Reflecting Noah's point about priorities, Jackie said that the question of Goals has been appearing in various places this year: How do we get to a sense of direction for what we are doing?

Coordinating and Advisory Committee has been concerned with transparency and communication. One way this was revealed was in the budget planning meeting, where members of C&A, Finance, Personnel, and Development Committees all came together for a widely grounded discussion of priorities, budget and our future.

Anticipating a later agenda item, Jackie pointed out that many Friends find Quakers through education, and encouraged us to support all the places that offer a chance to experience Quakerism.

**14-30 Development Committee:** Nancy Haines, Clerk, reported on the work of the Development Committee. We are on track, and she is hopeful that we will again exceed the goal for individual giving. The committee plans to encourage monthly givers to give more.

The new website has a prominent "Button" to an upgraded donation page. We also understand that the new database has the potential for interacting with email, which may be a useful tool for development.

**14-31 Treasurer's Report:** Ben Guaraldi reported that monthly meeting and individual giving are doing well -both are at slightly higher percentages than last year at this time. Our reserves are currently \$300K which equals 4-5 months of expenses.

When we approved the extra expenditure of \$20,000 for a new database (PB Minute 13-125), we requested that this expenditure be amortized over 5 years. Ben informs us that Finance Committee has concerns about this plan. Ben will explore possibilities, season them with Finance Committee and C&A, and will report again at our August meeting. Customization of the database is proceeding and is expected to come in close to the original budget. Not included in that budget was training expenses, which will be another \$4K, in FY 2014.

Ben also reported that, due to health concerns, Maria Lamberto has stepped down as co-clerk of Finance Committee. Muriel Farrar, formerly the co-clerk, is now the clerk of the committee.

**14-32 Finance Committee:** For the Finance Committee, clerk Muriel Farrar reported on their work to discern a budget for FY 2015, attempting to balance our current fiscal condition with a vision for the future and a reluctance to make painful cuts. Where is the path of fiscal responsibility in such times?

Their first attempt yielded a budget with a \$70K deficit but did not fulfill the urgent needs identified in the Priorities Process Budget. With those needs addressed, the second attempt had a \$100K deficit. Budget C, with a \$60K deficit was presented with some reluctance and a lack of unity on the part of Finance Committee. Budget C required cuts to recruiting expenses, Quaker Youth Education Committee, and a significant cut in benevolences (FGC, FUM, FWCC). While some Friends were concerned about this we heard that YM contributions form a relatively small percentage of these organizations' budgets, and that even while reduced, our contributions are in line with donations from Philadelphia and New York Yearly Meetings. We were reminded that PB is not required to approve the budget, but to act as a discernment body to assist future considerations. As we began our discernment, the clerk reminded us that God's work doesn't fare well in an environment of fear, and charged us to work lovingly, patiently, and deeply. We heard concerns about the ethics of deficit spending, one Friend voicing the opinion that reserves should only be used in an emergency. Other voices pointed to an overall decline in MM attendance, and to the lack of a visible plan to move away from deficit spending: how will we increase MM donations?

Other Friends focused on a sense of movement in the YM, and their desire to support that movement. "Can we be a Society of Joy and Growth?" Admitting the discomfort of continued deficits, we heard a reluctance to make cuts which would lessen the infrastructure which supports growth, our integrity, and our public face (website and publications).

The treasurer informed us that while some of the details are different, the overall numbers are in line with the 5 year financial plan PB approved last year which allows for a period of drawing from our reserves while we grow our capacity for financial sustainability. We closed with prayers for the Finance Committee as it continues its discernment, and for the whole of the YM.

**14-33 Good Governance of Friend Camp:** Jeremiah Dickinson spoke on behalf of the ad hoc committee on the Good Governance of Friends Camp, whose members include Nat Shed, Carolyn Stone, Mary Knowlton, Philip Stone, James Grumbach, and Christopher McCandless, who have been considering the governance of Friends Camp, with a concern for its fiscal and spiritual health. (See also PB Minutes 12-108, 13-32, 13-54, 13-98, and 14-21).

Their work was based on our experience with the Friends Home, and an awareness of the need to better understand and protect against liabilities, both for child safety and property conservation. Jeremiah pointed out that good governance requires roles and skills which are more like a board than a committee.

They presented, for our consideration, an extensive document (see advance docs) which details all aspects of the governance of the camp including the appointment of the oversight body (board or committee).

While the current structure is defined by the Purpose and Procedures of the Friends Camp (p.115, 2011 Minute Book), Jeremiah pointed to some of the important changes they are proposing:

- Establishment of a supervisor, similar to the position which exists for the YM Secretary
- Add definition to the relationship between the Camp Director and the YM Secretary
- Change the nominating process: the body would be appointed by a “Friends Camp Nominating Committee” and might include up to 1/3 non-Quakers.
- Bring the budget within the YM budget. Since the camp is really a part of the YM, it should be reflected in the structure. Finance Committee would review and approve it for incorporation in the YM budget.
- Regular review by an outside organization every 3 years (ACA) and by an ad-hoc Friends Camp Review Committee every 5 years.

Friends endorsed the direction of this work and thanked the committee for its thorough and detailed work. We approved the nominating process, and ask them to consult with Personnel Committee, Finance Committee, and Legal Counsel about remaining concerns.

**14-34 Relationships with Monthly Meetings:** Noah presented an idea for a structure to support monthly meeting visitation. He had discussed the possibility with the PB Intervisitation working group. He is offering a modest amount of staff time, likely from Kathleen Wooten, to coordinate volunteers. We find that some of the impediments to our travel include discerning where to go, and what to say when we get there. The staff coordinator, in cooperation with Noah and Beth Collea, would prepare a list of the meetings most deserving of our attention, and assemble a list of willing visitors from PB and Finance Committees. The coordinator would also gather support materials including a “cheat sheet” with talking points for the visitor, and the rack card that the Development Committee is preparing which illuminates many of the programs, opportunities, and supports the YM offers. The coordinator would then contact visitors, likely in pairs, with specific requests for meeting to be visited, contact information, and supporting documents. The working group agrees that this support would remove some of the questions and add to the impetus of this program.

Jeremiah Dickinson, Deanna Chase, Susannah Schell, Travis Belcher, and Bruce Neumann offered to be on the visitor list.

Friends were generally supportive of the idea, but reminded us that our language too easily separates the YM from the Monthly Meetings. A useful image is that of the YM as a family – can we be issuing invitations to greater participation?

**14-35 Friends School of Portland Request:** Jenny Rowe, Head of the Portland Friends School, briefed us on the history of the school and its current building plan. Facing the end of their lease on the current property, the school has purchased property nearby, with

the intention of building a new “Net Zero” (burns no fossil fuels) building. Fundraising is going very well, with loans and bank financing in place to cover the balance. Jenny came to us requesting a loan for one missing piece: \$350K for a bridge loan through the construction period, and 10 months beyond. The loan would be repaid at 5% interest, after 21 months, or perhaps with an offer to beginning payments after 15 months. Interest-only payments would be made in the interim. The amount would not be expected to be used for construction, but is a cash reserve required by the lending bank. Jenny pointed out that in the interest of keeping costs down, they hope to start construction in July or August, but must have the financing and bridge loan in place in order to start. Friends were excited about the project and supportive of developments in Friends education, but recognize that we are not the best group in NEYM to consider the use of our investment funds. We **approved** the following minute:

We are excited about the continuing growth of the Friends School of Portland, and their impending building project. We clearly do not have the funds available in NEYM reserves, nor does Permanent Board feel equipped to evaluate the risks of this loan. We encourage the Board of Managers to consider investing \$350k in the Friends School of Portland building program, if they find it an acceptable investment.

**14-36 Memorial Minutes:** We considered the Memorial Minutes we heard in opening worship. We **approved** forwarding the memorial minutes for John Carey, Alanna Connors, Gordon Harris, Eleanor Plank, and Mary Ann Snieckus. The clerk reminded us that we had previously approved a Minute for Andy Towl. Allan Kohrman and (in absentia) Patsy Shotwell offered to serve as an editing committee, to prepare the Minutes for reading and publication at Sessions. The Presiding Clerk recommended adding one of the reading clerks, either Susan Davies or Andrew Grannel, since they are the Friends who read these minutes at Sessions. Friends **approved** this committee.

**14-37 Legacy Discernment Committee:** Suzanna Schell gave a brief update on the work of this committee. Following their substantive recommendations at our February Meeting, they have been discerning further details about the timeline, Policies and Procedures, and the nominating procedure. They expect to bring a final proposal to our August 2 meeting. A member of Finance Committee suggested it might be useful for that committee to be consulted about the expected accounting procedures.

**14-38 Purposes and Procedures:** We considered the Purposes and Procedures which had been submitted by the various committees (see Advance Docs) as part of a regular triennial review. One Friend had some concerns about language in the FWCC P&P, and would like the chance to discuss this with them. Another was uncomfortable with some changes in the Finance Committee document. Several Friends voiced concerns about the process of committees writing their own P&P, noting a lack of accountability, weight, and meaning. Should the committees receive their charge from the YM/PB? We heard that the Structural Review Committee has had similar discussions.

We **approved** forwarding all but the FWCC and Finance Committee P&P's to Sessions, and will expect revised versions of those at our Aug. 2 meeting.

**14-39 Youth Programs:** Jackie Stillwell presented a new Purpose and Procedures for a Youth Ministries Committee developed in cooperation with Youth Program Staff, and with Susan Davies and Sarah Gant. This group was appointed (See PB Minute 13-123) to consider the evolving needs of the Youth Programs, in particular since the Staff restructure which names the YM Secretary, not the Youth Programs Committee, as supervisor to the YP staff. In addition to changing the name from Youth Programs to Youth Ministries to more accurately name the scope of their concern, Jackie pointed out that the new group will need to think and act as trustees, considering less the details of specific events, and more the overall character and direction of the program. Friends **approved** forwarding this P&P to sessions.

**14-40 Personnel Committee:** Edward Baker presented several pieces of their work for our consideration.

- Personnel Committee, in accord with recommendations from Noah, has approved a few changes in Staff job descriptions, including changes to job titles: leaving out the word "retreat," we now have a JYM and JHYM Coordinator; expanding the job description, we now have a Religious Education and Outreach Coordinator; and reducing the role for office management, we now have a Communications Director. Note that PB is not required to approve these changes.
- Coordinating and Advisory Committee has completed its performance appraisal for Noah, and recommends his continuing employment, as does the Personnel Committee. Friends **approved** forwarding this recommendation to Sessions.
- Edward presented several changes to Noah's job description, primarily in clarifying his role in financial areas, including preparing the staff budget, preparing Sessions budget in collaboration with Sessions Committee, and increased participation with Development. Friends approved these changes.

**14-41 Clerk's Nominating:** Allan Kohrman presented proposed names for the Clerk's Table for YM Sessions 2015.

Presiding Clerk: Jacqueline Stillwell  
Rising Clerk: Fritz Weiss  
Recording Clerk: Will Taber  
Recording Clerk: Rachel Walker Cogbill  
Reading Clerk: Susan Davies  
Reading Clerk: Andrew Grannel

With affection for those named and respect for the process, Jackie Stillwell noted that she will miss the presence of youthful energy at the Table. Friends **approved** forwarding these names to Sessions.

**14-42 Yearly Meeting Nominating:** Christopher McCandless presented names for positions whose tenure starts before Sessions and require early approval:

**Friends United Meeting General Board**

- Ann Dodd-Collins (Winthrop Center) Class of 2017

- Ken Haase (Beacon Hill) Class of 2017
- Leslie Manning (Durham) Class of 2017

**Representatives to the June 2014 FUM Triennial**

- Leslie Manning (Durham) Class of 2017
- Ann Dodd-collins (Winthrop Center) Class of 2017
- Ken Haase (Beacon Hill) Class of 2017
- Marian Baker (Weare) Class of 2017
- Ann Armstrong (Acton) Class of 2017

**Moses Brown School Board**

- Michael McGuigan (Providence) Class of 2017
- Liesa Stramm (Hartford) Class of 2017

Friends **approved** these nominations. Note that some of these names for the FUM triennial replace Friends appointed at Sessions who have since found they are unable to travel.

**14-43 Internal Nominating:** Donn Weinholtz brought the name of Richard Ristow (Providence) for YM Nominating at-large, class of 2017. Friends **approved**.

**14-44 Friends Association for Higher Education (FAHE):** Donn Weinholtz brought a proposal that NEYM establish affiliation with the FAHE, an organization which works towards greater communication amongst the various Quaker institutions of Higher Education. Donn, as Quaker and a member of the University of Hartford faculty, is a member himself. Affiliation as a YM offers opportunities for sharing epistles, links on respective websites, and exhibits at Sessions and generally improved communication with other institutions. We understand that there is no financial commitment involved. We **approved** establishing the affiliation, and uphold Donn in his role as member, observing that we have an on-going responsibility to periodic evaluation of the vitality of such connections.

**14-45 Travel Minute:** The clerk presented a Travel Minute (see advance docs) for travel to Kenya by Margaret Benefiel, who was invited back after a previous trip. Friends **approved** the clerk endorsing this minute.

**14-46 Closing Worship:** We closed in worship with prayers for the Friends from Oxford Hills Monthly Meeting, after hearing that Falmouth Quarter has laid down that Meeting.

Holly Baldwin, Clerk  
Bruce Neumann, Recording Clerk



Holly Baldwin

**New England Yearly Meeting of the Religious Society of Friends  
Permanent Board Minutes  
February 15, 2014 **Draft**  
Friends Meeting at Cambridge**

- 14-01 Opening Worship:** Friends from Permanent Board and NEYM Ministry and Counsel gathered together for worship. During opening worship, the clerk of Ministry and Counsel reminded us that as we gather, we carry with us our Meetings and our larger communities. She challenged us to contribute to the vitality of Quakerism in New England. We also shared, out of the worship, concerns for individuals and Monthly Meetings.
- 14-02 Welcome:** The clerk of Permanent Board welcomed the gathered group, recognizing us all as friends of the Yearly Meeting. John Bach, Resident Friend at Cambridge Meeting, welcomed us to their facility.
- 14-03 Sharing:** we spent time in pairs, sharing reflections on the Query: “What is something you’re growing into in your spiritual life?”
- 14-04 Yearly Meeting Secretary Report (Part 1):** Quoting Habakkuk 1:5, Noah Baker Merrill shared some of the life he sees as he travels among Friends: “This is an exciting time to be a Quaker in New England!” We heard about New Meetings Day in Framingham, a joint presentation by NEYM and FGC’s New Meetings Project, which explored support for new meetings and small meetings. We heard about the faithful work of Vassalboro Quarter, which is exploring its structure. We heard about the YAF midwinter retreat, where Friends wrestled with issues of stress and overwork. And we heard about the dedicated and faithful work of a small group overseeing the transition to a new database.
- 14-05 Roll Call:** After the adjournment of Ministry and Counsel, the Recording Clerk called the roll:
- Present:** Holly Baldwin, Travis Belcher, Deana Chase, Susan Davies, Jeremiah Dickinson, Justice Erikson, Sarah Gant, Ben Guaraldi, Galen Hamann, Jan Hoffman, Leanna Kantt, Mary Knowlton, Allan Kohrman, Christopher McCandless, Jean McCandless, Bruce Neumann, Suzanna Schell, Patricia Shotwell, Sara Smith, Becky Steele, Carolyn Stone, Philip Stone, Hannah Zwirner.
- Regrets:** Aimee Belanger, Nancy Isaacs, Sandy Isaacs, Rebecca Leuchak, Rocky Malin, Elias Sanchez-Eppler, Karen Sanchez-Eppler, Donn Weinholtz, Fritz Weiss, Rosemary Zimmermann.
- Ex-officio:** Muriel Farrar (Gonic, co-clerk of Finance), Noah Baker Merrill (Yearly Meeting Secretary).
- Visitors:** Katherine Fisher (Beacon Hill), Janet Hough (Cobscook), Emily Neumann (Beacon Hill), Kathleen Wooten (Lawrence).



**14-06 Minutes:** The minutes from our November 23 Meeting were considered and, with a minor change, **Approved.**

**14-07 Yearly Meeting Secretary Report (Part 2):** Noah referred us to his written report in the Advance Documents, which details progress on a number of developments, including the website, the new database, Archives, and Sessions planning. Noah asked if there were any questions. One Friend, noting that things seem to be going well, wondered if there were large issues we had not heard about. Noah pointed to continuing concerns about our financial condition, some Friends' sense of disconnection, and our relationship with FUM as issues that C&A continues to consider.

Another asked for clarification on how Equalization will work this year, with the revised method of determining payment (PB Min 13-124). We understand that more information will be forthcoming, but Sessions will be continuing to request contributions from individuals and monthly meetings, to support the attendance of those who need financial assistance.

**14-08 Priorities Process Budget:** Speaking about the Priorities Process Budget, Noah observed that this is part of our effort to think more than one year in advance. The document shares the current state of thinking both about what might be cut if necessary, and what could be added if possible. After further seasoning, this document will be employed at a meeting on March 15, where Finance, Personnel, Development and Coordinating and Advisory Committees will meet to produce a first draft of the 2015 budget. Some discussion ensued regarding one option listed for reducing expenses, that of reducing contributions to FGC, FUM, and FWCC. One Friend wondered if those organizations had been made aware of this possibility. Noah reminded us that it is not our plan to make those cuts, and that he is in regular communication with the directors of all three organizations. We heard that the algorithm for arriving at the amount of our donations was set up at a very different time in NEYM history, and wonder if it is time to revisit the formula.

**14-09 Presiding Clerk Report:** hearing that our Presiding Clerk is in Cuba with other New England Friends, we were encouraged to read her written report and send her questions by email.

**14-10 Structural Review Committee:** Janet Hough shared that the committee is still primarily in information gathering stage: visiting meetings, preparing a survey which will be widely distributed, and poring over a variety of documentation, looking for input and perspective. They also expect that several SR members will attend the next Committee Day to engage in dialogue with some committees. While they do not expect to bring a final recommendation to Sessions 2014, they will bring a report, which may include initial conclusions and a sense of direction.

**14-11 Legacy Discernment Committee:** For the Legacy Discernment Committee, Suzanna Schell presented their recommendations, formulated after a lengthy

process of seeking input, and discernment about what they heard. The proposal incorporates three separate initiatives:

- Given the number of suggestions which included Friends Camp, and a desire to reinforce the financial status of our one remaining institution under our direct care, the Committee recommends giving \$100K to Friends Camp, money which will retire their mortgages and provide for infrastructure improvements.
- The Committee proposes that another \$750K be set up as the Legacy Restricted Fund, which would be invested in the Pooled Funds. The proceeds, including interest and value increase, would be distributed annually as grants.
- The balance of these funds would become the Legacy Unrestricted Fund which, while the funds would also be invested initially in the Pooled funds, would be available in their entirety for grants or loans.

The committee recommends that these Funds not be restricted in perpetuity, allowing periodic review of the program and the potential for reallocation. The Funds would require the establishment of a granting body, the Legacy Gift Committee, which would initially be responsible for developing guidelines and procedures for the grant process, and would be responsible for awarding grants and loans. Grants would be expected to benefit the ministries of NEYM. While the Discernment Committee suggested that this granting committee be appointed by PB, Friends wondered if it was more appropriately a YM committee. With great enthusiasm for the life this proposal may support, Friends endorsed this set of proposals. We asked the Legacy Discernment Committee to refine the proposal, to include consideration of how the committee will be formed and maintained (YM or PB), and more description of how the guidelines will be established and approved. Approval of guidelines might occur by PB, after the new committee has discerned them. Presuming PB approval at our May meeting, and Sessions approval, the make-up of the committee could be approved by PB.

**14-12 Travel Minute:** The clerk read a minute from the Puente Committee, recommending approval of travel to Cuba by Susan Furry (Northampton) and Bruce Kay (Storrs). She notes that while Susan has a supporting minute from her monthly meeting, Bruce does not. Hearing the background, Friends were comfortable, and **approved** the clerk endorsing their Travel Minute.

**14-13 Clerks Nominating:** for the Clerks Nominating Committee, Alan Kohrman presented a recommendation that NEYM begin naming the next Presiding Clerk a year before they begin their term. They offer this summary:

A Rising Clerk will be called and approved at Sessions before the last year of service of each Presiding Clerk. This modification in the appointment process provides for the future Clerk the fullest sense of a year's cycle, a seasoned sense of leadings and concerns that the yearly meeting may be discerning, as it also provide for the Body advanced awareness of the future leadership.

This is explicitly neither a co-clerkship nor an assistant clerkship. The learning opportunity does not extend to actually serving as Clerk during the year of shadowing. During the year of shadowing the Rising Clerk is expected to observe the current Clerk at work, and to deepen his or her capacity to listen for the condition of the Body, and to listen for sense of the meeting. There will be conversations between the outgoing and the raising clerks, but most of the learning will be done in the observations.

Friends **approved** establishing this practice.

**14-14 Memorial Minute:** During our worship following lunch, the clerk read a Memorial Minute for Alice Blades Lacy. During discussion after worship, we noted that, while a fascinating person, she had not been involved in the Yearly Meeting and declined to forward the minute to Sessions, but to thank Midcoast Meeting and Vassalboro Quarter for sharing Alice's life with us.

**14-15 Treasurer's Report:** Referring to his written report, Ben Guaraldi informed us that income is slightly ahead of usual, while expenses are normal. We heard that the Development Committee is encouraging individual donors to move to the Give Monthly program.

Ben presented a package of budget revisions, including changes to the Sessions budget, the addition of training for the new database, and staff coverage during the Communications Director's paternity leave. While the bottom line changes very little, we are required by current policy to have changes approved by PB. Friends **approved** the changes.

Ben also requested help for himself and the finance committee in identifying a new Assistant Treasurer, who might help with the work load, and cover for the treasurer if he is away.

Noah voiced his appreciation both of the long hours Ben has been spending, and for his insight and knowledge.

**14-16 Finance Committee:** For the Finance Committee, Muriel Farrar reported that the committee continues to do much of its work through 3 subcommittees: on Policy and Procedures, Education and Support, and Budgeting process. We understand that they are recommending that we lay down the Peace Tax fund, but this will come to our attention as a separate agenda item.

They forwarded the budget revisions to PB with some reluctance, recognizing that we may have a larger than anticipated deficit.

**14-17 Letter from Climate Working Group:** We considered a letter we had received from the Young Adult Friends Climate Working Group, requesting clarity on the Board of Managers' investment policy as regards firms dealing with fossil fuels. We also have received a letter from the BoM, requesting assistance in answering a series of questions about investments in related industries. Katherine Fisher and Emily Neumann, both of YAFCWG participated in the discussion.

We recognize that this concern lies at the intersection of two spiritual issues: our increasing awareness as a Society that our contributions to climate change are a spiritual issue, and awareness that how we use (invest) our money is also a spiritual issue. Friends were supportive of further exploration, with a view towards possible refining of the BoM investment policy, and perhaps increasing our awareness of our own complicity in the current economic/ecologic paradigm. Friends agreed that we would like more clarity on what the current policy is. Friends also encourage YAFCWG to engage in discussion with the BoM, either at their workshop at 2014 sessions, or perhaps by arranging a separate opportunity. Ben Guaraldi offered to coordinate these efforts. We hope to hear a report in the fall, regarding what has been learned.

**14-18 Student Aid Revisioning:** For the Student Aid Revisioning committee, Galen Hamann presented their preliminary proposal. These Friends are suggesting that we designate Student Loan funds, both current balance and future repayments, as an endowment. Rather than loans, the endowment would pay \$1000 grants to Friends needing support for educational pursuits. Note that they suggest no age limit or restriction on educational opportunity. They do recommend that applicant have an existing relationship with NEYM, and in their application, reflect on how this grant may deepen their faith and relationship to Quakers.

The program would require a grant committee to consider applications and award grants.

The committee hopes that PB would apply to the Legacy Gift Committee for more funds to support this endeavor, and suggest that the granting committee might also consider fundraising to increase the endowment.

While Friends expressed some concern about increasing our structure, they were encouraging about the impact on applicants' lives, and appreciative of the relative simplicity of awarding grants, compared to the challenges of tracking loans and overseeing repayment. One Friend wondered if a single granting committee might oversee both Legacy Gift and Student Aid grants.

We thanked the committee for their work and look forward to a final proposal.

**14-19 Internal Nominating:** Internal Nominating proposed the name of Fran Brokaw (Hanover) for Clerks Nominating Committee, Class of 2017. Friends **approved**.

**14-20 Sessions Committee:** Carrying a specific concern from Sessions Committee, Jean McCandless spoke about an initiative encouraging Monthly Meetings who have not sent representatives to Sessions in recent years, to do so. She is looking for PB volunteers to visit some of these Meetings and encourage Sessions attendance, and to be a welcoming presence at Sessions.

**14-21 Good Governance of Friends Camp:** Jeremiah Dickinson spoke about the work of the committee exploring the governance of Friends Camp. They expect to bring a panel of proposals to our May meeting, including changes to the nominating process, incorporating the Camp budget into the YM budget, specifying more

clearly the relationship of the Camp Director and the YM Secretary, and possibly changing the name of the oversight group from “Committee” to “Board.”

**14-22 Next Meeting:** The clerk advised us that agenda items for our May 10 meeting will be due by April 25, and reports will be expected by April 30.

**14-23 Closing Worship:** We closed in worship, with prayers for those who would be driving home in the snow.

To: NEYM Permanent Board, meeting on 5/10/2014  
From: Noah Baker Merrill, Yearly Meeting Secretary

Dear Friends,

In New England, Spring has come and is coming. Our spiritual mud season continues.

Below are brief updates for on-going projects. This information is provided in lieu of an oral report on these matters at the meeting. I look forward to answering any questions you may have, and to your guidance.

### **Relationship with Local Meetings**

As you know, several bodies within NEYM continue to lift up the need for increasing visitation among our local meetings. Permanent Board, Ministry & Counsel, Finance, Structural Review, Sessions and other committees have planned or conducted visitation in the past year.

However, the vital work of building relationships that may result in increased participation and relationship (in a sense of belonging, in participation in governance, in use of services and in financial support of our shared ministries) has been slow to move forward. Motivating participation to increase financial support of NEYM ministries by monthly meetings has been particularly challenging. It seems increasingly important that we integrate and coordinate our efforts coming from the yearly meeting level, both to make good use of our limited resources of time and energy, and to avoid confusing our Friends whose involvement is more focused on the local level.

In order to support the flourishing of these efforts, I approached the PB working group carrying these efforts forward (Deana Chase, Bruce Neumann, and Sara Smith) with the suggestion that staff might provide administrative and logistical support to these efforts. There is also interest from Friends on Finance Committee in combining forces and traveling in pairs.

What this would look like is that NEYM staff would collect names of Friends from both Finance and Permanent Board who are willing to be asked to visit a meeting, and would help with scheduling and tracking visits. The PB working group (or perhaps an expanded small group including at least one member of Finance) would work with staff to prepare “turnkey” materials for visitors, including brief talking points and print materials to leave behind on a visit, as well as any training or preparation that might be helpful. The volunteer visitors would then be released to do the work of visiting, being present, sharing their excitement, listening deeply, and reporting back on the experience of visiting. Hopefully this

approach would facilitate the participation of many more of us than have been able to participate to date.

While the steps outlined remain to be implemented, I hope that this approach with each part (PB, Finance and staff) playing a useful role will help us move forward to address this critical priority for the financial and relational health of NEYM. My expectation would be that we would have materials and time availability in place to begin these efforts in earnest following Sessions 2014.

I have also been experimenting with using our videoconferencing tools to connect Friends with similar roles and needs, for mutual support and listening. In recent months we have gathered clerks of Finance and monthly meeting treasurers, clerks of quarterly meetings, and “financial elders” of NEYM to seek guidance and to offer mutual support. My hope is that we can continue to offer ongoing opportunities for Friends serving in similar roles at the monthly and quarterly level to share and support one another in their work as a part of NEYM’s ministry of building up the life of local meetings.

Due to increased emphasis on their availability, and especially since the launch of the new website, we have been receiving increased demand for services available to local meetings through NEYM. These include reducing insurance costs by being included on NEYM’s policy, help with child safety screening, accepting gifts of stock, consulting on accounting and employment questions, and more. My hope is that we will continue to strengthen both the support available to local meetings and the visibility of these services to Friends.

A brief description of services NEYM already provides to local meetings is available here: [neym.org/neym-does/meeting-support](http://neym.org/neym-does/meeting-support)

Finally, with the leadership of Beth Collea, Sessions Committee is sponsoring a Monthly Meeting Fair at Sessions this year. Local meetings are encouraged to prepare a tri-fold display on an aspect of the life and ministry of their local meeting that will be displayed throughout Sessions in the lobby of the building where business meeting will be held. The hope is that this will further lift up and highlight the life of Friends in New England at the local level, and keep it central to our discernment as we gather. For more information, email Beth at [recoord@neym.org](mailto:recoord@neym.org). Further updates will be listed in the Sessions issue of the New England Friend and online, coming soon.

## **Archives**

You may remember that my last report shared news of a “water event” affecting the NEYM Archives. After we met in February, I visited the site at which the recovered documents from our Archives were being held until an inventory could

be completed. With the help of staff of the Rhode Island Historical Society staff, I inspected items from our collection, and was impressed and joyous to discover that, while water exposure was evident, only a small number of materials (including one book) were even in need of restoration work. Almost unbelievably, no documents were rendered illegible or destroyed. Given the historical and spiritual importance of the materials affected (including original deeds of manumission for enslaved people freed through Quaker efforts, and personal correspondence and unpublished writings of Job Scott, for example), we have even further reason to give thanks.

We have contracted with a new consultant to manage the transition to a new home for the Archives. Carol Forsythe is a professional project manager who works with a firm specializing in the digitization of records. She also serves as clerk of Putney Monthly Meeting. I have great faith in Carol's professional skills and in her passion and energy for this work.

It should be noted that the total cost of the recovery effort for our archival materials exposed to water was in excess of \$40,000 – all of which has been covered either by the insurance of the Rhode Island Historical Society or by the time of RIHS staff. I hope that the Permanent Board or other leadership of NEYM in addition to myself might formally express our deep gratitude to RIHS for their generous support of and care for our collection, regardless of the eventual outcome of our discernment.

### **Website & Database**

Amidst many competing needs, we are learning to prioritize our limited staff and financial resources in this exciting time of challenge and change.

The new NEYM website (at [neym.org](http://neym.org)) was launched in early March. We have received strongly positive feedback from many NEYM constituents, and from voices in the wider Quaker world. Still, we are only beginning to move into the site and to take advantage of its capabilities to connect and support our work. The next phase in the development of the site is the training of NEYM committee clerks (or designated representatives) to edit and update their own pages on the website. More significant progress on training has paused due to the need for Jeff to focus on the implementation of the new database project, including specifically the Sessions registration system.

Thanks to the leadership and dedication of Jeff Hipp, and with the support of our outside consultants and key stakeholders (staff and committee members), we remain on schedule for a launch of the new Sessions registration system in time to open Sessions 2014 registration on June 1, with a built-in buffer of several days to allow for further testing in the last part of May. A presentation of the



prototype of the new registration system to Sessions Committee in early April was met with very positive feedback and approval. In addition to incorporating the new Sessions fee structure and approach, the new Sessions registration system uses industry-standard encryption for credit card processing, integrates the secure completion of youth health forms into the registration process, and allows the possibility of saving a registration for subsequent completion.

Though considerable testing is already happening, our current hope is to invite members of the Permanent Board to register early, to further work out any wrinkles in the system.

Following completion of “Phase I” of the database project (the new secure Sessions registration functionality), we will proceed with the transition of our current main database (including donor records, committee service, and overall constituent information) to the new Salesforce system. Though much work remains, our tentative goal is to have this data transfer to one integrated NEYM database complete and operational by Sessions in early August.

Needless to say, these two projects represent significant steps forward for the yearly meeting’s infrastructure, and are an investment in “the right tools” that God willing will benefit the yearly meeting as a whole for years to come. They address existing vulnerabilities and limitations, and offer new possibilities for saving staff time and increasing our ability to connect and communicate across the many parts of our Quaker community in New England. On behalf of all those who will benefit, I appreciate the flexibility and support of the Permanent Board and others who have been willing to take extraordinary steps to make this transition possible in a very limited timeframe.

## **Privacy Policy**

Jeff has continued to work with his counterparts at FGC and other Friends organizations to develop our policies for privacy and electronic communications. A final product remains in process, but the major security improvements in the data management tools we are constructing represent significant steps forward in protecting Friends privacy even prior to our being able to publish a formal policy.

## **Development**

As the Treasurer’s report notes, we remain ahead of previous years contributions YTD, and the response to our fall/winter appeal was strong. A Spring postcard appeal is on the way to our list of households most actively involved in NEYM, and Development Committee is in the process of making calls to thank and connect with all of our individual and household donors.

Recognizing how critical fundraising is to our overall mission, I have recently begin meeting with a Friend who is a development consultant to advise me on how to focus my limited time and energy to build up our NEYM Development program overall. My ongoing conversations with major individual donors continue to be encouraging, with the clear message that there is a willingness to provide more financial support if NEYM can clearly articulate our current work and vision going forward and our plans to achieve our goals. The message I hear again and again is that people want to know not *what we think we can get by with*, but *what we need to do our work well and to help Friends in New England to thrive*.

### **Yearly Meeting Sessions 2014**

Excitement is building, and communicating what is changing this year continues to be an important part of the transition to Sessions in Vermont.

The new Sessions webpages are live at [neym.org/sessions](http://neym.org/sessions), including overall descriptions of Sessions this year, a Q&A document providing overall background as well as specifics about the new fee structure, and an online submission process for the new approach to afternoon activities, which the Sessions Committee is calling "Afternoon Opportunities". I hope very much that everyone will take a look and share these links and information widely.

Staff and committee members are collaborating well, and Kathleen Wooten is ably managing many complex logistics and challenges. We have conducted several visits to Castleton State College already this year, and several more are planned. Each visit is focused on helping meet the needs of the specific constituencies and stakeholders in the Sessions community overall: bookstore, each of the various youth programs, health & safety, etc.

One important message we are continuing to promote is that local meetings and households are strongly encouraged to give to the Equalization Fund as previously – and this remains an essential message to share with monthly meetings. Any help that members of the Permanent Board can provide in this effort - both in your own meetings and beyond - would be helpful. Friends can't hear the news enough this year as we grow and change.

### **Insurance Merger with Friends Camp**

After learning that merging coverage under our current insurer would not in fact result in premium cost savings, Nat Shed and I have decided not to merge insurance coverage with Friends Camp for the time being. As we go forward with implementing the recommendations of the Committee for Good Governance recommendations, we may decide to revisit our coverage needs.

## **Workers' Compensation Claim**

I have been informed that because of the risk of on-going health complications, the on-going workers' compensation claim for our interim office manager will need to remain open for at least another year. While I am not yet aware of rate increases, it would be reasonable to expect that our costs for workers' compensation may increase due to such extensive usage.

I spent much of the holidays ensuring the workers' compensation claim was in order and proceeding smoothly, and the other staff and many members of the NEYM community have been active in supporting related needs. I am not aware that NEYM is facing any prospective additional liability or other exposure at this time. We do not yet know whether our insurance premiums will increase as a result of these events.

## **Revision and Refocusing of NEYM Staff Job Descriptions**

I am grateful for the guidance and support of my supervisor and the Personnel Committee in working with me this year to review, update and refocus the job descriptions of all current NEYM staff. The staff shared that they found this process a helpful and affirming exercise when paired with the creation of an annual workplan, and I expect the increased clarity on current roles and responsibilities will continue to bear fruit. In the near future, I have on my list to post on the NEYM website the job descriptions of staff along with the annual staff workplan as a resource and a reference to Friends.

It feels important to acknowledge that this has been a challenging year for many of the staff, both personally and professionally, as together we navigate many changes. Morale and commitment overall is strong, but any encouragement that Friends can offer would be much appreciated, I'm sure. When you need to engage with staff on specific issues or support, your patience and acknowledgment to them of the many other demands on their time would, I believe, be nourishing to their spirits.

I am daily reminded of the powerful gifts shared through the staff I am blessed to supervise. As a staff team, we continue to grow into more effective and useful ways of working together, as we play our part in liberating the ministry of the whole community of Friends in New England.

## **And last but not least, the *New England Friends Home***

As I reported in February, the only remaining outstanding NEFH issue is the resolution of the claim against NEYM for alleged unpaid contributions and fines for Massachusetts unemployment insurance for former NEFH employees.

We recently received from the MA DUA a document entitled “Notice of Dismissal”, which seemed to suggest that the case might be nearing closure. However, our attorneys’ efforts to follow up with the sending official have to date proved fruitless. I expect further news any day.

I continue to believe our attorneys are doing all they can to secure a timely and equitable resolution to this matter on our behalf, and I tentatively anticipate – God willing—reporting the resolution of all Friends Home business by Sessions.

### **Meanwhile, elsewhere in the Quaker World...**

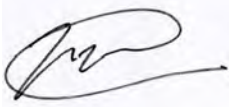
I write as I return from back-to-back board meetings for Friends World Committee for Consultation – Section of the Americas and Quaker Voluntary Service, in Miami and Atlanta, respectively. In both of these I bring greetings back from Miami Friends Meeting (Southeastern Yearly Meeting - FGC) and Miami Monthly Meeting (North Carolina Yearly Meeting – FUM, with most membership being previously affiliated with Cuba Yearly Meeting), as well as from Atlanta Friends Meeting (Southern Appalachian Yearly Meeting and Association – FGC). Ross Hennesy, the Assistant Director of Quaker Voluntary Service, is joining NEYM Young Adult Friends for their spring retreat later this month, and two leaders among NEYM YAFs will begin a year of service through QVS in Atlanta and Philadelphia just after Sessions.

A few other glimpses: Debbie Humphries and Lisa Graustein led workshops at the FWCC Consultation in North Carolina last month, and Dorothy Grannell led the organizing for four such gatherings from Sacramento to Bolivia. Benigno Sanchez-Eppler is co-clerk of the Quaker Youth Pilgrimage. New England Friends are leading FCNL, and Nia Thomas is supporting the re-envisioning of FCNL’s youth programs. Gretchen Baker-Smith and I have been invited to lead a workshop to train youth leaders in Pacific Yearly Meeting in 2015, and Jeff Hipp and Beth Collea both offered plenaries at the recent Quakers Uniting in Publishing conference at Woolman Hill. In collaboration with Colin Saxton of FUM, our new website is serving as a resource for pastoral meetings in both New York and New England.

Friends in New England, both staff and volunteer, are part of a living ministry within and beyond our borders. The new life that is so vibrantly expressed through us is being witnessed among Friends in many corners of the Quaker world. We are not alone in our challenges, and we are joined by many in our joy.

May our time together on Saturday be gathered in the Life.

In faith and service,

A handwritten signature in black ink, appearing to read 'Noah', with a long horizontal flourish extending to the right.

Noah Baker Merrill  
Yearly Meeting Secretary

## **NEYM Treasurer's Report to Permanent Board for 5/10/2014**

Prepared by Ben Guaraldi

FY2014 continues apace—I enclose statements of Activities and a Financial Position for the first half of the fiscal year, with the understanding that these numbers are subject to change. We've raised 74% of our YTD budget in individual giving, a much higher percentage than where we were this time in 2011 and 2012 and a much much higher total amount of individual giving. We've raised 82% of our YTD budget in Monthly Meeting giving, which is slightly higher than is normal for this time of year as well, and we've recently received significant donations from monthly meetings that are not included in this report.

In spite of the fact that we increased the FY14 travel budget from the originally proposed \$21,000 to \$28,800 (\$6,300 before approving the budget at Sessions and then \$1,500 with the midyear budget revision), it still seems that we may be as much as \$3,000 over budget in this category in FY2014. I will keep my eye on this and report about it as it unfolds.

As you may hear in their report, Finance Committee discussed accounting for the database project approved in Permanent Board's November meeting. They are uncomfortable amortizing the database expense over multiple budget years. I intend to work with the Yearly Meeting Secretary and Accounts Manager to consult with an accountant to figure out options for accounting for this expense. I will then season them with Finance Committee and Coordinating and Advisory and bring a recommendation to the next meeting of Permanent Board in August.

I present our Financial Position as of March 31, 2014. It looks fine. Note that many of the changes to these accounts (for instance, distributions of interest and of fair market value) are only calculated on an annual basis, so many of the accounts on this report that are currently unchanged will record changes at the end of the fiscal year.

Through the Priorities Process, Noah and I met with 15 different groups of Friends to discuss our current financial situation and season options for a FY15 budget. Finance Committee has met for two and a half days to consolidate the Priorities Process into the budget that is presented today. I am enormously grateful for their work—while I personally felt clear that the Yearly Meeting needed more administrative support this year, I was not clear on how to fit this need into a responsible budget when we already had a deficit. I believe Finance Committee has begun the process of doing that. However, there is dissent within the committee about whether we are on the correct course, which you will hear more about from Finance Committee.

Please feel free to correspond with me with any questions.

# NEYM Operating Activities for First Half of FY2014

October 1, 2013 to March 31, 2014

(numbers subject to change)

	YTD Actual	Total Budget	over Budget	% of Budget
<b>Income</b>				
4010 Individual Contributions	40,859	110,000	(69,141)	37%
4020 Monthly Meeting Contributions	128,399	310,000	(181,601)	41%
4030 Organizations Contributions	2,228	-	2,228	∞
4050 Interest and Dividend Income	160	33,500	(33,340)	0%
4070 Books and other Items	234	20,000	(19,767)	1%
4077 Consulting Fee Contribution	200	-	200	∞
4080 Retreat Program Fees	30,873	53,370	(22,497)	58%
4085 Sessions Program Fees	-	176,970	(176,970)	0%
<b>Total Income</b>	<b>202,952</b>	<b>703,840</b>	<b>(500,888)</b>	<b>29%</b>
<b>Expenses</b>				
4000 Reconciliation Discrepancies	-	-	-	-
<b>5000 Staff</b>				
5010 Salaries & Wages	126,054	263,712	(137,658)	48%
5020 Payroll Taxes	9,274	20,098	(10,824)	46%
5033 Health Benefits	28,797	53,385	(24,588)	54%
5035 Retirements	11,984	23,984	(12,000)	50%
5040 Disability	730	900	(170)	81%
5045 Workers' Compensation	700	900	(200)	78%
5060 Staff Development	153	4,000	(3,847)	4%
5050 Spiritual Retreats	-	1,200	(1,200)	0%
<b>Total 5000 Staff</b>	<b>177,692</b>	<b>368,179</b>	<b>(190,487)</b>	<b>48%</b>
<b>5100 General &amp; Administration</b>				
5120 Bank Expense	924	5,000	(4,076)	18%
5130 Contracted Services	5,163	8,200	(3,038)	63%
5140 Legal Services	198	10,000	(9,802)	2%
5150 Liability Insurance	2,238	4,000	(1,762)	56%
5160 Payroll Service	779	2,500	(1,721)	31%
5170 Recruiting Expense	80	500	(420)	16%
5180 Rent	7,013	9,350	(2,338)	75%
5190 Misc. Expense	965	-	965	∞
5220 Cleaning Services	132	265	(133)	50%
5230 Maint - Equip & Hardware	116	1,250	(1,134)	9%
5240 Postage	1,437	2,500	(1,063)	57%
5250 Office Equipment	-	1,250	(1,250)	0%
5260 Office Supplies	554	2,250	(1,696)	25%
5270 Printing & Copying	888	4,500	(3,612)	20%
5280 Software & Updates	736	1,500	(764)	49%
5290 Telephone	1,779	4,000	(2,221)	44%
<b>Total 5100 General &amp; Administration</b>	<b>23,001</b>	<b>57,065</b>	<b>(34,064)</b>	<b>40%</b>

# NEYM Operating Activities for First Half of FY2014

October 1, 2013 to March 31, 2014

(numbers subject to change)

	YTD Actual	Total Budget	over Budget	% of Budget
<b>5300 Travel &amp; Conferences</b>			-	
<b>5310 Travel - Committee</b>	1,381	2,300	(919)	60%
<b>5320 Travel - Clerk</b>	1,480	5,000	(3,520)	30%
<b>5330 Travel - Programs</b>	591	3,000	(2,409)	20%
<b>5335 Travel - Representatives Travel</b>	2,577	4,500	(1,923)	57%
<b>5350 Travel - Staff</b>	7,584	14,000	(6,416)	54%
<b>5360 Travel - Ministries</b>	-	-	-	0%
<b>Total 5300 Travel &amp; Conferences</b>	<b>13,612</b>	<b>28,800</b>	<b>(15,188)</b>	<b>47%</b>
<b>6000 Programs</b>				
<b>6105 Honoraria - Speakers/Wkshp Ldrs</b>	4,552	11,100	(6,548)	41%
<b>6110 Sessions Room &amp; Board</b>	-	144,000	(144,000)	0%
<b>6112 Retreats - Room &amp; Board</b>	27,100	30,000	(2,900)	90%
<b>6125 Program Expenses</b>	1,981	14,800	(12,819)	13%
<b>6130 Committee Expenses - General</b>	10,604	23,451	(12,847)	45%
<b>Total 6000 Programs</b>	<b>44,238</b>	<b>223,351</b>	<b>(179,113)</b>	<b>20%</b>
<b>6140 Books and Other</b>	-	17,200	(17,200)	∞
<b>6200 Benevolence</b>	(39)	48,749	(48,788)	0%
<b>6600 Publications</b>				
<b>6610 Yearly Meeting Minute Book</b>	1,820	4,000	(2,180)	46%
<b>6620 New England Friend</b>	3,288	5,000	(1,712)	66%
<b>6630 Other newsletters</b>	258	500	(242)	52%
<b>Total 6600 Publications</b>	<b>5,366</b>	<b>9,500</b>	<b>(4,134)</b>	<b>56%</b>
<b>Total Expenses</b>	<b>263,870</b>	<b>752,844</b>	<b>(488,974)</b>	<b>35%</b>
<b>Net Operating Income</b>	<b>(60,919)</b>	<b>(49,004)</b>	<b>(11,915)</b>	<b>124%</b>



**Statement of Financial Position**  
as of March 31, 2014

<b>ASSETS</b>		<b>3-31-2014</b>	<b>9-30-2013</b>	<b>Change</b>	
<b>Bank Accounts</b> \$199,573	1000 Checking	131,678	191,466	(59,788)	
	1020 Money Markets	8,590	7,151	1,439	
	1050 Certificates of Deposit	59,304	59,303	1	
	1200 Accounts Receivable	73,255	70,519	2,736	
	1075 Pooled Funds	1,931,455	1,931,455	0	
	1100 Accrued Receivables	(124)	(124)	0	
	1150 Prepaid Expenses	1,443	3,693	0	
	<b>TOTAL ASSETS</b>	<b>\$ 2,205,601</b>	<b>\$ 2,263,462</b>	<b>\$ (57,861)</b>	
<b>LIABILITIES AND EQUITY</b>		<b>3-31-2014</b>	<b>9-30-2013</b>	<b>Change</b>	
<b>Liabilities</b> (\$711)	2010 Accrued Liabilities	194	1,465	(1,271)	
	2150 Health Insurance Premium	(1,404)	(1,050)	(354)	
	2155 Sect 125 Employee Withh.	499	2,325	(1,826)	
	3500 Working Capital	193,363	193,382	(19)	
<b>Board Designated</b> \$1,373,245	3620 Faith and Practice Revision	40,957	40,957	0	
	3630 World Conference Travel	0	0	0	
	3650 Quasi-Endowment	109,835	109,835	0	
	3680 NEFH Legacy Gift Fund	1,222,453	1,222,453	0	
<b>Revolving Accounts</b> \$198,564	3705 Archives	9,441	9,441	0	
	3712 FUM Intervisitation	1,125	1,125	0	
	3714 Peace Tax Fund	0	7,360	(7,360)	
	3715 Peacemaker	1,784	1,784	0	
	3720 Prejudice and Poverty	9,858	7,262	2,596	
	3725 Puente de Amigos	3,290	3,290	0	
	3730 Sufferings	4,939	4,939	0	
	3755 Student Loan	144,895	144,895	0	
	3760 Young Friends Travel	3,111	3,111	0	
	3775 Continuing Projects*	20,118	20,118	0	<b>Available</b>
<b>Permanently Restricted Funds</b> \$520,399	3802 Endowment Fund	46,872	46,872	0	1,488
	3804 Alice Needham	16,561	16,561	0	812
	3806 Amy S. Hayden	54,568	54,568	0	2,675
	3808 Anna M. Brown	33,124	33,124	0	1,601
	3810 Freedmen's	127,177	127,177	0	34,725
	3812 FUM Foreign Missions	44,634	44,634	0	2,189
	3814 FUM Home & Foreign	6,249	6,249	0	306
	3816 FUM Ramallah	56,437	56,437	0	2,768
	3818 Hanson/Hill	25,724	25,724	0	25,724
	3824 Mosher Book & Tract	65,633	65,633	0	4,333
	3826 Phillips/Purington/Hawkes	24,040	24,040	0	1,180
	3828 Pittsfield/Varney	7,468	7,468	0	350
3830 Susan B. Kirby	7,844	7,844	0	380	
3832 West Falmouth Prep Mtg	4,069	4,069	0	200	
	3900 Retained Earnings	(29,631)	0	(29,631)	
	Net Operating Income	(60,919)	(29,631)	(31,288)	
	Net Non-Operating Income	11,292	0	11,292	
	<b>Total Equity</b>	<b>\$ 2,206,312</b>	<b>\$ 2,260,722</b>	<b>\$ (54,410)</b>	
	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,205,601</b>	<b>\$ 2,263,462</b>	<b>\$ (57,861)</b>	

Permanently Restricted Funds Available  
\$78,730

# Report from NEYM Finance Committee to Permanent Board for May 10, 2014 Meeting Regarding the FY 2015 Budget

The Finance Committee members filtered a variety of directives as we approached the work of editing a budget to present to Permanent Board. Those directives included:

- Faith in the vision laid out at Sessions and reinforced in gathered meetings to increase communication and change our culture and practices
- Support for our overburdened Yearly Meeting Secretary and staff
- Trust in the support of monthly meetings and members over time
- Concern for the fiscal responsibility to minimize deficit spending.

The Finance Committee's process began with discussion of two prepared budgets (A and B). Draft C is the Finance Committee's proposed budget to Permanent Board. You can see the budgets in the spreadsheet prepared by the NEYM secretary and treasurer after input from staff and committees in a spreadsheet format named *Fiscal Year (FY) 15 Draft Budget*. Notice the headings are labeled *FY15 Draft A*, *FY15 Draft B*, *FY15 Draft C*, *FY14 Budget (revised)*, *FY14 Budget (original)*, *FY13 Actual* and a column that helps track information called *Source of Change*.

The budget spreadsheet offers much information. We can see how FY 2013 finished. We see what has been happening this fiscal year of 2014. We can see the two plans for expenditures in 2015 in Drafts A and B. Now look at the bottom of the spreadsheet on the next to last page where the expenses are totaled. It shows that FY15 Draft B's expenses are projected to create a \$101,144 deficit. It is probable that donations and income will fall below the amount we may spend.

Now look at FY15 Draft A. Draft A shows some cost cutting that brought the deficit down to \$69,582. When the Finance Committee gathered to decide on a budget to send to Permanent Board, we talked about what we felt was needed. A strong need to attempt a lower deficit even more became clear. That is how our work began and the changes we felt were possible created another version of the budget that was labeled FY15 Draft C.

The column on the far left lists numerical accounting categories with a short description. Bold figures at the end of categories offer totals within categories and carry the costs to the bottom of the spreadsheet where the amounts are totaled.

We approached the task with a line item review. In other words, reading each category number with the hope that we could find ways to conserve funds without hampering the needs and vision of NEYM. In some cases we lowered amounts based on past expenses or new information such as line 5170 Recruiting Expenses. In other cases we increased amounts we considered essential, such as line 5010 Salaries & Wages. We added a half time position back into the budget for administrative support to free up the YM Secretary and Communication Director to do the work only they could do.

Although the Finance Committee attempted to find more ways to save, our modifications only lowered the deficit by approximately \$8,000 or a deficit of \$61,716. With the exception of two individuals who felt the size of the deficit was dangerously drawing down our reserves, the Finance Committee decided to present version C of the budget to Permanent Board for FY2015.

However, the Finance Committee also decided to contact committees to ensure their amounts requested are essential. The line item 6130 Committee Expenses for \$28,000 may see a change as we follow up. The suggestion to explore this area came as a message from Quaker Youth Education where after considering the financial challenges facing the yearly meeting they recognized that our improved technology and a generous community source may provide for some of their anticipated needs. They lowered their budget request by \$1,200. They invited us to share that information with others committees to encourage additional savings.

In line 6200 Benevolences, the Finance Committee recommends that our contribution to FGC, FUM, and FWCC be temporarily cut with consideration for the previously planned formula. This action was approved solely in reaction to our current shortfall in available funds. If approved, we recommend that the Yearly Meeting Clerk or Yearly Meeting Secretary contact these organizations explaining our action.

In the process of the work, Finance Committee encountered some questions for Permanent Board or others. First, we were uncertain if the Legacy interest could or should be used for the budget. Next, we were concerned about the accounting in 2014 and 2015 of the data base system and technical support that adds to our deficit. We felt this costly expense might best be managed differently and ask that our treasurer and Permanent Board seek guidance in this matter. We removed \$5000 attributed to the database of the \$11,000 from line 5160 Contracted Services.

Work that Finance Committee sees ahead includes policy and procedures to better understand sessions budgeting; staffing and contracts; acceptable levels for deficits and reserves; the relationship between Sessions, Finance, Permanent Board, and Personnel; and a deeper exploration of fiscal stewardship within a faith community.

Submitted with the help of the NEYM Finance Committee, Secretary, and Treasurer,  
Muriel Farrar, Clerk  
May 1, 2014

# FY15 Draft Budgets

decisions of Finance Committee to present to Permanent Board, 4/26/2014 (2 Friends stood aside)

	FY15 Draft A	FY15 Draft B	FinCom FY15 Draft C	FY14 Budget (revised)	FY14 Budget (original)	FY13 Actual	Source of Change	Notes
<b>Income</b>								
4010 Individual Contributions	125,000	125,000	125,000	110,000	110,000	126,718	1	
4020 Monthly Meeting Contributions	320,000	320,000	320,000	310,000	310,000	309,535	2	
4030 Organizations Contributions	-	-	-	-	-	2,248		
4050 Interest and Dividend Income	11,000	11,000	11,000	33,500	33,500	10,587	3	
4055 Student Loan Interest	-	-	-	-	-	-		
4070 Books and other Items	15,500	15,500	15,500	20,000	20,000	15,554	4	
4077 Consulting Fee Contribution				-	-	35		
4080 Retreat Program Fees	50,000	50,000	50,000	53,370	53,370	48,995	4	
4085 Sessions Program Fees	165,000	165,000	165,000	176,970	176,970	155,634	5	
<b>Total Income</b>	<b>686,500</b>	<b>686,500</b>	<b>686,500</b>	<b>703,840</b>	<b>703,840</b>	<b>669,306</b>		
<b>Gross Profit</b>	<b>686,500</b>	<b>686,500</b>	<b>686,500</b>	<b>703,840</b>	<b>703,840</b>	<b>669,306</b>		
<b>Expenses</b>								
4000 Reconciliation Discrepancies	-	-	-	-	-	36		
<b>5000 Staff</b>								
5010 Salaries & Wages	257,160	274,713	274,713	263,712	253,562	248,931	6	Add 0.5 FTE of administrative support to release our Secretary and Communications Director for needed work
5020 Payroll Taxes	19,673	19,673	19,673	20,098	19,398	16,274	6	
<b>5030 Benefits</b>								
5033 Health Benefits	52,855	52,855	52,855	53,385	53,385	46,997	6	
5035 Retirements	24,429	24,429	24,429	23,984	23,984	21,986	6	
5040 Disability	900	900	900	900	900	923	6	
5045 Workers' Compensation	900	900	900	900	750	686	6	
5060 Staff Development	4,000	7,750	2,000	4,000	2,000	60	6	A second year in training in Salesforce database administration for the Communications Director in FY2015
<b>Total 5030 Benefits</b>	<b>83,084</b>	<b>86,834</b>	<b>81,084</b>	<b>83,169</b>	<b>81,019</b>	<b>70,653</b>		
5050 Spiritual Retreats	1,200	1,200	1,200	1,200	1,200	618	6	
<b>Total 5000 Staff</b>	<b>361,117</b>	<b>382,420</b>	<b>376,670</b>	<b>368,179</b>	<b>355,179</b>	<b>336,476</b>		
<b>5100 General &amp; Administration</b>								
<b>5110 Administration</b>								





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decisions of Finance Committee to present to Permanent Board, 4/26/2014 (2 Friends stood aside)

	FY15 Draft A	FY15 Draft B	FinCom FY15 Draft C	FY14 Budget (revised)	FY14 Budget (original)	FY13 Actual	Source of Change	Notes
<b>6575 Other Organizations</b>	650	650	650	650	650	-		
<b>6590 Ecumenical Organizations</b>								
<b>6592 State Council of Churches</b>	4,000	4,000	4,000	4,000	4,000	3,919		
<b>6594 NE Council of Churches</b>	150	150	150	150	150	150		
<b>6596 NECL</b>	150	150	150	150	150	150		
<b>6598 World Council of Churches</b>	100	100	100	100	100	100		
<b>Total 6590 Ecumenical Org.</b>	<b>4,400</b>	<b>4,400</b>	<b>4,400</b>	<b>4,400</b>	<b>4,400</b>	<b>4,319</b>		
<b>6200 Benevolence</b>	<b>48,749</b>	<b>48,749</b>	<b>23,880</b>	<b>48,749</b>	<b>48,749</b>	<b>47,879</b>		
<b>6600 Publications</b>								
<b>6610 Yearly Meeting Minute Book</b>	4,000	4,000	4,000	4,000	4,000	3,755		
<b>6620 New England Friend</b>	5,100	5,100	5,100	5,000	5,000	6,584	7	
<b>6630 Other newsletters</b>	500	500	500	500	500	(99)		
<b>6600 Publications</b>	<b>9,600</b>	<b>9,600</b>	<b>9,600</b>	<b>9,500</b>	<b>9,500</b>	<b>10,240</b>		
<b>Total Expenses</b>	<b>756,082</b>	<b>787,644</b>	<b>748,215</b>	<b>752,844</b>	<b>753,604</b>	<b>698,937</b>		
<b>Net Operating Income</b>	<b>(69,582)</b>	<b>(101,144)</b>	<b>(61,715)</b>	<b>(49,004)</b>	<b>(49,764)</b>	<b>(29,631)</b>		
<b>Net Income</b>	<b>(69,582)</b>	<b>(101,144)</b>	<b>(61,715)</b>	<b>(49,004)</b>	<b>(49,764)</b>	<b>(29,631)</b>		

1. Per Development Committee.
2. Per Budget Day consultation.
3. Per Treasurer, anticipating not using the interest from the Legacy Gift.
4. Per Treasurer, to make this number more in line with historical numbers.
5. Per Sessions Committee, based on calculation of estimated income by the Treasurer.
6. Per Personnel Committee. Does not include any additional staff.
7. Increase per Sessions Committee.
8. This number higher to include an amortized portion of the \$20,000 database expense.
9. Per Communications Director, \$1,300 in website costs have been added.
10. Per Sessions Committee based on calculations by the Treasurer of lower costs at Castleton.
11. [Changes suggested by Finance Committee](#)

# **New England Yearly Meeting of Friends**

## **Friends Camp Draft Governance Guidelines as of February 10, 2014**

### **Mission**

The goal of Friends Camp is give youth and families a unique outdoor camp for spiritual, emotional, and creative growth. Friends Camp strives to be a caring and accepting community that embraces the faith and practices of Friends (Quakers) as one of many ways of helping youth discern a true and healthy path into adulthood with group worship, recreational activities, artistic pursuits and work projects.

### **Friends Camp Objectives**

- To live the Quaker values which include **S**implicity, **P**ease, **I**ntegrity, **C**ommunity, **E**quality and **S**ustainability.
- To create an atmosphere of love and acceptance where special friendships can develop in a natural environment.
- To develop a Quaker community of counselors and campers who see the Light of God in everyone.
- To offer interesting, creative, non-competitive, competitive, and fun activities that help young people grow into healthy and responsible adults.
- To promote sustainable environmental practices.
- To expand socio-economic and racial diversity by providing affordable tuition and camperships.

### **The New England Yearly Meeting of Friends has ten key areas of overall oversight and fiscal responsibility as part of the long-range oversight of Friends Camp.**

1. The sale and purchase of property.
2. The approval of all loans, lines of credit, and mortgages lasting more that twelve months or beyond the end of the fiscal year.
3. The hiring, probation, and dismissal of the Camp Director.
4. The convening of an ad hoc Friends Camp Review Committee every five years that will focus on one or more queries, such as: What is the mission of Friends Camp? How are Quaker values integrated into the programs and schedule at Friends Camp? What is the financial health of Friends Camp? Are there any safety concerns at Friends Camp? What is the condition of the physical plant at Friends Camp? Or any other issues of interest or concern.
5. Ongoing financial oversight, with regular professional reviews every third year, or as needed.
6. An outside review every third year by the American Camp Association's accreditation system.
7. Implementing and maintaining a successful nomination structure for the Friends Camp Board/Committee.
8. The indirect oversight of the Friends Camp annual program budget and capital budget that is integrated with the New England Yearly Meeting budget.
9. The assumption of all payments and debts that cannot be paid out of Friends Camp budget or accounts.
10. The duties and responsibilities of the Friends Camp Board/Committee that are outlined in this document can be changed or modified by the Permanent Board and/or by New England Yearly Meeting Sessions.



## **Friends Camp Board/Committee**

Friends Camp Board/Committee is a committee of New England Yearly Meeting. *The description "Board" is used to highlight the fact that the skills needed and tasks undertaken are more like those of a board than of a typical New England Yearly Meeting committee.*

The Friends Camp Board/Committee is not the final governing body for the operation of Friends Camp. The Friends Camp Board/Committee's duties and responsibilities are shared with the Permanent Board, the Yearly Meeting Sessions and, on a limited basis, the Yearly Meeting Secretary. These shared responsibilities are outlined in the Yearly Meeting oversight section of this document. All other duties and responsibilities of the Friends Camp Board/Committee are outlined below. The Friends Camp Board/Committee will conduct business in the manner and practice of Friends. As guidelines for their process and their discernment of policy, the Friends Camp Board/Committee will use the Faith and Practice of New England Yearly Meeting of Friends, the NEYM Personnel Policy Manual, the governance publications of the Friends Council of Education, and other related publications.

## **Nominating Committee for the Friends Camp Board/Committee**

Friends Camp Board/Committee members shall be appointed by the Friends Camp Nominating Committee, which shall consist of two persons appointed by the Clerk of the Friends Camp Board and three persons appointed by the Internal Nominating Committee of the Yearly Meeting Permanent Board. Appointments to the Friends Camp Nominating Committee shall be for two years, with an option for reappointment.

When making appointments to the Friends Camp Board/Committee, the new Yearly Meeting Nominating Committee for Friends Camp will seek members who have experience and skills in finance, development, property management, personnel, business/not-for-profit leadership, education, accounting, law, youth services, and Quaker service and process.

This committee will nominate members to the Friends Camp Board/Committee annually before June 30<sup>th</sup> for a term that will start on the last day of New England Yearly Meeting Annual Sessions. These annual nominations will be announced in the advance documents for the Yearly Meeting Sessions and will be confirmed by the Permanent Board and Yearly Meeting Sessions in August.

The new Nominating Committee shall also work with the Board/Committee Clerk and the Camp Director to provide orientation and training for new and current board/committee members.

## **Board/Committee Membership & Terms**

The number of Friends Camp Board/Committee members shall be at least seven and no more than fifteen. At least two-thirds of the members of the Friends Camp Board shall be members or active attendees of a Friends Meeting in New England. Each Friends Camp Board/Committee member shall serve for a term of three years and shall be able to serve for up to three terms, for a total of nine years. The terms shall be organized into classes of up to five members, so that one-third of the Friends Camp Board is appointed or reappointed each year. A Friends Camp Board/Committee member who has missed three or more consecutive board meetings may be asked by the Clerk to resign. As needed, the Camp Director and/or the Yearly Meeting Secretary may serve as ex-officio members of the Friends Camp Nominating Committee. Any Friends Camp Board member may resign at any time by giving notice of resignation to the Clerk or to the Recording Clerk. The Nominating Committee will also receive notice of any resignations.

Friends Camp Board/Committee member vacancies may be filled and approved at any time by the new Yearly Meeting Nominating Committee. Friends Camp Board/Committee Members who are given a midyear appointment will be assigned by the Recording Clerk to one of the three classes and will serve

their first Friends Camp Board term for one, two, or three years, based on openings in one of the three classes.

## **The Governance Practices of the Friends Camp Board/Committee**

The key areas of responsibility for the Friends Camp Board/Committee are: the supervision and evaluation of the Camp Director; ensuring that the duties and responsibilities outlined in the board position descriptions and the committee descriptions are carried out effectively to promote the mission and objectives of Friends Camp. The Friends Camp Board shall have the responsibility and authority to define the vision, values, and the short and long term objectives of Friends Camp. It will be the responsibility of the Camp Director to define and implement the tasks and actions needed to accomplish the objectives that have been outlined by the Friends Camp Board/Committee.

One helpful governance model that the Friends Camp Board/committee should consider comes from a book by John Carver called *Boards That Make a Difference*. Briefly stated, this governance model has a volunteer board that sets the overall mission and vision and defines clear objectives for the organization. Under this model, the board/committee leaves the details of how the organization will achieve these end goals to the director and the staff. The board/committee then evaluates and supervises the director in relationship to the overall success of achieving the short-term and long-term goals of the organization.

Furthermore, the board/committee must define clearly the scope of authority of the Camp Director, and it also needs to define the limitations of what the director can and cannot do.

Meetings of the Friends Camp Board/committee shall be held three or four times each year, at a reasonable time and place designated by the Clerk. As needed, the Clerk may designate additional meetings.

The Friends Camp Board/Committee meeting held between August 15<sup>th</sup> and November 15<sup>th</sup> shall be designated as the Friends Camp Board/Committee Annual Meeting. During the Annual Meeting the Executive Council, committee chairs, and committee memberships are defined and will be in place until the next Annual Meeting.

The members of the Friends Camp Board/Committee shall receive ten days of advanced notice of all meetings. This notice may be given in writing, in person, by internet, by phone, or by any other effective method. A quorum for the Friends Camp Board/Committee shall be 40 percent of the current active members. A quorum for any of the board/committee sub-committee meetings will be at least two participants.

Members shall be able to attend the Friends Camp Board/Committee meetings and sub-committee meetings in three ways: face-to-face, telephone, or internet, so long as all of the members can be heard and can share ideas and opinions. Friends Camp Board/Committee members participating by telephone or by internet will count as part of a quorum.

The Friends Camp Board/Committee and Clerk may set up sub-committees and appoint additional non-board/committee members to sub-committees, as it is deems necessary to help fulfill the mission and objectives of Friends Camp.

All Camp Board/Committee members will be expected to join at least one of the standing sub-committees and to attend virtually all the Friends Camp Board/Committee meetings. In addition to the regular board/committee members, non-board member volunteers may be asked join one of the five standing sub-committees. Members of these sub-committees who are not on the Friends Camp Board/Committee will have the option to serve without terms or limits on the length of service.

The Friends Camp fiscal year will start on October 1<sup>st</sup> and end on September 30<sup>th</sup>.

The Friends Camp Board/Committee shall approve an annual operating budget and a capital budget that will be forwarded to Finance Committee to be included as part of the annual Yearly Meeting budget presented at the Permanent Board meeting in May and will be forwarded to New England Yearly Meeting of Friends annual sessions for approval. The Friends Camp Board/Committee and the Camp Director are empowered to make needed budgetary adjustments during the fiscal year, as long as these changes are described in the year-end financial statement reports. The annual financial statements will be distributed to the Friends Camp Board/Committee, the Yearly Meeting Finance Committee, the Yearly Meeting Secretary, the Yearly Meeting Accounts Manager, the Permanent Board, and the New England Yearly Meeting Sessions.

The Friends Camp Board shall adopt, and from time-to-time review, the fiscal policies that govern internal controls and other significant aspects of a sound fiscal operation. The fiscal policies shall assure that the Friends Camp will have sound financial controls that are appropriate under generally accepted accounting principles, including ongoing financial oversight, with regular professional reviews every third year, or as needed. The overall budget of the New England Yearly Meeting will include the expenses related to any professional financial reviews.

The Friends Camp Board/Camp Director may accept on behalf of the New England Yearly Meeting of Friends contributions, bequests, or legal devices and trusts that are earmarked as donations for the benefit of Friends Camp.

### **Statement of Nondiscrimination**

New England Yearly Meeting of Friends, Doing Business As Friends Camp will not discriminate in appointment of employees, board members and volunteers on the basis of race, ethnicity, age, gender, gender identification, sexual orientation, disability, or national origin; however, preference will be given to members of the Religious Society of Friends.

### **Professional Leadership**

The Camp Director is responsible for administering the programs of Friends Camp. The Camp Director is accountable to the Friends Camp Board/Committee and shall work closely with the Friends Camp Board/Committee to fulfill its visions and objectives. The Camp Director, as authorized by the board's fiscal policy, shall sign checks and enter into agreements which are necessary to carry out the objectives of Friends Camp. The Camp Director may hire staff members as authorized in the annual budget. The Camp Director shall be an ex officio member of the Friends Camp Board/Committee and all of the board/committee sub-committees, except the Personnel Committee.

All seasonal and permanent staff shall be supervised by and accountable to the Camp Director. Seasonal hiring shall be conducted in full compliance with the New England Yearly Meeting policies. Friends Camp shall not hire any employees who are members of the immediate family (spouse, grandparent, parent, brother or sister, son or daughter) of the Camp Director or any Friends Camp Board/Committee members, unless the members of Friends Camp Board/Committee approve.

### **Hiring & Evaluating the Camp Director**

The Friends Camp Board/Committee Clerk and the Clerk of Permanent Board will appoint a hiring committee. They will follow the guidelines of the Yearly Meeting Personnel Policies in bringing the name of a new Camp Director to New England Yearly Meeting Sessions for hiring. In some situations, an acting or temporary Camp Director may be needed to manage Friends Camp because of sabbatical, illness, or termination. If a temporary Camp Director is needed, the Camp Board/Committee Clerk, Clerk of Permanent Board, and the Yearly Meeting Secretary will meet to appoint an acting Camp Director until a permanent Camp Director is hired and approved. The appointment of a temporary Camp Director will be

confirmed or rejected by the Permanent Board at a regularly scheduled meeting.

An annual evaluation of the Camp Director shall be implemented and facilitated by the Friends Camp Personnel Committee as described below. The Camp Director is hired and rehired at the New England Yearly Meeting Sessions and works on a yearly contract that starts on October 1st and ends on September 30th. Retaining a successful Camp Director has several components: Regular supervision meetings, annual evaluations based on the implementation of the Camp Committee/Board's goals, and fulfillment of the mission of Friends Camp, opportunities for spiritual retreats and sabbaticals, standard vacation time and comp time off for working weekends/holidays and salary and benefits that are based on experience, leadership, years of service, and are in-line with similar salaries for not-for-profit religious camps with comparable budget and staff.

### **Friends Camp Board/Committee**

The Friends Camp Board shall have a Clerk, an Assistant Clerk, a Recording Clerk, a Supervisor of the Director, Clerk of Buildings & Grounds, and a Treasurer. These positions will make up the Executive Council. Any board member may hold two or more of the board/committee positions, except the Clerk, who may not also be the Assistant Clerk or the Treasurer.

### **Executive Council**

The Executive Council has six members: the Clerk, Assistant Clerk, Recording Clerk, Director Supervisor, Treasurer, and the Clerk of the Building & Grounds Committee. The Executive Council can conduct business on the phone, on the internet, or face-to-face, if at least four of the six members are able to participate in the meeting. As needed and between Friends Camp Board/Committee Meetings, the Executive Council may set important and time-sensitive policies in the areas of personnel, safety and finance.

### **Appendix 1:**

#### **Relationship of Camp Director to the Yearly Meeting Secretary and to the Yearly Meeting:** *(These items can be added to the Camp Director's Job Description)*

- Attends most of the full day Yearly Meeting staff meetings;
- Reports to Permanent Board annually;
- Meets with the Yearly Meeting Secretary two or more times per year, and as needed;
- Reports to Yearly Meeting Sessions verbally and with a written report as part of the advance documents;
- Meets with, as needed or when asked, the Coordinating & Advising, Finance, Development, Youth Programs, and Personnel committees of the New England Yearly Meeting of Friends.

#### **Relationship of Yearly Meeting Secretary to Camp Director and to Camp Board/Committee:** *(These items can be added to the YM Secretary's Job Description)*

- The Yearly Meeting Secretary is an ex-officio member of the Friends Camp Board/Committee and of the Friends Camp Nominating Committee and will attend meetings as needed and appropriate;
- The Yearly Meeting Secretary shall meet with the Camp Director two times or more time per year;
- If needed, and only in situations that are critical to the safety of campers, staff, and guests, a major financial concern and/or any serious issue concerning the overall reputation of Friends Camp or the New England Yearly Meeting of Friends and, with the advice and consent of at least two members of the Coordinating and Advising Committee, the Yearly Meeting Secretary can put on probation or dismiss the Camp Director.

- As needed, he or she will serve as a member of the hiring team for a temporary Camp Director. The Yearly Meeting Secretary also receives the minutes of the Friends Camp Board/Committee and the Camp Director's quarterly and annual reports and the annual work plans.

## **Appendix 2: Friends Camp Board/Committee – Volunteer Portfolio Descriptions**

The **Clerk** shall preside at all meetings of the Board and Executive Council. The Clerk shall request that board members and others join one or more of the six standing and, if needed, any ad hoc committees. The Clerk also:

- Oversees the Friends Camp Board and all of the sub-committees, except the Friends Camp Nominating Committee;
- Works in partnership with the Camp Director to make sure that the Friends Camp Board minutes and resolutions are carried out;
- Ensures that "Friends" decision-making practices are used during the Camp Board meetings;
- Calls special Friends Camp Board and sub-committee meetings, as necessary;
- Ensures that each of the five sub-committees has a chair and that each sub-committee has an appropriate number of members to complete the work of the sub-committee;
- Assists the Camp Director in preparing notices and agendas for the Friends Camp Board meetings;
- As needed, works with the Friends Camp Personnel Sub-Committee to coordinate Camp Director's annual performance evaluation;
- Periodically consults with Friends Camp Board members on their roles and helps them assess their effectiveness and overall performance;
- Provides Leadership to define the purpose and the successful long-term objectives needed for the implementation Friends Camp's mission;
- As needed, works with the Clerk of NEYM Permanent Board to appoint a committee to recruit and make hiring recommendations for a new Camp Director;
- Serves as the Friends Camp Board's liaison to the Permanent Board and to the Coordination and Advising Committee;
- Writes the Annual Report for the Yearly Meeting Sessions advance documents and for the Yearly Meeting Minute Book;
- Supervises and supports the five sub-committee chairs and other key positions on the Friends Camp Board;
- Designs and implements an every third year evaluation of the Friends Camp Board with the help of an independent consultant;
- The Clerk shall perform all of the duties that are approved by the Friends Camp Board.

The **Assistant Clerk** shall carry out the duties of the Clerk when the Clerk is absent or incapacitated. He or she shall have the same power and duties as the Clerk and shall perform all of the duties approved by the Friends Camp Board. Some of these duties are: Carries out special assignments as requested by the Camp Board Clerk; Understands the responsibilities of the Board Clerk and is able to perform these duties in the Clerk's absence; as needed, Sets up Camp Board meetings with internet, phone, and face-to-face options; Assists the Board Clerk with the annual Camp Board evaluations; and Participates as a vital part of the Camp Board leadership. **The Assistant Clerk assumes that he/she will become the next Camp Board Clerk.**

The **Recording Clerk** shall, in general,

- Have charge of such books, documents, and papers as the Friends Camp Board may determine;

- Keep, or cause to be kept, a true and complete record of the meetings of the Friends Camp Board;
- Give, or cause to be given, notice of all board meetings;
- Keep, or cause to be kept, a record containing the names of all persons who are members of the Friends Camp Board, showing their names, places of residence, and contact information.

Some additional duties may include:

- Attend the Camp Board meetings and, if needed, finding a replacement Recording Clerk if unable to attend a meeting;
- Ensure the safety and accuracy of all Camp Board records;
- Take the Camp Board meeting minutes and shares these minutes with the Camp Board, Yearly Meeting Coordination and Advising Committee, the Permanent Board Clerk, and others as needed (Every five years the Camp Board/Committee minutes and other important documents that are no longer in current use will be transferred to the Yearly Meeting archives.);
- Keep a master Camp Board minute book that is paper or online format and is updated and accurate;
- Send the minutes and other Friends Camp documents to the YM Archivist.

The **Treasurer** shall have responsibility for all of the Friends Camp funds and securities subject to minutes or directives from the Friends Camp Board. The Treasurer shall keep, or cause to be kept, full and accurate accounts of receipts and disbursements and shall deposit, or cause to be deposited, all funds and other valuable effects in the name of and to the credit of the Friends Camp Board in a depository or depositories designated by the Friends Camp Board. The Treasurer shall give to the Clerk and/or the Friends Camp Board, whenever they require it, an account of financial transactions and of the financial condition of Friends Camp and shall, in general, perform all other financial duties that are approved by the Friends Camp Board. Some additional duties of the Treasurer include:

- Serve as the chair of the Finance and Development Sub-Committee;
- Work with the Camp Director to ensure that appropriate financial reports are made available to the Friends Camp Board;
- Present the annual operational and capital budget to the Friends Camp Board for approval;
- Review the accountant's audit reviews and answer questions about the audit review;
- Recruit non-Camp Board members to join the Finance & Development Sub-Committee;
- Conduct a monthly review of the program budget, capital budget, and the balance sheet;
- Review and make regular financial reports to the appropriate Clerks and staff members of the New England Yearly Meeting;
- Serve as Camp Board's liaison to the Yearly Meeting Finance Committee.

The **Supervisor of the Camp Director** will have regular supervision meetings with the Camp Director. He or she also:

- Collaborates with the Camp Director to create an annual evaluation instrument that elicits input from various constituencies such as camp staff, parents, other Board members, etc.;
- Writes and/or reviews the expectations and the limitations of the Camp Director;
- Serves as a member of Friends Camp Board Personnel Sub-Committee;
- Serves as Friends Camp Board's liaison to the Yearly Meeting Personnel Committee and, if appointed, he or she can also serve as a member of the Yearly Meeting Personnel Committee.

The **Buildings & Grounds Committee Clerk** will have an understanding of state/local building and zoning codes and the American Camp Association standards. This position also:

- Will hold two or more Buildings & Grounds Sub-Committee meetings each year;

- Regularly communicate with the Camp Director and, when needed, the Maintenance Director;
- Recruit non-Camp Board members to join the Buildings & Grounds Sub-Committee.

### **Appendix 3: Friends Camp Board/Committee – Sub-Committees, Responsibilities and Tasks**

#### **Sub-Committee Clerks** (Finance & Development, Personnel, Building & Grounds, Health & Safety and Program & Evaluation Committees):

- Convene between one and four sub-committee meetings per year and any additional meeting as needed;
  - Set dates and locations for sub-committee meetings;
  - Coordinate the use of internet, phone, and face-to-face options for all sub-committee meetings;
  - Submit a written sub-committee report for each of the Friends Camp Board meetings;
  - Recruit non-Camp Board members to join the sub-committee;
  - As needed, communicate with the Friends Camp Board Clerk and the Camp Director.
- 

#### **Finance and Development Sub-Committee:**

- Works with the Camp Director to help implement plans for the development of a financial foundation that will meet the program goals and the capital goals;
- Reports on the long-range financial plans for; staffing needs, programs development, new/ replacement of buildings, and land acquisition.

#### **Personnel Sub-Committee:**

- Completes the annual evaluation of the Camp Director;
- Develops and reviews the personnel policies for the seasonal staff to conform to Quaker practices, governmental rules, and American Camp Association standards.

#### **Building and Grounds Sub-Committee:**

- Works with the Camp Director and the Maintenance Director to develop long-term and short-term property and equipment goals and objectives;
- Reviews and reports on the implementation of governmental rules and the American Camp Association standards for buildings and land management;
- Works with the Camp Director and the Treasurer to develop the annual operational budget, the capital budget, and the long-range capital projects list;
- Plans and organizes work projects in the spring and fall for volunteers and community organizations.

#### **Health and Safety Sub-Committee:**

- Reviews and reports on the governmental rules and American Camp Association standards for the health and safety of the campers, guests, and staff members;
- Prepares an annual health and safety risk report;
- Reviews the insurance needs of Friends Camp.

**Program and Evaluation Sub-Committee**

- Evaluates the Quaker practices and the ways youth can explore their faith at Friends Camp
- Reviews and reports on the evaluations from campers, parents, rental groups, and guests
- Reviews the American Camp Association (ACA) standards and reports on any feedback from the ACA standards visit
- Works with the Clerk on the annual evaluation of the Friends Camp Board.





# FRIENDS SCHOOL OF PORTLAND

inquiry • reflection •  
action

May 5, 2014

Dear Friends on the NEYM Permanent Board,

It is with great respect and hope that we bring to you a proposal to borrow \$350,000 during the construction of our new school. I know that your agenda is full and your considerations numerous, so I am mindful of keeping this report brief and clear.

As you may know, Friends School of Portland, founded 8 years ago, has grown into a place known for its joyful culture of learning. We are on strong financial footing. Enrollment has grown to 90 students in preschool through 8<sup>th</sup> grades. More than a third of families receive financial aid, which means we benefit from a more diverse population. Two years ago we received accreditation from the New England Association of Schools and Colleges and we are active members of the Friends Council on Education. Our bi-annual Parenting for Peace speaker series have drawn many educators, Portland community members, and Friends. Quaker principles are in practice in all aspects of the school—in classrooms, outdoors, in faculty meetings, and at the board level.

We have been renting space from the Maine Educational Center for the Deaf and Hard of Hearing (State of Maine) since our inception, but our lease expires in July 2015. We are in the essential process of designing and fundraising for a permanent home of our own on a 21-acre wooded site in the nearby town of Cumberland, bought in December 2012. Keeping simplicity, sustainability and integrity in mind, we have worked with architects to design a net zero school built to Passive House standards. It will burn no fossil fuels. The first phase of the project includes a classroom building designed for up to 130 students and a Meeting Room that will also serve as a performance and play space. The new school embodies our philosophy of stewardship and will be a teaching tool for students.

It has been a long, demanding process to make sure we are undertaking a project we can sustain. Careful financial modeling and many, many discussions with lenders and donors have contributed to our progress today. We are in the midst of an exciting capital campaign, having raised more than \$1.9 million, with half a million left to go (we're 78.5% of the way there). This is a real stretch for a young primary school whose first graduates are just entering college. We have a commitment letter from TDBank for financing of \$2.16 million and \$540,000 from private lenders, including the Oak Grove School Foundation and Portland Friends Meeting, to pay for the construction of the school.

**The final piece that we need to put in place is a bridge loan for \$500,000.** The bank requires that we have this amount as a cash reserve throughout the building project. This is where we're asking NEYM for its support, taking this form: *a 21-month loan of \$350,000*

**An independent Quaker day school for preschool-8<sup>th</sup> grade**



# FRIENDS SCHOOL OF PORTLAND

**inquiry • reflection •  
action**

*beginning in September 2014 and ending in June 2016. We propose an interest rate of 5%, though we're not sure how this compares with the rate of return NEYM is currently receiving. We would make interest-only payments until the end of the 21 months and then repay the principal in full.*

We are asking Greater Portland Council of Governments for a loan of \$150,000 to reach the needed \$500,000, suggesting the same terms.

When we know we have the bridge loan in place, several things can happen: we can proceed with tax-exempt bond financing with the Town of Cumberland (which will significantly reduce our mortgage interest rates), sign off on the mortgage with the bank and our subordinate lenders, and begin construction in July. Having a full year to build and move into the new school is ideal. Needing to delay until August or September to know NEYM's decision would result in higher costs because of winter conditions that would prevail during early construction.

The school building itself requires our focus right now, but it is what will happen there that is most important: helping children become conscientious, loving, and purposeful people. Thank you for considering with us how to make this possible. I look forward to attending your May 10<sup>th</sup> meeting and sharing more about Friends School of Portland.

Respectfully submitted,

Jenny Rowe  
Head of School

**An independent Quaker day school for preschool-8<sup>th</sup> grade**

**Project Costs:**

Land Purchase	\$400,000
Classroom Building and Meeting Room (Phase 1)	\$2,766,000
Site Development	\$675,000
Fixtures and furnishings	\$75,000
Architect/Engineer & Other Fees	\$369,482
Contingency @10%	\$344,100
Building Reserve	\$553,200
Cost of Campaign	\$200,000
Cost of Interim Borrowing	<u>\$168,890</u>
	\$5,551,672

**Sources of Funding:**

Capital Campaign	\$2,470,000	\$1,939,113 (78.5% ) raised
Bank Financing	\$2,160,000	commitment letter in hand
Loans @ 3% (7 years) <i>Oak Grove School Foundation, Portland Friends Mtg., 3 personal loans</i>	\$540,000	committed
FSP Cash Reserves	<u>\$381,672</u>	in hand/budgeted
	\$5,551,672	
<b>Bridge Loan @ 5% (18 months)</b> <i>\$350,000 NEYM, \$150,000 Greater Portland Council of Governments</i>	\$500,000	pending

KTA, AUG. 2013

CLASSROOM WING

GYMNASIUM

MEETING ROOM

ACCESS OFF ROUTE 1

SUNNY PLAY AREA



### PROPOSED NEW BUILDING, FOR FRIENDS SCHOOL OF PORTLAND PHASES 1 + 2

**KAPLAN THOMPSON ARCHITECTS**  
424 FORE ST. PORTLAND, ME 04101  
T: 207.842.2888 KAPLANTHOMPSON.COM

**HEMES here DESIGN LLC**  
HEMESphereDESIGN LLC  
Architecture & Sculpture  
135 Ridgeland Ave.  
South Portland, ME 04106  
207-252-6574

**Soren deNord Design Studio**  
43 Wehwood Road  
Portland, ME 04103  
T: 207-400-2450

**Blais civil engineers**  
780 Broadway  
South Portland, ME  
04106  
T: (207) 767-7300

**CASCO BAY ENGINEERING**  
Civil & Structural Engineering  
424 Fore Street, Portland, ME 04101  
207.842.2800 207.842.2828 (fax)

**Allied Engineering**  
166 Veranda Street, Portland, ME 04103  
Tel: 207.221.2368 Fax: 207.221.2366

**Bartlett Design**  
LIGHTING & ELECTRICAL ENGINEERING  
542 WASHINGTON STREET BATH, MAINE 04103  
TEL: (207) 843-5447 FAX: (207) 843-5568  
e-mail: bartlettdesign@comcast.net

**WARREN CONSTRUCTION GROUP, LLC**  
P.O. Box 302  
South Freeport, Maine 04078  
phone: 207.865.3622 fax: 207.865.3903

Design Development



PROJECT:  
NEW SCHOOL  
FRIENDS SCHOOL OF PORTLAND  
ROUTE 1, CUMBERLAND, MAINE 04021

DRAWING: RENDERING: AMPHITHEATRE COURTYARD FROM PLAYING FIELD FOR SITE PLAN APPLICATION  
SCALE: DRAWN BY: RTL/ML  
DATE: OCTOBER 24, 2013 REVISED:  
A-9.2

Memorial Minute  
ALANNA CONNORS  
September 25, 1956 – February 2, 2013

Alanna Connors' life led her to trust her own compass. She was a mathematician and a scientist at places and times where women were seldom found. When once her high school math teacher flunked her, despite her answers being correct, another teacher told her: "You know he's giving good grades to boys and not to you, because you're a girl." Recounting the story in later years, Alanna said, "I didn't need that; I knew I could do the math." She held true to her course.

Long before finding Quakers, Alanna lived the testimony of experiencing God in everyone. While most of us have tight circles of caring – our family, friends, coworkers – Alanna's circles were as unbounded as a wave expanding to all of space. It seems no accident that her profession became looking at objects distant in the universe. Across the many communities of her life's paths, she welcomed all beings. Living with her was a joy; her care for others was never an abstract thing, but a centered flame, close to her and everyone she touched.

Alanna was born September 25, 1956, in Hong Kong, to Richard and Sonia Mitchell Connors. Her mother, who herself had a degree in mathematics, and studied with Jean Piaget at the Sorbonne in Paris, ultimately worked as a font designer. Richard learned to fly in his youth and became a pilot with Pan American Airways, stationed in Hong Kong. Through his delight in sailing, his five children all learned to sail. Alanna took the lead, becoming a competitive sailor in her time at the Massachusetts Institute of Technology.

Returning to the United States in 1963, Alanna's family settled in Greenwich, Connecticut. Living with four siblings in an environment not always centered on these children's welfare, Alanna developed an immense capacity to listen and extend empathy. Imagination shone through her grade school writings, her elaborate, award-winning gingerbread houses, and family-staged dramas.

At MIT, she thrilled to the elegance of mathematics in describing and predicting physical behaviors. For her, mathematical physics was inseparable from the playfulness, color, artistry, and imagination by which she produced it. Her lab reports were crafted in a flourishing script, vivid with colored pencil illuminations. Her dorm room, with its handmade teapot and mismatched cups, provided hearth and convivial warmth at all hours for a wide swath of students.

She met fellow student Phillip Veatch while they were both organizing MIT's first on-campus food cooperative. After a year of courtship, they exchanged private vows of marriage in 1978, on a basketball court in East Cambridge. Alanna was opposed to the state-sanctioned institution of marriage because of its historical role in the oppression of

women.

At graduate school at the University of Maryland, Alanna was drawn to the depth of worship that she found at Adelphi Friends Meeting. By 1982 she was a regular attender, dragging along her then-reluctant partner. A deep commitment to the Quaker principles of simplicity, peace, integrity, and justice soon enriched both of their lives. Alanna and Phil continued for ten years at Dover Monthly Meeting in New Hampshire, finally settling at Fresh Pond Monthly Meeting in Cambridge, Massachusetts, in 1998.

While charting the sky of X-ray objects, Alanna felt akin to the ancients who long ago gathered and counted the heavens' lights. During her work as a researcher at the University of New Hampshire and later as an independent contractor with NASA, she introduced the astrophysics community to Bayesian methods of statistics, providing a foundation for statistical methods previously unknown to astronomers in the early 1990s. She taught astrophysics at Wellesley College, created programs at the Christa McAuliffe Planetarium in Concord, New Hampshire and helped create a flourishing cross-discipline statistics group at the Harvard-Smithsonian Center for Astrophysics.

Despite being an intense introvert, she harbored a lifelong belief in the importance of community-building. As a senior scientist, she was known for her support of young graduate students. After the birth of her son, she worked with other parents to reform special education in the Arlington public schools. She volunteered regularly at New England Yearly Meeting annual sessions, working in both child care and the bookstore. She often attended Women's Group at Fresh Pond Meeting, where she spoke regularly about her concerns in raising her gifted son.

Alanna was first diagnosed with breast cancer in 1995. She lived with it for 18 years. Characteristically, through its recurrences and treatment, she refused to be defined by the disease. She conceived her son, Roy, born in March, 1999. When Roy was 4, her disease recurred, and she took him with her to treatments, where she encouraged his interest in the hospital's high-energy accelerator. Whatever life brought her, she lived with it; she saw illness as no excuse to build walls. When her disease returned for the last time, in an advanced form, Phil asked if she wanted to go on any special vacations. She did not, preferring to live in her callings.

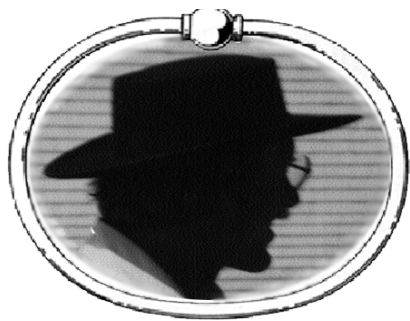
In her years at Dover Meeting, Alanna rotated through nearly every committee. During the first Gulf War, Dover Friends called on her to write a compelling minute explaining the Meeting's opposition to the invasion of Iraq and Kuwait. Phil and Alanna were lifelong advocates of same-sex marriage. When they decided for Roy's sake to get legally married, they did not seek marriage under the care of Dover Meeting, as it had not yet completed its process of hosting marriages for same gender persons (it has since done so).

During her time at Fresh Pond, her participation in committee work was limited by parenting and the treatments for breast cancer. She was, however, a quiet and regular presence at Meeting for Business and an infrequent but powerful minister during Meeting for Worship, where her ministry was often structured around song.

Just as she knew not to take to heart a teacher's censure, Alanna maintained integrity without ceding herself, her work, or others to diminishment. Mathematics was just one route by which she independently investigated, questioned, and confirmed the truth for herself without relying on the claims of teachers and other external authorities. She stood up for discovering and expressing the full potential of one's mind and heart, inspiring those around her to undertake aspirations and take risks of which they did not suppose themselves to be capable.

Alanna's spirit lives with us and continues to teach us. We remember her implacable but gentle striving to see the truth and to tell it. The women of Fresh Pond recall Alanna's intense, powerful mothering, against all odds. Throughout her life she resisted the limits and distortions that social norms can impose on our vision of others. A prism takes a beam of light and separates it into many separate parts. Alanna lived her life striving to bring the many separate parts of our world back together into one shining beam.

Her memorial service was held on March 2, 2013, in the Wellesley Friends meetinghouse, under the care of Fresh Pond Meeting. She was 56.



*(photo taken At E. Sandwich Meeting House 1976)*

**Barnstable Friends Meeting  
Marstons Mills, MA  
Memorial Minute, John A. Carey II**

In 1920, John A. Carey II was born to John Arthur Carey and Neita Fleming in Saguache, Colorado. He was the grandson of Arthur Linn Carey who had been clerk of Ohio Yearly Meeting for many years.

John attended Arizona State University where he played football until the Second World War. After serving in the air force, he continued his education at San José State University (California) where he met his wife Eve Nathanson Carey (who predeceased him in 2005). Their first child, Rachel Ann Carey, was born in 1950. In 1952, after the birth of their second child, John A. Carey III — Trey — (who predeceased him in 2002) the couple moved to Southborough, MA where they taught at St. Marks School for the next 35 years.

John taught design, shop and technical drawing, coached sports, headed the art department and played his beloved handball game, fives. The Careys were much-loved members of the school community. As head of school John Warren said, "John was one of the most caring, upbeat people I have ever had the pleasure to know. After a conversation with John, you inevitably felt better about yourself or whatever issue was on your mind. His students enjoyed the way he brought out the best in them."

In 1964, John and Eve opened Eden Hand Arts on Route 6A in Dennis, MA. Their work, mostly jewelry and pottery, gained recognition and acclaim. John is best known as creator of the Cape Cod Screwball Bracelet. His attitude towards life is well described in his statement, "The search for a good life—the successful search for the subtleties of a pleasurable experience—is not easy, like trying to catch a falling leaf."

Rachel describes her father as someone who "lived life his own way, fully and large, in more ways than his 6'6" frame." The word "quirky" was often associated with him. He would draw, design and write on scraps of paper everywhere. One scrap of paper written shortly before he died said, "Faith in past, courage in present, faith in future, and do not sit out the dance."

John was a devoted Quaker; his family's Quaker legacy, which influenced all his activities, dates back to the time of William Penn. In the 1950s John and his family attended Cambridge Meeting. He was a founding member of two meetings in New England: Framingham Friends Meeting in the 1960s, of which he was clerk for many years, and Barnstable Meeting from 2006. Fiercely independent, he often stated that Friends (Quakers) are the conscience of the world. Also, he expressed a concern about the lack of unity among Friends, a need to set aside differences and come together particularly regarding reconciliation among all Cape Cod Friends.

John A. Carey passed away peacefully at his home in his sleep on May 4, 2012. He was 91. He is survived by his daughter Rachel Ann Carey-Harper, his son-in-law Edward Harper, both of Dennis, MA; three grandchildren; three great-grandchildren; a sister-in-law; two nieces; a nephew, and many special friends.

A memorial service in the manner of Friends was held on July 17, 2012 at Burgess House in Marstons Mills, MA, home of Barnstable Friends Meeting.

So let's remember him in the beauty of every day, in the smile of a friend, and follow his model in trying to catch a brightly colored autumn leaf as it falls from a tree. Let's laugh and embrace Life.

...And don't sit out the dance.

*approved 10/11/12*



*(We are including a copy of his grandfather's memorial minute to put John Careys life in context of a Quaker legacy.)*

ARTHUR L. CAREY

"The path of the righteous is as the dawning light, that shineth more and more unto the perfect day."

The life of Arthur Linn Carey is a fitting example of this verse which describes the unfolding of a worthy character. His whole career, from his birth on April 5, 1851, through eighty one years, two months and thirteen days of steadfast endeavor, to the moment of the final summons on June 18, 1932, was a steady growth toward the "perfect day." The scene of this long and consistent life was not extensive, for Penn Township in Highland County included both the place of his birth, Carey town, and the home during his married life, Samantha, which was also the spot whence his spirit took its flight to the Heavenly home. But although he seldom traveled far from this small community, his interests were far reaching, not narrow; and his efforts touched helpfully many lives far beyond its confines.

The house in Careytown is still intact in which Arthur L. Carey, as well as most of the other children or Jonathan and Abigail Carey were born. Here and in the later home near Samantha were gained the boyhood impressions and influences which helped to set his feet on "the path of the righteous." In that home of his childhood, right living and faithfulness to religion were constant. A life-long memory is that of the father stopping his work in field or shop at the hour of Fifth day meeting with the simple remark: "Men, it is time for meeting, I will be back at one o'clock." This faithful attendance included all the gatherings for worship or discipline; First day, monthly and quarterly; and established a habit in him that was unbroken through life.

The influences of home and church early awakened in him a desire for a better life; and he responded, in childhood fashion, to the advices to open his heart to the Spirit of God. That day when a boy he stood alone in the field, with unbuttoned coat and vest and shirt and prayed for God to come into his "open heart" marked a great step on the pathway of the shining light; the bright vision of the perfect day at the end continued to beckon him on without interruption.

School experiences included the district school and some time in Wilmington College, then but newly established as a Friends College. Soon after the death of his father, which occurred when Arthur L. Carey was about 21, he took up as his life occupation the parental trade of blacksmithing; and his reputation for skillful and reliable work spread far and wide. Customers coming even from neighboring counties to the smithy at the Samantha crossroads. On this corner he erected the house which was his abode for fifty-four years, made a true home by the union of affections and endeavor with Anna Edwards in 1877. To them were born four children, all of whom still live to cherish the most valuable of heritages, the memory of a loving and Christian father. After forty-one years of fellowship the home circle was broken by the death of the wife and mother. Later the gap was filled for a short time by Cora McPherson, who shared the home but twenty-two months. During the closing eight years of his life, Arthur L. Carey had the companionship of Anna M. Farr who survives him; to her children and grandchildren he filled the place of a most affectionate father and grandfather.

Of his childhood circle there still outlive him, a sister, Emily Callaway of Witchita, Kansas, and two brothers Gurney of Careytown; Ohio, and Charles of Fairmount, Indiana. His name and beloved memory are cherished by the four children: Elma D. Bailey of Dayton, Ohio; Lenore Bailey, also of Dayton; Jesse H. of Wilmington, Ohio; and John A., now residing in Glendale, Arizona. Also there live to honor him, fifteen grandchildren and one great-grandchild. Many other relatives and a multitude of friends this day also bear loving witness to his attainment in the pathway of the righteous.

The responsibilities of home and trade did not mark the limit of Arthur L. Carey's interests. Whatever was for the welfare of community and church found in him a supporter. Throughout his lifetime he was an ardent worker for the temperance cause, and a crusader for the prohibition of the liquor traffic. The cause of education enlisted his efforts; he served for twelve years on the board of trustees of Wilmington College, during its period of early struggle. The Sunday School movement was strengthened by his support throughout his entire adult life, from the time when as a young man of nineteen he took up the duties of a superintendent, to the last hours of his earthly span, spent in preparation for teaching his class the next day. He served as superintendent in this church for more than forty years.

But his deepest interests and loyalties, outside of home, were centered in the church. The family record during many generations of faithful membership in the Society of Friends was unimpaired by his life. The habit formed in childhood, of regular attendance and support of all the meetings, remained unbroken, ill health being the only reason that kept him away. He deemed the church an opportunity for service to be performed, as well as a privilege to be enjoyed, and many were the forms of activity willingly undertaken. As a lad of fourteen he familiarized himself with the business of the monthly meeting, and later mastered the discipline of the church. Clerk of the monthly Meeting for over forty years; many times clerk of quarterly and yearly meetings; member of the Permanent Board, of standing committees of monthly, quarterly, and yearly meetings, all indicate his interest and the many places of usefulness and trust which he filled.

Arthur L. Carey lived a deep, quiet life, near to the springs of spiritual strength and understanding. Friends learned to value highly his advice; and his impressions of coming events proved impressively accurate. His occasional messages in meeting fitted so aptly and helpfully the need or the situation as to prove that they came directly from the Fountain of Truth. In his thorough acquaintance with the Holy Scriptures he was equipped for every good word and work. Day by day, deed by deed, step by step, truly this life was like "the dawning Light" and truly it led "unto the perfect day."

Eleanor Plank was a much-loved and cherished member of Storrs Friends Meeting, serving as Clerk and on almost every committee at one time or another. She is remembered for her wisdom, her kind but direct manner, and her willingness to serve in whatever capacity she was needed. She particularly enjoyed working with the children on Bible study. She was often heard saying that on Sunday mornings: "There is no where else I would rather be than at Storrs Friends Meeting."

Eleanor Bent Plank was born on December 11, 1926, in Berea, Kentucky, where her father managed the college store. She attended Oberlin College, receiving a degree in elementary education in 1948, and earned a Master's Degree from Columbia University Teacher's College and taught elementary school in the Chicago area. During the summer of 1951 she volunteered for an AFSC project outside of Mexico City. There she met John Plank, who, smitten, followed her back to Chicago. They married in August 1952 under the care of the Evanston Friends Meeting.

John and Eleanor led an AFSC project in El Salvador in 1953-54 and then settled in Cambridge, Massachusetts, where John began work on a Ph.D. in Latin American politics. The couple established special bonds with friends experiencing the same early phases of marriage, graduate school, and parenting. Many of those friendships started at the Cambridge Friends Meeting, of which they became members.

Between 1957 and 1970, Eleanor, John, and their three children lived in Peru, Argentina, Cambridge, MA, Washington, DC. While living in DC, Eleanor rapidly engaged with school and community life in her Cleveland Park neighborhood. The family became early members of Bethesda Friends Meeting. With that community, Eleanor participated in civil rights and anti-war demonstrations throughout the 1960s.

John accepted a position at the University of Connecticut in 1970, and the family moved to Storrs. She again became active in the schools, in the library, and in local politics. Elected to the Mansfield School Board, she served as its president for six crucial years during which ownership and management of the local high school transferred from the University of Connecticut to the town of Mansfield. Her experience as a Friend served her and the community well in this challenging position. In the weeks following the World Trade Center attacks in 2001 Eleanor joined a small group of pacifists in Mansfield, protesting the U.S. invasion of Afghanistan. On that occasion she knew she was part of a tiny minority, but she insisted that voices be raised in the cause of peace even when there was little immediate hope of changing public opinion or redirecting policy.

A good listener, Eleanor had a knack for asking just the right questions and saying the right thing at the right time. She exuded a graciousness that originated in her southern upbringing and was always evident in her warm welcome at the many Christmas and Easter potlucks that she and John hosted in their home. She played an instrumental role in planning a new meetinghouse for Storrs Friends Meeting. Eleanor was a true grounding presence in worship and during business meetings. Committed to social justice, she was a constant and committed participant in many anti-war vigils over the years.

Eleanor was a faithful attender at NEYM sessions for many years, working in the child care room and later in the bookstore. She enjoyed attending workshops and business meetings and seeing old friends.

In her later years, she was the voice of our collective history and our future vision. And by her continued quiet, steady presence she taught the lesson of graceful aging.

In 2011, she moved to Maryland at her children's behest. Once again, although she was reluctant to leave behind the life she built and came to love, she made her transition without looking back, bringing as much energy and enthusiasm to her new community as she could summon. Her new neighbors and her "old" Bethesda Friends Meeting quickly responded to her grace and dignity.

Eleanor died after a brief illness on May 26, 2013, with her children by her side.

Storrs Friends Meeting  
Connecticut Valley Quarterly Meeting

# Lewiston Monthly Meeting

New England Yearly Meeting

Society of Friends

Memorial Minute for Gordon L. Harris, approved at Meeting for Worship for the Conduct of Business,  
Second Day, Second Month, 2014

Our Friend Gordon L. Harris died the 13th of Ninth Month 2012 at his home in Auburn, Maine at the age of 74. Born the 24th of Second Month 1938 in Charleston, South Carolina, to Philip L. and Flora Harris, Gordon was the middle of three brothers. He grew up in the area of Rochester, New York, where as a young man he became a member of Rochester Friends Meeting.

The Harris household was concerned with human rights: his mother Flora was an officer in the NAACP and Gordon was in the junior NAACP in high school. After graduation, Gordon worked on a tugboat on the Erie Canal before attending the University of Rochester. In 1961, at a speech there by James Farmer, a leader in the Congress of Racial Equality (CORE), he responded to the call for volunteers, to be known as Freedom Riders, to travel and work in the south demonstrating for racial equality.

Gordon was one of a group of 15-20 Freedom Riders assigned to ride the train from New Orleans, Louisiana, to Jackson, Mississippi. Upon arrival, they broke Mississippi's segregation laws, whites sitting in the "colored" section and blacks sitting in the "whites only" section at the station. Arrested and convicted for breach of the law, they were sentenced to six months in jail. "One jailer kept coming up to the window of the jail telling us how we had them all wrong," Gordon recalled in a 2011 interview in the Lewiston, Maine *Sun Journal*. "They 'did not hate their niggers.' He said it a couple of times. We reached out to him non-violently."

As more Freedom Riders came to Jackson, they "filled up the jail," Gordon said. "They had us carted up to the penitentiary. More and more people were coming in behind us. They kept me there two months." After being released from prison, Gordon stayed in the south as a civil rights worker for CORE in Mississippi, Tennessee, Alabama and Louisiana, helping blacks to register to vote and gain access to other rights they had been denied. He took part in demonstrations, and "was arrested again and again." He also worked for the NAACP in Mississippi, and joined the Selma to Montgomery march with the Reverend Martin Luther King Jr.

Returning north, Gordon joined his family, who had moved to Washington, DC where he worked in the mail department of the Friends Committee for National Legislation (FCNL). He completed his undergraduate degree at Wilmington College, North Carolina in 1967 and then moved to Cleveland to work for the American Friends Service Committee (AFSC) and a city civil rights commission. While there, he was briefly married to Christi G. Harris. All his experiences had led him to a desire to enter seminary, and become a prison chaplain, and he pursued his plan at the Earlham School of Religion in Richmond, Indiana.

While studying for his Master of Ministry degree, which he earned in 1974, Gordon remained active in peace work and Quaker affairs. He worked at the county jail in Richmond; he also served as pastor of the Central City, Nebraska, Friends Meeting from 1973 to 1977. During his time in Nebraska, Gordon worshipped with the Sioux Falls Area Friends group, and observed the trial of Native American activist Russell Means after Wounded Knee. He also spent time in Northern Ireland, working in the peace movement and worshipping at Belfast Meeting.

He later returned to Washington, rejoining his family to assist his father who was suffering from Huntington's, a progressive disease which Gordon and one of his brothers also inherited. There he attended Friends Meeting of Washington (Florida Avenue), working in the Senior Center and helping maintain the building. Through a conversation with Peter Jonitis at William Penn House in Washington, Gordon learned of a Friends church in Maine which needed a pastor, and he filled the position at Winthrop Center Friends Church for five years. Following his service in Winthrop, he also spent time in the Portland, Maine area, attending Portland Friends Meeting and making many friends there.

After returning to Washington, where he remained to take care of his parents in their last years, Gordon came to Lewiston in December, 1995 and began attending Lewiston Monthly Meeting, becoming a member in 1996. A supporting letter from Florida Avenue Meeting noted that while he had never officially joined that meeting, "We commend to your care his quiet patience, his sense of commitment, and his all-around helpfulness as we recall his participation in committee work and the Senior Center. We gratefully reflect on his ability to 'be there' and pick up unnamed, unappreciated tasks at times when the Meeting had not seen what Gordon could."

During his remaining years in Lewiston-Auburn, Maine, Gordon continued to receive treatment for his Huntington's disease at hospitals in Boston and at The Johns Hopkins University, often as a volunteer in clinical trials. While the treatments kept his disease in remission far longer than medically predicted, Gordon's coordination steadily deteriorated. Recognizing the situation, he asked for the oversight of a Committee of Care, but cherishing his privacy and independence, he preferred that its activities and reports remain within the committee.

Gordon was a faithful attender at Lewiston meeting. As long as he was able, he also attended meetings of the Friends Committee on Maine Public Policy, a Quaker-centered and -guided lobby to the Maine Legislature, and programs relating to religious, philosophical and human rights issues. He received an award for his civic volunteerism, which included working in the cancer division of a local hospital, being a Big Brother, an adopter of needy pets, listening with his dog to elementary-age children reading at Longley School and the Lewiston Public Library, and being a quiet presence at vigils and demonstrations for peace and civil rights.

In the difficult last two years of his life, Gordon moved several times within the Twin Cities, and his attendance at Meeting became less regular. However, national recognition of his participation in the civil rights movement through reunions of Freedom Riders on Oprah Winfrey's television show, and in Mississippi at the invitation of the governor, brought him well-deserved joy, and local acclaim. In his final months, Gordon and his last, loving canine companion Skye were faithful attenders at the First Unitarian Universalist Church in Auburn, whose members joyfully shouldered the responsibility of caring for his physical and spiritual needs. His memorial service was held at that church on 29 Ninth Month, 2012, with several members of Lewiston Monthly Meeting and Falmouth Quarterly Meeting attending.

**Mary Ann Snieckus**  
**February 5, 1956 – October 23, 2012**

Mary Ann Snieckus loved the dance. She loved to teach, parent, paint, hike, and pray - all the while singing down wisdom from the ages. Mary Ann *loved the dance*. She listened, deeper than most, to that inward space, where life calls our attention, where creativity is born, where courage, and faith are constantly renewed. Throughout her 56 years, Mary Ann listened, with the force of her being, to life's deepest call, following inner and outward journeys of dizzying magnitudes. As a sister, mother, teacher, and friend, Mary Ann shared insights, curiosity and knowing about the dance of life.

In the mid-1990's, Hartford Friends came to know Mary Ann and her two beautiful, then young, daughters Rishona and Shani Hines. Mary Ann was a biology teacher in Bloomfield at the time, an avid environmentalist, and a newly convinced Friend. She loved the mysticism of Meeting, sharing from silence her deep meditations on Native American wisdom, experiential visions and sometimes, interpretive song or dance. Mary Ann shared with us her evolving discernments on life, healing, earth, God and family. She won her first battle with breast cancer, and she raised her wonderful and talented Rishona and Shani to young adulthood. Notably, both young women went on to attend Quaker colleges, Rishona at Guilford and Shani at Earlham.

Mary Ann also traveled widely, while teaching for 12 years as a photography and video teacher at Newtown High School. During these years Mary Ann formed a special relationship with the people of Liberia; initially through project Eye to Eye, providing cameras to refugee children living at the Buduburam Refugee Camp in Ghana. Subsequently, Mary Ann helped to found the Carolyn A. Miller School and New Sight Eye Center in Paynesville, Liberia, which gives repatriated refugees of all ages the opportunity of an education and quality eye care. The continuing relationship between the Carolyn A. Miller School and the Newtown, Connecticut public schools is an important part of Mary Ann's legacy, reflecting her integrity and remarkable commitment to community.



Maryann was born on February 5, 1956, into a family of nine children in Woodbury, Connecticut. She died in their family home on October 23, 2012, surrounded by Leo, her trusted lab, and loving family and friends.

Throughout her very active years with Hartford Quaker meeting, Mary Ann was the heart and soul of hospitality. She created the space and capacity for a multitude of meeting luncheons, sharing with all her gifts as a cook and spiritual gatherer. Many remember her leading collective prayers of gratitude and joy before each meal; including those organized for Young Friends Retreats, New England Yearly Meeting Committee Days, and national gatherings of Friends visiting Hartford Meeting. Mary Ann also regularly opened our hearts with song and dance at New England Yearly Meeting Coffee Houses, Hartford Meeting Christmas Eve Services, and Hartford

Meeting Retreats. Wherever she was on her journey, Mary Ann brought people alongside her, sharing discoveries of science, poetry, and soulful art with her loving and expressive free spirit. We shared her questions, and discoveries of inner human rhythms, and outward life miracles.

Like the four elementals of life, Mary Ann was fire - lighting the world with curiosity, joy and laughter; Mary Ann was water - moving powerfully through obstacles, learning when to flow in quiet, when to rush like white water over risks and rocks; Mary Ann was air - seeking and discovering the truth and essence of life; and Mary Ann was earth – grounding herself in the foundation of love, that which sustains all.

With immense courage and grace, Mary Ann took on her final dance with cancer. In the last few months of her life, she led a workshop called “Living and Being OK with Dying” at the Middlebury Public Library, sharing the healing power of photography and art. When asked about her own daughters feelings about impending death, she responded: “my spirit is soaring...my belief in the spirit lasts forever...I will, therefore, always be with them”; just as we, who’ve shared in countless journeys and “Mary Ann-miracles”, will be with her, throughout the dance.

## NEYM Committee/Board Purposes & Procedures—Proposed Revisions 2014

### DEVELOPMENT

**Purpose:** The Development Committee works to ensure adequate funding for the vision, ministry and administrative support of New England Yearly Meeting, by raising money from Friends.

**Procedures:** Financial stability is intimately intertwined with the spiritual life and vitality of the Yearly Meeting as a corporate body. Thus development work in a spiritual community is rightly grounded in the nature of the Yearly Meeting as a web of relationships. A development strategy based on relationships requires that the Development Committee strive to listen to the various communities within the Yearly Meeting—monthly and quarterly meetings, individual members/attenders, Yearly Meeting committees, staff and others who feel connected to a specific aspect of our work. This committee, as distributed as possible from around the Yearly Meeting, will gather four to five times a year, to fashion and evaluate a development strategy. There is significant work done between meetings by committee members, communicating by personal visits, telephone conversations, electronic mail, fund appeal letters, newsletter articles and other forms.

### DEVELOPMENT (rewrite)

**Purpose:** The purpose of the New England Yearly Meeting Development Committee is to help maintain a firm financial footing for the Yearly Meeting. We educate members and attenders about the Yearly Meeting's goals and achievements, we foster a culture of shared responsibility for sustaining the Yearly Meeting, and we raise funds from individuals.

**Procedures:** We understand development as a spiritual calling in support of the Yearly Meeting. We seek to represent the Yearly Meeting as broadly as possible. Our responsibilities include:

- Creating, implementing and evaluating a development strategy,
- Collaborating with other parts of the Yearly Meeting to learn from them and to offer a development perspective where it can be helpful,
- Nurturing relationships with individuals, staff and committees,
- Communicating with members and attenders through written and electronic media, email, telephone and personal visits,
- Gathering five times a year and carrying out committee work between meetings, and
- Maintaining high standards for our work by learning from others, especially Quakers, with experience in development.



## EARTHCARE MINISTRY COMMITTEE

**Purpose:** The Earthcare Ministry Committee encourages New England Yearly Meeting and its constituent monthly meetings, quarterly meetings, committees and staff to actions based on awareness that ~~current rapid~~ destruction of ~~our planet and its~~ fragile ecosystems is diametrically opposed to Quaker beliefs and values, and that the Religious Society of Friends must take ~~an~~ active stand against these trends and practices, inseparable from our other activities.

**Procedures:** The committee will help Friends to create a collective vision of how we can live peacefully and respectfully in the world, sharing finite goods with other inhabitants. It will work to identify specific actions that can turn this vision into reality, and help monthly meetings and other units of the Yearly Meeting to carry them out. As part of this mission, it will connect the Yearly Meeting with the ~~national Quaker Earthcare Witness Committee (formerly Friends in Unity with Nature)~~ by sharing information and calls to action. The committee also will encourage a growing awareness of global interconnections among social injustice, war, environmental harm, and the emphasis our society places on materialism and consumption.

## EARTHCARE MINISTRY COMMITTEE

**Purpose:** The Earthcare Ministry Committee urges New England Yearly Meeting and its monthly meetings, quarterly meetings, committees, and staff to actions based on awareness that destruction of Earth's fragile ecosystems is diametrically opposed to Quaker beliefs and values, and that the Religious Society of Friends must take a spirit-led, active stand against these trends and practices, inseparable from our other activities.

**Procedures:** The committee will help Friends to explore and nurture our spiritual responsibility to all of life and to create a collective vision of how we can live peacefully and respectfully in the world, sharing finite goods with other inhabitants. It will work to identify specific spirit-led actions that can turn this vision into reality, and help monthly meetings and other units of the Yearly Meeting to carry them out. As part of this mission, it will connect the Yearly Meeting with the North American Quaker Earthcare Witness Organization by sharing information and calls to action. The committee also will encourage a growing awareness of global interconnections among social injustice, war, environmental harm, and the emphasis our society places on materialism and consumption.

## FAITH AND PRACTICE REVISION

**Purpose:** The committee is charged with revising our 1985 Faith and Practice. ~~It will also carry out the charge of the Dialogue Committee proposed by the Long Range Planning Committee to NEYM 2001 YM Sessions, namely to encourage~~ “substantive engagement” with perennial issues essential to the spiritual health of our monthly, quarterly, and Yearly Meeting.

**Procedures:** The committee meets for a full day ~~nine~~ times a year. It presents drafts of each chapter to ~~YM~~ Sessions and invites comments from committees, meetings, and individuals. It considers these comments and brings a revised draft to ~~YM~~ Sessions either for additional comment or for preliminary approval. ~~When several chapters have received preliminary approval they will be presented as a unit to sessions for final approval.~~ Its work will be completed upon final approval of all sections and the publication of the revised book. It welcomes input at any time from committees, meetings, and individuals.

## FAITH AND PRACTICE REVISION

**Purpose:** The committee is charged with revising our 1985 Faith and Practice and in the process, encouraging “substantive engagement” with perennial issues essential to the spiritual health of our monthly, quarterly, and Yearly Meeting.

**Procedures:** The committee meets for a full day seven times a year and for two overnight work sessions. In addition, it forms smaller working groups as needed. It presents drafts of each chapter to NEYM Sessions and invites comments from committees, meetings, and individuals. It considers these comments and brings a revised draft to NEYM Sessions either for additional comment or for preliminary approval. Its work will be completed upon final approval of all sections and the publication of the revised book. It welcomes input at any time from committees, meetings, and individuals.

## FINANCE

**Purpose:** (see Faith and Practice, page 231)

1. The Finance Committee each year considers proposals for appropriations and estimates what amount the Yearly Meeting needs to raise for its budget. It presents a proposed budget to the Yearly Meeting for action. 2. The committee arranges for an annual review of the accounts of the treasurer and of any committees, which have their own treasurers handling Yearly Meeting funds. 3. The committee makes recommendations about financial procedures of the Yearly Meeting.

**Procedures:** 1. The Finance Committee consists of 15 members appointed by the Yearly Meeting, plus ~~the Yearly Meeting treasurer ex officio.~~ A member serves a three-year term and may be appointed to a second consecutive three-year term. 2. The Finance Committee is responsible for annually nominating to the Yearly Meeting a person to serve as treasurer. The Yearly Meeting secretary supervises the accounts manager. 3. The Yearly Meeting's fiscal year runs from October 1 through September 30. By mid March, the Yearly Meeting secretary ~~and Coordinating & Advisory Committee~~ forward a Priorities Budget to the Finance Committee. The Priorities Budget outlines recommendations for changes in income and expenses to guide the Finance Committee in its budgeting process for the coming fiscal year. The Finance Committee prepares a proposed budget in the spring, ~~presented~~ to the May Permanent Board meeting for information and feedback, ~~and~~ after necessary revisions is presented to the Yearly Meeting in August for final action. ~~In exceptional circumstances,~~ the committee may present proposed amendments to the Permanent Board between Yearly Meeting Sessions. 4. The committee has oversight of policies regarding contributions, disbursements, and stewardship of Yearly Meeting operating funds, recommending policy changes and clarifications for action by the Permanent Board as need arises. 5. The committee provides oversight, advice and support to the Yearly Meeting treasurer and others responsible for sub-accounts within the Yearly Meeting operating funds. 6. The committee carries a concern for adequate support for the operating budget approved by the Yearly Meeting. The committee

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provides information, by letter and personal contacts, to ~~individuals and~~ monthly meetings ~~concerning the Yearly Meeting budget, and~~ actively encourages appropriate contributions ~~and spiritually grounded financial stewardship.~~ 7. The committee normally meets for a full day on NEYM Committee Days, and holds both a working meeting ~~and~~ one or more meetings at YM sessions. 8. The Finance Committee has a detailed procedures handbook that includes information on NEYM budget practices, contributory and restricted funds, and the committee's procedures. Copies are available ~~from the NEYM office.~~

the Yearly Meeting. The committee in coordination with Permanent Board provides information, by letter and personal contact, to monthly meetings concerning spiritually grounded financial stewardship. 7. The committee normally meets for a full day on NEYM Committee Days, and holds both a working meeting, one or more meetings at YM sessions, and additional meetings as needed. 8. The Finance Committee has a detailed procedures handbook that includes information on NEYM budget practices, contributory and restricted funds, and the committee's procedures. Copies are available on request.

FRIENDS WORLD COMMITTEE FOR CONSULTATION  
COMMITTEE

**Purpose:** ~~The NEYM committee of Friends World Committee for Consultation brings together those representing NEYM in the work of FWCC, and promotes and interprets FWCC's work within the Yearly Meeting. As a consultative body made up of yearly meetings and other Quaker bodies across the globe, FWCC encourages fellowship among all the branches of the Religious Society of Friends that connects, crosses cultures, and changes lives. It brings Friends of varying traditions and cultural experiences together in worship, communications and consultation, to express our common heritage and our Quaker message to the world. FWCC's work includes representing Friends' concerns at the United Nations, with offices in New York (administered by American Friends Service Committee) and Geneva, and affiliated programs such as Friends Peace Teams, Right Sharing of World's Resources, and Friends Committee on Scouting. The NEYM Committee hosts a regional gathering every fourth year for Friends from New York, New England, Philadelphia, and eastern Canadian Yearly Meetings. It facilitates visits within New England of Friends from other parts of the world, including cooperating with Puente de Amigos. It promotes programs of the Section of the Americas such as the Quaker Youth Pilgrimage and Wider Quaker Fellowship.~~

**Procedures:** ~~The committee meets during Yearly Meeting Sessions and several times during the year, usually on Committee Days. The committee designates six of its members to represent NEYM at annual meetings of FWCC/Section of the Americas. Some of these representatives also serve on Section committees. The committee recommends delegates to represent NEYM at periodic worldwide FWCC meetings.~~

FRIENDS WORLD COMMITTEE FOR CONSULTATION  
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**Purpose:** We encourage fellowship among all the branches of the Religious Society of Friends; connecting Friends, crossing cultures, and changing lives. We bring Friends of varying traditions and cultural experiences together in worship, communication and consultation, to express our common heritage and our Quaker message to the world. The NEYM FWCC committee represents NEYM in the work of the international Friends World Committee for Consultation, and promotes and interprets FWCC's work within the Yearly Meeting. The international FWCC is a consultative body made up of yearly meetings and other Quaker bodies across the globe, and represents Friends' concerns at the United Nations, with offices in New York (administered by American Friends Service Committee) and Geneva. The international FWCC also consults with affiliated programs such as Friends Peace Teams, Right Sharing of World's Resources, and Friends Committee on Scouting. The NEYM Committee hosts a periodic regional gathering for Friends from New York, New England, Philadelphia, and eastern Canadian Yearly Meetings. We facilitate visits within New England of Friends from other parts of the world, including cooperating with Puente de Amigos. We also promote programs of the Section of the Americas such as the Quaker Youth Pilgrimage and Wider Quaker Fellowship.

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## PUBLICATIONS & COMMUNICATIONS

**Purpose:** The Publications & Communications Committee (PubCom) has care for ~~and supervision of~~ the “public face” that NEYM shows the world on the Internet and in print. The committee ~~provides~~ advice and support to staff, sessions and Yearly Meeting committees on technical aspects of communications and publication. It supports the Communications Director in his/her role as manager of the web site (www.neym.org), publisher of the ~~annual Minute Book~~, and the New England Friend and manager of data and communications for the Yearly Meeting. The committee develops policies relating to the use of electronic communication and the management of Yearly Meeting data. Publications & Communications Committee ~~has responsibility~~ for the Mosher Book & Tract Fund ~~which~~ provides funding for publishing and distributing books and tracts promoting the principles of Quaker faith and practice. It may undertake publication and distribution projects. It is also responsible for deciding whether to maintain NEYM’s membership in Quakers Uniting in Publications (QUIP), and if so, providing a representative.

**Procedures:** The Publications & Communications Committee is made up of nine Friends appointed by the Nominating Committee of NEYM in three panels with three-year terms. The committee meets four times a year or as needed. The committee is accountable to NEYM through its annual report and the published materials that it oversees. The committee will, from time to time, distribute books or other materials without charge to meetings in NEYM. On occasion, it helps financially with printing, reprinting, or distributing existing material to meetings. If a committee of NEYM wants help with or discernment about publication, PubCom can ~~provide~~ counsel and/or technical, logistical, production and distribution support. This committee should maintain a general record of the various publications and media produced within NEYM.

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## **Report to Permanent Board on Youth Programs Committee - May 2014**

Overview: Youth programs represent 34% of our annual budget and are an important part of our ministry. They could be a significant source of liability if not monitored carefully, and require a strong group to provide oversight. The following is a redesign of the Youth Programs Committee to meet needs resulting from staff restructuring several years ago. This Committee's purpose and procedures encompass youth ministry in the broader sense, recognizing that current programming is wonderful, and should be supported and monitored to meet current and potentially changing needs of NEYM youth and families.

### **Youth Ministries Committee**

**Purpose:** The Youth Ministries Committee oversees the vitality and relevance of NEYM's youth ministries to nurture the spiritual growth and leadership of children and youth of Friends in New England.

**Procedures:** The committee acts as trustees to discern program design needs, and to implement and evaluate programming. The committee provides spiritual guidance, and oversees right ordering of administrative aspects of youth programs - health and welfare of children, policy and procedures, ethical, legal and fiscal issues. The committee ensures that programs are a partnership between the staff, parents and all members of our spiritual community; and advocates for the needs of NEYM youth, families and youth workers. The committee ensures that programming is vital and relevant to current needs.

The YM secretary supervises youth program staff. The staff attend committee meetings to communicate the reality and needs of youth work. The committee supports, mentors and recognizes the staff in meeting the needs of youth ministries. Committee membership should reflect the theological and economic diversity within the YM, and have experience and skills in working with youth.

\*\*\*\*\*

Additional notes – some qualities helpful in committee members:

- Knowledge of youth programs over time; willingness to serve terms of 5 or 6 years to provide continuity
- Able to actively engage with Sessions Committee and Finance committee, as their work impacts youth programs
- Have some first hand experiences of NEYM youth programs as staff, parents, visitors or previous participants
- Understand the importance of confidentiality in some of this work
- Grounded in Friends understanding of ministry
- Sense of humor
- Understanding of child development (physical, emotional, spiritual and psychological)

Respectfully submitted by Jacqueline Stillwell, with deep appreciation to NiaDwynwen Thomas, Gretchen Baker-Smith and Noah Baker Merrill for thoughtful preparation, and to Susan Davies and Sarah Gant for seasoning.

## Yearly Meeting Secretary

### Primary Function

The Yearly Meeting Secretary uses skills in administration, communication, pastoral care and ministry to provide leadership to support Friends in New England. The Secretary listens to and communicates effectively with all the elements of the Yearly Meeting—Monthly Meetings, Quarterly Meetings, committees, and individuals—assisting them to be informed, educated, and inspired in their spiritual and practical religious activities. The Secretary has primary responsibility for ensuring that all Yearly Meeting staff work to achieve the goals articulated by the Yearly Meeting; and serves a key role in the planning process bringing those goals forward.

### Hours and Work Site

This is a full-time position that will require some weekend and evening hours, at times requiring more than 40 hours per week. One day per week will be in community with other staff, generally at the Yearly Meeting office, other office work can be conducted remotely, and there is considerable travel throughout New England and beyond involved in service to the Yearly Meeting.

### Supervision and Oversight

The Yearly Meeting Secretary will report and be accountable to the Coordinating and Advisory Committee (C&A) and will be supervised by a supervisor appointed by Permanent board who serves jointly on C&A and the Personnel Committee.

### Qualifications

The Yearly Meeting Secretary shall be a member of the Religious Society of Friends with a deep understanding of Quaker beliefs, testimonies, traditions and practices. Skills required include well-developed administrative and non-profit management skills, as well as excellent capability in spiritual leadership, pastoral counseling, organizing, teaching, speaking and writing. The YM Secretary must be able to write and edit clear expository prose, to delegate and supervise the work of others, be comfortable and current with all forms of electronic communications, and respond appropriately to a wide variety of inquiries.

### Responsibilities and Duties

#### *Administrative*

- Create an annual plan of work for the Yearly Meeting staff in consultation with C&A Committee, setting priorities and goals to meet the requirements of the Yearly Meeting
- Consult with C&A, Personnel and Development Committees for discernment, to guide Finance Committee in the annual budget process. Lead the Yearly Meeting Priorities Process
- Create a budget for all staff costs
- Develop annual sessions budget in close collaboration with the sessions committee



- Collaborate with volunteer leadership to implement and maintain a development program for the Yearly Meeting. Participate actively in relationship building, donor cultivation and solicitation
- Provide overall management of the YM operating budget. Support the YM treasurer in their duties; advise and consult with C&A, Permanent Board, Finance and Development.
- Supervise staff (excluding the Camp Director): includes hiring, providing orientation, evaluating and coaching, providing progressive discipline as needed, and terminating employment. Supervise personnel matters for staff in consultation with Personnel Committee and Treasurer. Administer Personnel Policies.
- Meet regularly with staff to coordinate work and to plan how to support the ministry of the Yearly Meeting at all levels.
- Provide regular reports for C&A and Permanent Board and encourage openness, transparency, listening and communication throughout the YM committees.
- Ensure responsible management of properties and other legal matters for the Yearly Meeting.

#### *Program Supervision*

- Direct the preparation for, and execution of Yearly Meeting Sessions; develop and oversee the budget for the Yearly Meeting Sessions program.
- Direct and support staff in the planning and operation of the programs of the Yearly Meeting.

#### *Pastoral*

- Provide ministry and leadership to support Friends in New England doing the work of God.
- In partnership with the Presiding Clerk and under the guidance of the C&A Committee, support the clerks of Yearly Meeting committees.
- Work with Yearly Meeting Ministry and Counsel to respond to the pastoral needs of the Yearly Meeting, calling forth the ministry of others and providing assistance and support.
- Travel frequently in gospel ministry in New England connecting monthly meetings and quarterly meetings with a shared sense of being part of a wider people of God.
- Provide consultation to local meetings as needed and requested.

#### *Staff Community*

Encourage and contribute to a responsive, flexible, prayerful and effective staff team, encouraging the spiritual growth and unity of purpose of the Yearly Meeting.

#### *Liaison*

- Maintain appropriate liaison relationship with the leadership of Friends General Conference, Friends United Meeting, and Friends World Committee for Consultation.

- Ensure hosting and planning travel and visitation within the Yearly Meeting for visiting Friends.
- Maintain communication with and provide assistance to the Presiding Clerk and the Clerk of the Permanent Board.
- Serve ex officio as a participating member of the Sessions, Finance, Development, Ministry and Counsel, Coordinating and Advisory Committees, and of Permanent Board
- Represent the Yearly Meeting as appropriate.

#### Accountability

- Be accountable to Permanent Board through the C&A Committee and appointed supervisor.
- Have a thorough knowledge of the Personnel Policy Manual policies and procedures.
- Submit reports in a timely fashion when requested by supervisor.
- Participate in annual performance appraisal.

Draft Reviewed and supported by C&A 4/4/2014

Reviewed and approved for forwarding to Permanent Board by Personnel Committee 4/22/2014

The annual evaluation for Noah Baker Merrill was conducted in January 2014. C&A endorses continuing Noah's appointment as YM Secretary without reservation.

During Noah's initial year as the YM Secretary he has gracefully and seamlessly walked through the transition from the previous secretary. Staff note that his supervisory gifts help support a staff culture of listening. His commitment to openness and collaboration is extraordinary. YM staff are hearing each other in ways they haven't before. Noah has picked up and managed a laundry list of tasks needing immediate attention while at the same time helping to create new conversations and opportunities for the Yearly Meeting. Specific areas in which Friends felt his work was commendable include his impact on the financial development and financial management of the YM; the resolution of outstanding issues related to the closing of the New England Friends Home and the pastoral outreach to various communities of the YM.

The principle concern noted is the need for a better and healthier balance between Noah's work and his rest and renewal. Many Friends encouraged Noah to delegate more and to balance his accessibility with protecting his personal space and caring for himself.

In addition to those outlined in the staff work plan; the following goals for Noah for the coming year were outlined:

- Focus on:
  - Financial management, financial development, and fund-raising.
  - Continuing staff development and empowerment.
  - Moving Sessions to Castleton.
  - Being available and present in the field and supporting the Life of the Yearly Meeting.
- Delegate more. Don't hesitate to share the work. It is not a burden but a gift. Balance accessibility with personal space and self-care. Hire consultants for specific tasks (e.g., archives, database, development) as we hire professionals to resolve unemployment claim and tax liabilities at the New England Friends Home and invite volunteers and ad-hoc committees to specific tasks. Through delegation you are creating opportunities to liberate emerging ministries.
- Create a healthy balance between work and health as well as rest and relaxation and have some space away from Quakers.
- Recruit and formalize a volunteer resource person for both Nia Thomas and Gretchen Baker-Smith in their work. Currently Kevin Lee and Lisa Graustein are filling these roles.
- Survive the transition to Castleton College.

C&A continues to have a commitment to support development of leadership skills for Noah in the areas of fiscal management and forecasting, strategic planning, and organizational development. C&A also notes there is insufficient infrastructure and staff to fully support the work the Yearly Meeting requires of its staff at this time.

Approved by Coordinating and Advisory Committee

Reviewed by Personnel Committee, 22 April 2014, and forwarded to Permanent Board

**Internal Nominating Committee Report to Permanent Board May, 2014**

**Clerk: Holly Baldwin 2012 – 2015**

**Recording Clerk : Bruce Neumann 2012-2015**

2014	2015	2016	2017	2018
#Mary Knowlton Deana Chase Allan Kohrman #Christopher McCandless Phil Stone Carolyn Stone	Aimee Belanger Ben Guaraldi Galen Hamman Jan Hoffman Rebecca Leuchak Patsy Shotwell Rosemary Zimmerman	#Sarah Gant #Sandy Isaacs Bruce Neumann Elias Sanchez- Eppler Fritz Weiss Nancy Isaacs	Holly Baldwin Suzanna Schell Sara Smith Karen Sanchez- Eppler Travis Belcher Hannah Zwirner	Susan Davies Donn Weinholtz Jean McCandless Rebecca Steele Jeremiah Dickinson Rocky Malin Leanna Kantt Justice Erikson

#in second term (can't be reappointed)

\*filling out term – can be reappointed 2 entire terms

Sub Committee	2014	2015	2016	2017
<b>Clerks Nominating</b>	+Debbie Humphries +Benigno Sanchez- Eppler	Christopher McCandless Rosemary Zimmerman	Allan Kohrman Ben Guaraldi	Fran Brokaw +Benigno Sanchez- Eppler
<b>Personnel</b>	Dwight Lopes Karen Sanchez - Eppler Fritz Weiss	+Judith Shea (re- signed -vacancy) Edward Baker Carolyn Stone	Rebecca Leuchak Jan Hoffman Bob Murray	Vacancy Karen Sanchez - Eppler Fritz Weiss
<b>Internal Nominating</b>	Susan Davies	Donn Weinholtz Sarah Sue Pennell	Patsy Shotwell Sara Smith	Susan Davies
<b>YM Nominating at Large</b>	Sara Sue Pennell +Peter Colby Christopher McCandless	Nancy Isaacs Connie Kincaid- Brown	Rhoda Mowry Virginia Bainbridge Eileen Cummings	Sara Sue Pennell Richard Ristow  Vacancy
<b>NEYM Secretary Supervisor</b>			Fritz Weiss	

***Bold Italics = Clerk or convener*** + = not on Permanent Board

**Note:** We are requesting approval for **Richard Ristow** to serve on YM Nominating Committee. A vacancy remains on YM Nominating Committee, along with two vacancies on the Personnel Committee. Invitations have been extended to individuals to fill all of these vacancies, but we have not, yet, received their responses.



December 12, 2013

Members of Permanent Board  
New England Yearly Meeting

Dear Friends,

Friends Association for Higher Education proposes that FAHE and New England Yearly Meeting become *affiliated* organizations. This relationship will require that:

- 1) NEYM appoint a liaison to FAHE to attend the FAHE annual meeting;
- 2) the organizations share annual epistles;
- 3) the organizations provide links to each other's websites on their own web pages; and
- 4) FAHE provide a simple poster board exhibit for display at NEYM annual sessions.

At Friends Association for Higher Education, we believe that FAHE can serve as a valuable portal for NEYM members to the full range of Quaker higher education institutions and Quaker educators throughout North America and abroad. In particular, NEYM high school students wishing to attend Quaker colleges may benefit from this relationship. We also believe that New England Yearly Meeting is a spiritual and intellectual resource that will, through increased sharing, greatly enrich FAHE.

NEYM is the first yearly meeting approached by FAHE for affiliation status. If this relationship proves successful, we intend to develop similar arrangements with other yearly meetings. Attached is our 2013 Epistle, describing this year's FAHE annual meeting at Malone University. It illustrates the deep and moving experiences typical of an FAHE gathering. Below is the link to FAHE website. We encourage you to explore the website, including our publications, to see the resources that FAHE provides.

<http://quakerfahe.com>

In Friendship, on behalf of the FAHE Executive Committee,

Donn Weinholtz  
Assistant Clerk  
FAHE

**BEACON HILL FRIENDS MEETING**  
**6 Chestnut Street**  
**Boston, MA 02108, USA**

January 5, 2014

Dear Friends,

Margaret Benefiel, the bearer of this minute, is a member in good standing of Beacon Hill Friends Meeting in Boston, Massachusetts, USA. We at Beacon Hill meeting are blessed to share in the benefits of Margaret's vocal ministry, her faithful witness to Friends' testimonies, her gifts as an educator, and her leadership in helping Quakers unite in love across cultural and theological differences. For the past several years we have provided spiritual oversight for Margaret's professional work in leadership development.

Margaret is clerk of our meeting's Adult Religious Education Committee, and of an ad hoc "engagement committee" that is forging connections between our meeting and others in Friends United Meeting. In addition, Margaret clerks the board of the Beacon Hill Friends House, a Quaker cooperative residence in which our meeting has its home. Margaret is known for her work helping business leaders to become spiritually grounded in their work, and has published two books (*Soul at Work* and *The Soul of a Leader*) on this topic.

Margaret is a recorded minister who travels widely in the service of Friends. She has taught at Pendle Hill, Woodbrooke, Earlham College, and Earlham School of Religion, and worships regularly in Ireland when she travels there for ministry. In 1982, she spent a summer in Kaimosi, helping with preparations for the FWCC world conference there and working with students of Friends Theological College (then Friends Bible College). She loved her time in Kenya and was very happy to return last summer to teach a course at Friends Theological College and lead a workshop on leadership development for representatives from all 18 Kenyan yearly meetings, and worship with Friends at Cheptulu Village Monthly Meeting.

We are very happy that this work has opened up the opportunity for more, and grateful to you and to Margaret for faithfully continuing to explore this connection together. Thank you for inviting her to come and teach again at Friends Theological College, offer workshops for faculty there, conduct workshops for yearly meeting leaders, and worship with local meetings. Her oversight committee has discerned with her and tested this leading to minister again among you, and found her clear. We as a monthly meeting also find her clear to follow this leading. She brings our loving greetings to you our brothers and sisters! We will be praying that you, Margaret, and those of us back in Boston will grow and learn from this blessed opportunity.

Peace,



Sara Burke  
Clerk, Beacon Hill Friends Meeting

Approved on January 5, 2014







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Final Audit Report

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