



Committees & the NEYM Office

The office is the information management center for New England Yearly Meeting (NEYM). Our ministry is to support your work, as we are able.

Please let us know your needs and keep our office informed of your committee's activities and meetings. Call us at 508-754-6760. Office hours are officially Tues-Fri 9am-5pm, but we are usually available Mondays, too. Feel free to e-mail us at neym@neym.org, or write at 901 Pleasant St., Worcester, MA 01602.

For all of the documents mentioned in this guide, committee news and more, visit neym.org/committees .

COMMITTEE CALENDAR:

Committee Days this year will be: October 1st, 2011; February 11th, 2012; and April 14th, 2012.

The full YM calendar is on the web: Go to www.neym.org and click on the NEYM calendar link under *Yearly Meeting News and Events* on the front page. (Side note: If you use Google Calendars, you can click the icon in the lower-right corner of the calendar to subscribe to it.)

Committee meetings should not conflict with quarterly meetings, Permanent Board, or Ministry & Counsel if at all possible. All committee clerks are invited to any Coordinating & Advisory meeting that they would want to attend; call for specific dates.

DEADLINES:

- Oct 1, 2011:** *The New England Friend* deadline
- Jan 2, 2012:** *The New England Friend* deadline
- Mar 1, 2012:** Budget request for the next fiscal year is due to the Finance Com. Clerk
- Mar 1, 2012:** *The New England Friend* deadline
- May 1, 2012:** *The New England Friend* deadline
- May 1, 2012:** Sessions agenda items, having been seasoned in committee or quarterly meeting, should be in the hands of the Presiding Clerk.
- June 24, 2012:** Annual Reports due

COMMITTEE TASKS:

Committee Budget & Budget requests

Your committee's budget request is due to the Finance Committee clerk by **March 1**: The YM's Fiscal Year starts October 1 and ends September 30. Process disbursements within three months of the expenditure. Send your signed form to the office.

If you need information on your committee's budget or YM financial procedure, the YM accounts manager and treasurer will be happy to answer your questions. Contact Frederick Martin, Accounts Manager, accountsmanager@neym.org or Tuesdays at 508-754-6760, or Edward Mair, Treasurer, 978-465-8696/ treasurer@neym.org.

Committee Travel

Funds are available for travel assistance to committee meetings. Forms to request assistance are available from the office on Committee Days, and on the website. These are submitted to the YM office and approved by the Communications Director/Office Manager.

Committee Representative Travel

Travel costs should not be a barrier to an appointment to other Friends organizations outside New England. NEYM has a travel fund to assist those who attend meetings as 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 to Friends Organizations appointed by the YM may also request assistance. The Presiding Clerk authorizes reimbursements for these travel expenses.

Questions and requests go to Jackie Stillwell, presiding clerk, clerk@neym.org. This form is available from the office and at Committee Days.

Advance Documents: Agenda items and Annual Report for Sessions

Reporting at the 2011 Sessions should be arranged with Jackie Stillwell. If you have questions about what can or should come before Sessions, please ask, being clear on what you would ask of Sessions. Please contact Jackie Stillwell, presiding clerk, clerk@neym.org by May 1.

Committees are asked to submit an annual report to include in the Advance Documents and Minute Book. This is an opportunity for committees to share their work, concerns, and queries with the Yearly Meeting community. Five hundred words is a perfect length. Please send it to annualreports@neym.org. Each committee that sends representatives to other gatherings or conferences must include a report from the representatives in their committee report. In that case, the **total report** should not then exceed 750 words. The deadline is **June 24, 2011**. We aim to post the Advance Documents on the web about two weeks before Sessions.

Interest Groups and Displays at Sessions

Interest Group requests for Sessions should be **in writing** in all instances. For groups meeting on the Sunday of Sessions, requests should be sent to interest@neym.org. **All other requests should be made via the YM News Submissions form at Sessions.** Display requests should be made by June 30.

Organizational and Informational Committee meetings at Sessions

Your committee's organizational meeting at Sessions is for organizing your committee's work for the upcoming year. We will likely continue to schedule Committee Organizational and Informational Meetings in the late afternoon at Sessions — the office will update committees as Sessions Committee discerns a way forward.

In the past, the office has scheduled these meetings for Mon, Tues, or Wed 4:15–5:15 pm during Sessions. If you have a day preference please e-mail orgmtgs@neym.org. Old and new members may attend. Your main tasks are to 1) choose a clerk; and 2) decide on a meeting schedule. This meeting is very short!

A committee sponsored informational meeting may also be scheduled on a different day than your organizational meeting. These meetings are to inform other Friends in the YM about the work of your committee. For these meetings, we would be happy to print a small, 25-word blurb in the *YM News* if you submit a written request at Sessions.

The deadline for pre-Sessions requests is June 22.

SUPPORT SERVICES:

Committee Meetings

Committee Day arrangements are made through the office. The office will send out the schedules, directions, and hospitality information for committee days to committee members via email as much as possible. Clerks whose committees do not meet on Committee Day are responsible for scheduling and arrangements for their own meetings. Please keep the office informed about all your meeting dates regardless of whether you meet on Committee Days.

Committee Minutes

All committees keep minutes. Committee clerks or recording clerks are responsible for typing, duplicating, and distributing meeting minutes for your committee's mailing list. Clerks need to send a printed copy of the minutes to the YM Archives, 121 Hope St, Providence, RI 02906. It is also helpful to keep the office informed by cc'ing minutes@neym.org when sending final minutes to your committee. Please include your committee name in the subject line.

Please format your minutes with a numbering system. Example: Minute 04-1 would be the first minute written in the year 2004, and would run through the entire calendar year to, for example, 04-107

Committee Finances

Disbursements made from your committee's budget must be signed by the committee clerk. To process committee expenses, submit a Disbursement Request Form to the YM Accounts Manager, 901 Pleasant Street, Worcester, MA 01602-1908, accounts@neym.org. Forms are available from the office, as well as on Committee Days and are available on the NEYM web site at www.neym.org/committees.

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 arranged with the office.

If you use e-mail to distribute your minutes, you still need to send a print copy to the archives (address on last page). Please make sure that your members who do not have e-mail also get the print copies in a timely manner—and, please make sure that your “mailing list” matches the one in the office.

- **First Class Mail:** The office will supply committee lists that include your members, ex-officio, co-opted, and courtesy copy addressees, including the archives.
- **Bulk Mail:** Any committee may send out a bulk mailing (200 or more pieces) using the YM's permit. Bulk mail is not forwarded and is not as reliable as first class mail. You should arrange for these mailings at least 8 weeks before desired receipt. You must call to arrange these services with the Communications Director/Office Manager.

You have two options for bulk mail:

1. The office will manage these mailings at a mail house upon request and charge all expenses to your committee budget. You must send a digital copy (MS Word or Adobe PDF) and a sample of how you want the mail to look. Call the office for details.
2. You may manage the mailing yourself, if you have pre-arranged it with NEYM office. Call your local post office for the new non-profit rules, and please call us and let us know what you are planning. All bulk mail must be processed through NEYM Office.

The New England Friend (NEF)

Usually published four times a year, the *NEF* is the voice of the YM. Please add your voice by submitting reports of committee activities, work, and events to the office for inclusion. Deadlines were listed on page one. *The New England Friend* is mostly delivered online, with the Fall and Summer issues also sent via bulk mail to all 5,000 households in our database. Authorized committee mailings to the full YM mailing list may piggyback on print versions of *NEF* for the cost of printing, insertion, and a percentage of the postage. Contact the office well in advance of the Fall or Summer issue deadline to arrange printing and mailing.

STAFF & OFFICE INFORMATION

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

The phone number is: **508-754-6760** and the fax number is: **508-754-9401**

Our general inquiry e-mail address is: **neym@neym.org** (checked one or twice a day)

Regular Office Hours are **Tuesday–Friday, 9 am–5 pm**. The phone messages are checked three times per day. Please leave a message.

Staff Roster

Accounts Manager Frederick Martin
accountsmanager@neym.org
in the office on Tuesdays

Archivist Jodi Goodman
401-273-8107 (Ext.19)
archivist@neym.org
in the YM Archives on Wednesdays at
121 Hope St, Providence, RI 02906;

**Christian Education Coordinator
Beth Collea**
781-784-3471
cecoord@neym.org

Communications Director Jeff Hipp
508-754-6760
comdir@neym.org

Friends Camp Director Nat Shed
207-873-3499
camp@neym.org

**Junior YM/Junior High YM Coordinators
Gretchen Baker-Smith**
508-997-0940
gretchen@jymretreats.org

Kevin Lee
508-994-1638
kevin@jymretreats.org

**Yearly Meeting Secretary
Jonathan Vogel-Borne**
home office: 617-354-3808
ymsec@neym.org
in the office on Tuesdays

**Young Friends/Young Adult Friends
Coordinator Nia Thomas**
617-945-0373
yf/yafcoord@neym.org

Office Volunteers: Many Friends support the YM with their time, talent, expertise, and caring. Let us know if you can volunteer on a regular basis or maybe in one specific area for a short term. Thanks for your continuing involvement with the YM's administrative organization.

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