



NEW ENGLAND
YEARLY MEETING
OF FRIENDS

Committees & the NEYM Office

The Highlights

- The Office is here to **support** you! Call 508-754-6760 or email office@neym.org.
- Each committee is assigned a folder on the Yearly Meeting **Google Drive**: please use it for your committee documents. The Office Manager is happy to walk you through it, if you need training.
- Lots of **resources** for committees can be found here: [Resources to Help You Serve](#).
- **Please:**
 - check the Yearly Meeting calendar before you schedule a meeting or event
 - send the Office the dates and times of your meetings for posting on the website
 - email nominating@neym.org and let the Nominating Committee know of any resignations from your committee, and to suggest Friends you believe have the gifts or experience your committee needs.
 - email office@neym.org with any changes to address, email, or telephone number(s) for you and your committee members.
 - email the Presiding Clerk (clerk@neym.org) or the Yearly Meeting Secretary (ymsec@neym.org) if your committee is in need of support or assistance.
 - contact office@neym.org when you begin planning an event or communications (such as an announcement, video, or website content)
- You are invited to **submit an annual written report** for your committee (due June 8) for Sessions and the website.
- Contact the Presiding Clerk (clerk@neym.org) no later than May 1 if you have **business to bring to Sessions**.
- For information about your **budget** or Yearly Meeting financial procedures, contact Frederick Martin, Accounts Manager, accountsmanager@neym.org, 508-754-6760; or Bob Murray, Treasurer, 617-696-6353, treasurer@neym.org.
- If your committee wants to **apply for a grant**, contact Noah Merrill first: ymsec@neym.org.
- To arrange a **Zoom** call contact office@neym.org or events@neym.org.

- To submit something for the **newsletter or website**: office@neym.org.
- If the work of your committee involves regular **outreach** to local meetings or the wider network of Friends in New England, please use [this form](#) to let us know about your ideas and intentions and staff will help you design a communications plan.
- To **arrange a location** for face-to-face meetings and other committee events, you may contact Elizabeth Hacala, Events Coordinator, at events@neym.org. The Yearly Meeting has a policy of providing childcare for our events. Please note that childcare and securing a location can take several weeks. Please allow as much lead time as possible.

The Details

Welcome, and thank you for volunteering your time and skills to support the work of the Yearly Meeting! This Guide is to give you some information you may find helpful to your service.

The NEYM Office is the information management and coordination center for the New England Yearly Meeting of Friends. *Our ministry is to support your work, as we are able.*

Please let us know your needs, and keep the Office informed of your committee's activities and meetings. Office hours are Monday through Friday, 9 a.m.–5 p.m. Feel free to contact us—to request information, to ask about having something posted on the website, for help setting up an in-person or online meeting. Please contact the Office Manager at office@neym.org or call 508-754-6760, and if she can't help you, she will find someone who can!

For all of the documents mentioned in this guide, committee news, and more, [visit this web page](#).

COMMITTEE CALENDAR

If you schedule a committee meeting, please be sure to check the Yearly Meeting calendar (neym.org/attend-event) to be sure that you don't choose a date that conflicts with another relevant or major Yearly Meeting event. Committee meetings should not conflict with Permanent Board meetings or Living Faith gatherings. Contact the Office and we can help you think through potential conflicts to find a good time for your meeting.

The staff maintain an internal calendar for scheduling purposes; if you'd like to view that calendar, please contact office@neym.org.

Please send the date and location of your meetings to office@neym.org and we will post that information on the website.

IMPORTANT DEADLINES

May 1, 2023: **Sessions agenda items**, having been seasoned in committee, should be in the hands of the Presiding Clerk (clerk@neym.org)

June 8, 2023:

Annual reports for Sessions Advance Documents due to the Office (office@neym.org). See below for more guidance on preparing your committee's annual report.

COMMITTEE TASKS

The web page for [Resources to Help You Serve](#) has links to relevant pages as well as some helpful documents that you can download, such as

- [Guidelines for Preparing Meeting Minutes](#) and
- [Advices & Queries for Electronic Meetings](#).

This section of the website also includes policy details and reimbursement forms for committee [travel](#) and [dependent care](#) (including childcare and elder care). You may also find it helpful to review our page on [How We Do Things](#), which explains the Yearly Meeting's organizational structure, our funding priorities process, and our approach to strategic communications.

Committee Budget & Budget Requests

The Yearly Meeting Fiscal Year begins October 1 and ends September 30.

No general appeals by any Yearly Meeting committee may be made directly to the members of the Yearly Meeting without prior authorization. Please coordinate with the Yearly Meeting Secretary, ymsec@neym.org, when considering appeals.

If you need information on your committee's budget or Yearly Meeting financial procedures, the Accounts Manager or Treasurer will be happy to answer your questions. Contact Frederick Martin, Accounts Manager, accountsmanager@neym.org (he will return emails Monday–Friday) or by phone at 508-754-6760; or Bob Murray, Treasurer, treasurer@neym.org, 617-696-6353.

Applying for Grants

The Yearly Meeting has set a policy for grant applications, which is summarized here. *This does not apply to Legacy Gift grant applications but does apply to the Obadiah Brown Fund and funds not administered by the Yearly Meeting.*

All Yearly Meeting committees, working groups, or staff wishing to apply for a grant or grants will consult with and gain the approval of the Yearly Meeting Secretary before submission.

Committees, working groups, or staff seeking external support in excess of \$10,000 or requiring allocation of additional funds from the Yearly Meeting must also receive approval from the Permanent Board prior to submission of the application. Permanent Board does not need to approve the application itself.

Advance Documents: Agenda Items and Annual Report for Sessions

Requests to report at Sessions should be directed to the Presiding Clerk, Rebecca Leuchak, Presiding Clerk, at clerk@neym.org by **May 1**. If you have questions about what can or should come before Sessions, the Presiding Clerk can help you.

Committees are asked to submit an annual report to be included in the advance documents and minutes of Sessions. This is an opportunity for committees to share their work, concerns, insights, and queries with the Yearly Meeting community in preparation for meetings for business.

Report Length: Please limit your report to 500 words. Each committee that sends representatives to other gatherings or conferences must include a report from the representatives in their committee report. Send your report to office@neym.org no later than **June 8**; this will help us to post the advance documents on the website at least two weeks before Sessions.

SUPPORT SERVICES

Committee Rosters

The Office will provide you with a list of all committee members and contact information as soon as possible after Sessions.

You can find a list of all the Yearly Meeting committees [on the website](#). Clicking on the name of your committee will take you to that committee page, where you will find its Purposes, Procedures, and Composition.

Using Zoom

NEYM currently uses Zoom as a platform for video and audio connection. This service is available for the work of Yearly Meeting committees and clerks, and meetings can be set up and scheduled through the Office. If you feel you need training, please contact the Office. (Video tutorials are available [on the Zoom website](#) and on YouTube.) A Zoom meeting can be joined with either a computer connection or a phone line.

Scheduling of electronic meetings is subject to demand and is reserved on a “first-come, first-served” basis, with priority to time-sensitive projects and work. (Note: Zoom also offers free accounts, but meetings are limited to 40 minutes.)

Contact office@neym.org or events@neym.org to schedule a Zoom call.

Planning Events and Communications

Please contact the Yearly Meeting Office when you begin planning an event or communications (such as an announcement, video, or website content). The Office can help you with planning tools and scheduling; offer advice, editing, and/or layout; and arrange promotion on the website, on social media, and in the newsletter.

Please note that successful events often require allowing at least six weeks for promotion ahead of the event.

If the work of your committee involves regular outreach to local meetings or the wider network of Friends in New England, please contact the Office to create a communications plan.

Monthly Email Newsletter

Requests for specific news items to be included should be sent to office@neym.org at least 5 working days before the first of the month¹. In the service of inclusivity, please write in a way that presumes no prior institutional background on the part of the reader. [You may find these guidelines helpful](#). If it is appropriate, the Office may either edit your item—in which case you will be sent the edited version for approval—or ask you to make edits. If you would like help in crafting your message to speak to the newsletter audience, please contact office@neym.org.

Note: If your committee is looking to communicate to Friends in an ongoing way, please use [this form](#) to let us know about your ideas and intentions. After you submit this form, a member of the staff will be in touch with you to create a strategic Communications Plan to help your efforts be as impactful as possible.

Mailing and Communication Information for All Committees

Special mailings done by the Office (paid for separately by the committee's budget) are limited, and must be planned and arranged with the Office. Please contact the Office as early in the planning process as possible; this will help us to support you.

Large-audience emails: You may request that the Office send a message on behalf of your committee to local meeting contacts, another specific target audience or, in some cases, the full NEYM membership. Requests will be considered on a case-by-case basis and in the context of other scheduled communications and the availability of staff time.

Meetings and Other Committee Events

If you need help finding locations for face-to-face meetings and other committee events, you may contact Events Coordinator Elizabeth Hacala at events@neym.org. Childcare and Family Care for Events and Committee Meetings

The Yearly Meeting has a policy of providing childcare for our events; coordinating childcare—including ensuring that childcare arrangements comply with our child safety policy—is the responsibility of the [Events Coordinator](#). The policy includes the rate of compensation and other requirements and is posted at neym.org/connect-and-serve/help. The Yearly Meeting will also reimburse the costs of home care or off-site care if a committee member(s) needs that to be able to participate in a meeting (reimbursement form [here](#)).

If you need the Events Coordinator to find a care provider for an event or meeting, please provide *at least 2 weeks' notice* so that the Events Coordinator can ensure that volunteers are properly screened. Committees and meetings are welcome to put forward the names of childcare providers they are familiar with. For some events, the Yearly Meeting will provide childcare on site. [The off-site reimbursement form](#) can be used for childcare or elder/adult care for family members that depend on the committee member's care. Please regularly communicate about the availability of these funds with your committee members.

Digital Files

The Yearly Meeting Google Drive includes a folder for the use of each Yearly Meeting committee to create, share, and store documents; this ensures that committee documents are not lost

¹ The newsletter typically is sent on the first Friday of the new month; the Office begins preparing the newsletter on Monday of the preceding week. There is no newsletter in August, due to the burden of work for Sessions.

when the membership of the committee changes. The Office Manager will send you a link to your committee's folder. If you are not familiar with Google Drive, contact the Office Manager to arrange training at office@neym.org (508-754-6760).

[You can view a brief introduction to Google Drive here.](#)

Committee Minutes

All committees record and maintain minutes. Please format your minutes with a numbering system. Example: Minute 24-1 would be the first minute written in the year 2024. Guidelines for recording minutes [can be found here](#).

Committee clerks or recording clerks are responsible for typing, duplicating, and distributing meeting minutes for your committee's mailing list. *Please save final approved minutes to your committee folder on the Yearly Meeting Google Drive—or you may send them to minutes@neym.org and we will save them to the appropriate folder on the Yearly Meeting Google Drive (and forward them to the Archives, if appropriate). Please include your committee name in the subject line of your email.*

Archives

The Yearly Meeting Archives are maintained at the University of Massachusetts at Amherst. The collection contains the official records of the Yearly Meeting and its local meetings and is an invaluable resource for New England Friends as well as for scholars worldwide. If you have questions about whether committee materials should be submitted to the Yearly Meeting Archives, contact archives@neym.org.

Committee Expenses

Requests for disbursements made from your committee's annual budget must be signed by your committee clerk. To process committee expenses, submit a Disbursement Request Form within 3 months of the expense to the Accounts Manager, 901 Pleasant Street, Worcester, MA 01602-1908, accountsmanager@neym.org. [Disbursement Request forms](#) are available from the Office as well as on the NEYM web site.

Committee Travel

[Forms to request assistance](#) for travel to committee meetings or on committee business are posted on the website. Forms are submitted to the Yearly Meeting Office and approved by the Yearly Meeting Secretary.

Committee Representative Travel

The Yearly Meeting has a travel fund to assist those who attend meetings as approved representatives from NEYM. Committees eligible to submit requests for assistance to this fund are Friends General Conference, Friends United Meeting, and Friends World Committee for Consultation. Representatives appointed by the Yearly Meeting to other Friends organizations may also request assistance. The Yearly Meeting Secretary authorizes reimbursements for these travel expenses. Questions and requests go to the Yearly Meeting Secretary, ymsec@neym.org. The [Travel Reimbursement Request form](#) is available on the website or from the Office.

KEEPING IN TOUCH AND SHARING YOUR WORK

Resignations & Nominations

Please email nominating@neym.org and let the Nominating Committee know of any resignations from your committee, and to suggest Friends you believe have the gifts or experience your committee needs.

Moving? Changing Email Accounts?

Please email office@neym.org with any changes to address, email, or telephone number(s) for you and your committee members.

Advice & Support

We do this work together! Friends serving in leadership roles on behalf of New England Quakers are here to help you navigate challenges and questions that arise in your service to Friends, or to offer clarification and guidance in your work. Please email the Presiding Clerk (clerk@neym.org) or the Yearly Meeting Secretary (ymsec@neym.org) if your committee is in need of support or assistance.

STAFF & OFFICE CONTACT INFORMATION

The office is located at 901 Pleasant Street, Worcester, MA 01602-1908

Regular office hours are Monday–Friday, 9 a.m.–5 p.m. The phone number is: 508-754-6760 and the fax number is: 877-257-2834. *Please* leave a voicemail message if no one is able to answer.

The email addresses and phone numbers for staff and leadership may be found on the website at neym.org/leadership-and-staff.

The most up-to-date version of this Guide can be found at <https://neym.org/committees>