

**New England Yearly Meeting of the Religious Society of Friends
Permanent Board Minutes
September 27, 2014
North Fairfield Monthly Meeting**

14-79 Opening Worship: Friends from Permanent Board and Ministry and Counsel gathered together for worship at the North Fairfield Meeting House. During opening worship we heard memorial minutes for Benjamin Cates and Peter Haviland.

14-80 Roll Call: The Recording Clerk called the roll:

Present: Virginia Bainbridge, Holly Baldwin, Travis Belcher, Deana Chase, Jacqui Clark, Susan Davies, Jeremiah Dickinson, Christopher Gant, Sarah Gant, Ben Guaraldi, Ian Harrington, Nancy Isaacs, Sandy Isaacs, Allan Kohrman, Jean McCandless, Bruce Neumann, Suzanna Schell, Sara Smith, Carolyn Stone, Philip Stone, Elizabeth Szatkowski, Bill Walkauskas, Fritz Weiss, Rosemary Zimmermann.

Regrets: Aimee Belanger, Justice Erikson, Galen Hamann, Jan Hoffman, Leanna Kantt, Rebecca Leuchak, Rocky Malin, Elias Sánchez-Eppler, Karen Sánchez-Eppler, Patricia Shotwell, Becky Steele, Donn Weinholtz, Hannah Zwirner.

Ex-officio: Noah Baker Merrill (Putney, Yearly Meeting Secretary), Robert Murray (Beacon Hill, Clerk of Personnel), Jacqueline Stillwell (Monadnock, Presiding Clerk). Shearman Taber (Beacon Hill, Clerk of Finance)

Visitors: Mary Frances Angelini (Framingham, Clerk of Archives), Jonah McKenna-Moss (Beacon Hill, YAF Clerk), Christopher McCandless, Nat Shed (Vassalboro, Friends Camp Director), Michael Trombley (North Fairfield, Pastor).

14-81 Minutes: We considered minutes from both the Aug 2 and Aug 7 meetings at Castleton College. Both were **approved** with minor changes.

14-82 The Year's work: Reviewing some of the specific work of the coming year, the Clerk exhorted to us to live into our role as a board, holding the vision for the YM, drawing it out, and supporting it. Reprising the YM Secretary's metaphor during Sessions, our primary work is in anchoring the stakes which allow the fruit to ripen.

14-83 Memorial Minutes: The Clerk raised a general concern about how the memorial minute process has been going, including questions about how they are written, how they are selected by Quarters for forwarding to PB, our own criteria for forwarding to Sessions, editing, and presentation at Sessions. She read from a minute on Memorial Meeting Guidelines (see attached) approved by Permanent Board in 2008. It offers two basic criteria for forwarding: *“Did this Friend add to the light beyond their meeting to the Yearly Meeting?”* and *“Is this the rare memorial minute that adds to our understanding of living in the light, even though*

this Friend's sphere did not extend beyond their meeting to the Yearly Meeting?" Friends offered a few thoughts, including printing all minutes forwarded by Sessions, but allowing the clerk's table to select which ones will be read; and considering all minutes forwarded to us as a group, rather than individually. The clerk intends to update the document and the clerks table will consider how minutes are presented at Sessions. We will revisit this later this year. Friends **approved** forwarding Minutes for both Ben Cates and Pete Havilland.

14-84 Yearly Meeting Secretary Report: Noah told us of the perspective he gained when, visiting the archives, he saw the minute of separation of the Wilburite and Gurneyite Yearly Meetings. We now know a different ending to that painful event: what will Friends understand about our time, in another 100 years?

Regarding the closure of the Friends' Home, we understand that the (MA) State Dept. of Unemployment has agreed to give a written record of our case being closed. The check for the outstanding amount (PB Minute 14-50) has been sent, and we are waiting on the promised statement.

The database is on track for both budget and schedule. While there is work to be done transferring data, the design work is almost complete.

Noah presented (in large format) the draft 2015 staff work plan. The staff, who see their work as liberating and supporting the work of Friends, will meet in retreat in October to finalize this work plan. The plans will be posted and available for comment.

While the final accounting for YM sessions is not yet complete, it appears that income will cover costs, with a modest surplus. Noah told us that there had been strong support for the pay-as-led option.

In response to a question about how the staff feels about impending reapportionment of staff hours (see PB minute 14-94 below), Noah made it clear that reducing Jeff Hipp's status from full-time to .6 was at Jeff's request. That said, he acknowledged that it has been a difficult year for staff, with many feeling overworked. He is hopeful that the organizational changes together with a well-articulated work plan will result in a greater feeling of spaciousness

14-85 Presiding Clerk Report: Jackie reported on some of the issues that Coordinating and Advisory is considering:

- Given a desire to have more involvement in the YM by the generation of families with children, C&A has been considering several issues around the arranging of childcare for YM events, including who should have oversight.
- C&A has scheduled a clerking workshop in November, presented by David and Nancy Haines.
- C&A has been considering nominations to Structural Review Committee. They brought the name of Angela Hopkins (Northampton). Friends **approved**. We heard that Janet Hough would like to step down as clerk. In addition to seeking a new clerk, they continue to look for a few more members; in particular, they are looking for representation from the

following communities: Friends of color, pastoral meetings, parents of young children, LGBTQ Friends. .

- They are exploring an idea for a “Collaboration Day,” a time when MM clerks, treasurers and Education facilitators could come together and share.
- C&A has a yearning that Friends in New England could articulate a long term vision for the YM, as distinct from a financial plan. They hope to bring something for our consideration at our next meeting.

Jackie also reported that Sessions Committee is considering “Covenant Community” as our theme for next year’s sessions.

14-86 Treasurer’s Report: Ben Guaraldi reported that, while we are close to the end of the fiscal year, he is expecting some further income from MM’s and is unable to predict the final balance.

He is exploring the possibility of MM’s making direct transfers to the YM, similar to the Give Monthly program for individual giving.

Regarding the closure of the NEFH, Ben reported that legal and accounting expenses exceeded the combined resources of the Hanson-Hill fund and the Friends Home bank account, by \$6,691. He requested authorization for drawing \$6,691 from the proceeds from the sale of the Home to pay the balance of expenses. Friends **approved**.

Friends also **approved** drawing any further legal and accounting expenses related to the Friends Home from these proceeds.

14-87 Finance Committee: Shearman Taber reported that travel expenses are again exceeding the budget by more than the clerk of Finance is authorized to allow. The Finance Committee intends to study the rise in travel expenses this year. One Friend encouraged exploring leasing a car as a way to save. Friends approved authorizing the Treasurer to approve travel expenses up to \$5600 beyond the \$28,800 budgeted.

The (PB)clerk thanked the Committee and its clerks for holding the concern of our financial well-being during this difficult financial time.

14-88 Development Committee: Sara Smith, clerk reminded us that, even if you don’t have a lot to give, sometimes it is enough. We heard that individual giving stands at about \$133K. The Committee is excited about the new Salesforce Database from which it is easier to get reports.

14-89 Long-term Financial Planning: Ben Guaraldi reported for the group appointed at our Aug 7 meeting (PB Minute 14-74). The group was charged with considering how to prepare and maintain a five-year financial plan for the YM. The group recommends an ad-hoc committee, reporting to PB, consisting of 2 representatives from PB, 2 from Finance Committee, one each from Development and Personnel, as well as the Treasurer, the YM Secretary and, when available, the clerk of PB. This new ad-hoc committee would be charged with preparing a 5-year plan by

February, in advance of Committee Day and the Feb. 21 PB meeting. The Committee would be expected to share the progress of their work widely. Friends **approved** the formation of this Ad-hoc Committee, recognizing that in beginning this work we are making a shift in the way we think about the YM and its future, incorporating a greater sense of vision.

Continuing discussion, Friends expressed both concern about adding to the work of already committed Friends, and a recognition that this is important work which needs to be connected to the work of the involved committees. The Clerk proposed reviewing the composition and workload of this group at the end of its first year. The Clerk offered a chance for PB to offer input for the new committee. We heard suggestions for numerical measurements of a non-financial nature, for a clear description of how we will get to the point of paying back reserves, and for support for outreach.

The Clerk further suggested that we raise up names for the PB members of this committee, allowing C&A to discern from this group. Friends raised up the names of Elias Sanchez-Eppler, Shearman Taber, Becky Steele, Sandy Isaacs, Christopher Gant, Jacqui Clark, Virginia Bainbridge, Sarah Gant, and Jeremiah Dickinson. Friends **approved** forwarding these names, and allowing C&A to make final appointments.

14-90 Memorial Minute for John Kellam: reconvening after lunch, again with Ministry and Counsel, we settled into worship and heard two minutes from Providence meeting: a memorial minute for John Kellam and “A minute Acknowledging Our Failures and Committing ourselves to Truth” (attached). Because the minute names that John engaged in abuse within his family, the Clerk had requested that Ministry and Counsel join us, to discern whether and how to forward this minute to Sessions.

Noting that all too often abuse is kept quiet, some Friends voiced satisfaction that, in this case, the abuse is being uncovered. Several Friends who knew John, spoke of the difficulty in understanding this aspect of his life and behavior, when the aspect of John that they knew was kind, generous, and sensitive. One friend pointed out that understanding the whole person opens the possibility of redemption. Others Several Friends voiced concern for how survivors of abuse in attendance at Sessions might react on hearing this minute. We were encouraged to think about the roots of evil in ourselves.

While sensing general approval of forwarding the minute, the clerk considered that we should reflect further on how the minute will be brought forward at Sessions before final approval of forwarding. She asked for Friends who were willing to engage in further discussion on how the minute might be presented and what supports might be put in place: for those who might be distressed, and for those that the reading might awaken old wounds. Carolyn Stone (PB), Allison Randall (M&C), Katherine Fisher (M&C), Diane DiCranian (M&C), Nat Shed (Vassalboro), and Jeremiah Dickinson (PB) offered to be part of this discussion. The group is encouraged to engage with Providence Meeting as part of the process, and to bring a recommendation to our February meeting, at which time M&C and PB will meet together again.

14-91 Intervisitation: Beth Gorton (Ministry and Counsel) spoke about the Quaker Passports which the intervisitation subcommittee of M&C has produced. The passport is a small book with a page for every Meeting and Worship Group in New England. M&C hopes that the books will make visitation more visible and encourage Friends to travel more. Meetings are encouraged to create a stamp, to stamp their page in visitor's books. Beth pointed out that PB and M&C should be visiting regularly, helping to make the YM more visible.

14-92 Relationships with Monthly Meetings: Deana Chase reported for the ad-hoc group, which has been considering how we might nurture more integral relationships with the Monthly Meetings. The group, originally composed of Deana, Sara Smith, and Bruce Neumann, has expanded to include Noah Baker Merrill, Kathleen Wooten and Dulaney Bennett (Finance Committee). She pointed out that these intended visits are distinct from other intervisitation, in that Friends should plan in advance with members of the meeting to be visited, and be sure there is an opportunity to engage in discussion with the meeting. Bruce pointed out that these visits are, in fact, PB's response to our financial condition. While we will not be specifically asking for money, the intention is to nurture the relationships which may in turn engender greater participation and perhaps contributions. Deana continued, explaining that Kathleen Wooten, in a portion of her staff time, will be coordinating and tracking visits. Volunteers can expect advice on what meeting to visit, suggestion of traveling partner, and materials to support the visit. Deana passed around a sign-up sheet with an initial list of Meetings, prioritized by Noah and Kathleen.

14-93 Student Loan: The Clerk reviewed the state of both the legacy student loan program, and the proposal by the Ad-hoc Student Aid Revisioning committee. It appears that we need some clarification on the role of Conservator (PB Minute 13-117), tasked with overseeing on-going repayment of existing loans. Also, fine-tuning of the original Student Aid Proposal (PB minute 14-18) appears to have stalled. The Clerk asked for a few Friends to take up both pieces of work, hoping for a report or proposal at our November or February meeting. Ian Harrington as convener, with Allan Kohrman, and Rebecca Leuchak offered to take this on. Friends **approved**.

14-94 Personnel Committee: For the Personnel Committee, Bob Murray presented a proposed restructuring of staff responsibilities and time commitments, noting that this presentation is for information and comment. Our current structure allows the YM Secretary, with approval of Personnel committee, to make these changes. The changes were prompted by Jeff Hipp's request to step back to .6 FTE (full-time-equivalent) time, in conjunction with the approval, in our FY '15 budget, of a .5 FTE increase in administrative time. The proposal sets Jeff Hipp's time at .6 FTE, with a title of Coordinator of Technology fro Ministry. Sara Hubner's title will become Office manager, at.8 FTE, and Kathleen Wooten's new title will be Events

Coordinator, with an increase to .5FTE. We understand that there may be a modest savings in staff costs despite the increase in overall time.

14-95 Internal Nominating: Susan Davies spoke about the work of Internal Nominating this year. They will be looking for a new PB Clerk and perhaps a Recording Clerk. Based on Holly's reflections on the workload for PB clerk they will be considering ways to make that position easier. Susan presented three names for our consideration:

- Christopher Gant (Beacon Hill), Personnel, class of 2017
- Donn Weinholz (Hartford) Internal Nominating, class of 2018
- Sarah Sue Pennell (Cambridge), Internal Nominating, class of 2018

Friends **approved** these nominations

14-96 Archives Committee: Mary Frances Angelini, clerk of the Archives Committee, spoke about their work exploring the possibility of moving the NEYM archives (PB Minute 13-53). She reported that for a variety of reasons work has not progressed as expected until the recent appointment of Carol Forsythe as Project Coordinator. At this point they have had exploratory contact with several institutions, and have prepared a "Request for Proposal" to send out to archives that might be interested in holding our archives. They are also recommending sending an explanation of the process to monthly meetings, allowing for expression of concerns before moving too far along this path. Mary Frances also expressed the Archive's Committee's hope that the YM will be able to appoint an Archivist at such point as a final decision about a transfer is made. The archivist will be essential to ensuring that on-going MM and YM records are entered in the archives. Friends **approved** this way forward.

14-97 The Bloody Tenent: Noah spoke about his and the Archives Committee's recommendation to sell NEYM's copy of Roger Williams' "The Bloody Tenent". They have approached experts and learned that it is quite a rare first edition copy, yet since Roger Williams was not a Quaker it is not significant to our own history. Some Friends expressed hope that proceeds from the auction or sale of the book might support either an archivist, or digitization of the archives. Friends **approved** authorizing Noah and the Archives Committee to pursue auction or sale of this rare book.

14-98 Yearly Meeting Nominating: Christopher McCandless for YM Nominating provided a corrected list of Permanent Board members (attached). They expect to be discerning possible members for Youth Ministries Committee, Youth Education Committee, and Legacy Gift Committee at their next meeting.

14-99 Closing worship: We closed in worship, purposing to meet again on November 15.

Holly Baldwin, Clerk

Bruce Neumann, Recording Clerk



Benjamin H. Cates March 20, 1920 - January 15, 2014

Benjamin "Ben" Cates embodied the Quaker testimonies of peace, simplicity, silent listening, and social justice. He was a gentle, unassuming man of unyielding integrity who shared his gifts of love, friendship, and a self-effacing humor with all who knew him. When a young couple began to explore attending Vassalboro Friends Meeting in the early 1970s, it was clear to them that Ben was one of the Meeting's "movers and Quakers."

Ben's singing voice enriched our Worship in Song, and his participation in barbershop singing only ended when he became too ill to sing with the group. Although he suffered many personal losses and was dealing with declining health, Ben never stopped attending Meeting for Worship. Our community was comforted by the sound of his walker indicating that he had arrived safely on Sunday morning. As Ben's body began to fail him more and more, he still welcomed conversations about exploring the Katahdin and other regions in Maine. Through layers of disability there was always a twinkle in his eye when he remembered canoe trips on Lobster Lake in northern Maine.

As the sixth child in a Quaker family of 12 children growing up on the family farm in Vassalboro, Ben developed a deep love for the outdoors. Music was an equally powerful influence in his life, and when he learned to play and bought a guitar, his family and the community received a wonderful gift. Ben Cates and his brothers would canoe with the "Jones girls" to a sandy point on China Lake and sing around a campfire accompanied by his guitar. Ben was honored to have Rufus Jones invite him and his brothers to sing during a Sunday service at the South China Community Church.

When the United States entered World War II, Ben followed his Quaker faith and became a conscientious objector. He volunteered in the Civilian Public Service Program as an alternative to military service. While in the CPSP, Ben provided much needed help to the Brattleboro Retreat in Vermont, a mental hospital that had lost many staff members to military service. He also helped to build fire towers in Vermont and conducted dairy testing in Connecticut.

Ben met his future wife, Edna Winder of Fallington, PA, at New England Yearly Meeting. They married early in 1946 and raised a family of 7 children. Ben had earned a degree in accounting and finance prior to the war and used these skills in his career and volunteer work. He held jobs in accounting and also served as a town officer in Vassalboro. In 1952 after his father died, Ben took responsibility for the family's general store, which he managed for 27 years. When asked why he decided to sell the store that had been in the Cates family for 3 generations for more than a century, Ben replied, "After 100 years, I was just plain tired."

In addition to his commitment to the Vassalboro Monthly Meeting, Ben was active in Vassalboro Quarterly Meeting, New England Yearly Meeting, and the larger Quaker world. He saw the development of Friends Camp in China as a welcome challenge and helped to construct many of the camp's buildings. He also served on the Camp Committee and was employed for a time as camp treasurer. As he grew older, he shared his lifelong love of nature with young campers. Ben's service to Friends Camp spanned five decades. Former campers still fondly remember Ben's leadership in organizing and guiding camping trips to northern Maine lakes.

Developing and sustaining a relationship with Quakers in New Brunswick and Nova Scotia was a special concern for Ben and Edna Cates. They began attending the Spring Atlantic Gathering of Canadian Friends soon after the event started and were active participants for several years. Their presence helped to create a bond of friendship and understanding between Friends in the two countries.

Ben Cates was a faithful presence in the Vassalboro Monthly Meeting and an elder who served as a model for all of us. He listened to messages with care and when he spoke, his remarks were brief and pithy, prompting one member to comment, "Ben seldom speaks at Meeting, but when he does, I listen." Canadian Friends who attended Ben's Memorial Service on March 15 said that he embodied the message of a quote attributed to Saint Francis of Assisi, "Preach the Gospel at all times and when necessary use words." In both silence and action, Ben's life spoke to all of us.

Approved by Vassalboro Monthly Meeting
April 27, 2014

MEMORIAL MINUTE

Peter Robbins Haviland

September 6, 1930 – November 15, 2013

Peter R. Haviland was a Friend with a capital F and a small letter f. His memorial service at Midcoast Friends Meeting was attended by more than 100 people, many of whom spoke about his patience, humility and good humor, as well as his community involvement and his carpentry skills. What could have been a sad occasion, lamenting the loss of Peter, turned out to be joyful, as those attending celebrated his life with praise and anecdotes about a good man.

Peter was a native of Pittsburgh, Pennsylvania. His parents, Frances and Harris Haviland, were Quakers. Peter attended Friends Select School in Philadelphia and graduated with a bachelor's degree in English from Haverford College in 1952. He married Deborah Wisner Phillips in 1954, and the couple settled in Summit, New Jersey, where they reared four children before relocating to Maine in 1987.

A member of Midcoast Friends recalled at the memorial meeting that Peter always showed the gentle force of a Quaker upbringing and schooling. She said that Pete was an example of the George Fox teaching 'Be patterns, be examples in all countries, places, islands, nations wherever you come.'

Peter earned a master's degree in hospital administration in 1957, following alternative service as a conscientious objector in a hospital during the Korean War. He worked for many years at United Hospitals in Newark, New Jersey, eventually overseeing the operations as executive director.

In 1977, he changed careers and became co-owner of a carpentry and home repair business. He enjoyed working with his hands and used his creative talents as a craftsman, builder and engineer to earn a living and later to renovate an old farmhouse in Cushing, Maine where he and Deb moved in 1987. In 2011 Peter and Deb sold their home in Cushing to one of their children and moved to a small retirement community in nearby Rockland, which they both enjoyed.

Peter's Quaker roots as a pacifist and humanitarian guided his approach to life. He was involved in his local Friends' meetings in New Jersey and Maine, where he served as clerk and treasurer, and he provided counsel as a respected elder. Pete was involved for many years in Vassalboro Quarterly Meeting and was active in encouraging the growth of an intergenerational spiritual education program.

Peter served for 10 years for the town of Cushing on the local school board and four years on the board of selectmen. Throughout his life he voiced concerns about social and political issues. He participated in peaceful demonstrations for anti-war and human rights causes.

Peter was described as a Quaker “who engaged with non-Quakers in an unmistakable way.” He was “knowledgeable and wise in the issues of the day, offering his opinions in a manner that never offended.” One Midcoast member said Peter was her teacher because of the examples he provided through his “honesty, humor and sensitivity. His presence demonstrated Quakerism. Pete was a great thinker and a gentle friend.”

His name appears many times in the history of the Meetinghouse Committee, which oversaw the building of the Midcoast Friends meetinghouse on Belevedere Road in Damariscotta in 1995. Peter belonged to a core of members who took part in the negotiations to acquire the land from George Freeman, a local landowner. The committee picked the Quaker architects Cope and Lippincott, a Philadelphia firm that understood the special requirements of a Friends meetinghouse — no stained glass windows, no crucifix, no pulpit, no baptismal font and not even a steeple —and helped to raise money and to secure a mortgage.

One member said she realized at the memorial meeting that the bench she was sitting on was there because of Peter. He and another member of the meeting found pews in an old church and bought them for the future meetinghouse that had not yet been designed. They were stored in the Haviland barn and a few years later were refinished and ready to use. She expressed that the benches were a real work of art - another example of Pete’s modesty and love for the meeting.

Peter loved the outdoors and good literature. He and Deb often took the family on vacations to hike, canoe, and ski and to share a passion for nature. In his later years, he enjoyed outings on his 22-foot yawl, *Curlew*.

Peter sustained a love for words and stories that he had developed when he was an English major in college. On first meeting him, one might think of a teacher or a writer, partly because of his gentle manner and a light in his eye that reflected his interest in the world around him. Even as he lay with a long illness, he kept his good spirits and sense of humor. One of the last books he read was E.B. White’s *Stuart Little*, a testimony to Peter’s gentle and kind, yet realistic, approach to the world.

Approved at Midcoast Monthly Meeting Damariscotta, ME February 23, 2014

New England Yearly Meeting of the Religious Society of Friends
Permanent Board Minutes **Draft**
August 2, 2014
Castleton College, Castleton, Vermont

14-47 Opening Worship: Permanent Board Friends gathered at Castleton College in anticipation of our Annual Sessions. We began our time together in worship. The clerk reminded us that, while we listen throughout the year, Sessions provides an opportunity listen more: Truth may come in!

14-48 Roll Call: 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, Nancy Isaacs, Sandy Isaacs, Leanna Kantt, Allan Kohrman, Rocky Malin, Christopher McCandless, Bruce Neumann, Elías Sánchez-Eppler, Karen Sánchez-Eppler, Suzanna Schell, Sara Smith, Becky Steele, Carolyn Stone, Philip Stone, Donn Weinholtz, Fritz Weiss, Rosemary Zimmermann,

Regrets: Aimee Belanger, Mary Knowlton, Rebecca Leuchak, Jean McCandless, Elías Sánchez-Eppler, Patricia Shotwell, Hannah Zwirner.

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

Visitors: Martha Schwope (Wellesley)

14-49 Friends School of Portland: The clerk announced that, while the Board of Manbagers had declined to invest in Friends School of Portland, Portland MM has offered to loan the school the necessary funds, allowing construction to move forward.

14-50 Yearly Meeting Secretary Report: Noah shared that 657 have registered for annual sessions, more than last year or the year before. The total includes many who had not been to sessions before. Regarding the Pay-as-Led option this year, we understand that, as of today (Sat. Morning), income has exceeded our goal by more than \$20k. Noah reported that the database transition is on track to be complete by end of year, and that sessions registration occurred entirely via the new database. He expects the final cost to be close to original estimate.

Regarding the NEFH closing, Noah reported that the outstanding State unemployment claim has been reduced to approximately \$29K. While there is some chance that further negotiations might reduce this further, we are likely to continue incurring legal fees, with no certain outcome or benefit. Noah recommends that we pay the fine, if we can be assured that the claim will be closed.

PB had previously approved using the Hill-Hanson Fund to assist with resolution of issues with NEFH. We understand that uncommitted monies in that fund and those remaining in the Friends Home account total \$30K, and will cover this final charge, with little to no impact on our budget or reserves.

Friends **approved** both the initiative to resolve the claim, and use of these named funds, contingent on a guarantee that the payment will resolve the claim, and on receiving a written release from the DUA.

Friends voiced a concern about moving forward with the Legacy Gift recommendations, on the agenda for Sessions, without knowledge of the final outcome, recognizing that if further fines were incurred, claims might need to be made against the Legacy gift.

14-51 Presiding Clerk Report: Jackie Stillwell, for Coordinating and Advisory, spoke of rising questions this year about boundaries and authority, and about the mission or purpose of the Yearly Meeting. While C&A does not have the authority to resolve these questions, they will hold them, and work to find ways of clarifying the issues.

C&A has also been discussing the need for a priorities process with a longer vision than the current budget process, perhaps a 3-5 year plan.

Jackie also reported that M&C will bring a recommendation to Sessions to extend the FUM financial withholding policy for 5 years.

14-52 Interim Publication of Faith and Practice: Jan Hoffman reported that the idea of an interim edition of Faith and Practice rose from a passing comment: "Wouldn't it be great if we had a print copy of the parts of Faith and Practice which have been approved?", together with an offer from Publications and Communications Committee to help in whatever way they could. A joint project emerged of printing spiral-bound copies of the new F&P. PubComm offered \$2800 funding, and requests retroactive approval of the release of \$9147.34 from a board designated fund reserved for the publication of Faith and Practice, noting that proceeds from the sale of personal copies will go back into that fund. Friends **approved**.

Two copies will be made available for every monthly meeting and one for every worship group, as a gift from YM. The remainder will be available for purchase for individual use.

14-53 Personnel Committee: For Personnel Committee, Karen Sánchez-Eppler recommended the continuing employment of Nat Shed as Friends Camp Director. The recommendation comes initially from the Friends Camp Committee, who commented on Nat's strong vision for long-term leadership and ability in outreach. The Friends Camp Committee expressed nothing but admiration and joy at his skills in nurturing campers and counselors. Personnel Committee voiced a slight concern about the process. Last year's new Personnel Policy Manual required a new process which requires a more formal process of soliciting input, processing it as a committee and sharing with the Camp Director, in a process analogous to the evaluation of the YM Secretary. Karen hopes that we can be more faithful about process in the future.

Friends **approved** recommending Nat's continuing employment to Sessions.

14-54 Finance Committee: Muriel Farrar reported that this year's finance documents include graphic representations of funding and program use, including how staff costs are used in support of programs.

She spoke about their challenges this year, in preparing a deficit budget. While the committee is comprised of both those with a mind for fiscal restraint and those who “live in faith,” all found it painful to withdraw funds from organizations we believe in. She pointed to a lack of institutional memory, caused at least in part by three-year terms, as one aspect of their challenge.

14-55 Development: Sara Smith, stepping into a new role as clerk of Development Committee as Nancy Haines departs, spoke of the committee’s gratitude to Nancy for all she has done. Sara presented some encouraging figures: individual giving in FY13 was \$126K, well beyond the \$97K goal, and we heard that so far we have reached 80% of this year’s goal, compared to 43% at this time last year.

A limited number of the new “rack card” will be available at Sessions, more will follow to MM’s.

This fall, the committee is planning a retreat led by Jennie Isbell, a New England Friend with broad development experience.

14-56 Internal Nominating: Donn Weinholtz presented a few names for our consideration. Friends **approved** the following:

- Carolyn Stone (Wellesley) Internal Nominating, class of 2016
- Leslie Umans (Belfast) Yearly Meeting Nominating, class of 2017
- Edward Baker (Westerly) YM Secretary Supervisor, class of 2016

14-57 Good governance of Friends Camp: Jeremiah Dickinson, reminding us of the extensive governance manual presented at our May meeting (PM min 14-33), told us that that committee has chosen not to present the full document to sessions this year, as there is some work to be done yet, in terms of seasoning with Finance Committee and a legal review. Instead they will bring a revised Purpose and Procedure for the Friends Camp Committee, which includes a stipulation for a minimum of 2/3 Quaker membership, allowing for up to 1/3 of the seats to be held by non-Quakers. Jeremiah advised us that further changes to the document would need to be made after consulting with member(s) of the Finance Committee before final presentation to Sessions. Friends **approved** the intent of this P&P, and allowing the committee to finish editing.

14-58 Purposes and Procedures: Following approval in May of most committees’ Purposes and Procedures we considered and **approved** one for Coordinating Advisory, where the change is just including language about the YM Secretary Supervisor. We considered and approved a revised P&P for the FWCC Committee. We gave provisional **approval** to a P&P for the new Legacy gift Committee, pending approval of the proposal at Sessions.

14-59 Relationships with Monthly Meetings: Sara Smith spoke for the ad-hoc group considering how to foster better relationships between the PB/NEYM and Monthly Meetings. They hope to begin sending out visitors this fall, likely with a PB member paired with a Finance Committee member. Some staff support will be available to coordinate these visits. Noah Baker Merrill and Dulany Bennet (Hanover MM and Finance Committee) made a pilot visit to Concord MM. Sara (present by virtue of

membership at Concord) was surprised to learn how many in her Meeting really did not understand what the YM is, and does. Broadly educating Friends about the work of the YM is at the heart of this work.

The ad-hoc group has prepared materials to help visitors planning such visits. PB members interested and willing to participate should contact Sara, or Bruce Neumann.

14-60 Financial Stability: Ben Guaraldi spoke for the Working Group on financial stability. They will be reporting to Sessions, reminding folks of where we were last year, and speaking about their process through the year.

While they proposed three statements about their continuing work and priorities, we struggled to find unity on their message and usefulness.

Recognizing the underlying task of assuring the wider body that longer term thinking is going on, we approved the following minute:

Permanent Board Recommends that we consider our finances not just in one year increments, but in a longer view. We endorse the Financial Sustainability Working Group's efforts towards accountability and their commitment to long term planning.

14-61 Legacy Discernment Committee. Suzanna Schell reported that this group will present its final recommendations to Business Meeting this week. If approved, Nominating Committee will work on a slate of names for the proposed Legacy Gift Committee.

14-62 Structural Review: Bruce Neumann reported that the committee met 6 times this year, visited Monthly Meetings and many Committees at Committee Day, and did an on-line survey looking at Friends' understanding of, and relationship to, the Yearly Meeting. Through listening and discussion, they find themselves in a fertile place to begin the next phase of their work.

They are planning a working weekend in September, at which they hope to sketch out a new structure which will address many of the shortcomings they have seen. They intend to take this draft structure to Quarterly Meetings, Committee Meetings and any other body who will listen, in the interest of getting feedback. They expect to bring a revised proposal to Sessions 2015.

14-63 Closing Worship: We closed in worship, content to be gathered and anticipating God's work among us in the coming days.

Holly Baldwin, Clerk

Bruce Neumann, Recording Clerk

New England Yearly Meeting of the Religious Society of Friends
Permanent Board Minutes **Draft**
August 7, 2014
Castleton College, Castleton, Vermont

14-64 Opening Worship: Friends gathered in worship at the close of our 354th sessions, weary but full of spirit.

14-65 Roll Call: The Recording Clerk called the roll:

Present: Holly Baldwin, Travis Belcher, Deana Chase, Jacqui Clark, Susan Davies, Jeremiah Dickinson, Justice Erikson, Christopher Gant, Sarah Gant, Ben Guaraldi, Ian Harrington, Jan Hoffman, Nancy Isaacs, Sandy Isaacs, Leanna Kantt, Allan Kohrman, Rocky Malin, Christopher McCandless, Jean McCandless, Bruce Neumann, Elias Sánchez-Eppler, Karen Sánchez-Eppler, Suzanna Schell, Sara Smith, Becky Steele, Carolyn Stone, Philip Stone, Elizabeth Szatkowski, Bill Walkauskas, Donn Weinholtz, Fritz Weiss, Rosemary Zimmermann,

Regrets: Virginia Bainbridge, Aimee Belanger, Galen Hamann, Rebecca Leuchak, Patricia Shotwell, Hannah Zwirner.

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

Visitors: Muriel Farrar (Gonic), Andrew Grannell (Portland), Arthur Zimmerman (So. Starksboro)

14-66 YM nominating. Christopher McCandless reported that the Yearly Meeting Nominating Committee has struggled and continues to struggle with the nominating process, and the expectations of finding friends to serve. They are looking forward to the results of Structural Review and are hopeful of a beneficial impact on nominating. We heard that the Quaker Youth Education Committee is re-imagining its work and is restructuring itself. Until that work is complete, the Nominating Committee will refrain from adding members. Christopher presented the full nominating slate (deferred to PB from Sessions). Friends **approved** the slate. Slate attached.

14-67 New Members. Holly welcomed the new members of Permanent Board. As is our custom, we appointed mentors, whose responsibility is to help the new member become familiar and comfortable with the work of PB. One Friend suggested that pictures of PB members on the PB page of neym.org would be useful. We appointed the following mentors: for Chris Gant: Suzanna Schell, for Elizabeth Szatkowski: Beckey Steele with input from Phil Stone (Becky's mentor), for Jacqui Clark: Susan Davies, for Ian Harrington and Bill Walkauskas: Donn Weinholtz, for Ginny Bainbridge: Edward Baker, for Shearman Taber (in-coming clerk of finance): Ben Guaraldi.

Rocky Malin and Elias Sánchez-Eppler requested new mentors, as their previous mentors have moved off the Committee. Christopher McCandless offered to work with Rocky, and Sandy Isaacs will be Elias's new mentor.

14-68 Minutes from Aug. 2 Meeting: The recording clerk, confessing that he had not finished the minutes from Aug 2, read a portion of Minute 14-50 seeking confirmation that he had captured the sense of the meeting. Minutes from that Meeting will be considered in their entirety at our September Meeting.

14-69 YM Secretary Report: Noah Baker Merrill reported with joy, enthusiasm, and with fatigue: We had Sessions! He recalled ministry in worship during the Sessions Committee meeting at which the decision was made to come to Castleton, voicing a clear sense that this could be a place for our YM to grow, and thrive, and change. Noah affirmed the work of so many who helped both the move and this year's Sessions happen. In response to questions, Noah suggested that, with only a few exceptions, things went quite well this year. While we do not have final figures, income, including equalization, exceeded expectations, while costs were lower than at Bryant. Finally he praised the NEYM staff, who are working well, and working well together, at the same time acknowledging that some were working beyond sustainability, a concern they hope to address this year.

14-70 Sessions Minutes: Karen Sánchez-Eppler, Recording Clerk at Sessions, presented several minutes that had not been approved on the floor of sessions. We heard minutes for:

- The reading of Epistles at the final gathering,
- Our continued work on our financial relationship with FUM
- Sessions statistics/Pay-as-led
- Closing message

These minutes were **approved**. We also **approved** the Epistle and the Memorial Minutes. One Friend encouraged forwarding the FUM minute to the M&C working party for use in their continued discernment work

14-71 Thanks to Castleton: Our Presiding Clerk, intending to write a letter of appreciation to Castleton College, asked for input. Friends reflected on the beautiful surroundings and on the college's rapid response to issues that arose, but spoke most clearly about the friendliness of the staff. In the interest of adjourning in a timely fashion, but not out of a deficit of things to praise, the clerk was forced to cut this discussion off.

14-72 Presiding Clerk Report: Jackie communicated her gratitude to staff, and to *everyone* who has served the Yearly Meeting this year, noting that while some will step down and take a rest, others will step up.

14-73 Development Committee: Sara Smith reported that the Development Committee received \$6K in further donations during Sessions, and expect more from the Give-Monthly program. They are looking for feedback on envelopes passed out earlier in the week.

Due to a change in the provider of our recurring contribution service, they will be calling all of those currently on the program to re-sign up, at which time they will be encouraged to give more. They will also be encouraging all who have given, to give monthly. One friend suggested using the momentum of Sessions to send a message of need, perhaps distributing it to PB members to convey to our MM's.

14-74 Financial Stability: Responding to a request from Sessions that PB have some oversight of the long-term financial stability process, the clerk asked for a few Friends to work with representatives from the Finance, Development, Personnel, and Coordinating and Advisory committees. Becky Steele, Sandy Isaacs, and Ben Guaraldi offered to take this on. Friends **approved**.

14-75 Legacy Discernment Committee: Given approval of the Legacy Discernment Committee's recommendations at Sessions, and understanding that Nominating Committee is working on populating the new Legacy Gift Committee, Friends **approved** laying down the ad-hoc Legacy Discernment Committee. Great appreciation was expressed to Suzanna Schell and the whole committee for their long and faithful work. One friend voiced the hope that the materials from their work would remain available on the website.

14-76 Travel Minute: The clerk read a travel minute from Weare MM, for Marian Baker's travel to Kenya, Tanzania, and Uganda. Friends **approved** the clerk endorsing this minute.

14-77 Closing Worship: As we settled into closing worship, the clerk reminded us of our responsibility to live into our callings to service on Permanent Board, encouraging us to work hard throughout the year: to do our committee work, to read reports, to pay attention, and to listen to God's call to go deeper.

14-78 Future meetings: Permanent Board meetings for the 2014-2015 year will be:

- September 27, 2014 at North Fairfield MM
- November 15, 2014
- February 21, 2015
- May 9, 2015
- August 1, 2015 Castleton College

Holly Baldwin, Clerk
Bruce Neumann, Recording Clerk

Attached, nominating Slate. Note that **Bold** font is new nominations, ***Bold Italic*** are nominations to second term, and **red** represents changes to Advance Documents.

Permanent Board

2015

Belanger, Aimee (Wport)
Guaraldi, Benjamin (B Hill)
Hamann, Galen (Camb)
Hoffman, Jan (MTob)
Leuchak, Rebecca (Prov)
Shotwell, Patricia (Well)
Zimmermann, Rosemary (Put)

2016

Gant, Sarah (B Hill)
Isaacs, Sandy (Mon)
Isaacs, Nancy (Mon)
Neumann, Bruce (FPon)
Sánchez-Eppler, Elias (Nham)
Weiss, Fritz (Han)
Bainbridge, Virginia (N Lon)

2017

Baldwin, Holly (FPon)
Belcher, Travis (Mon)
Sánchez-Eppler, Karen (Nham)
Schell, Suzanna (B Hill)
Smith, Sara (Con)
Zwirner, Hannah (B Hill)
Szatkowski, Elizabeth (Port)

2018

Davies, Susan (Vass)
Dickinson, Jeremiah (Well)
Erikson, Justice (MTob)
Kantt, Leanna (Fpon)
Malin, Rocky (Smith)
McCandless, Jean (Bur)
Steele, Rebecca (Port)
Weinholtz, Donn (Hart)

2019

Clark, Jacqui (Vass)
Gant, Christopher (Bhill)
Harrington, Ian (Cam)
Walkauskas, William (NHav)
Stone, Phillip (Worc)
Stone, Carolyn (Well)
Kohrman, Allan (Well)
Chase, Deana (Wport)

Committee on Aging

2015

Barker, Virginia (Con)
Campbell, Don (MtTob)
Penzer, Martha (Bur)

2016

Hersey, Allie (Mon)
Mendes, Anita (Con)
Zwirner, Mary (B Hill)

2017

Brokaw, Fran (Han)

Archives & Historical Records

2015

McDaniel, Donna (Fram)

Angelini, Mary Frances (Fham)

Manzella, Marilyn (Fham)

2016

Slator, Nancy (Mtob)

2017

Crosby, Eileen (MTob)

Forsythe, Carol (Put)

Quirk, Brian (Law)

Board of Managers of Investments & Permanent Funds

2015

McKnight, Jeanne S. (Well)

Spivey, Rowan (Brun)

2016

Hackman, Matthew (Prov)

Spivey, Robb (Brun)

2017

Edgerly, Elizabeth (Prov)

Malin, Kathy (Smith)

2018

Clark, Brian (Fram)

Mair, Ed (Ames)

2019

Pang, Andrew (Well)

Tierney, Joe (Cam)

Correspondence

2015

Appleton, Lisa (MTob)

Norton, Bonnie (Well)

2016

Mendes, Anita (Con)

Furry, Susan (Smith)

2017

Weiss, Lynne (Camb)

Cox, Louis (Burl)

Development

2015

McKenna Moss, Jonah (Bhill)

Windwalker, Delia (FPon)

2016

Malin, Rocky (Smith)

Schwope, Martha (Well)

Smith, Sara (Conc)

2017

Meadows, Lucy (B Hill)

Earthcare Ministry

2015

Cox, Louis (Burl)

MacKenzie, Rebecca (QCU)

Swennerfelt, Ruah (Burl)

Zwirner, Rodman (Mon)

2016

Killam-Abell, Phyllis (Dov)

Warner, Ben (Camb)

Haines, Christopher (Fpon)

2017

Holcombe, William (Sand)

Millar, David (Bur)

Stoner, Kim (NHav)

Faith and Practice Revision

Armstrong, Douglas (Act)

Athearn, Marion (Wport)

Burley, Clarence (Worc)

Clement, Daphne (Dur)

Coletta, David (Camb)

Davies, Susan (Vass)

Edmondson, Maggie (Wint)

Edwards, Eric (WFal)

Evans, Kristna (NSho)

Godway, Eleanor (Hart)

Haines, David (Well)

Haase, Ken (B Hill)

Hoffman, Jan (MTob)

Hubner, Sara (Gon)

McCosker, Phebe (Han)

Reilly, Susan (Lew)

Williams, Greg (B Hill)

Finance

2015

Farrar, Muriel (Gon)

Olsen, Kathy (Sand)

Savery, Carol (Hart)

2016

Connaire, Christine (Camb)

Bennett, Dulany (Han)

Sazama, Jerry (Stor)

Taber, Shearman (B Hill)

Allen, Kimberly (Dur)

2017

Dickinson, Jeremiah (Well)

Gentile, Ralph (Law)

Isaacs, Sandy (Mon)

Sánchez-Eppler, Elias (Nham)

Kantt, Elizabeth (FPond)

Friends Camp

2015

Atkinson, Alicia (Camb)

Erikson, Tricia

Marstaller, David (Dur)

2016

Rogers, Michael

2017

Belcher, Travis (Mon)

Friends General Conference Committee

2015

Haines, David (Well)

Mick, Don (NHav)

Wright, Penelope (Han)

2016

Person, Elise (Camb)

2017

Reindrieu, Michelle (Wells)

Reddy, Clark (B Hill)

Nutting, Peter (Vass)

Anick, David (Camb)

Friends United Meeting Committee

Baker, Marian (Weare)

Smith, Jay (Con)

Weaver, Harold (Well)

Baker-Merrill, Noah (Put)

Stillwell, Jackie (Mon)

Zimmermann, Rosemary (SStar)

Matchette, Abby (Burl)

Vogel-Borne, Jonathan (Cam)

General Board Representatives

Collins-Dodd, Ann (Win)

Hasse, Ken (Bhill)

Manning, Leslie (Dur)

Friends World Committee for Consultation

2015

Humphries, Debbie (Hart)

Shippen, Nancy (FPon)

Goldberger, Judy (B Hill)

2016

Ganung, Cynthia (Well)

Grannell, Dorothy (Port)

Moran, Natally (Smith)

2017

Vogel-Borne, Jonathan (Camb)

Hopkins, Mary (Camb)

Ministry & Counsel At-Large

2015

Cooley, Margaret (MTob)

Gorton, Beth (QCU)

Randall, Allison (Keen)

Sazama, Gerald (Stor)

2016

Williams, Carl (Plain)

Nortonsmith, Heidi (Nham)

Jennings, Will (Bhill)

Fisher, Katherine (Bhill)

2017

Humphries, Deborah (Hart)

Woodrow, Honor (Bhill)

Dulin, Anna (Oro)

Claggett-Borne, Minga (Camb)

Moses Brown School Board

2015

McNemar, Don

Monroe, Willis (Prov)

Schwope, Martha (Well)

Thomas, Nia (Bhill)

2016

Morrison, Mary Lee (Hart)

Jaspers, Lee (Prov)

Morse, Elsie (Prov)

Holdt, David (Hart)

2017

McGugan, Michael (Prov)

Stamm, Liesa (Hart)

Committee for Nurturing Friends Education at Moses Brown School

2015

McKnight, Jeanne (Well)

Thomas, Nia (Bhill)

2016

Monroe, Willis (Prov)

Morrison, Mary Lee (Hart)

2017

Peace & Social Concerns

2015

Harrington, Ian (Camb),
McKnight, Stephen (Well)
Redman, John Boanerges
Wasileski, Eric (Dart/MToB)
Wilson, Lillie (NBed)

2016

Donovan, Shawn (Han)
Elliott, James (Well)
Noyes-Dakota, Barbara (NLon)

2017

~~Grant, Andrew (Mtoby)~~

Publications & Communications

2015

Cullinan, Kerry (SStar)
Isaacs, Sandy (Mon)
Blanchard, Neil (Fham)

2016

Barker, Mark, (Con)
Whinfield, Steven (NHav)
Taber, Emily (Fpon)

2017

McCarthy, Regina (Well)

Puente de Amigos

2015

Baily, Sam (Ames)

Beiter, Nancy (Mon)

Hawthorn, Margaret (Mon)

2016

Cadwallader, Len (Han)

Cadwallader, MaryAnn (Han)

Fogarty, Margaret (Dov)

2017

Stern, Roland (Well)

Quaker Youth Education

2015

Johnson, Avery (Nham)

Noyes-Dakota, Jana (NLon)

2016

Cole, Pam (New Bed)

Nortonsmith, Gina (Nham)

Baker, Marian (Weare)

2017

Racial, Social, & Economic Justice

2015

Kezar, Randy (Dov)

Shoop, Nur (Dov)

2016

Garrett, Sheila (Put)

Walton, Sarah (Vass)

2017

Brimage, Michelle (B Hill)

McDonald, LouAnne (Hart)

Sessions Committee (Nominating appointments)

Clerk: Humphries, John

Equalization: Varner, James (Oro)

At-large:

2014: Woodrow, Susan (Fram)

2016: Leuchak, Rebecca (Prov)

2016: Weinholtz, Diane (Hart)

2016: Hoskins, Laura (Put)

Student Loan

2015

Permanent Board is tasked with making a proposal regarding the future of this committee

2016

2017

Youth Programs Ministries

2015

2016

2017

American Friends Service Committee Corp.

2015

McManamy, Martha (Ames)

2016

Nash, Anne (Well)

Rein, Carole (Nsho)

2017

Burke, Sara (BHil)

Sánchez-Eppler, Elias (Nham)

Friends Committee on National Legislation

2015

Telenar, Kaj (Well)

Zwirner, Rod (Mon)

2016

Drysdale, Scot (Han)

Fisher, Katherine (BHill)

2017

Thomas, Susanna (Storrs)

Weinholtz, Donn (Hart)

Friends Peace Teams Project

Shippen, Nancy (FPon)

Quaker Earthcare Witness

Zwirner, Rod (Mon)

William Penn House

Will Jennings (B Hill)

Permanent Board Members, by class

2015	2016	2017
Aimee Belanger Ben Guaraldi Galen Hamman Jan Hoffman Rebecca Leuchak Patsy Shotwell Rosemary Zimmerman	Virginia Bainbridge Sarah Gant Sandy Isaacs Nancy Isaacs Bruce Neumann Elias Sanchez-Eppler Fritz Weiss	Holly Baldwin Travis Belcher Suzanna Schell Sara Smith Karen Sanchez-Eppler Elizabeth Szatkowski Hannah Zwirner

2018	2019
Susan Davies Jeremiah Dickinson Justice Erikson Leanna Kantt Rocky Malin Jean McCandless Rebecca Steele Donn Weinholz	Deana Chase Jacqui Clark Christopher Gant Allan Kohrman Ian Harrington Carolyn Stone Philip Stone Bill Walkauskas

**Memorial Minute Guidelines
approved by Permanent Board January 2008**

Permanent Board publishes these guidelines for preparation of memorial minutes, hoping that a description of the process of forwarding a memorial minute (**Nuts and Bolts**) and some thoughts on what a memorial minute may contain (**Writing a Memorial Minute**) may be useful, since writing memorial minutes is not something most meetings do often. Consult pbclerk@neym.org or phone the YM office – (508) 754-6760 for PB meeting schedules and deadlines for forwarding minutes to a given meeting.

NUTS AND BOLTS – The process a memorial minute goes through

Check NEYM calendar for QM and PB dates!

Monthly Meeting forwards approved minute to Quarter: Do you need to allow time for Quarterly Meeting Ministry and Counsel, if minute is forwarded from QM M&C to Quarter?

Quarterly Meeting forwards to Permanent Board.

Permanent Board to the editing committee, then to NEYM clerk.

Your **monthly meeting** needs time to season a memorial minute. Circulate it widely. You may want to read it at two consecutive meetings for business before you consider whether to forward it to your quarterly meeting (remember Quarterly Meeting M&C). Minutes to be forwarded to **Permanent Board by its May or June meeting** need to be heard by the **quarterly meeting first**. Consult your quarter's calendar. If there is a **quarterly meeting Ministry & Counsel committee**, it should review the memorial minute. Quarterly meeting M&C may meet up to a month before quarterly meeting. Include this in your planning. Minutes which are forwarded to **Yearly Meeting Sessions** need to be approved by Permanent Board so they can be forwarded to the editing committee at or before the **Permanent Board meeting in May or June**. Permanent Board can consider memorial minutes at its earlier meetings: October or November, January, March.

Should this minute be forwarded?

Two queries should be answered truthfully at each level, before a memorial minute is forwarded:

- Did this Friend add to the light beyond our meeting? (Some minutes need to go to the Quarter. Some of those should go on to Permanent Board.)
- Is this the rare memorial minute that adds to our understanding of living in the light even though this Friend's sphere did not extend beyond the meeting? Also it's helpful to be reminded that some Friends, worthy as they may have been, had no connection to NEYM, but a primary connection with larger Quaker organizations. In that case it might be appropriate to send an obit to Friends Journal and the Quaker organization, instead.

Why Quarterly Meeting Ministry and Counsel?

Some QM M&C committees are made up of members from all the M&C committees in the quarter. Such a committee should be able to season memorial minutes before they come to the quarter. And while Friends' longevity is a blessing, it can mean that a meeting may memorialize the last 20 years of a long and spirit filled life. QM M&C, or M&C members from other meetings in your quarter, may want to suggest adding an endorsement that reflects more of the whole. Of course your meeting has consulted with any other meetings this Friend held earlier membership in.

What editing committee?

Memorial minutes read at sessions are usually cut and sometimes expanded to emphasize YM work. This is part of the process of review by Permanent Board. Permanent Board chooses several Friends to do this work. They complete it in late July so that the YM office can have the memorial minutes ready for sessions.

Writing a Memorial Minute

[Note: These guidelines are the basis for Appendix 7F in the Interim Faith and Practice 2014.]

Where to start:

The process of writing a memorial minute starts in your meeting's Ministry & Counsel committee. The committee may choose other members of the meeting to do the writing, but M&C should read the minute before it is presented to meeting for business.

Purposes of the Memorial Minute:

- To let Friends know the person memorialized, to help Friends benefit from the spiritual lessons of the life memorialized.
- To comfort the bereaved family and the Meeting by honoring their beloved Friend.
- To give thanks to God for Grace as expressed in the Friend's life.

Some Do's and Don'ts for Memorial Minute authors:**Don't:**

- Polish the life and hold up the person as a shining example.
(*"Saint, n.: A dead sinner, revised and edited."* -Ambrose Bierce)
- Include information just because it's factual. "Served on Permanent Board, the Yearly Meeting Finance Committee and as Reading Clerk" needs context to inform us.

Do:

- Remember that memorial minutes require a tender sensitivity as well as a disciplined focus.
- Give clearly and succinctly the flavor of the life as well as illustration of how the person's qualities and achievements were demonstrated in his/her life among Friends. Go far: failings, weaknesses, needs, are part of Friends gifts to us. Remember "the general killeth, the particular giveth life"; that's where dates and places can help. "She used her skills as a lifeguard to serve Young Friends" is very weak, compared to "for the opening sessions of the newly united New England Yearly Meeting at Andover Academy in Massachusetts in 1945, Ginny was the Senior Red Cross lifeguard for the Young Friends at their swimming beach".
- Consider the following queries:
 - How does the inclusion of this information in the memorial minute reflect the movement of the spirit in this Friend's life?
 - What gifts of the spirit did this Friend bring to the meeting?
 - How did this Friend's service in the Yearly Meeting reveal the light within and/or the light in others? When we consider our spiritual journeys what part did this Friend play in them?
 - Are there meetings, institutions or individuals in the Yearly Meeting who might be able to share with us ways in which this Friend exemplified testimonies which may not have been foremost in interactions at our meeting?

Before you write a memorial minute:

- **Line up your resources:**
 - Talk to people in your meeting and other local meetings.
 - Call the Yearly Meeting office and ask how this Friend served the Yearly Meeting
 - If this Friend is a transfer, ask prior meetings.
 - Talk to family.
- **Work as led.** Spirit will move you in the right direction – to know what to include or omit – to know how to present facts so that truth is served.
- **Allow time** for your meeting's Ministry & Counsel to season the work.
- **Expect changes.** Your monthly meeting is likely to ask for changes. Try to be grateful for their interest.

Long-term Financial Planning Report

Prepared by Ben Guaraldi

Sandy Isaacs, Becky Steele, and I met on September 11, 2014, to consider how best to fulfill the Yearly Meeting's request that "Permanent Board, in consultation with Finance, Personnel, Development, and Coordinating and Advisory Committees prepare and maintain a five year financial plan for the Yearly Meeting that will bring our income and expenditures into balance." (NEYM Minute 2014-57) Because of their involvement in the previous work on long-term financial planning, we invited Holly Baldwin, Jeremiah Dickinson, and Noah Merrill to that meeting.

We considered who would ideally be present to develop a long-term financial plan and the timeline for doing so this year.

We propose that a committee consisting of two representatives from Permanent Board, two representatives from Finance Committee, one representative from Development, one representative from Personnel, as well as the Treasurer, the Yearly Meeting Secretary, and—as available—the Clerk of Permanent Board begin meeting in mid-to-late October. The representatives will be nominated by their constituent committees as soon as possible. The constituent committees will also be asked to send preliminary input or guidance through their representatives to the Long-term Financial Planning Committee's first meeting. As this committee is under the care of Permanent Board, it should be clerked by someone who is on Permanent Board.

This committee would have the task of creating a long-term financial plan for the Yearly Meeting by February, so that a draft of the plan could be considered at committee meetings on February Committee Day and the February meeting of Permanent Board. Our hope is that, with the seasoning of these committees, the plan would be ready to guide Finance Committee as it creates the budget, a process that begins in March.

The representatives on this committee would have the responsibility to share the working drafts of this financial plan with their constituent committees, both when the constituent committees are meeting and between meetings by email or other methods. They would also be tasked with receiving input, feedback, and questions, and bringing these to the Long-term Financial Planning Committee to be further considered. We ask also that the constituent committees engage regularly and deeply with this work so that they are truly part of the process. There may also be meetings of the Long-term Financial Planning Committee to which all members of the constituent committees are invited to come. Our hope is that the constituent committees will be involved and invested in this process, and we welcome suggestions from the committees about how to further that involvement while maintaining the effectiveness of the process.

We ask that Permanent Board approve this approach, including the formation of the Long-term Financial Planning Committee and taking this committee under its care. We also ask that Permanent Board name official representatives to this Committee and equip these representatives with any preliminary input or guidance with which to begin our work.

To: NEYM Permanent Board, meeting on 9/27/2014
From: Noah Baker Merrill, Yearly Meeting Secretary

*The leaves are falling, falling as from far off,
as though far gardens withered in the skies;
they are falling with denying gestures.*

*And in the nights the heavy earth is falling
from all the stars down into loneliness.*

*We are all falling. This hand falls.
And look at others; it is in them all.*

*And yet there is One who holds this falling
endlessly gently in his hands.*

- Rainer Maria Rilke

Dear Friends,

Below are brief updates on key developments for your information. I look forward to answering any questions you may have, and to your guidance as we begin this new year of work for our yearly meeting.

Changes in Staff Positions & Workload

As you will read in the Personnel report, a need has recently emerged to shift some of the staff workload, hours and job descriptions to better meet the needs of the yearly meeting. This change, which is within my authority according to the Personnel Manual, affects Jeff Hipp, Kathleen Wooten and Sara Hubner. Jeff will shift from full-time (1.0 FTE) to 0.6 FTE, and his focus will shift to give his full attention to helping us make good use of our new website, database, and related tools in support of the ministries of Friends in New England. His title will change to "Coordinator of Technology for Ministry." Sara will increase from 0.2 FTE (1 day/week) to 4 days/week (0.8 FTE) and will now serve in the position of Office Manager. Kathleen will increase from 0.2 FTE to 0.5 FTE, with the position title changing to Events Coordinator, reflecting new responsibilities in organizing Committee Days, supporting scheduling of videoconferences and other large gatherings as assigned, and more. I will be taking over conceptual responsibilities for communications, Jeff will continue as editor of the website, Sara and Kathleen will help with copyediting and content gathering for the New England Friend, and we will continue to look for areas where contractors can be engaged to accomplish specific skilled tasks such as complex layout and graphic design. Job descriptions for each of these positions are included in the documents in advance.

In summary, these changes will take effect on October 1, and are accomplished within the approved budget for staff for FY2014.

Relationship with Local Meetings

As Kathleen's available hours increase on October 1, she will be more available to support this emerging effort. Because the working group carrying this work is meeting on Monday evening 9/22, an oral report on progress so far and how you can get involved will be provided at our meeting on Saturday.

Through the support of the Obadiah Brown Benevolent Fund, our Religious Education & Outreach Coordinator is working with a pilot group of small local meetings interested in giving focused attention to outreach in their communities. The grant is providing funding for improving signage, developing family-friendly materials, paying for Facebook ads, and more. A further report on this work will be shared as it develops, but the initial responses have been exciting. It is worth mentioning that many of the resources now being developed for local meetings here in NEYM are being adopted and promoted by Friends General Conference as part of their New Meetings and Spiritual Deepening initiatives. In dialogue with Beth and FGC staff, I am working to ensure that clear guidelines for this collaboration are in place to ensure that NEYM's staff time and role in development and innovation in this exciting new work is recognized and supported in a sustainable way.

Archives

After several setbacks in the past year, the process of seeking a new home for the NEYM Archives is well underway. The consulting work of Carol Forsythe, clerk of Putney Friends Meeting and a professional project manager working in the field of archival documents, has been invaluable to supporting the Archives Committee in envisioning, planning, and moving forward with this complex and important work. Please see the report from the clerk of the Archives Committee for further information on their two requests for this meeting of the Permanent Board, relating to the auction/sale of the rare *Bloudy Tenent* book and to the next steps in preparing the RFP for potential host institutions.

Website & Database

The database is nearing completion, on schedule and on budget so far. We have now transferred all of our working data into Salesforce, and it is already bringing savings in staff time and improving accuracy and communication. The timing of the planned staffing transition matches well with the completion of major work on the database, since it will allow us to bring new administrative time and resources to bear at this changeover moment in how we manage and use our data.

Completing the database project will allow Jeff Hipp to devote his time in a more focused way to other projects, primary among which is providing training to key stakeholders (committee clerks, staff) on more fully using neym.org, something that has taken a back seat during these months of intensive database development. Expect to see neym.org growing and thriving in the next year as we more fully live into the tools available to support our common life as Friends.

Calendar for Publications

In consultation with Coordinating & Advisory Committee and staff, I have adjusted the planned schedule of annual NEYM publications to allow for a more consistent and manageable workload across the year. Going forward, we will work to make the Minutes of Annual Sessions available as soon as possible following Sessions, in a form clearly marked "DRAFT". The 2014 Minutes are posted on the NEYM website.

Our hope is to publish the Minutes in PDF format and in limited print copies in October, and to include with the Minutes both the approved FY2015 Budget and the Committee Roster (names, not contact info) for FY2015.

Separating the annual budget from the directory of meetings and the closing reports from the previous fiscal year will free us to get the Minutes, Budget, etc. into the hands of Friends far sooner than previously, and it will reduce pressure on staff to publish the full Directory before some critical information can be included. The Directory, then, will be published in an updated form in January, which will allow for us to include updated information from meetings whose committee year follows the January-December calendar (a problem in the past that meant a significant portion of the information in the Directory was of date almost as soon as it was printed).

We are trying a new approach this year as an experiment, one I hope will get Friends the information they need for their work much sooner than in the past, while also adjusting staff workload to avoid chronic overloads during each busy fall season.

Development

Building on growth in energy, skills, and donor support in the last two years, I'm excited to be working closely with the Development Committee and with Sara Smith (Concord) as our new clerk as we move into FY2015. I will be joining the committee for a retreat scheduled for the end of October, which will be facilitated by Jennie Isbell (Mt. Toby) a Quaker fundraising professional with significant experience in helping volunteer-driven fundraising efforts succeed. Jennie and I have been meeting separately to consult on how my work can strengthen our development efforts overall, particularly in cultivating and strengthening relationships with major donors.

Yearly Meeting Sessions 2014

We are in the process of finalizing our bill and following up with Castleton State College as we prepare for next year. Evaluations from Sessions presented a strongly positive experience on the part of many. Specific support was offered for continuing the Pay-As-Led approach to Sessions fees, and to remaining at Castleton State College for the coming year. While we don't have specific numbers as of this writing, we do project based on our own calculations that our income will cover our direct expenses and help us make progress on reducing our projected deficit.

New England Friends Home – MA Dept. of Unemployment Assistance

Following the approval given by Permanent Board prior to 2014 Sessions, I asked our attorneys to seek a guarantee that our paying the outstanding claim against us by the MA Department of Unemployment Assistance would release us from any further action. The MA DUA has agreed that after receiving this payment they would issue a statement confirming that the matter is resolved in full. Our payment has been sent, and we are awaiting the confirmation in writing through our attorneys. As soon as it is received I will notify the clerk of Permanent Board.

As mentioned in the Treasurer's report, we can now see that the total costs required to close the Home will slightly exceed the total remaining from the Hill-Hanson Fund and the balance of the Friends Home bank account. Because of this, we are asking that the

remaining funds be taken from the principal of the Legacy Gift, which would then contain the net proceeds after all matters related to the closure of the Home have been resolved.

Quaker Voluntary Service explores New England program

After a process of discernment and review of several competing proposals, the board of Quaker Voluntary Service (a new Quaker non-profit of which I am a co-founder) has approved moving forward to explore and then – God willing – to open a new service house in the Cambridge-Boston area in the fall of 2015. While this exploration is only beginning in partnership with Friends Meeting at Cambridge and other meetings in the Boston area, I believe this could be an exciting opportunity for continuing to connect, engaging and encourage young adults in our yearly meeting and the local meetings they relate to. As you may know, young adults from New England are currently serving through QVS in Philadelphia and Atlanta. Visit www.quakervoluntaryservice.org for more information.

World Quaker Day comes to New England

On October 5, Friends World Committee for Consultation (FWCC) is for the first time ever sponsoring “World Quaker Day,” bringing Friends from across the globe together in worship and celebration of our living tradition. This year the theme is celebration and engagement with the Kabarak Call for Peace & Ecojustice – a timely and compelling focus given many of the leadings of Friends in New England related to human-caused climate change. NEYM’s FWCC Committee has taken the lead in promoting and organizing these events, and is working with local meetings to sponsor gatherings on October 5. A news announcement will be posted to neym.org in the coming week. Friends active with social media are encouraged to use the hashtag #wqd to post updates and photos on that day to allow for updates to be gathered from Friends across the world. Visit www.worldquakerday.org for more information.

“A new wind is blowing...” A reflection from the wider world of Friends

I write as I return from a week of travel that informs my perspective on our work as we gather. I first attended the annual gathering of Superintendents & Secretaries of yearly meetings in North America. Thirteen executive staff from yearly meetings and Friends organizations spanning the full diversity of North American Friends gathered in North Carolina hosted by Friends from North Carolina Yearly Meeting (FUM). We heard news of the struggles of Friends in that yearly meeting, where tensions related to authority, finances, human sexuality and the absence of a sense of shared calling are straining Friends to the breaking point. We heard the struggles, joys, and new growing edges from the wider Quaker movement.

At this year’s gathering, as at last year’s, I felt a renewed affirmation of the pivotal role we in NEYM are positioned to play in the present and future of the Quaker movement. From deep roots and a dynamic present, we have many gifts to share.

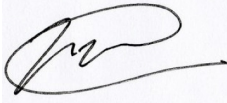
I then traveled to Portland, Maine, where the Executive Committee for the FWCC Section of the Americas worked to approve a new strategic plan that focuses on creating the conditions for transformative encounters to encourage the future of Friends. We approved a new dynamic direction for this ministry, and I look forward to many fruits being born from this pivotal gathering. Through the faithfulness of many, NEYM is deeply

engaged in FWCC, and through it in nurturing the seeds from which the global family of Friends continues to grow.

My hope and prayer for the Permanent Board and for our yearly meeting this year is that we will do our work with diligence and humility, keeping close to our Guide, sharing widely and with boldness the fruits of our shared labour. As one yearly meeting executive shared in worship, “A new wind is blowing...”

May we have the courage to continue to unfurl our sails, and the grace to allow Love’s tide to bear us, speeded by all the skill we can muster, toward a distant shining shore. May our time together on Saturday be gathered in the Life.

In faith and service,



Noah Baker Merrill
Yearly Meeting Secretary

Fall Song

*Another year gone, leaving everywhere
its rich spiced residues: vines, leaves,*

*the uneaten fruits crumbling damply
in the shadows, unmattering back*

*from the particular island
of this summer, this NOW, that now is nowhere*

*except underfoot, moldering
in that black subterranean castle*

*of unobservable mysteries – roots and sealed seeds
and the wanderings of water. This*

*I try to remember when time’s measure
painfully chafes, for instance when autumn*

*flares out at the last, boisterous and like us longing
to stay – how everything lives, shifting*

*from one bright vision to another, forever
in these momentary pastures.*

- Mary Oliver

NEYM Treasurer's Report to Permanent Board for 9/27/2014

Prepared by Ben Guaraldi

We're nearing the end of FY2014—just a few days and then a lot of accounting. I enclose statements of Activities and a Financial Position for the first eleven months of the fiscal year, with the understanding that these numbers are very preliminary and subject to change, as there are many transactions from August that have not yet been logged in our books.

We've raised 78% of our budget in individual contributions. Note that approximately \$10,000 of equalization contributions is currently being shown in 4085 Sessions Program Fees but will be moved to 4010 Individual Contributions by the end of the year. (So actually, we've raised about 87% of our budget already.) My current estimate is that individual contributions will exceed our budget, but that will depend a lot on the response to Development's end-of-the-fiscal-year appeal.

We've raised 83% of our budget in monthly meeting contributions. 14 meetings have already given more than they gave in FY13, totaling \$4,800. 38 meetings have not yet given as much in FY14 as they did in FY13. If they all do give the final portion of their contribution, then we will have raised our goal for monthly meeting contributions in FY14.

As I predicted in my May report, we are likely to outspend the FY14 travel budget, though by potentially \$5,000 instead of the \$3,000 I predicted. As you have seen in the separate report, the clerk of Finance Committee and I request direction from you on that matter.

My projection for the end-of-the-year is that we will slightly more income than we budgeted, mostly due to the significant increase in total Sessions fees this year. Even if Permanent Board approves increasing the travel budget, I anticipate that we will be comfortably under our budgeted expenses. If I were to guess now, I would say that our deficit for FY2014 will be around \$35,000, which is better than the \$50,064 that we budgeted.

Late breaking news and authorization request. We believe the closure of the New England Friends Home is finally complete (though we do not yet have that in writing as yet). To accomplish this, we paid \$4,700 in accounting fees, \$7,890 in legal fees, and \$29,943 to the Massachusetts Department of Unemployment Assistance. Permanent Board authorized our use of \$25,724 from the Hanson Hill Fund and \$10,118 that was remaining from NEFH's Hingham Savings bank account. \$6,691 of these fees, as well as any further legal or accounting fees, will need to be paid from a different source. (These numbers are presented in a table at the end of the report.)

None of these expenses were surprising—indeed, we reported that there would be additional expenses of closing the Friends Home at Sessions. However, when reviewing our accounts in wrapping up the Friends Home and preparing to close the

fiscal year, we discovered the legal and accounting payments had been charged against the operating budget and not the Friends Home Funds

We could account for these expenses in the operating budget, but that would make the operating budget not comparable to past or future years. Since this is a cost related to the closing of the Home, it seems most reasonable to use the Legacy Gift Fund for these expenses. I ask for Permanent Board's authorization to do this.

Please feel free to correspond with me with any questions.

Accounting Fees	(\$4,700)
Legal Fees	(\$7,890)
Mass. Dept. of Unemployment Assistance	(\$29,943)
Total Expenses	(\$42,533)
Hanson-Hill Fund	\$25,724
NEFH Hingham Savings Account	\$10,118
Total Allocated Funds	\$35,842
Remaining Expenses to Allocate	(\$6,691)

NEYM Operating Activities for FY2014

October 1, 2013 to August 31, 2014

(numbers subject to change)

	YTD Actual	Total Budget	over Budget	% of Budget
Income				
4010 Individual Contributions	85,368	110,000	(24,632)	78%
4020 Monthly Meeting Contributions	258,568	310,000	(51,432)	83%
4030 Organizations Contributions	2,471	-	2,471	∞
4050 Interest and Dividend Income	163	33,500	(33,337)	0%
4070 Books and other Items	7,103	20,000	(12,897)	36%
4077 Consulting Fee Contribution	200	-	200	∞
4080 Retreat Program Fees	44,313	53,370	(9,057)	83%
4085 Sessions Program Fees	210,693	176,970	33,723	119%
Total Income	608,878	703,840	(94,962)	87%
Expenses				
4000 Reconciliation Discrepancies	-	-	-	-
5000 Staff				
5010 Salaries & Wages	209,663	263,712	(54,049)	80%
5020 Payroll Taxes	15,322	20,098	(4,776)	76%
5033 Health Benefits	53,514	53,385	129	100%
5035 Retirements	21,971	23,984	(2,013)	92%
5040 Disability	1,123	900	223	125%
5045 Workers' Compensation	700	900	(200)	78%
5060 Staff Development	500	4,000	(3,500)	12%
5050 Spiritual Retreats	-	1,200	(1,200)	0%
Total 5000 Staff	302,793	368,179	(65,386)	82%
5100 General & Administration				
5120 Bank Expense	5,425	5,000	425	108%
5130 Contracted Services	13,077	8,200	4,877	159%
5140 Legal Services	307	10,000	(9,693)	3%
5150 Liability Insurance	2,738	4,000	(1,262)	68%
5160 Payroll Service	1,435	2,500	(1,065)	57%
5170 Recruiting Expense	80	500	(420)	16%
5180 Rent	9,350	9,350	-	100%
5190 Misc. Expense	1,200	-	1,200	∞
5220 Cleaning Services	242	265	(23)	91%
5230 Maint - Equip & Hardware	237	1,250	(1,013)	19%
5240 Postage	3,318	2,500	818	133%
5250 Office Equipment	509	1,250	(741)	41%
5260 Office Supplies	2,392	2,250	142	106%
5270 Printing & Copying	3,663	4,500	(837)	81%
5280 Software & Updates	4,184	1,500	2,684	279%
5290 Telephone	2,765	4,000	(1,235)	69%
Total 5100 General & Administration	50,921	57,065	(6,144)	89%

NEYM Operating Activities for FY2014

October 1, 2013 to August 31, 2014

(numbers subject to change)

	YTD Actual	Total Budget	over Budget	% of Budget
5300 Travel & Conferences			-	
5310 Travel - Committee	3,777	2,300	1,477	164%
5320 Travel - Clerk	1,884	5,000	(3,117)	38%
5330 Travel - Programs	2,136	3,000	(864)	71%
5335 Travel - Representatives Travel	3,862	4,500	(638)	86%
5350 Travel - Staff	13,489	14,000	(511)	96%
5360 Travel - Ministries	-	-	-	0%
Total 5300 Travel & Conferences	25,148	28,800	(3,652)	87%
6000 Programs				
6105 Honoraria - Speakers/Wkshp Ldrs	12,670	11,100	1,570	114%
6110 Sessions Room & Board	70,783	144,000	(73,217)	49%
6112 Retreats - Room & Board	35,224	30,000	5,224	117%
6125 Program Expenses	6,786	14,800	(8,014)	46%
6130 Committee Expenses - General	15,499	23,451	(7,952)	66%
Total 6000 Programs	140,962	223,351	(82,389)	63%
6140 Books and Other	2,834	17,200	(14,366)	16%
6200 Benevolence	20,686	48,749	(28,064)	42%
6600 Publications				
6610 Yearly Meeting Minute Book	5,932	4,000	1,932	148%
6620 New England Friend	5,806	5,000	806	116%
6630 Other newsletters	258	500	(242)	52%
Total 6600 Publications	11,996	9,500	2,496	126%
Total Expenses	555,338	752,844	(197,506)	74%
Net Operating Income	53,540	(49,004)	102,544	-109%

Statement of Financial Position
as of August 31, 2014

ASSETS		8-31-2014	9-30-2013	Change	
Bank Accounts \$295,598	1000 Checking	288,296	191,466	96,830	
	1020 Money Markets	7,301	7,151	150	
	1050 Certificates of Deposit	0	59,303	(59,303)	
	1200 Accounts Receivable	65,041	70,519	(5,478)	
	1075 Pooled Funds	1,931,455	1,931,455	0	
	1100 Accrued Receivables	(124)	(124)	0	
	1110 Due to/from Friends Camp	5,957	0	5,957	
	1150 Prepaid Expenses	3,193	3,693	0	
	TOTAL ASSETS	\$ 2,301,119	\$ 2,263,462	\$ 37,657	
LIABILITIES AND EQUITY		8-31-2014	9-30-2013	Change	
Liabilities (\$700)	2010 Accrued Liabilities	(23)	1,465	(1,488)	
	2150 Health Insurance Premium	(1,548)	(1,050)	(498)	
	2155 Sect 125 Employee Withh.	1,322	2,325	(1,003)	
	2160 403B Retirement	(450)	0	(450)	
	3500 Working Capital	193,581	193,382	199	
Board Designated \$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	
		3705 Archives	9,441	9,441	0
Revolving Accounts \$198,564	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	Available
		3802 Endowment Fund	46,872	46,872	0
Permanently Restricted Funds \$520,399	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	53,540	(29,631)	83,171	
	Net Non-Operating Income	(7,877)	0	(7,877)	
	Total Equity	\$ 2,301,819	\$ 2,260,722	\$ 41,097	
	TOTAL LIABILITIES AND EQUITY	\$ 2,301,119	\$ 2,263,462	\$ 37,657	

Permanently Restricted Funds Available
\$78,730

Request for Authorization to exceed FY2014 Travel Budget

Spending under the travel budget of the Yearly Meeting has been difficult for the Finance Committee to predict over the past few years. In each of the past two years our spending on travel has increased significantly. So much so that even with the budget adjustment made in February we will significantly overspend this budget item this year, FY2014.

	FY2010	FY2011	FY2012	FY2013	FY2014
Budget	\$25,650	\$29,000	\$24,000	\$21,000	\$28,800
Actual	\$21,600	\$20,095	\$22,574	\$28,298	\$33,330 ^a

^a - Projection as of Sept. 7, 2014

The Travel budget of the Yearly Meeting is the one area in which no single person or committee has substantial control or oversight of ongoing expenses. As you can see from the table below the Treasurer is projecting that all lines except the clerk's travel item will be significantly overspent. The Treasurer believes these projections are for the highest likely amounts for each line.

The clerk of Finance Committee can authorize expenditures of up to 10% over amount specified in a budget line item. It is NEYM policy to require Permanent Board to authorize expenditures when they exceed 10% over the budgeted amount for a line item.

FY2014 Travel Budget Increase Request

	FY2014 Budget	Actual as of 9/7/2014	Projection	Projection as % of Budget	Authorization Request	Increase
5310 Committee Travel	\$2,300	\$3,777	\$4,248	185%	\$4,500	\$2,200
5320 Clerk Travel	\$5,000	\$4,044	\$4,662	93%	\$5,000	\$0
5330 Programs Travel	\$3,000	\$2,136	\$3,396	113%	\$3,500	\$500
5335 Representatives Travel	\$4,500	\$3,862	\$5,375	119%	\$5,400	\$900
5350 Staff Travel	\$14,000	\$13,613	\$15,649	112%	\$16,000	\$2,000
5300 Travel & Conferences	\$28,800	\$27,432	\$33,330	116%	\$34,400	\$5,600

Therefore, we are asking Permanent Board to approve increasing the spending limits to the travel items in our budget as indicated above. The request would allow our total travel expenditures to exceed the budgeted amount by about 20% and should be large enough to cover all reimbursement requests.

The Finance Committee will be more closely examining the travel budget items in an attempt to better predict the future costs for our budget estimates. The timing of our budget process mean we use the 'actual' figures from the fiscal year 2 years prior to the budget year. The 'actual' figures for FY2012 when drafting the FY2014 budget.

This is time where we are asking our members and staff to improve and expand our personal contacts throughout the Yearly Meeting. This entails more travel around the Yearly Meeting. We do not know whether this is what is causing the sharp increase in travel costs or whether it is due to other factors. We do not wish to limit participation in Yearly Meeting and other Quaker activities to only those who can afford to pay their own way.

Shearman Taber, clerk NEYM Finance Committee
Ben Guaraldi, Treasurer

Memorial Minute

John Kellam

1916-2012

John Kellam came to The Society of Friends in Washington D.C. in the early 1940s when he became a conscientious objector and began his lifelong devotion to pacifism and peace activism. His commitment to opposing all war included his own willingness to go to prison rather than to serve in the military during World War II. After his release from prison he worked for The National Council for the Prevention of War, and was involved in the founding of the Friends Committee on National Legislation, where he worked during its early years. He was active in Providence Monthly Meeting from 1950, when he and his young family moved to Providence, until his death. John was instrumental in the efforts to design, fund and build our present meetinghouse in Providence. He was also active in the work of the New England Yearly Meeting and was involved in the founding of the RI chapter of the American Civil Liberties Union. His record of service to NEYM is long and devoted from the 1960's thru 2009. It includes four terms on Permanent Board, six terms on Finance Committee, Auditor of Permanent Funds from 1975-1981, and a period as Treasurer from 1982-85. John served on the Friends General Conference Committee for three years, on the New England Friends Home Committee from 1993-1999, and was active in the meeting's prison ministry.

Despite his devotion to the principles of peace and non-violence on the national and global stages, John engaged in abusive behavior, including physical and sexual abuse, in his family life, causing great and continuing pain to those closest to him. He spent an extended period of time in therapy seeking to address his behavior. After a long period of estrangement from him, John's daughters, Wendy and Susan, were able to reach some reconciliation with him before his death. His first two wives, Carol and Ruth, predeceased him. His third marriage, to Ann, ended in divorce; nonetheless, Ann and John established a long and loving friendship that lasted until his death.

John is remembered by the attenders and members of Providence Meeting for his strong and active participation on many of the working committees of the Meeting over a long period of time, and for his gentle but firm voice of advocacy for a variety of social issues, including civil rights, affordable housing, sustainable and simple living, and non-violence. His activism in opposition to war and the preparation for war continued throughout his life and the influence of that activism was always felt in the Meeting. He is remembered for actions like using his personal sailboat as a floating billboard to protest the presence of nuclear submarines in Quonset. He frequently shared his extensive knowledge of how to invest money in good conscience.

Many in the Meeting considered John a good friend and a voice of calm and reason during times of disagreement or conflict. His messages during Meeting for Worship displayed wisdom and a principled and well considered world view.

A Minute Acknowledging Our Failures and Committing Ourselves to Truth

The recent public disclosure of physical and sexual abuses many years ago in a family within the meeting has led to a deepening awareness that our present community truly includes its past members as well as those who will come after us. Looking to the past, we want to acknowledge that Meeting failed to act to halt this abuse and to address the suffering among those affected. A culture of silence over the ensuing decades, in which those who knew about these events chose not to discuss them, caused further suffering in our community. For our failure to act and our silence, we are deeply regretful and apologize first to the survivors and then to others who have been hurt. We have ended that silence.

We also recognize that apology alone is not enough. In response to this painful situation, we have educated ourselves about the requirements for reporting suspected child abuse in Rhode Island and Massachusetts, we have reviewed our own practices and policies intended to keep us safe, and we have listened carefully to members of our community who have suffered abuse in their lives and have much to teach us. Looking to the future, we recognize our responsibility to do what we can to prevent abuse in our community and to be truthful in all our dealings with each other. We hope to find ways to support Friends in times of deep anguish, including survivors of abuse, some of whom may become perpetrators themselves. We recognize that our commitment to pacifism requires that we learn to deal productively with anger and other painful emotions. We seek guidance in the Light as way opens.

**Recommendation from Student Aid Revisioning Committee
Concerning the Future of a Program of Financial Support for Educational Purposes within
NEYM**

**Committee Members: Aimee Belanger, Justice Erikson,
Galen McNemar Hamann, Rebecca Leuchak, Hannah Zwirner**

**February 2, 2014
Revised May 3, 2014**

Background

At the January 2013 meeting of NEYM Permanent Board, the Student Loan Committee, Allan Kohrman reporting for Committee members: Chris McCandless, Travis Belcher, Allan Kohrman, and Ken Hoffman, shared their findings on the history of this decades-long program, on its current status, and then put forth to Permanent Board a recommendation from the Committee that the program be laid down. The greatest concern was that there had not been consistent communication over the years with those holding outstanding loans, loan repayment was sporadic, and that the work load that would correct these issues was too great for our current NEYM staff and the Student Loan Committee to shoulder. In discussion of their report, Friends concurred with their conclusion that the current structure of the program was untenable.

But concern was also expressed by individual members of Permanent Board about the difficulties that Friends, especially younger Friends, have in pursuing education, internships and other career building endeavors in the current economic climate. Many Friends present spoke to the great need for financial assistance that is present in our NEYM family. Friends recommended the formation of a group to look into the possibility of a re-visioning of some program of support for Friends for educational purposes. Aimee Belanger, Rebecca Leuchak, and Hannah Zwirner were originally named to that Student Aid Revisioning Committee, Galen McNemar Hamann and Justice Erickson joined later, and the group was given the charge:

Minute 13-07 “need to consider ways to fund and administer a new program, but begin by reaching for an understanding of whether there is an emerging ministry of the YM to address these needs, and for ideas of how these ideas might be met.”

This Student Aid Revisioning Committee met in March and May of 2013 and in January of 2014. Committee members acknowledged that the financial landscape today is not as it was in the 1950's, that an undergraduate college degree is not enough anymore, that students and recent alumni are in a new situation burdened by considerable tuition debt. Committee members asked:

- Have we as NEYM been dropping support of our youth right at a crucial time in their lives?
- Is this program a natural extension of the good work we do with the NEYM youth in our religious education and retreat programs?
- Where does our effort of support need to be?
- Where would our efforts be most effective?
- Who do we expect needs money?
- Is what we see as a part of the problem the issue of isolation?
Individuals hold debt and feel alone. Can we create a community of support, build a community which is more responsible and more invested in each other?

To address these questions, the Committee gathered further details on the history of the loan program from those who had administered it, talked with administrators of similar funds at Philadelphia Yearly Meeting and at Earlham School of Religion, and considered the input from discussions on this topic held at a Fall 2013 Young Adult Friends retreat and a Young Friends Retreat. In both of these youth gatherings, young Friends expressed clearly their desire that a program of support be continued. It was noted also that recently a substantial monetary donation was made to increase the NEYM Student Loan Program fund, further evidence that there seems to be a desire to continue some form of support for Friends, at whatever stage of life, in the pursuit of further training through education, internship or other program. Based on these inputs, the Committee gained clarity on a way forward.

Following the guidance of Permanent Board's November minute 13-117 the Student Aid Revisioning Committee prepared a recommendation which was considered by Permanent Board at its January 2014 meeting. Taking into consideration Friends suggestions, the revised recommendation is offered for consideration at the May 2014 meeting (see full text below).

Recommendation

Added recommendation on administrative structure for the NEYM Student Aid program:

We recommend that the Student Aid Committee and the Legacy Committee granting body be joined and that the steps outlined below be fully developed and performed by that new joint committee.

1. We recommend that NEYM use the funds from the original Student Loan Fund, approximately \$63,859 currently held in Pooled Funds, to create an endowment. The spin off from these funds would be used to offer educational grants in the amount of \$1,000 to NEYM participants. These funds would be granted on an annual basis by a new NEYM Committee: NEYM Educational Grant Committee. Below are some suggested guidelines for the grant:

Purpose: educational expenses at any level: tuition of course work, or for books/supplies

Age restriction: none

Eligibility based on a direct relationship to NEW England Yearly Meeting may include any and all who are a member of a monthly meeting, a participant in NEYM programs, or a graduate of a New England Friends School

Application: Basic biographical information, information about the intended use of the grant, and a question about their relationship to Friends and how this would deepen their faith and relationship, a letter of support from your monthly meeting, or from an NEYM staff member, or Quaker staff member at a Friends school.

2. We recommend that past recipients of the loans, currently totaling approximately \$76,846 among 23 borrowers, be contacted one final time and alerted of this new endowment. Invite them to donate as much of their remaining balance as possible and then their loan will be forgiven. They will however remain on a list for appeals for donations to this endowment.
3. We recommend that Permanent Board request that money from the Legacy Gift be used to build the endowment to ensure that 10 scholarships per year could be offered.
4. We recommend that the relationship and communication between grant recipients and NEYM be kept strong through some form of mentorship, and that this community support be strengthened with hopes that recipients will, in the long term, be encouraged and will want to donate back into the program either in financial terms or by service.
5. We recommend that the NEYM Educational Grant Committee work with the Development Committee to grow the endowment in the coming years.

Permanent Board Minute 13-117:

In the absence of a functioning student loan committee, we will appoint a conservator and a group of friends to carry this work until its logical conclusion (which may be affected by the recommendations of the Student Aid Re-visioning Committee).

We request that these administrators resume and maintain communication with borrowers, in conjunction with the accounts manager, the YM treasurer, and the previously established handbook.

We further request that the committee keep in mind the relationship with the borrowers, and helping them understand the spiritual implication of their loans. Communication with borrowers should include the message that we do not want repayment of the loan to result in undue

financial hardship. If that appears to be the case, we will make other arrangements with this borrower, as appropriate.

We approved Allan Kohrman as Conservator, and Travis Belcher and Maria Lamberto as members of this ad-hoc committee, and approved the preceding minute as their charge.

A brief history of the process of laying down of the Student Loan Committee

At Sessions 2012, recognizing that the Nominating Committee was consistently unable to staff the Student Loan Committee, and because that left important financial work undone, Sessions asked Permanent Board to propose a new way forward.

A committee brought a recommendation to the January 2013 meeting of the Permanent Board. They recommended that the remaining funds be distributed to Quaker schools in New England. At that meeting, we were torn between the great need for financial assistance for educational pursuits, and our concerns that we may not have the capacity for good oversight of such a fund. We tasked a new committee to find a proposal that would keep the funds in the Yearly Meeting, to the benefit of Friends in need of financial support for educational activities.

At our November 2013 meeting, we were clear to recommend laying down the Student Loan Fund, pending a recommendation on new use of the funds. Meanwhile, attention to the outstanding loans and care for the borrowers has been identified as activities that need volunteer support. At this same meeting, we created a role of Conservator to see to these responsibilities. The Friend who took on that work, has since laid it down. It is apparent that we need a clearer plan for tending to these responsibilities.

In February 2014, this group brought a proposal for the creation of a grant program to the benefit of NEYM affiliated Friends seeking assistance for educational activities. Permanent Board offered suggestions for refining the proposal. The Committee has not been able to move forward with these suggestions.

For several months, there has been no progress on either of these efforts. The clerk of Permanent Board suggests that a new committee be formed to work with the minutes and reports related to the Student Loan Committee, and bring forward a recommendation on both:

- New use/s for the funds from Student Loan Fund
- A plan for tending to the outstanding loans and the Friends who borrowed.

Related Minutes

1/19/13

13-06 Student Loan Discernment: For the ad hoc Student Loan Discernment group, Allan Kohrman reported on that group's conclusions. Their sense is that, due to vast increases in tuition and the wide availability of federal loans, the modest sums traditionally offered by this fund have limited usefulness, and note that the Student Loan Committee has not functioned for 3 years. The group recommends four proposals: 1) Stop creating new loans, 2) Donate the existing money (\$56K) to scholarships for Quaker children at New England Quaker schools, 3) Ask the accounts manager to follow up with

existing loans (\$82K), distributing these funds to those same schools as they are received, and 4) Lay down the Student Loan Committee.

Friends observed that the issue is not lack of need, but that the need is much greater than the existing fund and administration can handle. We heard both that huge debt can have an enormous impact on the spirit and activity of recent graduates, and that the greater flexibility of repayment of these loans has been a comfort and assistance to Friends in the past.

We were also cautioned that we are not particularly good financial stewards, and that any increase in funds distributed would require an increase in administrative oversight, which should not fall on an already overworked staff. Even the proposal for terminating the loan program puts an extra burden on the Accounts Manager.

Recognizing that nurturing the life of the spirit may yet include some form of financial support for education, we agreed to lay down the ad hoc Student Loan Discernment Group, but to defer decisions on their recommendations. We **approved** establishing an ad hoc Student Aid Re-visioning Committee, consisting of Hannah Zwirner, Aimee Belanger, and Rebecca Leuchak, and **approved** the following charge:

Acknowledging that the current model of student loans is no longer viable, but recognizing that there is life in the concern for how we provide financial support to YM members in need, we ask this ad hoc committee to consider how the Yearly Meeting might support students of any age, who might need financial aid for educational pursuits.

Ultimately we would need to consider ways to fund and administer a new program, but we ask this group to begin by reaching for an understanding of whether there is an emerging ministry of the YM to address these needs, and for ideas of how these ideas might be met.

11/23/13

13-117 Student Loan: We considered how we are led to handle existing Student Loans. The last loans were made in 2009 and, while it has not been laid down, the Student Loan Committee has no members. While the Student Aid Revisioning Committee considers what, if any, role the YM will have in providing student aid in the future, we do have some responsibility to resolve existing loans, currently totaling \$76,846 among 23 borrowers. While integrity suggests that repayment is in the interest of both the borrowers and potential future uses for the money, Friends expressed concern for borrowers who might be in a difficult financial situation. We were reminded that there is an existing handbook, used by the Committee for many years, which gives advice and procedures for dealing with a variety of situations.

The clerk offered the following minute: In the absence of a functioning student loan committee, we will appoint a conservator and a group of friends to carry this work until its logical conclusion (which may be affected by the recommendations of the Student Aid Re-visioning Committee).

We request that these administrators resume and maintain communication with borrowers, in conjunction with the accounts manager, the YM treasurer, and the previously established handbook.

We further request that the committee keep in mind the relationship with the borrowers, and helping them understand the spiritual implication of their loans. Communication with borrowers should include the message that we do not want repayment of the loan to result in undue financial hardship. If that appears to be the case, we will make other arrangements with this borrower, as appropriate.

We approved Allan Kohrman as Conservator, and Travis Belcher and Maria Lamberto as members of this ad-hoc committee, and approved the preceding minute as their charge.

Pending the discernment of the Student Aid Revisioning Committee and PB, we expect to make a recommendation to Sessions 2014 to lay down the Student Loan committee.

2/15/14

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.

STUDENT LOAN COMMITTEE

In 1890 New England Friends created the Student Loan Committee to aid our young people with their college tuition. Over the decades our aid proved quite useful; at times we raised so much money that we were able to grant scholarships as well.

But over the years our efforts have been more meager. College tuition as late as the 1960s was as little as \$2000, even at a private school; now expenses can easily be \$40,000 a year or even \$50,000. Our young people have more and more turned to other sources, such as government loans and grants as well as aid from their colleges and universities. Thus the need for the Student Loan Committee has lessened.

For the past three years Student Loan Committee has not functioned. No loans have been made; no notices have been sent to borrowers. In the fall Permanent Board asked Travis Belcher, Christopher McCandless, and Allan Kohrman to look into the matter.

We attempted to contact our borrowers. A number have agreed to get in touch with Frederic Martin, our Accounts Manager, in order to set up a payment method. Others believe that they have paid off their loans, and it is possible our records are in error. Frederic will be looking into this. Meanwhile we have \$56,494 in unused funds. The amount owed to us is \$82,033.05.

We propose that the Student Loan Committee be laid down. Given that the money was contributed for educational reasons, we further propose that the money be offered to our four Quaker schools: Moses Brown School, the Lincoln School, Portland Friends School, and Cambridge Friends Schools. The money we contribute would be used for scholarships for children of New England Quakers. As more payments on our loans arrive, the Accounts Manager would from time to time distribute

Them to three four schools.

We remember all the Quakers who over the decades have contributed time and money to this committee and are thankful for their service.

Personnel Committee Report to Permanent Board, September 27, 2014

There are important changes that are proposed in Yearly Meeting's personnel area that we hope will allow the Yearly Meeting to better meet its needs, both now and in the future.

In the new plan, the Communications Director position, currently held by Jeff Hipp, would be renamed Coordinator of Technology for Ministry and would decrease down to 0.6 FTE, with a focus on the database, website, email tools, and technology infrastructure in support of ministry - and, vitally important, *training* for staff and volunteers in making good use of these tools to build up our shared ministry. These changes allow us to continue to engage Jeff Hipp's strengths in web and database administration, which will be extremely valuable to us in the coming years. This decrease in time comes at the request of Jeff, but this allows for a restructuring that yields significant benefit to the Yearly Meeting, and is expected to remain in place for the long term.

We would supplement Jeff's administrative duties by bringing Sara Hubner (currently 0.2 FTE as Info Mgmt Assistant) up to .8 FTE as an Office Manager, with broad administrative support responsibilities, including data entry, running reports, managing mailings, and producing minutes and the directory. In this plan, we would also be able to add one day a week to Kathleen Wooten's 0.2 FTE Sessions Coordinator position. Kathleen would support Committee Day, ongoing logistics for increased visitation, and support for committees and other as-needed projects.

These changes can be done within the approved personnel budget for FY2015 (including health care for Sara, and other benefits for Sara and Kathleen). In fact, Noah projects a savings of approximately \$9,000. These funds do need to be kept in the FY2015 personnel budget, however, so that we can allow for possible changes in the health care needs of staff who are eligible for benefits.

These changes have been reviewed by the Personnel Committee and approved by me. I will be seeking approval from the clerk of Permanent Board and the clerk of the Finance Committee in the next few weeks. The changes will be implemented under section III F 4 of the NEYM Personnel Policy Manual that states:

"...[A] new structure or a different way to get the work done may be envisioned by the supervisor, in which case there should be consultations with the Personnel Committee clerk. Transfers of allocations between Yearly Meeting budget lines to accommodate mid-year changes in staffing shall be jointly approved by the Personnel Committee clerk, Finance Committee clerk and the clerk of Permanent Board, and will be reported to Permanent Board. Any increase in funding level must be approved according to Yearly Meeting procedures."

An updated report about these changes will be made at the November meeting of Permanent Board.

The new job descriptions are included in the Advance Documents.

Job Description
Office Manager
New England Yearly Meeting of Friends

Revised 9/18/2014

Primary Function

The Office Manager has overall responsibility for the operation of the Yearly Meeting office, including the physical space, office systems and electronic administrative tools and processes that make possible the work of NEYM. Through collection, maintenance and effective use of a wide variety of data, managing the ongoing operation of NEYM's physical and electronic administrative tools, and meeting the logistical and administrative support needs of NEYM programs, committees, and staff, this position plays a vital role in sustaining the ministry of Friends in New England.

Hours and Work Site

This is a 0.8 FTE position that will involve some weekend and evening hours, with periods of high work volume surrounding some projects. The Office Manager is expected to attend weekly in-person staff workdays & other meetings as planned, to be present in the Worcester office as needed, and to be appropriately accessible by phone, video and email during the remainder of work hours at a home office or other remote workspace. A regular schedule of available hours will be confirmed in consultation with the supervisor.

Supervision & Oversight

The Office Manager is supervised by the Yearly Meeting Secretary, and works closely with other staff & volunteer leadership as needed.

Qualifications

A qualified candidate will possess strong administrative, clerical, proofreading, copyediting, computer and communication skills, experience using a database, and facility with Microsoft Office, including Excel, as well as basic layout skills using graphic design software (Adobe Creative Suite). Unless a computer has been provided by NEYM, an applicant must have his/her own computer capable of running Adobe InDesign and photo management tools, access to high-speed internet and reliable telephone service. Must bring a keen attention to detail, and be able both to closely follow direction and take initiative to work independently when needed. Strong problem-solving skills and an ability to maintain a grounded perspective under pressure are key, as is a willingness to communicate clearly when instructions are not clear or when additional support or direction is needed. Preference will be given to an active member of the Religious Society of Friends (Quakers).

Functions & Tasks

Information Management

- Serve as a "front door" to the NEYM office and staff for constituents
- Respond to general informational inquiries by phone and email
- As appropriate, forward requests received to relevant staff or NEYM leadership for follow-up
- Maintain & update the Yearly Meeting database, including committee service, local meeting contacts, and donor data

- Prepare database reports for key stakeholders as needed (ex: donations YTD, meetings that received pastoral care visits in the last quarter, etc.)
- Organize and maintain shared electronic files using Google Drive
- Maintain current information on local meetings, committees, and events on neym.org, and update web content as requested
- Coordinate and prepare the annual Statistical Report
- Proactively update and maintain the NEYM online calendar
- Schedule audio conference calls and videoconferences as requested
- Work with appropriate staff to organize, secure & maintain the paper/physical files in the yearly meeting office

Administrative & Logistical Support

- Acknowledge financial gifts with donation receipts & write thank-you notes
- Coordinate response to major gifts with Development clerk and YM Secretary
- Open, process and distribute office postal mail weekly
- Support registration for NEYM events, workshops, & retreats as assigned
- Support informational and other needs of NEYM committee clerks and working groups as assigned/planned
- Manage office supply inventory and durable equipment (office furniture, etc.)
- Coordinate the NEYM office during Annual Sessions
- As needed, recruit and coordinate volunteers to support the work of the office
- Other administrative tasks as assigned

Copyediting and Publications

- Assist with production, copyediting, and publication as assigned
- Prepare & send print and electronic bulk mailings
- Coordinate copy editing and layout for NEYM publications, including NEYM Minutes, Directory, New England Friend and development appeals
- Liaise with vendors and contractors as needed
- Manage inventory of print publications and ensure fulfillment of orders in cooperation with Accounts Manager

Staff Community

- Encourage and contribute to a responsive, flexible, prayerful & effective staff team, building up the Quaker movement in New England

Liaison

- Attend such committee meetings and events as appropriate in consultation with YM Secretary

Accountability

- Report to the YM Secretary
- Maintain familiarity with the NEYM Personnel Policy Manual
- Submit expense requests, reports and project sheets in a timely fashion
- In consultation with the YM Secretary, create & implement annual professional development & spiritual nurture goals

- As appropriate, seek ongoing spiritual & emotional care from a support committee
- Participate in an annual performance appraisal

Job Description
Events Coordinator
New England Yearly Meeting of Friends
Revised 9/18/2014

Primary Function

The NEYM Events Coordinator has responsibility for coordinating and supporting major events sponsored by the yearly meeting, including the logistical arrangements for NEYM Annual Sessions and Committee Days.

Hours and Work Site

This is a regular (year-round) part-time position budgeted at half-time day per week average over the year, but with work hours that will vary considerably during the year with significant hours at the time of Sessions and lighter work loads at other times. Work will be done from a remote/home office with internet and phone access, with travel to committee meetings expected, and several visits to the Sessions site anticipated throughout the year. The Events Coordinator is expected to attend weekly in-person staff workdays & other meetings as planned, to be present in the Worcester office as needed for assigned projects, and to be appropriately accessible by phone, video and email during the remainder of work hours at a home office or other remote workspace. The Events Coordinator is expected to be on site throughout NEYM Sessions and to provide on-site coordination for all Committee Days and other events as assigned.

Supervision/Oversight

The Events Coordinator is supervised by the Yearly Meeting Secretary, and works closely with the Sessions Committee, Office Manager, youth ministries coordinators, and other Yearly Meeting Staff.

Qualifications

The Events Coordinator will be a Friend active in New England Yearly Meeting, with a strong understanding of Quaker testimonies and practice. The Events Coordinator must possess strong skills in logistical coordination and electronic communication, and should demonstrate the abilities to work independently and to be directed, to multi-task effectively, to think critically, to exercise personal initiative and follow-through, to attend well to details, to delegate and supervise the work of volunteers, and to perform well under pressure. This person should also be adept at managing interpersonal communication and conflict.

Functions and Tasks

Programmatic & Logistical

- Under supervision of YM Secretary, implement Sessions plans, policies, and procedures
- Provide overall logistical support for NEYM Sessions planning, implementation, and evaluation
- Schedule, plan, and implement arrangements for NEYM Committee Days and other events as assigned
- Attend Sessions Committee meetings, host facility site visits, and subcommittees/working groups as needed and assigned, convening as assigned
- Provide support to the YM Secretary in the overall process of confirming stipended Sessions staff, and in particular in selection of the Sessions Assistant
- Provide scheduling and logistical support to the Yearly Meeting Secretary and other bodies as assigned, helping arrange both in-person meetings/visits and remote meetings using audio/videoconferencing tools

Information Management & Communications

- Manage publicity and communications around major events as assigned
- Provide ongoing contributions to and, in consultation with the YM Secretary, manage NEYM presence in social media (i.e. Facebook & Twitter)
- Collect and prepare information on upcoming Quaker events for publication in the New England Friend, and through email list calendar updates as planned
- Maintain relevant logistical documents related to the conduct of Annual Sessions and Committee Days in NEYM shared Google Drive account
- Provide event-related administrative support to Sessions Clerk, youth ministries staff and YM Secretary as prioritized and available
- Support the Coordinator of Technology for Ministry in ongoing development & improvement of aspects of the database relevant to Sessions, Committee Days and other events as appropriate

Staff Community

- Encourage and contribute to a responsive, flexible, prayerful & effective staff team, building up the Quaker movement in New England

Liaison

- Communicate consistently and in a timely manner with stakeholders by phone, email, and other means regarding arrangements for NEYM Sessions & Committee Days
- Maintain ongoing communication with host facilities regarding the respective parties' needs for a successful working relationship
- Serve as an informational resource to Sessions Committee and other stakeholders regarding the physical and logistical capacities of host facilities
- Serve as primary liaison between Sessions Committee and the other NEYM staff to support their services to Sessions

Accountability

- Report to the YM Secretary
- Maintain familiarity with the NEYM Personnel Policy Manual
- Participate in regular check-ins with the YM Secretary and Sessions Committee clerk
- As appropriate, seek ongoing spiritual & emotional care from a support committee
- In consultation with the YM Secretary, create & implement annual professional development & spiritual nurture goals
- Submit expense reimbursement requests and other reports in a timely fashion
- Participate in an annual performance appraisal

Job Description
Coordinator of Technology for Ministry
New England Yearly Meeting of Friends

Revised 9/18/2014

Primary Function

The Coordinator of Technology for Ministry equips and empowers the ministries of New England Friends through the use of technology. Through development, maintenance and ongoing improvement of NEYM's electronic information and communications infrastructure, the Coordinator helps provide the tools and support to make the work of Friends more effective, efficient, visible, and compelling. A key function of the Coordinator is to provide ongoing training and education for NEYM staff and volunteers in support of these tools and in best practices for these tools' use in their areas of responsibility.

Hours and Work Site

This is a 0.6 FTE (25 hours/week) position that will involve some weekend and evening hours. The Coordinator is expected to attend meetings as planned (including in-person staff workdays by arrangement with the supervisor), and to be readily accessible by voice/video and email during the remainder of scheduled work hours at a home office or other remote workspace. Attends Committee Days and other meetings as scheduled to consult and provide training to committees.

Supervision and Oversight

The Coordinator of Technology for Ministry is supervised by the Yearly Meeting Secretary, and is supported and advised by (and serves ex officio on) the Publications & Communications Committee.

Qualifications

Skills required include expertise with Microsoft Office, database development & administration (Salesforce), web design & management (Drupal), basic budgeting and financial reporting (Quickbooks, Excel, Expensify), copyediting, scheduling using electronic tools, and use of printers, copiers, and other office equipment. Strong problem-solving skills and an ability to communicate clearly when instructions are not clear or when additional support or direction is needed. Excellent listening and organizational skills are required. Preference will be given to an active member of the Religious Society of Friends (Quakers).

Functions & Tasks

Tech Development

- Work with staff, committees and other key Friends to develop & expand our technology toolset to better serve emerging and existing ministries of Friends in New England
- Develop and update clear guidelines for engaging the resources and support of NEYM staff in this area (helping people know how to take advantage of what we have to offer)

Administration

- Advise YM Secretary on issues of compliance with privacy and security best practices, implementing policy as directed
- Maintain familiarity with laws & best practices pertaining to privacy, security and use of tech tools, and advocate to continually improve and maintain compliance by NEYM with relevant standards and laws (in consultation with YM Sec, PubComms, and general counsel)

NEYM Coordinator of Technology for Ministry Job Description

- Manage and oversee NEYM use of Drupal, Salesforce, Vertical Response, Google Apps (this last in coordination with the Office Manager)
- Update & maintain essential software in support of responsibilities above
- Communicate anticipated technology-related funding needs to YM Secretary for consideration in the annual budget and work planning process

Training

- Plan for, conduct and periodically evaluate ongoing training in the use of key NEYM tech tools for staff, committees, and other key volunteers
- Plan for & support the training of trainers as planned
- Work with colleagues to publicize training opportunities
- Serve as an advocate for staff familiarity and compliance with NEYM electronic security & privacy policy

Communications

- Serve as editor-in-chief of neym.org, helping Friends to improve content and promote important news & events, and spotlight ministries
- Consult with the YM Secretary to develop & maintain a comprehensive, multi-channel Communications Strategy for NEYM, with the NEYM website at its center
- Direct & maintain the content & infrastructure of the NEYM website, with support from the Office Manager

Support for Major Events

- In cases where custom functionality is needed (i.e. Annual Sessions), direct responsibility for discovering, designing, and delivering this within resource constraints, working closely with content creators using an agile approach
- Coordinate with Events Coordinator to plan for & respond to needs outlined above

Oversight & Supervision

- Oversee & manage NEYM information management infrastructure
- In consultation with YM Secretary, assist with recruitment & coordination of contractors/consultants as assigned

Staff Community

- Encourage and contribute to a responsive, flexible, prayerful & effective staff team, building up the Quaker movement in New England

Liaison

- Serve *ex officio* on Communications and Publications Committee
- Attend such committee meetings and events as appropriate in consultation with YM Secretary

Accountability

- Report to the YM Secretary
- Maintain familiarity with the NEYM Personnel Policy Manual
- Submit expense reimbursement requests and other reports in a timely fashion
- In consultation with the YM Secretary, create & implement annual professional development & spiritual nurture goals
- As appropriate, seek ongoing spiritual & emotional care from a support committee
- Participate in annual performance appraisal

Internal Nominating Committee Report to Permanent Board Sept. 27, 2014

Clerk: Holly Baldwin 2012 – 2015

Recording Clerk : Bruce Neumann 2012-2015

2015	2016	2017	2018	2019
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	Sherman Taber Jackie Clark Ian Harrington Chris Gant Ginny Bainbridge Elizabeth Szakowski Bill Walkauskas

in second term (can't be reappointed)

* filling out term – can be reappointed 2 entire terms

Sub Committee	2015	2016	2017	2018
Clerks Nominating	Christopher McCandless Rosemary Zimmerman	Allan Kehrman Ben Guaraldi	Fran Brokaw +Benigno Sanchez- Eppler	
Personnel	+Judith Shea (re- signed -vacancy) Carolyn Stone	Rebecca Leuchak Jan Hoffman Bob Murray Edward Baker	Chris Gant Vacancy Karen Sanchez - Eppler	
Internal Nominating	Donn Weinholtz Sarah Sue Pennell	Patsy Shotwell Carolyn Stone	Susan Davies	# Donn Weinholtz + # Sarah Sue Pennell
YM Nominating at Large	Nancy Isaacs Connie Kincaid- Brown	Rhoda Mowry Virginia Bainbridge Eileen Cummings (resigned- vacancy)	+ Sara Sue Pennell Richard Ristow Leslie Umans	
NEYM Secretary Supervisor		Edward Baker		

Bold = Submitted for Permanent Board Approval

+ = not on Permanent Board

in second term (can't be reappointed)

Request for Proposal: Permanent home for the Archives of New England Yearly Meeting of Friends (Quakers)

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Introduction

The New England Yearly Meeting of Friends (NEYM) is looking for a permanent home for its Archives. This request for proposal includes a description of the contents of the Archives as well as inquiries about your institution, which will help us determine the best location for the Archives.

Executive Summary

SCOPE AND CONTENT OF THE COLLECTION

The Yearly Meeting Archives contains the records of the New England Yearly, Quarterly, and Monthly Meetings of Friends (Quakers). Included are some the Moses Brown School records and Quaker trusts. The dates of the records range from 1657 to the present. Most of the records are in volumes and are minutes of the business meetings of the monthly meetings, both Gurneyite and Wilburite. Some volumes contain marriage certificates, birth and death dates of members, membership lists, removals (letters allowing a member to move from one meeting to another), testimonies (beliefs and convictions), sufferings (penalties Quakers suffered for following testimonies), denials, memorials, slave manumissions, and financial transactions.

Records of the Wilburites (Conservative Friends) are also included. These Friends were followers of John Wilbur. A schism occurred in 1845 and was healed in 1945. Documents of this split and other controversies can be found in the Archives.

The NEYM Archives also has a small reference library of about 500 books. Holdings also include many pamphlets and tracts concerning all aspects of Quakerism, including doctrine, peace, slavery, biographies, and history from the eighteenth century to the present. In addition, the Archives include the personal papers and journals of notable New England Friends.

The New England Yearly Meeting will continue to contribute records of the New England Yearly Meeting, Quarterly and Monthly Meetings. For further detail refer to the 1999 Collection Policy in Appendix A.

The Archives currently correspond to approximately 600 linear feet of material.

RFP Process

If you have any questions please contact: Carol Forsythe [info included]

Request response

Date:

Send to:

Next Steps

Archives Committee will review all submissions and may request to visit or to interview.

The Committee will make a recommendation to the New England Yearly Meeting, either during its annual session in August or through the Permanent Board, which

can act for the NEYM between annual Meetings. The final decision rests with the New England Yearly Meeting.

Brief description of NEYM

For more than 350 years, New England Quakers have joined together to discern and carry out the work given to them by God. Today, we continue to labor in efforts that are diverse in scope but unified in the same Holy Spirit.

New England Yearly Meeting is a community of Quakers and Quaker meetings across New England. We're called a "Yearly Meeting" because we meet annually to worship together and conduct our business. We are the 5,000 members and attenders of approximately 90 Quaker meetings in our region across all six New England states, encompassing diverse ways of worship, sizes and theological perspectives. We are the committees, boards and working groups doing work on behalf of Quakers in New England — to make manifest our witness including such areas as socially responsible investing, responding to climate change, and peace witness.

HOW ARE THE ARCHIVES USED?

Active Meetings continue to need to reference the Archives for current needs. For example, questions such as "What does the deed to the old burial ground say about a right of way?"

The Archives are an important resource for studying the history of the theological splits that have occurred within Friends Meetings as well as the reunifications including the unification of the two Yearly Meetings in 1945.

The Archives are used to answer current historical inquiries from both academic and family researchers. It is used for genealogical research.

The New England records have been used to study the peace testimony during times of war from the King Philip's War to the present. Not only is the early Quaker history important and necessary for research, but twentieth century material is also important as it provides information on how Quakers dealt with both World Wars. Since Quakers seek to keep their testimonies and discipline current with the demands and needs of the world, the Archives are useful for reference to older practices.

Our criteria for placement

NEYM Archives Committee is looking for information from your institution regarding the following criteria in order to make a recommendation to the NEYM.

1. Institutional fit

New England Yearly Meeting is seeking an institution with an appreciation of the value of the Archives. Why would your institution be interested in this collection

and an on-going relationship with New England Yearly Meeting, as the Archives continue to grow?

2. Deed of Gift or Deed of Loan

Does your institution consider deeds of loan or do you only consider deeds of gift? NEYM is open to the bestowal of a deed of gift, but would like to understand if there are any other options your organization would consider.

3. Archival accession and deaccession policies

- a) What are the criteria used for accessioning the Archives?
- b) What policies do you have regarding what to keep or what to deaccession?
Can we have first call to re-acquire materials that you choose to deaccession?

4. On-going relationship

- a) NEYM Archives continues to grow with annual submissions from our Monthly, Quarterly and Yearly Meetings. Given that the relationship with New England Yearly Meeting will be on going, how would you like to structure the on-going deposit of materials?
- b) The New England Yearly Meeting will continue to have a part-time archivist on staff to assist in the collection and transfer of materials. How would you prefer to structure the relationship with our archivist?

5. Safety of the collection

- a) Please describe the security measures that are taken for archives within your institution. Are the materials in closed stacks? What security exists for the storage area?
- b) What are the policies for use in your reading room? Are readers permitted to photograph, photocopy or scan materials?
- c) How will the materials be stored? Will the collection be held in a climate controlled setting with reduced or minimal lighting? What are the safeguards in place for water, smoke or fire damage?
- d) How are the collections insured? In the case of water or smoke damage, are there policies regarding how the Archives would be conserved and repaired?
- e) Will you promptly notify the New England Yearly Meeting if there is a water event, fire or other disaster?

6. Access to the collection

- a) Is your reading room available for use by everyone? If not, please describe the policies regarding use of the Archives, if located in your institution.
- b) Is the reading room accessible for those with disabilities?
- c) Do you provide research services to locate records and send copies upon request? If so what are the fees for such services?
- d) Do you have policies and procedures in place to manage restrictions on access that may be needed for specific types of records placed in the collection?

7. Intellectual access

- a) What are your policies and practices for the cataloging of Archives such as the NEYM Archives?
- b) Please describe the way in which you provide finding aids for such a collection. Are these finding aids available online?
- c) To what level of detail do you catalog the contents of such a collection? Would your institution be able to catalog with an understanding of Friends history?
- d) Is your catalog online and accessible by the public?

8. Digital proxies

- a) What is your policy/ program for digitizing material?
- b) What are the criteria you use for selecting material to digitize?
- c) How is digitized material made available to users? Is it freely available?
- d) As an institution do you partner with other institutions and companies to make content like this available? What are the terms of conditions for these arrangements? Would they in any way restrict access to the digital proxies by members of NEYM or other Friends? Would we be assured free access?
- e) Would you make digitized materials publicly available on your repository's website?
- f) Would NEYM have access and rights to use the digital images?
- g) Can you share your policy on copyright and access for digital images and associated meta-data?
- h) Do you still microfilm?

9. Photographs, film, tape, optical discs and other media

- a) What is your approach to the conservation and preservation of photographs, negatives, film, tape, optical discs, and other media present in the collection?
- b) How will you provide access to materials in these formats?
- c) Some of the material in the collection has been microfilmed. Would you take stewardship of the microfilm and how would you provide access to its content?
- d) Do you accept digital material? Do you have policies about how these must be submitted?

10. Conservation

- a) How does your repository prioritize materials needing conservation?
- b) Will the collection be assessed for conservation when it is placed in your repository?

11. Financial Considerations

- a) What can you tell us about the long-term support and financial stability of your institution?

- b) When establishing arrangements for a deed of gift, have you worked with others to establish contract terms that would provide for the return of the New England Yearly Meeting Archives to New England Yearly Meeting in the unlikely event that your repository would close or could no longer house our Archives?

Appendix:

A. New England Yearly Meeting of Friends Archives Collection Policy

Approved at a meeting of the Archives and Historical Records Committee, 10th mo. 9, 1999

This policy describes the types of gifts, which the New England Yearly Meeting Archives will accept. Though there is a small budget which may be used for purchases in exceptional circumstances, the Archives does not actively pursue a purchasing policy. It maintains that all official records of the Yearly Meeting or any of its subordinate meetings are the legal property of the creating body. Records of quarterly and monthly meetings remain the legal property of those meetings, but upon being sent to the Archives are to be considered on permanent deposit there.

While this collection policy lists the types of records collected by the Archives, the decision whether to accept a given donation will also be based on its condition and size. A collection in poor condition will take some expense to conserve, and if mold is present, it may present a danger to the other items in the Archives. Particularly large collections might require more storage space than their historical worth would merit. In these or similar exceptional circumstances, the Archivist will make a subjective decision based on the historical value of the donation versus the problems involved.

Except where otherwise stated, the Archives only collects records relating to New England Yearly Meeting, or to other Friends meetings based in New England. This includes Gurneyite, Wilburite and Otisite records for the period when the yearly meeting was divided.

The following record types are collected by the New England Yearly Meeting Archives. Any other items cannot be accepted into the Archives; to accommodate any exceptions, the Archives and Historical Records Committee of the Yearly Meeting must revise the collection policy accordingly at a formal meeting for business.

MINUTES OF MEETINGS FOR BUSINESS

The Archives collects minutes for the Yearly Meeting, Quarterly Meetings, Monthly Meetings, Preparative Meetings and other particular meetings that may have generated minutes. For the Yearly Meeting, an effort is made to obtain two copies of the printed minutes, signed by the clerk, as well as the unpublished copies given to the Yearly Meeting attenders.

Most current minutes are generated electronically. The archives prefers to receive printouts made on archival paper and signed by the meeting's clerk, but will accept

other forms of copies. Handwritten or typed minutes are collected in the following order of preference:

1. Original copies signed by the Clerk of the meeting
2. Photocopies made onto archival paper, signed by the Clerk
3. Photocopies made onto acidic, non-archival paper

VITAL STATISTICS

Collected for the Yearly Meeting, Quarterly Meetings, Monthly Meetings, Preparative Meetings, and any other particular meeting which may have generated vital statistics. Manuscript or photocopies of early vital records may be accepted at the discretion of the Archivist. Vital statistics include records of membership, births, deaths, marriages, burials, removals, memorials, denials and acknowledgments.

INDEXES

Indexes to minutes or vital records are collected whenever we are fortunate enough to receive them, if in the judgment of the Archivist they are even slightly useful to the researcher.

NEWSLETTERS

Collected for the Yearly Meeting and its committees, Quarterly Meetings, Monthly Meetings, and Preparative Meetings.

COMMITTEE RECORDS

Collected for all Yearly and Quarterly Meeting committees. For Monthly Meetings, the records of the following committees or their equivalents are collected: Ministry and Counsel, and committees having care of burial grounds, membership and meeting houses.

Other committee records are collected for Monthly Meetings at the discretion of the Archivist, including finance, peace and social concerns, missionary, library, first day school and special event committee records. Committee records generated by Preparative Meetings are only accepted at the discretion of the Archivist.

As for other Quaker-related organizations outside of the New England Yearly meeting, such as Friends United Meeting or Friends General Conference, the Archives will only collect materials directly relating to New England Yearly Meeting's involvement, and encourages these organizations to maintain their own national archives. The Archives will collect materials relating to the New England Regional Office of the American Friends Service Committee, including minutes and pamphlets.

Records of those institutions with a formal or semi-formal connection to New England Yearly Meeting will be collected; this includes Quaker school and retirement homes.

FINANCIAL RECORDS

The Archives collects financial records of meetings only at the discretion of the Archivist. Yearly meeting financial records will be collected more thoroughly, including account books, check books, cash books, stock ledgers, records of special funds, and reports. Canceled checks will not be collected from any meeting.

PERSONAL PAPERS

Personal papers are generally not accepted, but there are exceptions. If the papers were generated in the course of official meeting activity, and do not duplicate items already archived, they may be accepted; this includes correspondence and notes.

The papers of Yearly meeting clerks are actively solicited; after processing, duplicate minutes of committees will be discarded, but correspondence and important notes will be retained. The working papers of other Yearly Meeting officials and staff may be accepted, including secretaries, and clerks of the Permanent Board.

In exceptional circumstances, the Archives will accept collections of unofficial personal papers, if the principal focus is Quakerism in New England, the papers complement information already housed in the Archives, and the size can be accommodated. However, efforts will first be made to find a home for the papers in a suitable research library or historical society.

PRINTED MATERIAL

The Archives does not accession duplicates of items already in its collection, unless intended to replace an item in inferior condition; duplicates may be accepted for donation to the book sale. In addition, the Archives does not accept books or pamphlets based solely on their provenance (prior ownership). Specific items from entire libraries, whether meeting or personal, will be accepted only if they fill the following policy, and will not be maintained as separate collections. The Archives accepts books and pamphlets that fall under any of the following categories:

1. Published by New England Yearly Meeting, or its constituent meetings.
2. With any aspect of New England Quakers as primary subject matter. This includes works published by Quaker-related groups such as the American Friends Service Committee, if they are specific to the New England region.
3. Works by or about members of New England Yearly Meeting, if their religious life is dealt with significantly.
4. Works considered to be seminal works on the Society of Friends in general.

SERIALS, MAGAZINES AND JOURNALS

The Archives will only collect those concerning the Yearly Meeting, published by the yearly meeting, or used for the Archivist's reference (such as Quaker History). Although the Archives already has many serials from London and Philadelphia yearly meetings, it will not continue to add to this collection.

PHOTOGRAPHS AND SLIDES

Unidentified photographs are not collected by the Archives. The Archives does collect photographs of identified meeting houses, members, and events. The same is true of slides although they are not stable for preservation.

RECORDINGS

The Archives does not actively solicit audio or videotapes, but may accept these items at the discretion of the Archivist if they are of historical significance.

ELECTRONIC RECORDS

The Archives will accept electronic records only under exceptional circumstances and greatly prefers printed copies of these records. Electronic records must meet the following requirements to be accepted into the Archives:

1. Their content must fall within a category listed in this policy.
2. They must either come with their own software, or be accessible through software used by the Archives.
3. Their format must be compatible with hardware used by the Archives.

B. Guide to Records: 1997

Available online <http://neym.org/archives/guide>









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Final Audit Report

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