

Neil H. Bowles Executive Committee Notebook Explanation

To simplify and help the Executive Committee fulfill its responsibilities, the following Notebooks were established. All materials are filed by the oldest date first and continue to the most current date available.

The **Paper Notebook** is to have something in hand when one is participating in the Annual Association Business Meeting which meets once on Association Day and periodically during the year through conference calls. The complete Resource Guide Index will help with the understanding of all the operational areas that will be covered during the year. All sections in the Resource Guide Index that have asterisks (*) before them, are printed in the Paper Notebook. If you are missing any of this information, please let our Sec.-Treas. know.

The **Electronic Notebook** ([www.Bowles Notebook.com](http://www.BowlesNotebook.com)) version will include the complete Resource Guide Index. This version will be updated yearly and be consistent so all Executive Committee Members will have access to the same materials. Remember that all materials are filed by the oldest date first and continue to the most current date available.

All yellow highlighted topics in the Resource Guide Index include specific instructions or guidance from Mr. Bowles and/or Loretta Burdick. The other sections have been formatted and organized to provide easier access to explanation and instruction that would help the Executive Committee understand and initiate the many duties and requirements that are needed to fulfill the by-laws.

Appreciation and Acknowledge:

Loretta Burdick, longtime friend and secretary to Neil H. Bowles Student Association has left many invaluable resources of information and guidance from Mr. Bowles (in her secretarial notebook) to help the Executive Committee to continue moving forward in the most effective and orderly way possible.

Neil H. Bowles Executive Committee Resource Guide Index (1-00)

(Yellow Highlights are directions from Mr. Bowles and/or Loretta)

* In Paper Notebook (Electronic Notebook Includes All Sections www.BowlesNotebook.com)

*1-A Daily Requirements of Members of the Association

*1-B Neil H. Bowles Association By-Laws

*1-C Neil H. Bowles, C.S.B. Notes -Disbandment

1-D Inspiring Associations Articles

*2-A Current Members - Executive Committee

*2-AA Past Members – Executive Committee

*2-B Executive Committee Annual Business Meeting Agenda

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2-D Welcome Letter/Assignment for Members of the Executive Committee

2-E Duties of Executive Chairman -Executive Committee

*2-F Executive Committee Procedures

3-A Duties of Secretary-Treasurer/Instructions and Monthly Calendar

3-B Job Description/ Performance Review of Secretary-Treasurer

3-C Letter to Non-Attendees on Association Day

3-D Executive Committee Nominee Worksheet for the Executive Chairman

3-E January Membership Dues Letter- examples of previous letters/enclosures

3-F July Membership Letter- examples of previous letters/enclosures

*3-G Yearly Minutes/Conference Calls/Emails

4-A Financial Review Committee Responsibilities

4-B Financial Review Committee Report

*4-C Sec.-Treas. Year End Summary of Financial Statements Report to Membership

*4-D Association Day Revenues and Expenses

*4-E Bowles Investment Policy Statement

4-F Financial Review Committee Investment Policy Report

4-G Neil H. Bowles, C.S.B. Trust Fund with The Mother Church

4-H Neil H. Bowles, C.S.B. Bequest History

*5-A Letter Writing Committee Procedures- samples

*6-A Fellowship Contact Committee Guidelines

*7-A Scheduled Confirmed Association Guest Speakers

*7-B Qualifications for Guest Speakers

7-C The Mother Church Qualifications for Guest Speakers

*7-D Letter and Questions for Prospective Guest Speakers

7-E Association Address Criteria

*7-F Active Status of Prospective Guest Speakers

*8-A Updated Association Membership List

9-A Visitors Request Response Example Letter

10- A Association Day Schedule

10-B Association Day Arrangements Committee Workers

10-C Association Day Counting Committee Report Form

10-D Guest Speaker Overview of Association Day/Information Needed- sent the year before

10-E Guest Speaker Information/Arrangements Sheet- for the current year

10-F Association Day Business Meeting Procedures - Separate Notebook given to Exec Chairman

11-A Archives-Records/Location and/Passwords/Computer Files

12-A TMC Guidelines for Associations

13-A Association Years 1989 through 2000

**The Christian Science Students' Association (1-A)
of The Pupils of Mr. Neil H. Bowles, C.S.B.**

From the resume of the Association Address of July 27, 1968 entitled "The Need for Spiritual Healing"

Daily Requirements

The need is urgent in our Cause for Christian Scientists to be faithful in observing:

1. Manual requirement, "Alertness to Duty", Section 6, Article VIII
2. Mis. Wr. 127:7
3. "A Rule for Motives and Acts", Manual, Section 1, Article VIII
4. "Daily Prayer", Manual, Section 4, Article VIII
5. My. 128:30 Do you pray this way daily?
6. My. 237:12 Do you give daily attention to it?
7. S&H 4:17 Are you daily watchful? Are you striving to assimilate more of the divine nature?
8. Mis. Wr. 19:8 Do you feel yourself daily departing from evil? Are you daily loving your neighbor better? Are you in any way engaging in anything that is petty, mean, contemptible, personal?
9. S&H 16:26 Certainly the Lord's Prayer should be a daily prayer.
10. Mis. Wr. 156:17-19 Don't try to impress others with what you know about Christian Science or expect to gain enlightenment in that way.
11. Mis. Wr. 373: 30-32

I hope and pray that you will observe "these dailies" every day.

Neil H. Bowles, C.S.B.

BY-LAWS (1-B)
of
THE CHRISTIAN SCIENCE STUDENTS'
ASSOCIATION OF THE PUPILS
of
MR. NEIL H. BOWLES, C.S.B.

ARTICLE I-NAME

Section 1. This Association shall be known as "The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B."

ARTICLE II-PURPOSE

Section 1. The purpose of this association is to enable this body of students of Christian Science to further in Christian fellowship the spiritual welfare of its members by convening annually in accordance with the provisions of the Manual of The Mother Church by Mary Baker Eddy, and the ardent desire of their teacher, Mr. Neil H. Bowles, C.S.B. Thus is the prosperity of the Cause promoted through this department of its Christianly scientific educational system.

Section 2. **Duties:** It shall be the duty and privilege of each member to attend the annual meetings of this association. Members shall always hold as strictly confidential the letters and teaching of their teacher, of others who may address the meetings, and the affairs of the association. The Secretary-Treasurer shall be notified promptly of any changes of address.

ARTICLE III-ADMINISTRATION

Section 1. **Officers:** The officers of the association shall consist of a President, Mr. Neil H. Bowles, an Executive Committee consisting of six members, three men and three women, and a Secretary-Treasurer.

Section 2. **Appointments and Elections:** The members of the Executive Committee and the Secretary-Treasurer shall be appointed by the President to serve until such time as their successors are appointed by the President. In the event the association shall be without its President, vacancies on the Executive Committee shall be filled in the following manner:

Elections shall be held annually starting one year from the first association meeting following the Executive Committee's assumption of the management of the association. At that time, one man and one woman of the committee, as it is then composed, shall retire and one man and one woman shall be elected to fill the vacancies. The two members who are to retire shall be the two whose names are alphabetically nearest to the beginning of the alphabet. The same procedure shall be followed for the next two years until the original members of the committee shall be retired.

As the term of one man and one woman expires each year, the Executive Committee shall act as a nominating committee in the selection of new members to that committee for a three year

term in the following manner:

After prayerful consideration has been given as to who may be best able to serve the association, and after determining who among them is able and willing to serve, a ballot shall be prepared containing the names of three men and three women, arranged in alphabetical order, with a space for writing in additional names. Such ballot shall be mailed to the members and returned to the Secretary-Treasurer not later than the date indicated thereon.

The man and woman receiving the highest number of votes shall be elected for a three year term or, if for any reason there is a delay in an election, they shall continue to serve until the new committee has met and organized. In the event of a tie vote the Executive Committee shall then ballot and it shall require four votes of that Committee to resolve the tie.

A vacancy occurring at any other time than that of the annual election shall be filled, for the unexpired term, by a vote of the Executive Committee using the names from the nominations made at the last previous election. A period of three years must elapse before a member of the Executive Committee is eligible for re-election.

In the absence of its President, the Executive Committee shall appoint annually a Secretary-Treasurer and determine the salary for said position.

Section 3. **Duties of Executive Committee:** The Executive Committee shall perform such duties as are requested of it by the President. If the President should no longer be present; the Executive Committee shall exercise management of this association. They shall elect their chairman from their own number for a period of one year, who shall cast an additional deciding ballot in case of a tie vote. The chairman shall conduct the yearly session of the association. They shall carefully inquire into the qualifications of available addressers for the association meetings and shall elect yearly one, well qualified, to address the association. Satisfactory addressers may be invited again for other years, but only one year at a time. Three years, however, would be a reasonable limit for the same addresser to serve. The Executive Committee shall have the power to appoint such committees as may be desirable. At the annual business meeting, the Executive Committee shall submit a brief report of their activities.

Section 4. Duties of the Secretary-Treasurer: The Secretary-Treasurer shall perform the duties of the office as directed by the President. When elected by the Executive Committee, the Secretary-Treasurer shall be custodian of all records and serve as an Executive-Secretary. Correct account of the receipt and disbursement of funds shall be kept, and financial reports furnished to the Executive Committee semi-annually, and to the members of the association annually. All monies disbursed shall be under the supervision of the Executive Committee. Checks shall be signed by the Secretary-Treasurer and by the chairman of the Executive Committee. The books shall be audited annually by a committee of three competent members.

ARTICLE IV-MEETINGS

Section 1. Membership: The association shall convene annually at a time and meeting place in Atlanta, Georgia, or vicinity to be designated by the President, or in his absence, by the Executive Committee, in a notice to each member at his or her last known address. When acting under this Section, the Executive Committee shall have such notices mailed to the members not later than six months prior to the date of such meeting. The Executive Committee shall not call more frequent meetings. Twenty-five percent of the membership at the date of meetings conducted by the Executive Committee shall constitute a quorum for the transaction of the business.

Section 2. Executive Committee: When exercising management of this association, the Executive Committee shall meet annually immediately after each session of the association and confer by letter during the year as may be necessary.

ARTICLE V-DUES

Section 1. Dues: The association dues shall be announced from time to time, as necessity may require changes. The amount shall be due and payable the first of the calendar year.

Section 2. Funds: The Executive Committee shall maintain such funds as the association from time to time may create.

ARTICLE VI-RULES OF PROCEDURE

Section 1. When operating under the management of the Executive Committee, the rules contained in "Robert's Rules of Order" shall govern all meetings of this association when they are not inconsistent with these bylaws.

Section 2. Amendments: Proposed amendments to these bylaws shall be in writing and may be submitted at any time to the Executive Committee. They shall then carefully consider them and submit them in writing with their recommendations to the members. All proposed changes shall be included with the call to the

annual meeting next following. The affirmative vote of two-thirds of those present and voting at such meetings shall be necessary to adopt any amendments.

Section 3. Order of Business: When operating under the management of the Executive Committee, the order of business at the annual sessions of this association shall be as follows:

1. Devotional Exercises
2. Reading of the minutes
3. Report of the Treasurer
4. Communications
5. Reports of the Committees
6. Unfinished business
7. New business
8. Morning part of the address
9. Lunch
10. Afternoon part of the address
11. Closing by chairman.

(This order of business may be modified at any business meeting of the association by a two-thirds vote.)

Your teacher cannot foresee a time or a situation when it would be desirable to amend these bylaws. A democratic and businesslike way of conducting the affairs of this association is provided for in these bylaws. If members will keep human will out of the way and realize that the only purpose of this association is to provide spiritual growth for them, business sessions will always be held to a minimum of time, about thirty minutes, and harmony will characterize their meetings.

Remember, you are always peacemakers.

September 12, 1984

MEMO TO THE EXECUTIVE COMMITTEE:

In the event that I should no longer be with you in person and should not have left a prepared address for the next Association meeting, it is my wish that Mrs. Bowles read my 1961 address entitled, "Making Spirit More Real to the Human Consciousness." In the event that Mrs. Bowles were unable to do so, then I ask that Mrs. Loretta Burdick be invited to do so. Only a few members of the Association have heard this address and have resumes of it.

September 24, 1984

MEMO TO THE EXECUTIVE COMMITTEE:

At the time of the disbanding of Neil H. Bowles Association, all funds on hand are to be turned over to the Neil H. Bowles Association of Students Irrevocable Trust with The Mother Church already established.

March 30, 1984

M E M O

TO THE EXECUTIVE COMMITTEE OF
Neil H. Bowles Association

On August 26, 1958, I wrote to the Christian Science Board of Directors as follows:

"Inclosed is the annual letter to your Board from my Association of Students, together with a check of \$500.00 as an expression of love and loyalty for The Mother Church.

"I am also inclosing a second check for \$1,000.00 to be used in establishing a Trust Fund in the name of Association of Students of Mr. Neil H. Bowles, C.S.B. This fund is to be used to promote the welfare of the Association and should be so established as to ultimately have the residue of the fund go as a gift to The Mother Church.

"For your information in setting up the Trust, the Executive Committee of the Association acts only in an advisory capacity to the teacher and is not at this time invested with any authority.

"It is with much gratitude that we are able to establish this fund and have it as an eventual gift to The Mother Church."

This fund was established, as you all know, and the history of it is contained in our files.

The purpose of the fund was to be two-fold. 1- To provide additional income for the Association when it would be small in number and the annual dues might not be adequate to well support the work of the office and pay for the best possible addressers. It was anticipated that at that time the income from the principal alone would be adequate to supplement the dues, and we would never have to draw on the principal of the fund. Therefore the entire principal would eventually go to The Mother Church as a gift from the Association. 2 - One of the sources of income for The Mother Church has always been yearly gifts from Christian Science associations of pupils, and The Mother Church has counted on them, so the second reason for the establishment of these funds is to provide income for The Mother Church after the associations are disbanded. We have requested that the trust fund from this Association be allocated to the trust fund for the support of The Christian Science Monitor.

March 30, 1984

This Association has always been very generous each year in adding to our Trust, and it would be my great hope that it would always have an inspired sense of continuing with this important activity of the Association.

At this date the Association has been contributing \$1,000.00 each year to The Mother Church as an outright gift, and about \$10,000.00 a year has been paid to our Trust. As of September 30, 1983, the market value of our Trust was \$117,183. Up to the present date the income from the Trust has been turned back into the principal.

On March 23, 1984, a request came from The Mother Church asking that we convert our revocable trust into an irrevocable trust. The correspondence on this is all in the file. We complied with their request and asked that the Association now begin to receive the income from the trust so that we could build a security fund of our own and at the same time continue to make our substantial gifts to the trust in Boston.

A handwritten signature in cursive script, reading "Neil H. Bowles". The signature is written in dark ink and is positioned above the printed name.

Neil H. Bowles

As Chair of the Executive Committee, I sought information from The Mother Church Board of Education regarding instructions for disposition of assets when our association disbands. I first e-mailed Holly Bolon, Administrative Assistant/Special Project, Board of Education, The First Church of Christ, Scientist, 617-450-2014. She forwarded my questions to William Beard in TMC Legal Department. Here is his e-mailed response:

From: "Beard, William (Bill)" <beardw@csps.com>
Subject: Re: From the Board of Education: A question about association bylaws
Date: August 2, 2018 at 7:59:20 AM CDT
To: Diana Palenz <dpalenz@att.net>
Cc: "Bolon, Holly" <bolonh@csps.com>

Hi Diana,

Thank you for providing a copy of the association's bylaws and Mr. Bowles' memo to the Executive Committee dated September 24, 1984 with respect to distributing all funds on hand at the time of disbanding to the "Neil H. Bowles Association of Students Irrevocable Trust with The Mother Church already established." These documents are very helpful in the following regard:

1. Article VI, Rules of Procedure, Section 2. Amendments in the bylaws provide a procedure by which to amend the bylaws.
2. I note Mr. Bowles' comment in this section that states "Your teacher cannot foresee a time or a situation when it would be desirable to amend these bylaws. A democratic and businesslike way of conducting the affairs of this association is provided in these bylaws."

You are wondering whether Mr. Bowles' written direction to the Executive Committee in regard to the distribution of funds upon the disbanding of the association is sufficient or if the bylaws should be amended to provide dissolution language.

While we cannot give you legal advice or direct how you should proceed, I can offer some points to consider, as follows.

- The association's members may not be aware of Mr. Bowles' written direction to the Executive Committee with respect to the distribution of funds on hand upon disbanding.
- The question of disbanding is for the individual association members to decide (See "Guidelines for Disbanding Associations" provided by the Board of Education attached).
- The issue of distributing the funds on hand at the time the association disbands is likely to be a matter of discussion by the members if they vote to disband.
- The Executive Board may wish to discuss whether it may be helpful for the orderly

operation of the association looking forward and in view of the democratic principles underlying the conduct of the association (since the President is no longer with you in person) to recommend that the members vote on amending the bylaws to provide a dissolution procedure, including the distribution of the funds on hand in accordance with Mr. Bowles' direction to the Executive Committee.

- If the association were to be formed today IRS rules require all nonprofit charitable organizations to include a dissolution provision in its organizational documents (Articles of Association, Articles of Incorporation, or Bylaws - as the case may be) which provides that the charity's assets must be distributed to another charitable nonprofit organization having a similar charitable purpose (in this case organizations whose purpose is to promote and extend Christian Science).
- FYI, I searched the State of Georgia Secretary of State's website and it does not appear that your association is incorporated, therefore it does not appear that a dissolution plan would need to be filed with the Secretary of State upon disbanding. The association appears to have been legally formed as an unincorporated nonprofit association. Having said that, Georgia state law may also require that a charitable nonprofit organization distribute its assets upon disbanding/dissolution to another charitable nonprofit organization having a similar charitable purpose (such as TMC). The Executive Committee may wish to confer with a licensed GA attorney if it has legal questions involving GA laws.

I hope that you find these points helpful.

Please feel free to get back to me if you have any questions.

Kind regards,

Bill Beard

William J. Beard
Associate Counsel
Office of the General Counsel
The First Church of Christ, Scientist
210 Massachusetts Avenue
Boston, MA 02115
Tel. 617-450-3323

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Attached to this e-mail was the document titled "Association Guidelines for Disbanding rev. 2016.pdf". It is saved separately.

GUIDELINES FOR DISBANDING ASSOCIATIONS

While our Leader, Mary Baker Eddy, made no specific provision in the *Church Manual* for the disbanding of an association, the time may come when an association wishes to do so, and this is a permissible step to take.

The question of disbanding is for the individual association members to decide. The executive committee can, if it wishes, apprise the remaining members of the current situation in the association, and by means of a simple ballot ask whether it is their wish to disband. In the spirit of democracy, however, before taking this final step, the committee might distribute a questionnaire to understand better the leadings and suggestions of its members, in the event that other solutions can be found. If a vote to disband is taken, the members can then be notified of the decision that was reached.

If the vote is to disband, the executive committee can actively encourage the members to attend another association meeting. In this spirit, it is helpful for the executive committee to give the members some form of written statement as to the status of the association, and confirming the fact that they have been members of it. (Sample wording is enclosed.) This information is often helpful to members in seeking individual invitations to attend the associations of other loyal teachers (or associations without a teacher), which they are privileged to do under Article XXVI, Section 7, of the *Church Manual*. An invitation can be requested on a yearly basis from any teacher whose association one desires to attend, or from the executive committee if the teacher is no longer present. No class-taught student, therefore, is deprived of the fresh inspiration to be gained from annual attendance at an association meeting.

When an association disbands, it's important that records and papers of possible value be distinguished from material which can be destroyed. The retention schedule on page 3 lists the kinds of documents desired for The Mother Church's historical files. They should be sent to:

The First Church of Christ, Scientist
Office of Records Management, Attn: Associate Registrar
41 Clearway Street, P04-20
Boston, MA 02115-3133

In most countries, including the U.S., associations are tax-exempt organizations. When a tax-exempt organization terminates its activities, it generally must distribute its remaining assets to another tax-exempt organization with a similar purpose.

For this reason Christian Science pupils' associations should distribute their remaining assets to organizations whose purpose is to promote Christian Science and whose missions are consistent with those of the Church of Christ, Scientist. Such organizations include, but are not limited to:

The First Church of Christ, Scientist, in Boston, Massachusetts (The Mother Church)
Other Christian Science Pupils' Associations
Branch Churches of Christ, Scientist, or Christian Science Societies
Christian Science organizations at universities and colleges
Christian Science Committees on Publication

The association's by-laws should specifically designate where these assets should be distributed upon dissolution, including how any assets received by the association after its dissolution should be distributed (e.g., later estate gifts).

If there are questions or any complicating factors, it can be helpful for the association to consult with legal counsel when distributing its assets.

If assets are distributed to The Mother Church, please send to:

Treasurer of The Mother Church
210 Massachusetts Ave., P05-10
Boston, MA 02115

A letter, along with a check, should explain how the association would like for the assets to be disbursed, i.e., the General Fund, The Mother Church Endowment Fund, The Christian Science Monitor, etc.

For gifts of securities and money market funds, please call Gift Services at 617-450-3288.

If the association has incorporated under the laws of its state or country, it should also take legal steps to dissolve the corporate entity once the association has voted to disband. Again, it can be helpful for the association to consult with legal counsel when taking this step to dissolve.

The following is a sample of appropriate wording for a letter to be given to members of a disbanding association.

This is to certify that _____ received
Primary class instruction from _____, C.S.B.

The Christian Science Association of the Pupils of
_____, C.S.B., was officially disbanded
on _____.

Sincerely,

Secretary

**THE FIRST CHURCH OF CHRIST, SCIENTIST
OFFICE OF RECORDS MANAGEMENT**

**RETENTION SCHEDULE FOR MATERIALS
FROM DISBANDING CHRISTIAN SCIENCE STUDENTS' ASSOCIATIONS**

This list provides ideas and suggestions for Christian Science students' associations. Please feel free to contact the Office of Records Management if you have additional materials or have any questions about your materials. Terry McKelvey, in the Office of Records Management, can be reached at 617-450-7935, mckelveyt@csps.com

***MATERIALS THAT MAY BE DEPOSITED IN THE ORGANIZATIONAL ARCHIVES OF
THE MOTHER CHURCH***

BIOGRAPHICAL MATERIALS ABOUT YOUR TEACHER:

1. Biographical sketch of your teacher.
2. Memoirs/ Reminiscences of your teacher.
3. Photograph of your teacher (dated if possible).
4. List of articles by your teacher that appeared in the Christian Science periodicals.
5. List of other publications by your teacher.

INFORMATION ABOUT THE ASSOCIATION:

1. Bylaws of your association (if possible, please include current bylaws and a copy of all previous editions of the bylaws).
2. List of all students taught by your teacher.
3. Future bequests and gifts statement.
4. Executive committee records (these may include minutes and other documentation).

RETENTION SCHEDULE – (Continued)

OTHER HISTORICAL INFORMATION:

1. Material related to Mary Baker Eddy. This may include materials bearing her handwriting; we are also happy to check copies of letters written by Mrs. Eddy or items attributed to her, for accuracy and authenticity. Also, anecdotes about Mrs. Eddy, direct or indirect quotations from her, and any other related historical information may prove valuable. (We're happy to provide you with copies of any item you decide to donate to The Mother Church.)
2. Older files should be checked through with care. If you find historical references that seem unclear, please contact us; we'd be happy to give you information and/or documentation.

ASSOCIATION ADDRESSES:

The preservation of association addresses is an individual decision. Some associations ask for their retention in the Archives; others feel that addresses should not be retained. Those who choose to have their association's addresses retained in the Archives will be able to view the addresses by scheduling an in-person visit with the Office of Records Management at The Mother Church in Boston. All association addresses are considered confidential and are only viewable by the members of your association.

MATERIALS THAT CAN BE DESTROYED:

- All duplicate materials.
- Miscellaneous materials, for example class notes, letters, reports, and manuscripts — are usually destroyed, but the ultimate decision is left to the association.
- **Financial records**, such as **cancelled checks, receipts, bank statements, and invoices** should be retained by a designee in your community for about seven years after dissolution. As retention laws vary by state and country, you may want to consult with an attorney on this point.

(Revised November 2016)

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

1045 PEACHTREE RD., N.E.
ROOM #~~2626~~ 728
ATLANTA, GEORGIA 30309
355-5920

July 28, 1982

NOTES FOR THE EXECUTIVE COMMITTEE:

1 - No one is to address the Association at any time who has in his or her background the false teaching (promoted by the Bliss Knapp group) that Mrs. Eddy is the woman of the Apocalypse. The Archives have the following statement written by Mrs. Eddy in 1896: "It (referring to that false concept) has no more validity than to fancy a statue of Liberty represented by a woman resembling some individual's form or face, then name it that individual." Mrs. Eddy's statement has also been quoted verbally in Normal Class by Richard J. Davis as "I am no more the woman of the Apocalypse than the Statue of Liberty is liberty." Mr. Bowles' Normal Class teacher was Richard Davis, who was taught by Bicknell Young, who was taught by Mr. Kimball. (The Cobb students have had the incorrect teaching.)

* 2 - A paper which Mr. Bowles will prepare covering the six footsteps of treatment is to be read at every Association meeting.

3 - Mr. Bowles will select one or two of his former addresses from which the Executive Committee will make the final selection, and this may be read at the Association meeting the first year after the Executive Committee is activated. However, in subsequent years no former addresses are to be used.

4 - Mr. Bowles has asked that Loretta Burdick continue as permanent secretary of the Association for as long as she wishes to remain.

Neil H. Bowles

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

2045 PEACHTREE RD., N. E.
ROOM #~~712~~ 728
ATLANTA, GEORGIA 30309
355-5920

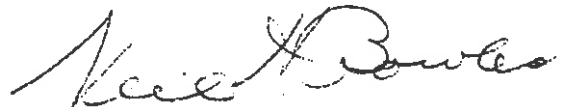
August 6, 1982

NOTE FOR THE EXECUTIVE COMMITTEE:

From time to time I will be making memoranda of things I would like to have the Executive Committee of this Association observe at the time when they might come into the management of the Association.

While Mrs. Bowles, of course, is not a member of the Association and has no vote in the decisions of the Association, it would be my hope that such things as she might desire to offer for the Executive Committee's consideration would receive a most loving attention. This recommendation can apply to many points of consideration; for instance, no one would know better than Mrs. Bowles about experienced Christian Scientists who are not teachers who would be qualified to address the Association, and her recommendation would be invaluable.

Neil H. Bowles

A handwritten signature in cursive script, reading "Neil H. Bowles". The signature is written in dark ink and is positioned below the typed name.

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

2045 PEACHTREE RD., N. E.
ROOM # 312 728
ATLANTA, GEORGIA 30309
355-5920

August 23, 1982

NOTES FOR THE EXECUTIVE COMMITTEE:

- 1 - It would also be my desire that as long as Mrs. Burdick would be secretary to the Association she sit in on the Executive Committee meetings because her knowledge of the Association affairs would be most valuable. Whether this procedure would carry over with some other secretary being in that position, I would feel that would be a matter for the Executive Committee to determine themselves. However, with any secretary dealing constantly with the affairs of the Association, the Executive Committee might find it valuable to have the secretary sit in with them at their meetings.
- 2 - In selecting a speaker to address the Association, great care should be exercised in inquiring into the qualifications of the prospective speaker. They should have had considerable experience in the practice work, and often one of the lecturers would be a good candidate for consideration. However, there again, care should be taken to learn the background of their teaching. As my pupils know, my teachers in Christian Science, Primary and Normal classes, were Professor Hermann S. Hering and Richard J. Davis.
- 3 - I have given Mrs. Burdick instructions as administrator of Mrs. Bowles' and my wills, or of the survivor's will, to destroy all of my Association addresses except one which she will be given and might well be used as the Association address for the first year I might not be with you.

Neil H. Bowles

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

52 BRIGHTON ROAD NE
ATLANTA, GA 30309

September 18, 1988

During the past few months, Mr. Bowles has verbally asked Don Dietrichs, Rick Niles and Jayne Sherman to serve on the Executive Committee. Frank Goodman was asked to be on it more than a year ago (verbally). All have accepted. Don Dietrichs was asked to serve as Chairman, and his signature is now listed on our Association checking account to sign as one of two signatures, together with Loretta Burdick. Both of their signatures will be required on checks when Mr. Bowles himself does not sign the checks.

The Executive Committee at present consists of the following members: Frances Briggs

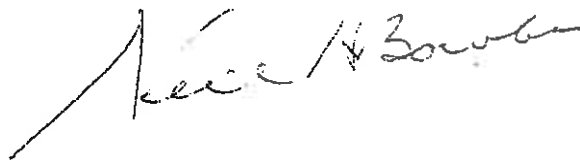
Don Dietrichs

Frank Goodman

Martha Irby

Rick Niles

Jayne Sherman

A handwritten signature in cursive script, appearing to read "Neil H. Bowles", written in dark ink.

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

TELEPHONE POLL OF EXECUTIVE COMMITTEE - AUGUST 17, 1997

The Committee was polled by Chairman Janet Long regarding a question raised by one of the Committee members: Shall we call a special meeting to discuss a contribution to the Longyear Foundation's proposed building project?

In March of this year copies of letters regarding this fund-raising project from two Association members -- Ann Fisher of Naples, Florida, and Helen Miller of Oviedo, Florida -- had been sent to all Executive Committee members for their information.

The poll resulted in five members voting against a special meeting for this purpose and one member voting for it. No special meeting will be held.

Loretta S. Burdick

Secretary

10-18-97

Date Approved

Most all of the committee members felt the Longyear (10 yr. fundraiser program) was not a priority now. There are other projects like The Mother Church Restoration, also Chestnut Hill. Mr. Bowles did not take money from the Association to give to projects, except The Mother Church and the Defence Funds & once to 1st Church Atlanta - our Church home. Several members close to Mr. Bowles felt he would not want his name on a brick at Longyear. Several said people should make individual contributions over the 10 yrs. While Mr. Bowles gave individually to causes, he did not give to Longyear. Most thought a lot of prayer was needed, and also let less people look at Association's finances & be aware of less contributions & desire to give a proper fee to speakers as well as all travel and

MEMORANDUM

February 11, 1995

TO ALL EXECUTIVE COMMITTEE MEMBERS -- PRESENT AND FUTURE:

At the time that the Association is disbanded, all full texts of our guest speakers' Association addresses are to be destroyed.

(See minutes of Executive Committee meeting of February 7, 1995.)

Loretta S. Burdick

Loretta S. Burdick
Secretary

November 7, 2001

Executive Committee

Neil H. Bowles, CSB, Prepils Assn.

Dear Friends,

Thank you all for your gracious gift of Mr. Bowles' bust of Abraham Lincoln and the framed quotation that accompanied it. It has meant a great deal to me for several decades, and I will continue to treasure it always.

My thanks, too, to Janet and Mike for their part in this happy surprise.

Love to all,
Loretta

**The Christian Science Students' Association
of the Pupils of Mr. Nell H. Bowles, C.S.B.**

1041-D North Jamestown Road, Decatur, Georgia 30033-3639 - Tel (404) 633-5277

December 11, 2002

TO THE MEMBERS OF THE 2002-2003 EXECUTIVE COMMITTEE:

Judith Felch

Sandra Grow

Adelaide Heisel

David Perkins

Charles Stocking

Richard Weaver

Subject: Loretta Burdick

Dear Friends:

This is a message that we wish we did not have to relay to each of you, but we have been told that Loretta Burdick has recently passed on. This past Sunday morning Joy Nowell, with her husband Tom, went by her mother's home to take her to church with them and found that she had passed on.

Michael and I have sent flowers to Joy and her family with a short note included. In representing the association we will also write a loving note to her expressing the association's sympathy and concern, which is always done. In addition with Joy's permission and review, we will include a note on her mother's passing in our normal January letter to the association.

We understand that each of you may want to express your condolences to the Nowells as special friends or as a member of the executive committee of the association, which Loretta so faithfully served over many years. Their address is Joy and Thomas Nowell, 197 Fortune Road, Newbury, NH 03255, and their home telephone number is 603-938-6054. As an alternative to giving flowers they have suggested that a small contribution be given to their church, which Loretta had just joined as well. That address is First Church of Christ, Scientist, New London, P. O. Box 1115, New London, NH 03257.

The Bowles were very close to Loretta in many ways as you would expect, to entrust her as the secretary of our association and where Mr. Bowles requested that she be allowed to stay as secretary as long as she wished. She was also an executor to both Mr. Bowles' and Mrs. Bowles' wills.

A number of years ago Loretta's husband and son passed on within a few days of each other. The Bowles helped her through that time in her life which was a very difficult time for her, and for Joy her daughter. She had a sister who passed on a few years ago which may have entered in to her

Letter to Executive Committee
Subject: Loretta Burdick
December 11, 2002
Page 2

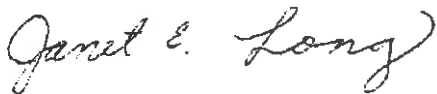
deciding to step down from the association duties, since she was required to take on new duties in caring for her sister's daughter, who is in need of a constant level of care and assistance. She, in fact, had yet to finalize accommodations for her niece, where she and Joy could be there for her, near their own homes in New Hampshire. Loretta had a great joy and satisfaction in her two very accomplished grand sons, the children of Joy and Tom.

Please call us if you think of any detail that we should attend to or if you should have any questions.

Michael and I have come to appreciate Loretta and love her for her dedication and service to the association, especially for her extensive help and planning which she provided to us in our transition in assuming the secretary duties, and for our relationship with her over many years as a good friend in her extended family of Bowles' students and Christian Scientists here in Atlanta.

Loretta will be greatly missed. Our Leader assures us, "Where God is we can meet, and where God is we can never part." (Miscellany 131:20) May the Nowells feel the comfort of this divine Love that is infinite and ever present to sustain and strengthen them - and us all.

Lovingly,

A handwritten signature in cursive script that reads "Janet E. Long". The signature is written in dark ink and is positioned below the word "Lovingly,".

Janet E. Long,
Secretary

Keeping our association identity

MERYL L. HOLT

Students of Christian Science who have taken Primary class instruction (which is one of the happiest and most important of all human experiences) have the added gift of a lifetime membership in an association of the students. Although all teachers teach from the chapter "Recapitulation" in *Science and Health* by Mrs. Eddy, each teacher's presentation of the teaching is individual and unique. A respectful recognition of the distinct individuality and identity of each association helps us demonstrate the brotherly love that unites and embraces all students of this Science in the teaching found in our textbooks—the Bible and the writings of Mary Baker Eddy.

A shepherd and his flock

A close relationship exists between a teacher and his students and between the association members. This united group, following the inspired teaching they have been given, could be likened to what the Bible describes: "I will set up shepherds over them which shall feed them: and they shall fear no more, nor be dismayed, neither shall they be lacking, saith the Lord."¹ What a privilege it is to be part of such a flock! We are assured in *Science and Health*: "The pure and uplifting thoughts of the teacher, constantly imparted to pupils, will reach higher than the heavens of astronomy . . ."²

The teacher's guidance is continuous—not limited to the classroom or the yearly association meetings. The teacher's students share a common calling (1) to demonstrate individually and collectively the teachings of Christian Science; (2) to dedicate themselves to the furtherance of this Science; (3) to attend and support the yearly meetings of their association. The teacher stays with his

flock, and his flock is not to roam. This limitation is a protection and a blessing.

Visiting other associations

Considering the fact that each pupil is best cared for at his own annual association meeting, and is needed there, why does Article XXVI, Section 7, in the *Manual of The Mother Church* by Mrs. Eddy make a provision for pupils to attend each other's associations?

Certainly, this activity is too important to think of as a social visit. This provision covers the need of those who are temporarily unable to attend their own meeting. Another association may then invite them to hear its address. (They are not invited to the business part of the meeting.) This is a beautiful example of brotherly love within our Church. Visitors are grateful for the accommodation but do not "stay." It is a "visit." (The experience might be likened to that of a lamb separated from its flock: another shepherd finds it, cares for it, and returns it to its right fold.)

Cherishing our association

Sometimes we might wonder about other associations—what they are doing, how they are doing it, and how they compare to our association. Should we feel curious, let us remember that it is the message at our own association meeting that best cares for us. We do not need to look around for something different.

If we think we would like to attend another association because it is more convenient than our own, we would be wise to rethink why we chose our teacher. Convenience probably had little to do with it. We looked for the teacher who could best teach us, one we respected and wanted to learn from; prayerful thought

was given to the selection, and that selection includes our association membership.

A genuine desire to fulfill our commitment and attend our yearly meeting is a form of prayer; it opens the way for us to attend. Under the guidance of divine Mind, we will find the way.

I had an opportunity to prove this a few years ago when a physical disorder threatened my association attendance; but the desire to meet with my fellow members and support the entire group with my presence overruled the suggestion of inconvenience or impossibility. With the loving help of a fellow member and the dedicated work of a practitioner, I made the trip successfully. Although able to sleep but little the night before the meeting, I felt refreshed when morning came. Taking a stand to be present at the meeting broke the mesmeric fear that appeared so limiting. I attended the meeting and listened to every word. This proved to be a turning point in the healing process, and I was soon completely free. The Bible promises: "A faithful man shall abound with blessings."³

Because the *Manual* is God-inspired, we need to give special consideration to sheltering the student-teacher relationship. The journey from sense to Soul can be uniquely supported through a close and continued association with the teacher who has lovingly disciplined and instructed us.

We can cast aside personal attachment—whether to our own or another teacher—by knowing that divine Love governs us. Divine Love, Principle, understood and demonstrated, smooths our way; it elevates our affections and frees us from the impulses of corporeal personality. "In Science, divine Love alone governs man . . .,"⁴ Mrs. Eddy tells us.

Should problems arise within our association, or should there be need for improvement, our duty is not to run but to stay and work! This is the time to express love, compassion, humility, and patience—and to intelligently seek a solution. The Bible promises, "With God all things are possible."⁵ Situations thus handled bless and strengthen our association and perfect our own experience.

If our teacher is no longer with us

We need to be especially on guard and resist the temptation to wander from our association when our teacher is no longer with us. "The tempter is vigilant, awaiting only an opportunity to divide the ranks of Christian Science and scatter the sheep abroad; but 'if God be for us, who can be against us?'"⁶ writes Mrs. Eddy. How important it is that we retain our association identity and not lose the fulfillment of its purpose!

One of the tempter's subtle suggestions is that guest speakers do not satisfy—that what we need is a real live teacher. What the tempter is actually saying is that the *Manual of The Mother Church* does not properly provide for associations with departed teachers or that we are unable to do our part in carrying out the provision. But Mrs. Eddy has stated in Article XXVII, Section 2, of the *Manual*, "Those beloved brethren whose teacher has left them, can elect an experienced Christian Scientist, who is not in charge of an association of students and who is ready for this high calling, to conduct the meetings of their association."

The fact is: We don't need a second teacher. The business of our association, the following of our association bylaws, the selecting of suitable speakers, the fellowship we have with one another, the

sharing of fruitage—all of these can show forth our teacher's teachings and the spirit of his or her loving counsel.

A guest speaker encourages us to continue in the way we have been taught. He makes us aware of the problems of the day and alerts us to work them out in a scientific way. The *Manual* provision for "an experienced Christian Scientist . . . to conduct the meetings of their association," is God-directed, and it satisfies. We cannot improve on this provision. This By-Law prevents us from making the mistake of having two teachers. In referring to the action of her own students, our Leader, Mrs. Eddy, writes, "A general rule is, that my students should not allow their movements to be controlled by other students, even if they are teachers and practitioners of the same blessed faith."¹

At times a speaker's message may not satisfy because a student is grieving over the absence of his teacher. We make a good start in overcoming grief when we stop thinking of the guest speaker as a substitute for our teacher. No one can take our teacher's place, and no one needs to. The guest speaker is an addition to the scene. Through his inspiration we receive an impersonal message of the Christ (for good is not limited to or bestowed through or by mortals but is immortal and ever communicated through Mind, not a corporeal person).

There is an important difference between (1) association members going to other associations to hear an address, and (2) a speaker coming to the association. The latter leaves the association intact and supports its identity and that of its members, while the former tends to disperse the sheep abroad and may lead to a weakening of the association. Unneces-

sary visiting diverts students from their purpose and deprives them of the joy of being in their teacher's fold.

If we are actively practicing what we have been taught, we maintain a feeling of closeness to our teacher. A grateful, listening heart reaches out and feels the teacher's guidance. Although my teacher passed on many years ago, his instructions are still guiding me. My association meetings are happy events, and we follow closely our teacher's teaching. Twice I have witnessed my fellow students unite in thought and action and thereby correct a mode of conduct that was not in accord with our teacher's instruction. What a joy to see faithful students pressing ahead!

Returning to one's association

If we have been out of touch with our association for quite a while, we needn't find it hard to return. It is never too late to rejoin one's fold. An association needs its members, and the members need their association; this union is part of the structure of the Church. Love for one's teacher and gratitude for his teaching will open the way for the strayed member to go back to his flock. The student's return will strengthen his demonstration of Church. It will also strengthen his association and the whole Christian Science movement.

Membership in an association is a very special experience. Nothing can take its place. It is an inheritance to be valued and treasured.

¹ Jer. 23:4.

² *Science and Health*, p. 235.

³ Prov. 28:20.

⁴ *Man*, Art. VIII, Sect. 1.

⁵ Matt. 19:26.

⁶ *Retrospection and Introspection*, p. 85.

⁷ *Ibid.*, p. 82.

An association meeting: a day of eternal remembrance

Ralph Byron Copper

A universal truth undergirds the convening of a Christian Science Students Association. It impels both a student's prayers for and attendance at his or her association meeting. It is the great Bible truth "And they shall be all taught of God."¹

Prayer for each year's meeting is enhanced by a student's knowing that the association is already the result of prayer—of Mary Baker Eddy's own prayers to safeguard her discovery of Christian Science and to aid her followers everywhere and for all time to come in their demonstration of that discovery. We find answers to her prayers recorded in her *Manual of The Mother Church*. She once said of the *Manual By-Laws* that "each one was the fruit of experience and the result of prayer."²

Just think of it: each Christian Science Students Association meeting, held in obedience to Articles XXVI and XXVII of the *Manual*, is the result of Mrs. Eddy's own prayers. And in a very real sense God is still answering those prayers! For God's provision, as revealed to our Leader, is still in effect. By our prayers for and attendance at our associations, we're having part in God's answer. Recognition of this fact confirms the healing and redeeming purpose of each year's meeting.

An association meeting is fundamentally religious in purpose, sentiment, and conduct. What rightly impels students to attend their associations isn't ritualistic habit, superstition, or mere personal or sentimental attachment. The genuine motive power for all right activity, individual and collective, is God Himself. Divine Love is the real drawing power of an association meeting.

Pupils come together annually for a sacred purpose—to learn better how to worship the One who has brought them together. To glorify Him more fully by bearing greater witness to His goodness, power, and love in their lives. In this

way they're able to learn more about themselves as the man of God's creating, His perfect reflection and expression.

The best way any of us can show proper love and gratitude for God's provision of Primary class teaching is to show loyalty to the Leader who, in obedience to divine direction, established the office of authorized teacher of Christian Science and that of class-taught pupil. It's to show reverence for the Master, Christ Jesus—a reverence that was never absent from Mrs. Eddy, either before or after her discovery. It's to show the same devotion to God that our Master taught his disciples and lived so supremely himself. This unbroken chain of love links us to God—the source of all true love—and unites us with all those who love God. With *all* those.

In this union of faithful love, neither time nor space can undo the divine purpose evident in Primary class instruction. An active love for God, having rightly brought pupil and teacher together in the first place, is what properly keeps them together in steadfast loyalty to Truth. Neither life nor death can annul the law of right attraction, which is also the law of divine continuity.

An association of students whose teacher is no longer present is not without the one Mind to guide it. When we detach the mortal notions of beginning and ending, coming and going, from our concept of what an association meeting represents, we'll be able to reap the benefits of more than just a single day's talk.

Whether the person conducting the meeting is the teacher or a guest speaker, students can find emerging from the meeting a continuity of spiritual good. A continuity of purpose. A continuity of inspiration and dedication. A continuity of teaching that brings out in new and fresh ways the infinite dimensions of divinity already revealed in the Bible and Mrs. Eddy's writings.

These textbooks of Christian Science consti-

tute an impersonal and universal standard for the accurate impartation of scientific knowledge at every association meeting around the world. Although this standard is exact in its statement of Science, it allows for infinite variation of theme. Individuality of expression and understanding isn't sacrificed by being conformed to Truth. Truth reveals itself in unfoldment that is eternally fresh, never stale or redundant. That's why every expression of Truth must be original in both eloquence and comprehension.

Spiritual sense, in an act of true memory, views existence in terms of what is, not what was. This immortal sense called memory—in other words, this continuous understanding of things immortal—expresses the immediacy of all-knowing Mind.

Each Christian Science Students Association fulfills in a vital way the office of the promised Comforter, "the Spirit of truth," which Jesus said "shall teach you all things, and bring all things to your remembrance, whatsoever I have said unto you."³ An association meeting testifies to the spiritual fact that true memory is immortal. Each of us as the child of God, the expression of omniscience, possesses only one Mind—the Mind of Christ, which never forgets but always knows.

Immortal memory, unlike human memory, so-called, is an act of spiritual sense bearing witness to the continuity of God's wisdom and intelligence in man. Rightly understood, genuine memory isn't a faculty of the brain recalling past knowledge gained through accretion over many days gone by. In fact, memory as God bestows it has nothing to do with a mortal past. It doesn't look back with nostalgia or sorrow to a supposed time of greater good than now. Such a backward view of existence is retrogressive and harmful, as Lot's poor wife found out—much to her saline regret!

Spiritual perception, on the other hand—or absolutely speaking, on the only hand—is restorative and progressive. It gives us beauty for ashes. It restores the years that the locusts are

supposed to have eaten. It sees all existence in the present tense and therefore always in current view.

The Comforter, bringing all things to our remembrance, identifies the good we've associated with the past as an eternally present fact of creation. Spiritual sense, in an act of true memory, views existence in terms of what is, not what was. This immortal sense called memory—in other words, this continuous understanding of things immortal—expresses the immediacy of all-knowing Mind.

What is called the human, mortal mind is a counterfeit of the divine Mind. The mind of mortals is basically sequential in nature. If it looks to the north, it must first turn from viewing the south. To start adding in arithmetic, it needs to stop subtracting. No matter how it measures time—in seconds or centuries, annually or millennially—this false, finite mentality is both limited and limiting in scope, and it must yield, through spiritual regeneration, to the one, eternal Mind.

Divine consciousness is infinite in nature. Its thoughts are simultaneous; it knows all things, and does all things, in the same eternal moment. The Mind that is omniscient Spirit doesn't stop knowing you (as it's idea) in order to know me. And it most certainly hasn't stopped knowing, loving, and maintaining the true idea, or identity, of those that human sight can no longer see. The one Mind encompasses us all—all those that the sequentially limiting mind of mortals reckons to be in either the past, the present, or the future.

According to eternal sense, all identity and all understanding of all identity are current—never prior or subsequent to right now. Hence never forgotten or unknown. This is genuine memory as God causes it to be, and it's something we each can possess and express. The Bible puts it this way: "That which hath been is now; and that which is to be hath already been; and God requireth that which is past."⁴

Everything good in what we call the past, God requires for His present completeness and perfection. The passage of time has no power to take from us what God permanently bestows on His creation. Loss of intelligence, labeled as forgetfulness or insanity; loss of love and happiness, cloaked as grief or enmity; loss of health, diagnosed as disease; loss of usefulness, classi-

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fied as unemployment—such losses are, according to spiritual sense, nonhappenings, having no actual occurrence or validity in the infinite realm of God.

When heaven is found to be here on earth—at hand and within us, as Jesus taught and demonstrated by healing others—the notion that anything good in our lives has ever been lost (and that therefore something bad has occurred in its place) will disappear from our experience, leaving no trace of anything untoward as having ever really happened. Such correction is similar to the way a water-mirage in the desert vanishes before our sight when we gain a better perception of things. In its “going” the mirage leaves behind no trace of wetness on the spot where water never really was.

The good that sequential thinking ignorantly disposes of as something past and gone has in reality never been relinquished by God and therefore has never been lost to His reflection, man. True memory, or eternal spiritual sense, is always capable of seeing and demonstrating what *still* is.

What took place when two of Jesus’ followers journeyed to Emmaus after the Master’s crucifixion and resurrection is an example of immortal memory brought to light, of God’s requiring “that which is past” to be brought to remembrance, to present understanding. Mrs. Eddy explains: “In the walk to Emmaus, Jesus was known to his friends by the words, which made their hearts burn within them, and by the breaking of bread. The divine Spirit, which identified Jesus thus centuries ago, has spoken through the inspired Word and will speak through it in every age and clime. It is revealed to the receptive heart, and is again seen casting out evil and healing the sick.”¹

In a special sense, attending an association meeting can represent each pupil’s individual journey to Emmaus. The truths voiced at the meeting evidence the fact that the divine Spirit is speaking to each of us through the inspired Word. The Christ, Comforter, in bringing all things to our remembrance, ensures that not a single truth can ever really be lost or forgotten by us. In the life of every student of Christian Science, none of Jesus’ words of truth, none of Mrs. Eddy’s, none of a teacher’s or guest speaker’s, will pass away until all be fulfilled.

And, yes, our hearts in coming to know Christ, Truth, more fully will burn within us, with a celestial fire that can never be put out. The joy and fresh promise that we felt on the first day of class instruction are forever ours to feel again and again and again. And the dedication and loyalty to God and to His Cause, Christian Science, that we felt on the last day of class are equally ours today and forever. The good that God impels in us He sustains in us.

The resurrective Christ within consciousness can never be extinguished. It glows within us and shines through us. This champion against humdrum living lifts mankind above the dead level of monotony, ritualism, passivity. What burns within us keeps us alive, awake, and on fire with goodness!

Christian Scientists who daily dwell on the things of divine Spirit, and who strive to abide by them throughout the day, can never grow blasé about the truth of spiritual being, and consequently cannot grow listless or helpless in life. Their first love stays first. They daily perceive the “new tongue” with new eyes and new ears—with eyes that haven’t grown accustomed to the “same old words,” and with ears that haven’t “heard it all before.” For them the beauty of holiness never loses its luster.

As we express that Mind which was also in Christ Jesus, we’re able to pray daily, read our Bible Lessons,² attend our church services—all in a spirit of newness and wonder. Clearly, our church services, lectures, and association meetings need our inspired attentiveness as well as our faithful attendance. Spiritual sense, like the mercies of God, is new every morning.

As loyal Christian Scientists, we can trust God’s Comforter, divine Science, to bring all things to our perpetual remembrance. The Bible says of God, “He hath made his wonderful works to be remembered.”³ A Christian Science Students Association meeting is meant for just such remembering. It testifies to the eternal fact that the continuous glory of Truth and Love is unforgettable.

¹ John 6:45.

² *The First Church of Christ, Scientist, and Miscellany*, p. 343.

³ See John 14:16, 17, 26.

⁴ Eccl. 3:15.

⁵ *Science and Health*, p. 46.

⁶ In the *Christian Science Quarterly*.

⁷ Ps. 111:4.

Executive Committee Members 2018 (2-A)
The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.

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Past Executive Committee Members (2-AA)
The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.

Dates of Service Serving on the Executive Committee
Beginning and Ending on Association Day

Beginning	Ending	Woman	Man
11/2005	11/2008	Helen Miller	Bruce Butterfield
11/2006	11/2009	Carol Stocking	William Heisel
11/2007	11/2010	Ruth Carlson	Bob Hodges
11/2008	11/2011	Shelley Rankin	Richard Requarth
11/2009	11/2012	Ivamae Hawley	James Sprague
11/2010	11/2013	Jean Jones	Joseph Lawson
11/2011	11/2014	Joey Norris	Michael Collins
11/2012	11/2015	Janilee LaBastie	Chuck Stocking
11/2013	11/2016	Joan Ware	James Howe
11/2014	11/2017	Susan Irby	Wally Dingee
11/2015	11/2018	Diana Palenz	John Stevens
11/2016	11/2019	Julie Worley	Warren Fairbanks
11/2017	11/2020	Robyn Bartlett	Don Dietrichs

Executive Committee Annual Business Meeting Agenda (2-B)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

This document combines the agenda for the November Annual Business Meeting and a list of items which need to be addressed by the Executive Committee throughout the coming year. As time allows to cover the major items in the November Annual Business Meeting and then the meetings will proceed via e-mail discussions and conference calls led by the Chairman of the Executive Committee. (Please put "Bowles" in email subject line)

Annual Meeting Executive Committee Agenda:

Date: Time: Place:
Executive Committee Members Present/Absent:

Open Executive Meeting with Daily Prayer by Mary Baker Eddy

1. Sec.-Treas. Makes Introductions of All Committee Members (2-A)

Everyone should have the Yearly Working Notebook with them.

2. Election and Appointment of Officers (Conducted by Sec.-Treas.)

- a. Elect Executive Committee Chairman: (one person receives a majority of votes)
- b. Provide the new Executive Committee Chairman with the Chairman's Notebook
- c. Review Association By-Laws (1-B) as needed

3. Elected Chairman now runs the Business Meeting

- a. Sec.-Treas. reviews the Minutes from last year's meetings

4. Identification of Nominees for Executive Committee for next year:

a. Using reference materials Considerations for Executive Committee Members (2-C) and other lists for consideration are made available from the Sec.-Treas.(Attendance of Association Day and Membership Dues). **All Executive Comm. members will be asked to bring the names of at least 2 men and 2 women to this meeting.** The Sec.-Treas. should also have available a list of those who are not eligible this year because of service on the Executive Committee within the last three years (2-AA).

Women

Men

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Alternates (preferential order)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

b. After this meeting, the Sec.-Treas. will send to the **Executive Committee Chairman Nominee Work Sheet (3-D)** to the Chair and the Chair will contact those whose names have been proposed to determine their willingness to be nominated. If at all possible, these calls should be completed in December, since the ballot is to be sent to members in January.

5. Report on Membership and Attendance (Sec.-Treas.)

- a. Oral report-Number of Members attending Association Day _____
- b. Oral report-Number of Visitors Attending Association Day _____
- c. Sec.-Treas. Reads and Exec. Comm. approves **Letter to Non-Attendees to Association Day (3-C)**.
(This is a procedure established by Loretta that keeps the members in touch with the Association who do not regularly come to Atlanta for Association Day.)
- d. Updated Membership List (8-A) to be passed out for Notebook

6. Financial Business

- a. Distribute **Financial Report (4-C)** read at Association meeting (Sec.-Treas.)
- b. Distribute **Financial Review Committee Report (4-B)** for the fiscal year just ended.
- c. Sign current **Bank Signature Cards** by Chairman and Sec.-Treas.

7. Unfinished Business (motion, and made by _____)

8. New Business (motion, and made by _____)

9. Various items from the list below can be added as time allows and the Chairman with others can decide which to include.

Close the meeting with the Sixth Tenet

Time Adjourned:

Secretary _____ Date Approved _____

The following agenda items have been moved from the main agenda, because they do not require action at the Executive Committee November Annual Meeting. If time allows, the Exec. Chairman may choose to take up some of additional agenda items. (The suggested dates are to distribute the Executive Committee's duties to correspond with the Sec.-Treas.'s responsibilities.)

By January:

10. Appointment of Letter Writing Committee (5-A) a letter accompanying the check going to The Mother Church from the Association. **Each Executive Committee member should have at least one name to suggest for this committee.** (Note that this might be a service opportunity for someone who supports the Association but is not always able to attend.) Once names have been proposed, the Chair or another Exec. Comm. member will contact them, to ascertain their willingness to serve, asking one of them to chair the committee. The Sec.-Treas. then sends instructions and sample letters to the newly appointed committee members.

1. _____
2. _____
3. _____

Alternates

1. _____
2. _____
3. _____

By January:

11. Review of Association Guest Speakers and Nominations for Future Years

- a. **Scheduled Confirmed Guest Speakers (7-A)** located in Yearly Working Notebook
- b. **Review Qualifications for Prospective Guest Speakers (7-B)** Electronic Notebook
- c. **Review TMC Qualifications for Prospective Guest Speakers (7-C)** Electronic
- d. **Review Letter Association Questions for Prospective Guest Speakers (7-D)** Electronic
- e. **Current Active Status of Prospective Guest Speakers (7-F)** Electronic
- f. **New Nominations of Prospective Guest Speakers:**

	Name	Contact Information	Nominated By Whom
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

5. _____
6. _____
7. _____
8. _____

g. Actions to be taken by the Executive Committee Chairman: after contacting and communicating the request to be a Guest Speaker and if they are willing to fill out the Questionnaire, the Sec.-Treas. then sends the letter and questionnaire to those agreed upon by the Exec. Comm.

Anytime:

12. Associations' Archives- Records and Files

Optional Updates and Recommendations (11-A)

[This item has fallen off of our radar. We should ask the Sec.-Treas. for a list of what sort of records she keeps and where they are stored, and give her guidance regarding what items should be kept and for how long.]

In January:

13. January Mailing to all Association Members - Discussion/approval of January letter/enclosures

- a. Chair affirms proposed nominees' willingness to serve (three women and three men)
- b. Sec.-Treas. writes a draft of the letter, prepares ballot and admission cards, and obtains assignment letter from next November's Guest Speaker
- c. Exec. Comm. reviews, adds fresh inspiration, and approves letter
- d. Sec.-Treas. completes mailing

By March:

14. Association Revenues and Expenses (4-D) distribute 3 years (Sec.-Treas.) Amounts for payments and contributions to be made on the next Association Day are to be discussed, proposed, and approved by the Exec. Committee

- TMC General Fund
- First Church Atlanta
- First Church Atlanta, Custodian
- Guest Speaker Fee
- Speaker/Audio System Expenses
- Miscellaneous

In April:

15. Semi-Annual Financial Business Report is submitted to both Exec. Comm. and Financial Review Committee by Sec.-Treas., including Morgan Stanley Investment and The Mother Church Trust Fund statements

Between April and June:

16. Association Investments

- a. Request Investment Report and related Recommendations from Financial Review Committee
- b. Review Association Investments- **Investments Report (4-F)**
- c. Review **Financial Policy and Investments Report (4-E)**

In June:

17. July Letter and Enclosures

- a. Sec.-Treas. writes a draft of the letter, including hotel information, and obtains a second letter from the Guest Speaker
- b. Exec. Comm. reviews, adds fresh inspiration, and approves letter
- c. Sec.-Treas. completes mailing

In July:

18. Returned Questionnaires from Prospective Guest Speakers distributed by Sec.-Treas., discussed by Exec. Comm., which decides which ones the Chair should contact to invite them to speak and confirm the date for their address.

In August or September

19. Sec.-Treas. Yearly Appointment- Review Job/ Salary [This review was historically done by the new Chair and incoming Exec. Comm. at the November meeting. In 2018 the Exec. Comm. approved moving this to a conference call in September near the end of the Association year. The Sec.-Treas. will not be a participant in this call. The outcome (reappointment, salary determination, etc.) will need to be communicated by the Chair to the Sec.-Treas.]

Secretary reads **Yearly Summary of Polls** approval/corrections [This was replaced in the Nov. agenda with **Yearly Summary of E-mail Decisions**, since we have not referred to these decisions as Polls recently.]

In September:

20. Conference Call with Association Day Guest Speaker to share metaphysical ideas and discuss arrangements

In September or October:

21. Discussion/consideration of any rotation on the following Standing Committees [After discussion, the Chair or another Exec. Comm. member will contact the Standing Committee members who are approved for reappointment and, as needed, also those approved to fill any vacancies.]

- a. Financial Review Committee (chair and two additional members, see Bylaws)
- b. Association Day Arrangements Committee (chair, who then recruits needed members, including Association Day Counting Committee)
- c. Fellowship Contact Committee (chair, who then recruits needed members to be in touch with all Association members)

By October:

22. Letter to The Mother Church submitted by Letter Writing Committee reviewed and approved by Exec. Comm.

In October:

23. Annual Financial Business Report

- a. Sec.-Treas. submits annual financial information to Financial Review Committee
- b. Financial Review Comm. performs its review and reports to Exec. Comm. Chair
- c. Sec.-Treas.'s short Financial Report to be read during Association Business Meeting is submitted to Exec. Comm. for approval
- d. Chair's Annual Association Business Meeting Report is submitted to Exec. Comm. for approval

Considerations for Nominees to the Executive Committee (2-C)

**of The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.**

“After prayerful consideration has been given as to who may be best able to serve the Association and after determining who among them is able and willing to serve...”*

Suggested Considerations:

1. ***“able and willing”*** Actively participate in Executive Committee Responsibilities: Metaphysical, Organizational and Execution
2. Available to attend the Executive Committee Annual Business Meeting (immediately following the Association Day) and have internet access to reference the Neil H. Bowles Electronic Notebook.
3. Able to participate in conference calls and email discussions during the 3-year commitment.
4. Consistently, prayerfully embracing the metaphysical activity which protects and supports the healing work of the Association.

Other considerations:

1. Faithful, regular attendance to the Neil H. Bowles C.S.B. Associations
2. Consistent Financial Support of the Association
(note: when needed records are available from the Sec.-Treas.)

**** quoted from the By-Laws of The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B.***

Welcome Letter/Assignment for Executive Committee Members (2-D)

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

October, _____

Dear Executive Committee Members,

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

This letter is to welcome **the two new members** and **remind the current members** we will meet in the Sunday School back classroom of First Church of Christ, Scientist, Atlanta on Saturday, November ____, ____ following our Annual Association Day Address (around 5:00 pm).

Please bring to this meeting the following:

1. The Executive Committee Working Paper Notebook.
2. Read through the Executive Committee Annual Business Meeting Agenda (2-B)
3. Bring names of proposed nominees for next year's Executive Committee Election Ballot of (2 men and 2 women) who would be well qualified to serve on the Executive Committee for the next 3 years. (To help in this selection read Considerations for Nominees to the Executive Committee (2-C))
4. Bring one name proposed for the Letter Writing Committee
5. Please review Section 7 of the Notebook to understand Prospective Guest Speaker qualifications

Please review a copy of our **Association By-Laws (1-B)** and **Recommended Executive Committee Procedures (2-F)** to help understand how the Executive Committee works together efficiently and harmoniously.

Please be aware that the November Executive Committee Annual Business Meeting time takes approximately an hour and a half, so please notify others in your party.

Please feel free to contact the Secretary at any time for further explanation or questions you may have.

Welcome Aboard and Thank You for accepting this opportunity to serve Mr. Bowles!

**Sandy Grow Murray
8090 John McKeever Rd
House Springs, MO 63051
Phone: 1-979-716-7363**

Duties of Executive Committee Chairman

10-21-00

1 - Upon election, Chairman presides at first meeting of new Executive Committee (following the Association Day address) and all subsequent meetings. Former Chairman's notebook is turned over to new Chairman.

2 - Both Chairman and Secretary sign all Association checks, as two signatures are required.

3 - New nominees for Executive Committee: Chairman phones the 6 nominees chosen by the Committee to see if they are willing and able to stand for election for a 3-year term of service on the Committee, which would begin on the next year's Association Day. (It might be well to alert them that the first meeting may last until 7 or 7:30 PM – if plane or dinner arrangements need to be considered.)

If any of the original 3 nominees for the men decline, Chairman then proceeds as necessary to call a man alternate, but only until we have 3 men who have accepted. The same procedure is followed with the women, calling the original 3 women nominees first, and only calling a woman alternate if a woman has declined. We will then have a slate of 3 men and 3 women to submit to the membership for election to the Executive Committee.

4 - Possible Future Guest Speakers: Chairman phones those individuals voted on by the Committee to see if they would be interested in addressing our Association for specified future dates. If so, we would send them our regular interview questions and would welcome their in-depth response for our review.

5. Chairman prepares Executive Committee Report to be read on Association Day. Secretary will assist.

6. Letter prepared by Letter Writing Committee to accompany annual contribution to The Mother Church is submitted to the Chairman for approval.

7. If speaker is arriving by plane, Chairman meets her/him at airport and delivers her/him to hotel on Friday – and perhaps returns to airport Sunday morning.

8. Chairman escorts speaker from the hotel to our Friday 4 PM preparation meeting in the Sunday School room of First Church. Arrangement of furniture and checking of sound equipment will be arranged to speaker's satisfaction. Familiarize speaker with layout of church and escort back to the hotel

9. Association Day: Chairman serves as escort to speaker throughout the day – to the church about 8:45 AM; takes speaker and spouse to lunch if that is agreeable to them or perhaps back to hotel (depending on lunch arrangements); returning to church around 1:30 PM; back to hotel at close of address unless Chairman is continuing his service on the Executive Committee meeting, in which case someone else will be asked to do it). All of this usually gets worked out after learning speaker's wishes regarding meal arrangements.

(Chairman presides over the Association business meeting at 9:30 AM, introduces speaker, closes morning session with collection and afternoon session with thanks to speaker, distribution of summaries. Then Hymn 264 - and farewell to Association. All of this will be more clearly outlined in the Orders of the Day for that year.

10. Chairman, if continuing service on the Committee, attends Executive Committee meeting immediately following association address. Election for Chairman for new fiscal year takes place.

11. Chairman (and spouse) serve as Association hosts and take speaker (and spouse) to dinner at a good restaurant on Saturday night, if that fits in with the speaker's plans. It would also be after the Executive Committee meeting, if Chairman is continuing service on the Committee.

12. All expenses -- long distance phone calls, airport parking and mileage, lunch and/or dinner with speaker (and spouse if accompanying), etc., etc., -- with receipts when possible -- should be given to the secretary for reimbursement.

13. Other duties may surface closer to the time -- after we work out the details with the speaker.

Recommended Executive Committee Procedures (2-F)

The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B.

The Executive Committee works as a unit to conduct the business affairs of the Association. Communication is done by phone, email, surface mail, and an in-person Association Day November Annual Executive Committee Business meeting.

(All Association materials and discussion are confidential to the Executive Committee.)

November Executive Committee Annual Business Meeting: The Executive Committee meets right after the Association Day address downstairs in the Sunday School. The agenda for the meeting will be sent out the month before the meeting is held. Committee members will bring their Working Paper Notebooks to the meeting. The New Electronic Notebook will hold all history and instructions coming from Loretta and Mr. Bowles, plus other Templates to help simplify the assignments. Executive Committee business will be conducted through phone conference calls and emails throughout the year to discuss various issues. (Please put "Bowles" in the subject line of emails, for helpful filing and easy identification.)

In General: The Executive Committee Members are the Fiduciaries or Guardians of the Association's administrative functions. These include:

- spiritual daily work and prayerful support for the Association
- fiscal responsibilities (intelligent oversight and financial understanding of the Association's financial assets)
- careful, insightful leadership, direction, and selection of and for such Association committees and responsibilities as:
 - * Selection of Association Day Speakers
 - * Financial Review Committee
 - * Letter Writing Committee

Our Foundation: All responsibilities and committee work should be done with a sense of orderliness, promptness, and Principle. It is joyous activity and should bring uplift, inspiration, and progress. The committee is not a group of individuals but is a team expressing one Mind, Principle, Love - using the Golden Rule as its guide. In the spirit of the Golden Rule it is expected that committee members will respond to a call, email or action request within 4 days, after that time the committee will move forward based on the majority of those who have responded.

ARTICLE VI-RULES OF PROCEDURE*

Section1. *When operating under the management of the Executive Committee, the rules contained in "Robert's Rules of Order" shall govern all meetings of this association when they are not inconsistent with these bylaws.*

Your teacher cannot foresee a time or a situation when it would be desirable to amend these bylaws. A democratic and businesslike way of conducting the affairs of this association is provided for in these bylaws. If members will keep human will out of the way and realize that the only purpose of this association is to provide spiritual growth for them, business sessions will always be held to a minimum of time, about thirty minutes, and harmony will characterize their meetings.

Remember, you are always peacemakers.

** quoted from the By-Laws of The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B.*

5-15-98

-1-

SECRETARIAL DUTIES - MONTHLY CALENDAR
NEIL H. BOWLES PUPILS ASSOCIATION

January 1. **Dues Reminder mailing: Cover-letter with dues reminder in first paragraph.** Subsequent paragraphs include information about next meeting and other miscellaneous information. **Enclosures include admission cards** for next meeting, **ballots** and instructions for voting on new Executive Committee members, return **envelope marked "Ballot"**, Sheraton Colony Square **reservation sheets** (for **out-of-towners** only - one to a couple - enclosed in wife's mailing). **and study assignment received from guest speaker for current year.**

2. Employer's Quarterly Federal Tax return Form 941-IRS and check to cover.

3. IRS forms 1099 & 1096 (speaker's fee and office rent) and W-2 and W-3 (secretary's salary) are due before January 31.

February 1. Post all dues received into computer (Pull up Documents, then Claris Files, then Assn Members data base, then Find each individual payee) crediting each member for his/her payment on date deposited.

2. As ballot envelopes are returned, they accumulate unopened until the cut-off date, at which time at least two members of the Executive Committee meet with the secretary to count the votes for the election of the two new members of the Committee. The secretary sends written notification of the result of the vote to all Executive Committee members for inclusion in their individual notebooks. (The Committee Chairman contacts the newly elected members **first** -- and then the four other nominees -- to let them know the result of the vote.)

March 1. Get caught up on odds and ends.

April 1. After March 31 quarterly statements are received from TMC Trust and the two Robinson-Humphrey brokerage accounts (stock and bond) as well as the Assn checking account, the secretary prepares the six months' financial report (October-March) for the Executive Committee as required in the by-laws. (Computer -- double click on Documents, then Claris Works, then Exec Comm, then Fin'l Report.)

2. Employer's Quarterly Federal Tax return Form 941-IRS and check to cover.

May 1. Check supplies.

June 1. Contact Clerk of First Church, Atlanta, reconfirming use of church for current year's preparation and association dates -- and establishing date for next succeeding year. Request written acknowledgment after their Board okays date. (Our meeting is regularly scheduled for the third Saturday in October. First Church's quarterly business meeting is always the second Saturday following the first Thursday in October. Every third year (1997, 2000, 2003, 2006, etc.) they elect Readers on the fourth Saturday in October.

July 1. Employer's Quarterly Federal Tax return Form 941-IRS and check to cover.

2. Contact speaker for next succeeding year to confirm date and availability. Request study assignment to accompany January mailing, if that meets with speaker's approval, to be received by late December.

3. Contact members approved to serve on Letter Writing Committee for current year. Request first draft by September 15.

August 1. Contact current year's speaker regarding summary and hymn numbers to be received **late September or early October**. Request arrival information so that reservation may be made for speaker (and spouse ?) for 2 nights only at Sheraton Colony Square Hotel (complimentary room if 50 or more rooms booked for us there); also departure time -- who will transport to and from airport -- ? cab ? -- put on expenses.

2. Arrange for current year's organist or pianist. Advise musician of hymn numbers when received from speaker. Shelley Rankin has been playing the organ for us the last few years. Ellen Hanna and Joan Ware are available if we need a pianist -- also Sandra Grow.

3. Review DUTIES - DETAILED INSTRUCTION - PREPARATION FOR ASSOCIATION DAY.

4. Prepare computer letters to committee members for serving Friday afternoon and Saturday (Association Day). These should be mailed about mid-August so out-of-town workers have more time to get special plane fares.

September 1. Send letter to outgoing Executive Committee members thanking them for service and requesting return of notebooks so that secretary may review them before passing them on to new members.

2. Send letter to new and remaining Executive Committee members reminding them to bring their nominations for election of next year's new Executive Committee members to the Executive Committee meeting, which immediately follows the Association address.

3. Call First Church Clerk re parking at Carter Building.

4. Call First Church Reading Room regarding hours for Association Day.

5. Prepare financial reports to be read at association. Contact State Street Bank & Trust - Boston.

6. Get "thank you" letters from TMC and First Church, Atlanta, from file for reading at association. (Blue folder in front of Association file drawer.)

7. Prepare Order of the Day for Chairman -- and abbreviated copy for Speaker.

8. Prepare Agenda for Executive Committee meeting.

9. Prepare Agenda for 4 PM Friday preparatory meeting.

10. Prepare list of visitors.

11. Review DUTIES - DETAILED INSTRUCTIONS - PREPARATION FOR ASSOCIATION DAY - and complete all duties.

12. Duplicate, collate, stuff summaries for distribution on Association Day as soon as received from Speaker.

October 1. Check with Sheraton Colony Square Hotel - number of reservations?
2. Arrange fruit basket details and delivery. Include small paring knife.
3. Prepare computer name tags, dues list, committee acceptances, etc.

October (continued)

4. Friday - 4 PM - to prepare church.

5. Saturday - 8:30 AM - ASSOCIATION DAY MEETING

4:45 PM - EXECUTIVE COMMITTEE MEETING

6. Employer's Quarterly Federal Tax return Form 941-IRS and check to cover.

7. Review DUTIES - DETAILED INSTRUCTIONS - AFTER ASSOCIATION MEETING - and complete all duties.

8. Prepare minutes of Executive Committee meeting, send copies to Committee members (together with list of their addresses and phone numbers) -- and complete all assignments from that meeting.

9. Check attendance cards against previous year for changes of address, etc. Mark all lists with changes. Enter attendance information in computer.

10. Make updated computer membership list for Chairman and Secretary. Mark old list for those who attended and received their summary at the meeting.

11. Make computer mailing labels for letter to non-attendees, have letter duplicated, and complete mailing.

November 1. Send list of Executive Committee members' addresses and phone numbers to Jim Keel, Robinson-Humphrey (770-933-3046) so that quarterly brokerage statements may be mailed to them. He should also be advised of changes as they occur.

2. Contact Karin Smith, our Audit Committee Chairman, (770-965-0713) to set a date to turn the fiscal year records over to her for the annual audit.

3. Call Sheraton Colony Square Hotel (404-733-6943 direct line to Angelia Townsend, our contact there at the present) to discuss next year's dates and rates. Request 275 next year reservation cards be sent to us for inclusion in out-of-town dues-reminder-mailing and visitor letters. She will send us contract for signature.

November (continued)

4. Prepare and have duplicated the dues-reminder cover letter, the ballot letter, and return envelope -- and next year's admission cards: also the study assignment from guest speaker if available.

5. Order from post office #10 regular printed stamped envelopes with "Address Correction Requested" under our return address, if needed for January mailing. Takes about 6 weeks. Order form in envelope box.

6. Send out summaries to the non-attendees who write us and request **same if they were unable to be at our meeting and confirm that they did not attend another teacher's meeting during the year.**

7. Keep record of requests from non-attendees for copy of current summary - and indicate when summary was mailed to them. Make entries in computer data base under "Resume" by putting name of speaker whose summary was mailed.

December 1. After all items have been duplicated for dues-reminder mailing, prepare envelopes and stuff them, so mailing may go out first week in January.

5-20-98

SECRETARIAL DUTIES - DETAILED INSTRUCTIONS
NEIL H. BOWLES CSB PUPILS ASSOCIATION

ACCOUNTS

Checking - This account is with Wachovia Bank, #12-807-348. All receipts are deposited in it, and all expenses paid from it. All visitors' checks are held in the visitors' file with their letters until after Association Day and are then deposited to this account if individual attended. If they were unable to attend, their check is returned to them. Interest checking requires that we maintain a balance of \$1,000 at all times. The checks we write require two signatures - the Secretary and the Chairman of the Executive Committee. As changes occur in those offices, new signature cards must be obtained from the bank.

Investments

Brokerage accounts with The Robinson-Humphrey Co., (Salomon Smith Barney):
Portfolio managers: James M. Keel (770-933-3046) & Zack Wilson (770-933-3022)
1. Mid-Am Model - #412-27482-15 499 - Stock portfolio
2. Non-Profit Organization - #412-27542-13 400 - Bond portfolio

Irrevocable trust for The Mother Church:

Contact: Jeff Underwood (1-800-288-7155, Extension 3255) & Debbie Lawrence
1. Christian Science Trustees for Gifts and Endowments - #AC777-2541
The income generated from this account is paid to the association quarterly by direct deposit, but the principal will eventually go to The Mother Church when the association is disbanded.

ADDRESS CHANGES

Notification letter or card advising of member's change of address should be filed in member's individual file folder after the change of address is recorded in the following places and so indicated on the notification letter: master sheet (office); card files, both morning and afternoon; computer (Claris Files - pull up Assn Mbrs, then Find under Layout, then type in individual's name and hit All, make corrections by tabbing to appropriate line).

ASSOCIATION DAY - PREPARATIONS FOR

Send appointment letters to Letter Writing Committee after first contacting the individual who will serve as Chairman and then the other two members by phone - to be sure they are willing to serve. If some decline, then you ask the alternates, as needed, until you have three who will serve. (Executive Committee selects the appointees at their meeting immediately following the Association address.) Secretary

Secretarial Duties - NHB Pupils Assn

contacts them early in the year just to set it up, but a first draft should be received from them by September 15 for Chairman's review and revision if necessary. See file folder marked "Letter Writing Committee" in Association file drawer and Claris Files "LtrWrit Comm"

Arrange for organist. In recent years Shelley Rankin has served in this capacity. If a pianist is needed, Ellen Hanna and Joan Ware are available -- also Sandi Grow. Musician should be advised of hymn numbers for the meeting as soon as speaker lets us know, but we need to ask for them. Always close with Hymn 264.

Make hotel reservation for speaker (and spouse) at Sheraton Colony Square Hotel. We take care of Friday and Saturday nights but further nights are at their own expense. Arrange for delivery of fruit and snack basket to speaker's room. Include small paring knife.

About 6-8 weeks before Association Day mail letters to certain committee members to meet at First Church on Friday afternoon in order to prepare church -- and to all committee members to confirm they will be able to serve in their usual capacities on Association Day. Check with chairmen of the individual committees before sending out the letters. (See file folder and Claris Files "Association Day Committees".) Present chairmen are Mike Long, Susan Irby, Frank Benson, and Doris Wallin. Verify that Warren Fairbanks will be there for the sound system. Also check "Instructions for Association Day Committees" books to see that all instructions are current.

Arrange with Clerk of First Church (Norma Rogers, 404-892-7838) details of free parking in Carter Building (8 a.m. - 8 p.m.). Also verify date for next meeting. (Their current by-law specifies their business meeting is held on the 2nd Saturday after the 1st Thursday in October. Every third year (2000, 2003, 2006, etc.) they elect Readers on the 4th Saturday in October. Our meeting is regularly scheduled for the 3rd Saturday in October.

Contact current year's speaker regarding summary and hymn numbers to be received late September or early October for duplication and distribution on Association Day. Also request Social Security number. If summary requires plain or manila envelopes for hand distribution at meeting, they should have Association return address in upper left corner. This may be done with hand address stamp we already have.

Have copies made of annual letter from The Board of Directors of The Mother Church to put out for distribution on Association Day.

1998 only - Put out copies of time-line folder "A Church Designed" for distribution on Association Day. **Video?**

5-20-98

Secretarial Duties - NHB Pupils Assn

-3-

Prepare name tags for Association Day on computer.

Prepare DUES PAID list on computer. Have with you at Secty's desk on Assn Day.

Prepare financial report to be read Association Day (drop cents). The thank-you letters from The Mother Church and First Church, Atlanta for previous year's contributions are also read following financial report. They will be found in blue folder in front of Association file drawer.

Check with First Church Reading Room Librarian , 404-892-6865, for hour R.R. will close on Association Day. For the past few years they have remained open through our lunch break, but closed at 2 p.m.

Advise Arrangements Chairman (1) number of visitors expected, (2) number of reserved parking spaces required, (3) list of workers who have advised they will serve on both days.

Prepare Order of the Day - with copies for Executive Committee Chairman and Secretary - and an abbreviated copy for speaker.

Prepare Agenda for Executive Committee meeting to be held immediately following association meeting -- and have available all necessary papers pertaining thereto.

Send letter to two retiring members of Executive Committee thanking them for their unselfish and devoted service and requesting they return their Association notebooks to the Secretary by September 15. Before passing them on to the two new members, Secretary reviews the notebooks to be sure all pertinent information has been retained (Mr. Bowles' memos, minutes of all Executive Committee meetings, telephone polls, bylaws, list of speakers, etc.) and discards out-of-date financial information, etc.

Send letter to the four remaining members of the Executive Committee and two new members who will be taking office on Association Day to remind them of the meeting date and time - and to request they bring to the meeting the names of 3 men and 3 women nominees to put before the membership for election. They should be sure that the individuals they put into nomination are still living in accord with Christian Science and attending our annual meetings regularly.

Arrange for someone to pick up speaker from airport on arrival and return to airport for departure. Have them turn in parking receipt, and they will be reimbursed for parking and mileage.

Meal arrangements for speaker's stay need to be worked out according to speaker's

Secretarial Duties - NHB Pupils Assn

wishes. Chairman and spouse usually take speaker and spouse to dinner Association night (after Executive Committee meeting, of course). Chairman turns in receipts and will be reimbursed.

Day-before - Friday: Be at church at 4 PM with following items:

Special microphone	)
Hearing aids (borrow from 2nd church)	) For sound system
Cash divider strips for collection	)
Calculator with tape	) For counting ushers
1 current card file of Assn members	)
2 empty card files and indexes	)
2 lists of visitors	)
Printed & blank name tags for members	) For membership chairman
(plus straight pins for suede or silk)	)
Blank name tags for visitors	)
Extra envelopes for visitors	)
Extra cards (both sessions) for members	)
Pencils and scratch pads	)
Ball point pens	)
Red & black markers & yellow hi-liter	)

Saturday: Doors open 8:30 a.m. Be there at 8:15 a.m. Be on duty at Secretary's table. Have bag to carry collection in - and shorthand pad, pencil, financial reports and letters to be read. Also DUES PAID list.

Have check for speaker's fee. Executive Committee Chairman will deliver it after lunch and at the same time request an itemized billing and receipts for expenses.

9:30 a.m. - Business meeting begins. Read financial reports and "thank you" letters when called upon by Chairman.

When dismissed for lunch, wait until money is counted (downstairs in little room between 2 rest rooms) and turned over to you. Keep money with you at all times.

Get morning attendance count from Membership Chairman at close of morning session. Have summaries in trunk of car, but bring in to church after lunch for distribution at end of meeting. Seal additional envelopes (if required from attendance count) during lunch break.

Stop at speaker's room before afternoon session begins to see if speaker needs

anything.

Close - Pick up all box files, etc. from Committees. Get final count of afternoon attendance. Attend Executive Committee meeting in church following Assn meeting.

AFTER ASSOCIATION MEETING

Saturday night and over week-end: Secretary and another member will re-check contributions against count given by Counting Committee. Their count is done so hurriedly that tally needs recounting. Also, additional checks are often given to Secretary, and these must be included. When reconciliation is completed, all checks are put in alphabetical order and are stamped on back "For deposit only - NHB Assn". Then deposit slips are prepared, listing the checks alphabetically by name and giving amount. A separate deposit slip is prepared for cash only -- and our account number should be put on all cash strip dividers before depositing. Only bills of same denomination should be strapped together.

Monday - Deposit all contributions promptly.

Get letters and checks off to The Mother Church (letter prepared by the Letter Writing Committee), First Church, Atlanta, (include janitor's check also and refer to it). Checks will be in amounts approved at Executive Committee meeting.

As soon as possible:

1 - Check card files from Association Day against previous year's cards both for attendance and changes of address. Keep non-attendees cards separate temporarily as we send them a special letter. (See #3). If address changes occur, mark changes on master list, attendance cards (both sessions) and enter in computer. (Click on "Documents", then Claris files, then "Assn Mbrs" data base, then "Layout", then "Find", then type in last name on proper line, then "All". Individual's data base will show up. Type in current year on "Last Assn" line for those who attended and new address or other information on proper lines.) After all address changes are completed, pull up from computer 2 new hard copies of master list - 1 for Chairman - 1 for office.

2. Check off with check mark (✓) on master sheet those who attended the afternoon session to show that they received their summaries. Mark with dash (—) those who advised us they would be attending another association meeting instead of ours. Mark with asterisk (*) those to whom summary or references were mailed (after receiving request for same and confirmation that they did not attend any other association during the current year).

Secretarial Duties - NHB Pupils Assn

3. Write letter to non-attendees, letting them know we missed them and who our speaker will be for the next year; also identify the new Executive Committee members. If a summary or references are available, let them know they may have a copy if they write us requesting it and confirm that they have not attended another association nor do they plan to do so for the current year. Count the non-attendee cards after separating them from the new cards turned in by current year's attendees. This will be the number of copies you will need for the non-attendee mailing. Add 3 or 4 to that number for extras. Prepare the mailing labels for that group and affix to envelopes. After the mailing labels are completed, file the non-attendee cards alphabetically in the file boxes with the new current cards.
4. Make cards for first time visitors and file in brown wooden card index file in supply cabinet. Mark current association date attendance for both first time and former visitors on their individual cards. Also mark any other pertinent info such as visitor's teacher, thank-you notes received, etc
5. Add names of those who served on Letter Writing Committee in current year to the list of those who have already served in that capacity. If any former out-of-town members move to Atlanta, add their names to the list of locals who have not served. We are now asking some who have previously served to serve again.
6. Prepare minutes of Executive Committee meeting which followed the association address and send copies to all Executive Committee members. Complete all assignments from that meeting. All correspondence to Executive Committee members should be punched with standard 3-holes so that all items may be inserted in their special notebooks.

AUDIT

Executive Committee appoints 3 members of the association to serve on the Audit Committee in order to obtain a prompt review of the association records for the fiscal year just ended. Karin Smith, CPA, is permanent chair of this Committee. Don Dietrichs and Jim Prather are the other members of the Committee.

COMPUTER ACCOUNTING - QUICKEN PROGRAM

Write computer checks as due for rent, salary, payroll taxes and other expenses. Click "Record" after writing each check or entering each deposit. This automatically records the transaction in the register, along with its category. Checks require two signatures -

Secretarial Duties - NHB Pupils Assn

Executive Committee Chairman and Secretary-Treasurer. Each month balance bank statement with computer check register, and pull up the following "Business" reports from Quicken -- Balance Sheet, Transaction Detail for current month, Income Statement for current month, and Income Statement for year to date (fiscal year). File in 3-hole notebook. These records are given to Audit Committee for review, together with all other financial records, at end of fiscal year.

Keep records and receipts for petty cash expenditures.

Paid bills are filed near back of top drawer of file cabinet.

Prepare Employer's Quarterly Tax Return Form 941 each quarter when form is received, and write check to cover tax due.

Prepare IRS forms 1099 & 1096 (speaker's fee and office rent) and W-2 & W-3 (secretary's salary). These are due annually - before January 31.

Prepare special format financial statements for Executive Committee for first six months of fiscal year (October through March) -- (in Claris Files under "Exec Comm", Fin'l Report") and annually (October 1 through September 30) for Association meeting and Executive Committee (in Claris Files under "Assn Day", "1-Fin'l Statement and 2-Fin'l Statement").

If a check comes in designating both dues and contribution, split to include both categories when deposit is entered in computer.

CORRESPONDENCE

Use association letterhead for all association business. Make file copies on plain white paper.

DECEASED OR WITHDRAWING MEMBERS

1 - Remove cards from both "morning" and "afternoon" card files. Mark "deceased" with date - also mark date that The Mother Church was notified from this office -- or "withdrawn" as the case may be.

2 - Remove individual file folder from files. Retain class application only. Destroy other correspondence.

Secretarial Duties - NHB Pupils Assn

3 - Before clearing name from computer records, transfer **dues paid info** to their individual sheet in the Dues Book. (This book has payment records through 1994. Later payments were entered into computer.) Then remove that sheet from the book and file it and one card from current card file box with the application alphabetically in the file drawer marked "Inactive, deceased, withdrawn". Latest address should be retained.

4 - Second card from current card file box goes in little grey file box marked "deceased or withdrawn" in low wood supply cabinet.

5 - Cross off name on master list - mark "deceased" or "withdrawn" and date.

6 - Clear record from computer.

7 - Notify The Mother Church when any member of the Association passes on.

8 - Send letter of sympathy to surviving spouse or children.

DUES

When dues come in, stamp checks on back "for deposit only" with association name. On deposit slip, list names of payees alphabetically and enter amounts. Make one carbon for our file. Original goes to bank with deposit. From our file copy post to the member's dues record in computer (**Claris Files "Assn Mbrs"**) the amount and date deposited -- same with contributions that come in the mail, but identify those amounts on deposit slip as contributions and enter in separate category in computer. Place check mark after each individual's name on deposit slip when amount paid is posted in computer. **Also enter total amount of deposit in Quicken and place check mark at total on deposit slip to show it's been entered in computer.**

Keep running total of number of members paying dues on separate sheet of paper, adding the count each time a deposit of dues is made.

DUES REMINDER MAILING - should be mailed early in January. Includes

- 1 - Cover letter (the **first paragraph** of which requests payment of dues)
- 2 - Sheraton Colony Square reservation sheet
- 3 - Ballot for electing new Executive Committee members
- 4 - Return envelope marked "Ballot"
- 5 - Admission cards (morning and afternoon) for next association meeting - separate colors
- 6 - Study assignment

Secretarial Duties- NHB Pupils Assn

All of the foregoing requires "plan ahead" preparation.

1 - Cover letter should include all pertinent information and explanation of enclosures. Should be prepared for approval by Executive Committee at October meeting. They may wish to add or change certain points. It will include information regarding our next speaker and hopefully his/her study assignment. Get count of current number of members from computer listing (Claris Files "Assn Mbrs") plus a few extras before having duplicated.

2 - Sheraton Colony Square Hotel reservation sheets -- See file folder for Colony Square and Monthly Calendar of Secretarial Duties. Angelia Townsend (404-733-6943) is our contact. They give us a special rate and set aside a certain number of rooms for us, subject to negotiation. They also provide us with a complimentary room for our speaker and spouse if at least 50 rooms are used. Request 275 reservation sheets to send to our out-of-town members (only one to a couple, enclosed in wife's envelope) and visitors..

3, 4 - Ballot and ballot-envelope must be prepared and duplicated. Copy USA has our ballot-envelope printed for us, but Kinko's does everything else. They will not do envelopes.

5 - Admission cards - different colors for morning and afternoon (also different from previous year). They are printed on **postcard stock**, 4 cards to a sheet, which requires 4 cuts. **Take sample along so they are cut to fit our card files - NOT postcard size. Date for next meeting has to be inserted before printing**

6 - Study Assignment - If speaker is unable to give us the assignment early enough to include in this mailing, we may have to send it out as a separate mailing in June or whenever.

7 - If need stamped envelopes, order one box (500) #10 regular letter size envelopes from the post office - **stamped and printed with our return address and "Address Correction Requested"**. Takes six weeks. A new order form is enclosed with each box received and can be found with the supply we have on hand.

8 - Make a set of mailing labels on computer. Be sure the list is up-to-date with all address changes.

9 - After all copies of each enclosure are on hand -- and printed address labels have been placed on envelopes -- collate, fold, stuff and seal -- ready to mail. Weigh for proper postage. Those envelopes which include the hotel reservation may require additional postage.

FILING - should be done promptly. Study and review the file drawers so you are familiar with the proper identification of folders -- and where different subjects should be filed.

TAXES - IRS Form 941 (Employer's Quarterly Tax Return) must be filed in April, July, October and January to record and pay withheld FICA (Social Security/Medicare) and withheld income taxes, together with Employer's share of taxes on same.

IRS Forms 1099 and 1096 and W-2 and W-3 are due annually before January 31.

VISITORS - When a request to visit on Association Day is received, first determine from visitors' box (brown card index box in low supply cabinet) or computer (Claris Files "Visitors DB") whether he/she has visited before. If so, send an invitation letter (copy in computer - Claris Files "Visitors"). If the request comes from someone who has never visited us before, ask for a letter from their Association secretary, giving us permission to invite them. After this is received, send them an invitation letter. If their Association has disbanded, be sure to get the name and location of the Association. Include in **all** our invitation letters a visitor's tag and copy of our study assignment if they are local residents: if out-of-town, also enclose a reservation sheet for the Sheraton Colony Square, which they might find convenient. If the request is for husband and wife, enclose 2 visitor's tags, 2 study assignment sheets, and one **unstamped envelope** addressed to the spouse as his/her entry authorization. The stamped envelope in which you enclosed all of the above is the card of admission for the other one. Weigh it so that the correct postage is applied.

Just before association day, prepare list of expected visitors. Make 4 copies, two for our files, one for Membership Chairman and one for the table at the entry door. Advise General Arrangements Chairman the number of visitors expected.

Do not deposit visitor checks until after Association Day. If they did not attend, return checks.

Make a computer record (Claris Files "Visitors DB") for each new person attending with date attended, address, teacher's name, association disbanded, names given as reference, etc. Also make a card with this same information to put in brown card index box (in low supply cabinet). Mark cards and also enter in computer the current attendance date for those who have attended previously. Also put list of visitors for current year in file folder in association file drawer.

Secretary-Treasurer Job Description and Performance Review (3-B)

The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B.

Section 4. Duties of the Secretary-Treasurer:

*The Secretary-Treasurer shall perform the duties of the office as directed by the President. When elected by the Executive Committee, the Secretary-Treasurer shall be **custodian of all records and serve as an Executive-Secretary**. Correct account of the receipt and disbursement of funds shall be kept, and financial reports furnished to the Executive Committee semi-annually, and to the members of the association annually. All monies disbursed shall be under the supervision of the Executive Committee. Checks shall be signed by the Secretary-Treasurer and by the chairman of the Executive Committee. The books shall be audited annually by a committee of three competent members.*

1. Job Skills:

- a. Strong Computing Skills**
- b. Basic Financial Statement Understanding**
- c. Knowledge of the principles of Banking, Accounting and handling of Disbursements**
- d. Secretarial Skills including Minute Taking from all Meetings/Conference Calls**
- e. Maintaining Files in Computer (in paper when necessary)**
- f. Effective Communication Verbal and Written:**
 - with the Executive Chairman**
 - with Association Committee Workers**
 - with the Perspective Guest Speakers**
 - with the Association Members**

2. Performance Measures:

- a. Accuracy and Attention to Detail**
- b. Timely Follow-Through on Monthly Assignments**
- c. Creativity and Resourcefulness**
- d. Perceptiveness in responding to the needs of the members**

3. Annual Review Process:

Using the above outline of Job Skills and Performance Measures, the Executive Chairman shall write a short paragraph assessing the performance of the Sec.-Treas., in the month of August, for the past year. This paragraph should then be emailed to all the Executive Committee Members to prepare for discussion on the August Conference call.

This is for the purpose and opportunity of making adjustments in the duties, responsibilities or a compensation change for the job of Sec.-Treas..

The Executive Chairman will then communicate the review outcome in a separate call back to the Sec.-Treas.

Secretary-Treasurer Performance Review

The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B.

November 4, 2017

When I started to list some of Sandi's strengths and skills as the Secretary-Treasurer of our Association, the thing that stood out to me was the love she expresses! Love for God and church, love for our Association and all of its members, love for the Executive Committee members. Added to that are her dedication to Christian Science, her faith in God's government of the Association, and her sense of humor. She is our "corporate memory," helping newer Executive Committee members (like me) know what has been done before and coordinating all of the activities of our Association during the year and especially on Association day. Some other qualities mentioned by members of the Exec. Comm. include her honesty and trustworthiness, her care and concern for others, her willingness to go the extra mile to get things done, her dependability, her ability to work with different Association members and committees with various styles of management over the years. And she does it all with a smile.

Of course, in any organization there are things that could be improved. A big challenge that came up for Sandi and the Exec. Comm. this year was Sandi's lack of confidence in using technology. To some extent this is due to a lack of training. She had been relying on her husband to bridge the gaps in her computer skills, and when he was no longer available, Sandi herself recognized the need and came up with a reasonable solution. Some committee members felt that she should have asked us before she hired (initially with her own money) a CPA to help her with financial record keeping, but eventually we all agreed that the technological aspect of the Secretary-Treasurer's job has greatly increased over the years and having someone else assist with some of that turned out to be an acceptable solution, at least for the time being. I would also encourage Sandi to be open to working with new technology and to recognize that confidence and careful accuracy are as important in the digital world as they are in metaphysics.

The other two areas where our Association needs improvement fall under the headings of communication and our chain of command. For both of these, the Secretary-Treasurer is interacting with the Exec. Comm. and its chairman, and all of us need to be better!

Sandi should remember that we want (and need) information, but not human opinions. And officially, requests for action should generally be addressed to the chairman, rather than to the entire Exec. Comm. Of course, this assumes that the chairman follows through, communicates to the committee and then responds to the Sec.-Treas. in a timely way. When I lost track of some of my duties, I was grateful to receive Sandi's reminders, and the committee sometimes needed a little prodding, too.

It falls to Sandi to be sure that the rest of us do our jobs, and the notebooks developed by previous Exec. Comm. members are a big help, but keeping them up-to-date has been a challenge. This year we began the process of digitizing these books, which will mean that the Sec.-Treas. and the Exec. Comm. should all have the same templates and lists, but the Sec.-Treas.'s accuracy will be paramount in maintaining the new approach.

With regard to the chain of command in our Association, I think all of us need to be aware of our own duties and how they fit with the duties of others. For example, last January both Sandi and I failed to seek the Exec. Comm.'s approval before sending out the January letter to the Association. We both learned a lesson and did better on the July letter, though I still caused a delay. The relationship between the Sec.-Treas. and the chairman of the Exec. Comm. needs to be flexible. In my inexperience, I needed and appreciated Sandi's guidance, while committee members with more knowledge of our Association's history and Mr. Bowles' guidance would prefer less advice.

Overall, I have certainly appreciated all that Sandi does to keep our Association on track humanly and metaphysically. I am grateful for her big heart and generous service!

Respectfully submitted,

Diana Palenz, Executive Committee Chairman 2017

Secretary-Treasurer Performance Review

The Christian Science Students' Association of the Pupils of Neil H. Bowles, C.S.B.

October 30, 2018

In an October, 2018, conference call, the Executive Committee easily listed many of Sandra Murray's good qualities: She is a "people person," in touch with many Association members and reaching out to help when she becomes aware of a need. She is a resource for members and for the Executive Committee, providing continuity and a knowledge of recent Association history. She is a great example of what it means to be a *student* of C. S.—continuing to learn and grow spiritually and supporting our Association and its activities metaphysically!

Last year, Sandi initiated improvements in the handling of our financial data, and that effort has continued this year. We have now moved from having an outside C.P.A. help with bookkeeping tasks to developing an internal position of Assistant Treasurer to assist Sandi, and Sandi is learning what information she needs to communicate to the assistant in order to keep the Association's financial records up-to-date & accurate. During this process we became aware of some issues in our employment tax payments and reporting. Sandi helped to identify the forms that have been filed with the IRS for the past few years, but some data needed to be recreated, because copies of some reports had not been retained. Sandi now knows to keep copies of everything we send to the IRS.

The Exec. Comm. and Financial Review Committee should continue to work with Sandi to clarify which financial responsibilities will continue to be done by the Sec.-Treas. and which will be shifted to the assistant treasurer. Accuracy and completeness will be important qualities for both positions as we go forward.

Another effort this year in which Sandi has participated is the digitization of the Exec. Comm. notebooks. During this work, both Sandi and the Exec. Comm. have needed to look more closely at how/whether we are following the guidelines and instructions which have been handed down to us. In some cases our actions have needed correction. In others the instructions have needed improvement.

We are grateful for the good humor and grace with which Sandi has carried out her duties and answered our many questions.

Respectfully submitted,

Bowles Association Executive Committee
Diana Palenz, Chair

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES. C.S.B.

Loretta S. Burdick, Secretary
14 Laurel Drive, N.E.
Atlanta, GA 30342
(404) 237-7065

October 25, 1990

Dear Friends:

We missed you on October 6 and regret you were not with us to share the joy and inspiration of that day. Our meeting was vibrant, vital, fresh and new, with many welcome references to Mr. Bowles' teaching. Our speaker also invited participation from the floor in the form of questions relating to his address.

Perhaps some of you may not be aware that the guidelines given to us by The Mother Church indicate that it is not in order for us to share the resume' or the references from the address given at our association meeting to those members who have visited another association in lieu of their own. In order that we may be obedient, it would be very helpful if you would kindly let us know before our association day if you plan to attend another association instead of your own. In that way we can mark our records accordingly.

No resume' is available this year, but unless we have been advised that you visited another association, we are enclosing a copy of Mr. Gottschalk's references. You will note each sub-topic (except the introduction and conclusion) begins with one of Mrs. Eddy's hymns. Our speaker brought out how each of those poems came to be written, showing how our Leader was praying to meet the needs and challenges of her mission and the movement at each particular period.

We hope you will be able to join us next year when one of our own members from the 1972 class, Clifton Neil Irby, C.S., of Atlanta, Georgia, will be our guest speaker. He is a third-generation member of this association, and a life-long Christian Scientist.

Further information will be sent to you with our January letter.

Sincerely,

EXECUTIVE COMMITTEE

Loretta S. Burdick
Secretary

Chairman Work Sheet (3-D)
Executive Committee Nominees 2009
The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.

Please **call** the following **nominees** to be placed on the ballot for a 3-year term to serve on the Executive Committee:

Nominees

Joanna Norris – 616-842-8162 Cell phone 616-540-1009 17911 Wildwood Springs Pkwy. Spring Lake, MI, 49456 1971	Michael Collins – 907-345-2580 Office phone 907-274-4610 C/O 3271 Eastwind Anchorage, AK 99516 1969
Jean Jones – 904-396-9979 1427 Mapleton Road Jacksonville, FL 32207 1954	James Howe – 585-624-1810 3340 Rush-Mendon Hancock Falls, NY 14472 1966
Ivamae Hawley – 614-878-5601 989 Karlslyle Drive Columbus, OH 43228 1970	James Sprague- 734-475-7290 3490 Clear Lake Grass Lake, MI 49240 1971

If one of the above **nominees withdraws** please call one of the alternates to replace them.

Alternates

Valerie Parker – 770-594-8641 125 Rounsaville Court Roswell, GA 30076 1962	Joe Lawson -276-669-1606 22540 Virginia Trail Bristol, VA 24202 1974
Janilee LaBastie – 770-992-4055 3541 Jefferson Township Pkwy Marietta, GA 30066 1969	William Bruegmann – 925-284-2304 3396 La Carminita Lafayette, CA 94549 1970
Lois Hornsby C.S. – 757-229-1467 311 Indian Springs Rd. Williamsburg, VA 23185 1961	John Stevens – 678-461-8347 775 Grimes Bridge Roswell, GA 30075 1977

Ballots were counted and the following were elected:

Ivamae Hawley	James Sprague
---------------	---------------

Please call the 2 winners first, then call the other 4 to thank them for being on the ballot.

The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.
1163 Private Road 6002, Giddings, TX 78942 Telephone 979-366-2402

January 14, 2009

Dear Friends:

This letter is to remind you that our 2009 association dues of \$20.00 per member are now due. Checks should be made payable to Neil H. Bowles, C.S.B., Pupils Association, and mailed to the secretary at the above address.

A ballot for electing two new Executive Committee members and a return envelope for "your sealed ballot only" are enclosed. Please do not include your dues check in your ballot envelope. Both items may be mailed in a slightly larger envelope and will then require only one stamp. The dues checks are deposited immediately, but we hold the sealed ballots until March 15th, when a committee of two members will open and count them.

Our speaker for this year's Association Day on November 7th is Joyce Hawes, of New Caanan, Ct. Mrs. Hawes came into Christian Science as a child after her sister was healed of polio. While attending the Connecticut College for Women, she helped to start a Christian Science college organization and was active in the local branch church. In her senior year she took class instruction and began her healing practice. Taking class inspired her to begin a career of service to the Cause of Christian Science, beginning after college with her work at The Mother Church in the Youth Division. She assisted her late husband, Joseph Heard, in his work as a practitioner and teacher of Christian Science, and she accompanied him when he was a lecturer for ten years, visiting 35 countries. Mr. Bowles taught Mr. Heard's Normal class.

In 1997 Mrs. Hawes became listed in the Christian Science Journal, the same year she married Donald Hawes, a lifelong Scientist. She has addressed eleven associations and has given numerous informal talks on Christian Science. She is an experienced Christian Scientist and vivacious speaker. We have enclosed Mrs. Hawes' assignment letter along with your admission cards.

We will be sending a letter in July with our specific hotel information and a note from the speaker. We would like to have your changed addresses, phone numbers, and e-mail addresses. Mail them to the above address or nhbowllesassoc@gmail.com.

Sincerely,

Executive Committee
Sandra Grow Murray, Secretary

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

(2-CC)

1163 Private Road 6002, Giddings, TX 78942 Telephone 979-366-2402

January 14, 2008

Dear Friends:

This letter is to remind you that our **2008 Association Dues of \$20.00** per member are now due. Checks should be made payable to Neil H. Bowles, C.S.B., Student's Association, and mailed to the secretary at the above address. If you have already mailed your check, please disregard this notice.

A ballot for electing two new Executive Committee members and a return envelope for your sealed ballot only are enclosed. Please do not include your dues check in your ballot envelope. Both items may be mailed in a slightly larger envelope and will then require only one stamp. The dues checks are deposited immediately, but we hold the sealed ballots until March 30th, when a committee of three members will open and count them.

Our speaker for this year's Association Day on November 1st is **Nancy Phil**. She has served the Christian Science movement in numerous positions in branch churches and as field representative for The Mother Church. For eleven years, Mrs. Phil served on the Board of Lectureship speaking to domestic and international audiences in seven different countries on three continents. She has been addressing Christian Science associations for the past twenty years. She has also participated in panel discussions on healing through prayer and has been interviewed on radio and television including the Today Show with Katie Couric in 1998. She has also spoken to various Christian Science youth organizations and nursing associations. We have enclosed Mrs. Phil's assignment letter along with your admission cards.

The Sheraton at Colony Square has been closed and will reopen under a different name. We are unable to get any information from them until March, so we are going to send you information on hotels in a few months along with the results from the election of the new executive committee members.

As you can see, the secretary is moving to Texas. All of the duties of the secretary will be carried out as usual. The phone number is changed but the e-mail address stays the same:
nhbowlassoc@comcast.net.

Sincerely,

Executive Committee
Sandra Grow Murray, Secretary

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

(4-DD)

1163 Private Road 6002, Giddings, TX 78942 Telephone 979-366-2402

January 14, 2008

Dear Friends:

In accordance with our association bylaws (Article III, Section 2), **Mara Lane and John Hemphill** will complete their service on the Executive Committee immediately following our 2007 association meeting. (See next page) Their successors are to be elected now to take office on that same date.

The members whose names appear in alphabetical order on the **ballot** below have been **nominated by the Executive Committee**, and it has been determined that they are able and willing to serve in this capacity if elected. Please vote for only one woman and one man. If you prefer to vote for others of your own choosing, use the write-in line at the bottom of the page instead of the nominees listed.

Please promptly mark and return your ballot in the enclosed envelope. It must reach the secretary by March 30, 2008, in order for your vote to be counted. Proxies are not permitted.

Sincerely,

Sandra Grow Murray, Secretary

Please cut on the dotted line

Please mark an X on the line following the name of one woman and one man of your choice and **return to the secretary in the enclosed envelope by March 30.**

Nominees, ladies first and then men, are listed alphabetically for each group:

Cherry Livengood,
Asheville, NC _____

Richard Requarth, class 1972
Bellbrook, OH _____

Ruth Carlson, class 1955
Montgomery, AL _____

Lawrence Lackey
Boulder, CO _____

Ellen Hanna,
Ballwin, MO _____

Robert Hodges, class 1957
Green Cove Springs, FL _____

(Write-in woman)

(Write-in man)

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

December 16, 2006

Dear Association Family members,

As family members always keep in touch, so we are writing to you with deep love and interest. Your Executive Committee is rededicating itself to fulfilling our teacher's expectations about the continual growth and development of each one of us. In a statement given by the Board of Directors of The Mother Church in 1954 (CSJ, Vol. 72, pps.149-150), the following concepts were shared about *"Christian Science Class Teaching and Students' Associations:"*

- "The purpose of class instruction is to so open the student's thought to the glory of God that the effulgence of Truth may pour in upon him, enlarging his demonstrable understanding of the allness of Spirit and the nothingness of matter, thereby establishing him in Christian Science....
- There is but one school of Christian Science, one teaching, namely, the teaching of our Leader's writings, which present the revelation in its pristine purity, unadulterated by human conjecture....
- From beginning to end, class instruction must be a matter of demonstration, activated by Principle, not by personal sense...
- To keep the priceless experience of class instruction fresh and glowing in the student's thought Mrs. Eddy has provided for the associations of the pupils of loyal teachers to convene annually. (see Art. XXVI, Sect. 6). The annual meeting of his association is indeed a high light in the progress of the student; it is not a social event but is, as it were, an extension of class from year to year, made possible by the tender foresight of our Leader...
- **When an association is left without the teacher, the members should carry on with renewed zeal and consecration, determined that through their untiring love and loyalty to Principle their association shall continue to fulfill in increasing degree the exalted purpose for which our Leader established it."**

After reading and digesting the above statements, your Executive Committee has concluded that it is a good time to reach out to our individual members in a renewed effort to strengthen our association and welcome communications and comments on the following topics:

1. We would like to invite suggestions and recommendations for Association Day speakers, Executive Committee Members, and Association Day Workers Committee. (See page 2)
2. We would also like to introduce a new committee entitled the "Hospitality and Welcome Committee." Its purpose would be to be of assistance to Association Members throughout the year and particularly on Association Day.
3. The Executive Committee of the Association is considering a proposal to provide financial support for The Christian Science Monitor; this matter will be brought up during the Business Meeting portion. (Your comments and recommendations are requested; please use the form on page 2)
4. The Secretary is continually updating the records of the Association Members and there are many members for whom current data has not been provided. We need your suggestions and help in updating these records.

Your input is so very much needed and appreciated; we look forward to your response (page 2). Please send any and all comments and suggestions to our dedicated Association Secretary, Sandi Grow Murray, in the enclosed envelope. Working together, we can continue to nurture our individual growth and further strengthen the solid foundation Mr. Bowles established for us.

May your Christmas season be filled with grace and love,

The Executive Committee
Neil H. Bowles Students Association

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.
1163 Private Road 6002, Giddings, TX 78942 Telephone 979-366-2402**

July 14, 2008

Dear friends,

We are happy to announce that you have elected **Shelly Rankin** and **Richard Requarth** to the Executive Committee, serving a three year term. Helen Miller and Bruce Butterfield will have completed their term. They have both been very active and helpful members of the committee and will be missed.

Our Fellowship Contact Committee will contact each of you again this year to touch base and help keep our address list **current**. I have recently completed my move to Texas and changed to a new email address, and when I emailed it out to the members, many bounced back, undeliverable. This is one reason the Fellowship Contact Committee was started, for we are a moving and active group of people. You can email me at the association **nhbowlesassoc@gmail.com** or **sandigrow@gmail.com** or call me at **979-366-2402**. Please also update your Fellowship Contact Association member.

Regarding hotel accommodations for this year's Association day we are reporting a complete change. Our Colony Square Hotel is now the W Midtown Hotel and to get a double room will now be \$329.00 or more. Therefore we decided to use the **Marriott Suites Midtown** which is giving us a group rate of \$139.00 a night. They are suites, so it would be possible to share a room. This is on 14th Street and is within walking distance of the church. Group reservations have to be made by **September 30**. The number to call is: **(404) 876-8888**. It would be helpful if you would call right away so I can possibly adjust the number of rooms. I didn't reserve too many because we will be responsible for unsold rooms.

Our speaker this year, Nancy Pihl, C.S. from Tucson, AZ. is going to be wonderful as she has lectured and represented Christian Science in the media for many years. Enclosed you will find her note to you before our meeting.

Mrs. Eddy's directive to defend ourselves each day against aggressive mental suggestion is strong and precise and calls for us to be diligent in fulfilling it (*see Manual of The Mother Church, Art. Viii, Sect. 6*). This defense of God's goodness is joyous, uplifting, and buoyant with hope. Our Association Day provides continuing, effective instruction in this daily work.

With gratitude and love for you,

Executive Committee
Sandra Grow Murray, Secretary

The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B.
8090 John McKeever Rd., House Springs, MO 63051
979-716-7363 **sandigrow@gmail.com**

July 18, 2017

Dear Association family,

We are looking forward to having **Camille H. MacKusick, C.S.**, speak to us again this year. Her talk to us in 2007 was so inspiring we have asked her back. Her topic is, "Following the pastor; cherishing the way." I am sure we will understand more of Mrs. Eddy's wisdom in keeping our sermons pure and will love and appreciate the depth of our weekly lessons even more. Because of them we are strengthened to heal and change our world.

This year you have elected **Robyn Bartlett (1979)** and **Donald Dietrichs (1956)** to the Executive Committee, serving three year terms, succeeding **Susan Irby** and **Wally Dingee** whose terms expire in November. We are grateful to Susan and Wally for their dedication for the last three years.

Association Day this year is **November 4th**. The Marriott Suites Midtown is giving us a group rate of \$139.00. The rooms are suites so it would be possible to share the accommodations. The hotel is on 14th Street and is within walking distance of the church. We will also have drivers to take you to and from the church. The numbers to call for reservations are: (404) 876-8888 or 1-(800) 228-9290. Ask to be in the block of rooms for the Neil H. Bowles Students Association, which includes Friday and Saturday nights, and a few for Thursday night. The cut-off date this year is **October 12th**.

Please tell your Fellowship Contact or Sandi if you move, change phone numbers or change your e-mail address. You can also call Sandi or e-mail her if you would like to ride with another member to association, need help at the airport, or need possible financial assistance to attend. Rides to and from the airport can be provided, also. If you need a ride from the airport, it would be helpful for you to arrive by around noon on Friday. Also, you will be able to sign up for a sandwich from Chick-fillet to eat lunch on association day in the Sunday school if you like. There will be a sign-up sheet at the name tag table.

We ask you to prayerfully support the healing activity of the association and our November meeting. Also, please share with us the names of any prospective speakers whom you have heard and can recommend. We also encourage you to be willing to serve on the executive committee or help in other positions.

This year Sandi is printing some of Mr. Bowles' lectures that we have on file and will have them for you on association day.

With love,

Executive Committee

Sandra Grow Murray, Secretary/Treasurer

**Year Summary of Polls Taken From Executive Committee
During the Year Nov 2007 – Nov 2008**

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

1. 2/3/08 We would put off the decision of changing the Annual Executive Committee Meeting (following the association address) until we worked on making templates and organizing materials to make the meeting run more efficient and understandable, especially for the two new members. Unanimous Approval
2. 3/10/08 Jim Keel proposed that cash in excess of \$15,000 should be invested in a callable CD with a 15 year maturity and paid 5.75%. Disapproval
3. 4/6/08 Should Association questions for prospective guest speakers be sent to them by email and should some notation be placed on the questionnaire if sent by email? The Executive Committee felt all questionnaires should be sent by post mail and responses coming back should be mailed to each committee member so they can be placed in their notebooks. Therefore there was no need to put notifications on emails. Approval
4. 4/8/08 Jim Keel found a 7-year CD at 4.50% putting \$25,000 in it and kept \$13,000 in the Money Market cash account. Unanimous Approval
5. 4/20/08 The committee unanimously agreed to ask Beverly Ness to be our guest speaker for 2011.
6. 4/20/08 The committee requested starting an Atlanta Committee to help Sandi with on site accommodations and requirements for Association Day. Unanimous Approval
7. 8/8/08 The Committee thought one individual on the Executive Committee should be "contact to the Investment Broker" to help with explanation and a more efficient method of more understanding of our options-he would have direct email access to the accounts. Unanimous Approval
8. 8/9/08 The Committee asked Bill Heisel to contact Jim Keel directly for the best option for re-investing the mature CD of \$22,000. Unanimous Approval
9. 8/20/08 Bill recommended a Bank of America corporate bond, not callable, 5.4% yield which matures in 2014 for \$25,000 dollars. Unanimous Approval – Not Available
10. 9/21/08 Telephone conference call to answer the 25 Questions from The Mother Church, unanimous agreement and sent by the Secretary to the church. For future reference questions filed with 2008 Yearly Polls (3-E)
11. 9/21/08 Poll taken on new Notebooks – accepting the Templates and the new way of organization. Unanimous Approval
12. 9/21/08 The following Association Day Expenses were discussed and changed: Eugene, our custodian for Association day, compensation was raised from \$300 to \$350, Contribution to First Church Atlanta raised from \$1,500 to \$2,000, Speaker fee from \$4,00 to \$5,000. All carried with unanimous approval.
13. 9/21/08 It was suggested to increase our \$2,000 yearly gift to the CS Monitor to \$3,000 this year in honor of the Centennial Celebration. Unanimous Approval

**Executive Committee Yearly Minutes
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.**

Executive Committee Meeting Minutes, November 1st, 2014

Daily Prayer by Mary Baker Eddy

The meeting was opened by the Secretary, Sandra Grow Murray, at 5:00 p.m., at First Church of Christ, Scientist, Atlanta, Georgia. Those present were Janilee Labastie, Chuck Stocking, Wally Dingee, Susan Irby, Joan Ware, and James Howe. Introductions were made by the secretary.

A folder was given to each member of new template pages to replace old ones in the notebooks.

The Minutes of the November 2nd, 2013, meeting were read and approved.
The Minutes of the last conference call were read and approved.
The Summary of the Polls for 2013 were read and approved.

APPOINTMENTS

Election of Chairman: Chuck Stocking was elected Chairman of the Executive Committee. Chuck then presided over the meeting. New Morgan Stanley signature information was signed by Chuck and given to the Secretary to add him as a signature. Joanna will be taken off.

Appointment of Secretary: Sandra Murray was re-appointed as the Association's Secretary-Treasurer. The salary remained the same.

Appointment of Fellowship Chairman: Carol Stocking

Vice-Chairman:

Contact to the Investment Advisor: Janilee LaBastie

Contact to the Fellowship Committee: Joan Ware

Contact to the Financial Review/Audit Committee: James Howe

Contact to the Letter Writing Committee: Sandi Murray

Contact to the Association Day Arrangements Committee: Chuck Stocking

The Financial Report: for 2014 was included in the papers which were in the folder that was handed out at the meeting. It has been audited and approved.

NOMINATIONS

Nominations of six members (3 men and three women, plus 6 alternates) for the 2015 election of two Executive Committee members were discussed. Ballots for election by Association members will go out with the January "dues" letter. Those nominated were:

Mara Lane, Marietta, GA
Julie Worley, Williston, SC
Dianna Palenz, Wichita, KS

John Stevens, Roswell, GA
Warren Fairbanks, Traverse City, MI
Bill Bruegmann, Lafayette, CA

ALTERNATES

Lois Hornesby, Williamsburg, VA	Larry Lackey, Boulder, CO
Ladye Heisel, St. Simons Island, GA	Don Deitrichs, Roswell, GA
Carolyn Willingham, Atlanta, GA	Bruce Butterfield, Chesterfield, MO

The chairman will call the nominees to see if they are willing to serve.

APPOINTMENT OF FINANCIAL REVIEW/AUDIT COMMITTEE

James Sprague Alternate: Ivamae Hawley
Michael Collins
Judith Felch

NOMINATIONS FOR LETTER WRITING COMMITTEE:

Virginia Trader
~~Jaimie DeLoach~~
Marie Goodson

Alternates:

Laurette Joiner
Lyn Hoopes
Richard Requarth

Current Guest Speakers for the Association:

2015 Joyce Hawes, C.S., New Canaan, CT
2016 Deborah Master, Leland MI
2017 Camille MacKusick, Boothbay Harbor, ME
2018 Janet Horton, Ocala, FL
2019 Mary Gottschalk, Boston, MA
2020 Patricia Gantt-Reiman, Colorado Springs, CO
2021 George Moffett, Minneapolis, MN

Suggested future speakers:

See attached sheet for status of names for future speakers.

The Report on membership:

Year	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	Members
attending meeting	64	66	61	54		
Visitors attending meeting	7	9	10	15	9	
Members paying dues	124	113	116	87	98	

Association Fees and Expenses:

TMC General Fund: \$3000
First Church Atlanta: \$2500
Speaker Fee: \$5000
Christian Science Monitor: \$3000
Eugene Smith: \$400

It was approved not to change the fees this year.

Letter to non-attendees: read and approved.

Financial Report: All decisions will be made by conference call as funds mature.

Archives Report:

Unfinished Business:

Add question of having meeting in Sunday School to January letter.
Changed our banking from Wells Fargo Bank to our Morgan Stanley account. We now write checks out of our money market account.

New Business:

Approved upgrading to Quickbooks 2014 for our bookkeeping.
Warren Fairbanks is to buy a new light for the podium.
Secretary to include the yearly Letter to Associations by the MC Board of Directors in the resume from the speaker.
Approved giving the Executive Committee the ability to be on the Letter Writing Committee if needed.

Quickbooks online

Move to adjourn.

Meeting Closed with Sixth Tenet.

The meeting adjourned at 7:00 p.m.

**Executive Committee Yearly Minutes
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.**

Executive Committee Meeting Minutes, November 7th, 2015

Daily Prayer by Mary Baker Eddy

The meeting was opened by the Secretary, Sandra Grow Murray, at 5:00 p.m., at First Church of Christ, Scientist, Atlanta, Georgia. Those present were Diana Palenz, John Stevens, Wally Dingee, Susan Irby, Joan Ware, and James Howe. Introductions were made by the secretary.

A folder was given to each member of new template pages to replace old ones in the notebooks.

The Minutes of the November 1st, 2014, meeting were read and approved.
The Minutes of the last conference call were read and approved.
There were no polls to be read and approved.

APPOINTMENTS

Election of Chairman: Joan Ware was elected Chairman of the Executive Committee. Joan then presided over the meeting. New Morgan Stanley signature information was signed by Joan and given to the Secretary to add her as a signature. Chuck will be taken off.

Appointment of Secretary: Sandra Murray was re-appointed as the Association's Secretary-Treasurer. The salary was increased to \$1300 a month.

Appointment of Fellowship Chairman: Carol Stocking

Vice-Chairman:

Contact to the Investment Advisor: James Sprague, Chairman of Audit Committee

Contact to the Fellowship Committee: Joan Ware

Contact to the Financial Review/Audit Committee: James Howe

Contact to the Letter Writing Committee: Sandi Murray

Contact to the Association Day Arrangements Committee: Chuck Stocking

The Financial Report: for 2016 was included in the papers which were in the folder that was handed out at the meeting. It has been audited and approved.

NOMINATIONS

Nominations of six members (3 men and three women, plus 6 alternates) for the 2015 election of two Executive Committee members were discussed. Ballots for election by Association members will go out with the January "dues" letter. Those nominated were:

Martha Goodson, Dallas, TX

Julie Worley, Williston, SC

Martha Risner, Staffordsville, KY

Jack Hemphill, Charlotte, NC

Warren Fairbanks, Traverse City, MI

Bill Bruegmann, Lafayette, CA

ALTERNATES

Mara Lane, Marietta, GA	Larry Lackey, Boulder, CO
Whitney Love, Atlanta, GA	Keith Keplinger, Tallahassee, FL
Lynda Wilson, Atlanta, GA	Bruce Butterfield, Chesterfield, MO

The chairman will call the nominees to see if they are willing to serve.

APPOINTMENT OF FINANCIAL REVIEW/AUDIT COMMITTEE

James Sprague Alternate: Ivamae Hawley
Michael Collins
Judith Felch

NOMINATIONS FOR LETTER WRITING COMMITTEE:

Holliday Bruegmann
Ivamae Hawley
Marian Sprague

Alternates:

Robyn Bartlett
Marie Goodson
Laurette Joiner

Current Guest Speakers for the Association:

2016 Deborah Master, Leland MI
2017 Camille MacKusick, Boothbay Harbor, ME
2018 Janet Horton, Ocala, FL
2019 Mary Gottschalk, Boston, MA
2020 Patricia Gantt-Reiman, Colorado Springs, CO
2021 George Moffett, Minneapolis, MN

Suggested future speakers:

Abe McLaughlin Kurt Stark
Madelon Maupen Marjorie Dagnall

See attached sheet for status of names for future speakers.

The Report on membership:

Year	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Members attending meeting	64	66	61	54		47
Visitors attending meeting	7	9	10	15	9	19
Members paying dues	124	113	116	87	98	98

Association Fees and Expenses:

TMC General Fund: \$3500
First Church Atlanta: \$3000
Speaker Fee: \$7000
Christian Science Monitor: \$3000
Eugene Smith: \$500

It was approved to change fees this year.

Financial Report: All decisions will be made by conference call as funds mature.

Archives Report:**Unfinished Business:**

Jim Keel was reminded that pharmaceutical, tobacco, etc. stocks were not to be in our portfolio. He was to remove any that we had.

We decided to table discussions on holding the meeting in the Sunday school and to rope off more of the auditorium.

New Business:

Allocations from the bequest from Helen Miller were discussed.
\$30,000 each were given to the Monitor and the BA remodeling project.
\$10,000 each were given to Glenmont and Peace Haven
The bequest is in a new account to earn money each year to donate to CS organizations.
Morning Light and High Ridge House were suggestions for next year.

Move to adjourn.

Meeting Closed with Sixth Tenet.

The meeting adjourned at 7:00 p.m.

Executive Committee Yearly Minutes (3-G)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

Executive Committee Meeting Minutes, November 5th, 2016

Daily Prayer by Mary Baker Eddy

The meeting was opened by the Secretary, Sandra Grow Murray, at 5:00 p.m., at First Church of Christ, Scientist, Atlanta, Georgia. Those present were Diana Palenz, John Stevens, Wally Dingee, Susan Irby, Julie Worley, Warren Fairbanks. Introductions were made by the secretary.

A folder was given to each member of new template pages to replace old ones in the notebooks.

The Minutes of the November 7th, 2015, meeting were read and approved. The Minutes of the last conference call were read and approved. The yearly summary of polls was read and approved.

APPOINTMENTS

Election of Chairman: Diana Palenz was elected Chairman of the Executive Committee. Diana then presided over the meeting. New Morgan Stanley signature information was signed by Diana and given to the Secretary to add her as a signator. Joan will be taken off.

Appointment of Secretary: Sandra Murray was re-appointed as the Association's Secretary-Treasurer. The salary remains the same.

Appointment of Fellowship Chairman: Carol Stocking

Vice-Chairman:

Contact to the Investment Advisor: James Sprague, Chairman of Audit Committee

Contact to the Fellowship Committee:

Contact to the Financial Review/Audit Committee: Wally Dingee

Contact to the Letter Writing Committee: Sandi Murray

Contact to the Association Day Arrangements Committee:

The Financial Report: for 2016 was included in the papers which were in the folder that was handed out at the meeting. It has been audited and approved.

NOMINATIONS

Nominations of six members (3 men and three women, plus 6 alternates) for the 2017 election of two Executive Committee members were discussed. Ballots for election by Association members will go out with the January "dues" letter. Those nominated were:

Marie Goodson, Merritt Is, FL
Robyn Bartlett, Canton, GA
Martha Risner, Staffordsville, KY

Jack Hemphill, Charlotte, NC
Bruce Rankin, West Chester, OH
Bill Bruegmann, Lafayette, CA

ALTERNATES

Mara Lane, Marietta, GA	Larry Lackey, Boulder, CO
Whitney Love, Atlanta, GA	Keith Keplinger, Tallahassee, FL
Lynda Wilson, Atlanta, GA	Bruce Butterfield, Chesterfield, MO

The chairman will call the nominees to see if they are willing to serve.

APPOINTMENT OF FINANCIAL REVIEW/AUDIT COMMITTEE

James Sprague	Alternate: Bruce Butterfield
Bill Bruegmann	Jack Hemphill
Ralph Heisel	Robyn Bartlett
Bill Heisel	

NOMINATIONS FOR LETTER WRITING COMMITTEE:

Whitney Love
Lani Davis
Marie Goodson
Cherry Livengood

Alternates:

Robyn Bartlett	Cathy Edge
Ellen Hanna	Lynda Wilson
Laurette Joiner	Mara Lane

Current Guest Speakers for the Association:

2017 Camille MacKusick, Boothbay Harbor, ME
2018 Janet Horton, Ocala, FL
2019 Mary Gottschalk, Boston, MA
2020 Patricia Gantt-Reiman, Colorado Springs, CO
2021 George Moffett, Minneapolis, MN

Suggested future speakers:

None suggested. Will do so by conference call or e-mail

The Report on membership:

Year	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Members attending meeting	64	66	61	54		47	67
Visitors attending meeting	7	9	10	15	9	19	15
Members paying dues	124	113	116	87	98	98	89

Association Fees and Expenses:

TMC General Fund: \$3500
First Church Atlanta: \$3000
Speaker Fee: \$7000
Christian Science Monitor: \$3000
Eugene Smith: \$500 (also pay cleaning service \$300 this year.)

It was approved to change fees this year.

Financial Report: All decisions will be made by conference call as funds mature.

Archives Report:**Unfinished Business:**

Remind Carol Stocking to get Fellowship callers to call in June.
Decided not to have new board members on conference call with speaker.
Mail Mr. B's paper, "Daily Prayer for Oneself" to speaker and ask for it back at assoc.
No objection to having silent prayer before business meeting.
Voted "no" to having Kathy Fitzer as a speaker after it was revealed she was out of the Journal for three years for medical treatment.
We are not interested at this time in audio recordings or phone conferencing for association address.

New Business:

Suggestions for this year's donations (conference call)
Suggestions of names for future speakers (conference call or e-mail)
January conference call to update 9A and discuss investments
January conference call to clean out and update notebooks

Move to adjourn.

Meeting Closed with Sixth Tenet.

The meeting adjourned at 7:00 p.m.

Executive Committee Yearly Minutes 3-G
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

Executive Committee Meeting Minutes, November 4th, 2017

Daily Prayer by Mary Baker Eddy

This meeting was experimental in that the Chairman conducted the meeting until the end when it was turned over to the new chairman. 2a and 2b on the agenda were moved to the end.

The meeting was opened by the out-going chairman, Diana Palenz, at 5:00 p.m., at First Church of Christ, Scientist, Atlanta, Georgia. Those present were Diana Palenz, John Stevens, Don Dietrichs, Robyn Bartlett, Julie Worley, Warren Fairbanks. Introductions were made by the chairman.

A folder was given to each member of new template pages to replace old ones in the notebooks.

The Minutes of the November 5th, 2016, meeting were read and approved.
The Minutes of the last conference call were read and approved. The yearly summary of conference calls were included in the packet.

APPOINTMENTS

Appointment of Secretary: Sandra Murray was re-appointed as the Association's Secretary-Treasurer. The salary remains the same.

Appointment of Fellowship Chairman: Carol Stocking

Vice-Chairman:

Contact to the Investment Advisor: James Sprague, Chairman of Audit Committee

Contact to the Fellowship Committee:

Contact to the Financial Review/Audit Committee.

Contact to the Letter Writing Committee: Sandi Murray

Contact to the Association Day Arrangements Committee:

The Financial Report: for 2017 was included in the papers which were in the folder that was handed out at the meeting. It will be approved after Bill Brueggman has his questions answered.

NOMINATIONS

Nominations of six members (3 men and three women, plus 6 alternates) for the 2018 election of two Executive Committee members were discussed. Ballots for election by Association members will go out with the January "dues" letter. Those nominated were:

Carol Morgan, Greenville, SC

Ivamae Hawley, Columbus, OH

Shelley Rankin, West Chester, OH

Michael Collins, Gulf Breeze, FL

Jack Hemphill, Charlotte, NC

Richard Requarth, Bellbrook, OH

ALTERNATES

Ellen Hanna, St. Louis, MO	Larry Lackey, Boulder, CO
Martha Risner, Moreland, KY	Patrick McCreary, Portales, NM
Carolyn Willingham, Atlanta, GA	Robert Rees, San Francisco, CA

The chairman will call the nominees to see if they are willing to serve.

APPOINTMENT OF FINANCIAL REVIEW/AUDIT COMMITTEE

James Sprague Alternate: Robyn McCullough
Bill Bruegmann
Jim Howe

NOMINATIONS FOR LETTER WRITING COMMITTEE:

Jennie Loudermilk
Lani Davis
Whitney Love
Shelley Rankin

Alternates:

Ellen Hanna

Current Guest Speakers for the Association:

2018 Janet Horton, Ocala, FL
2019 Mary Gottschalk, Boston, MA
2020 Patricia Gantt-Reiman, Colorado Springs, CO
2021 George Moffett, Minneapolis, MN
2022 Deborah Master
2023 Kate Dearborn

Suggested future speakers:

None suggested. Will do so by conference call or e-mail

The Report on membership:

Year	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Members attending meeting	64	66	61	54		47	67	34
Visitors attending meeting	7	9	10	15	9	19	15	9
Members paying dues	124	113	116	87	98	98	89	84

Association Fees and Expenses:

TMC General Fund: \$3500
First Church Atlanta: \$3000
Speaker Fee: \$7000

Christian Science Monitor: \$3000
Eugene Smith: \$500

Financial Report: All decisions will be made by conference call.

Archives Report:**Unfinished Business:**

Remind Carol Stocking to get Fellowship callers to call in June.

New Business:

Suggestions for this year's donations (conference call)
Suggestions of names for future speakers (conference call or e-mail)

Move to adjourn.

Meeting Closed with Sixth Tenet.

The meeting adjourned at 7:00 p.m.

Financial Review Committee Responsibilities (4-A)

The Christian Science Students' Association of The Pupils of Mr. Neil H. Bowles, C.S.B.

Section 4. Duties of the Secretary-Treasurer:

*The Secretary-Treasurer shall perform the duties of the office as directed by the President. When elected by the Executive Committee, the Secretary-Treasurer shall be custodian of all records and serve as an Executive-Secretary. Correct account of the receipt and disbursement of funds shall be kept, and financial reports furnished to the Executive Committee semi-annually, and to the members of the association annually. All monies disbursed shall be under the supervision of the Executive Committee. Checks shall be signed by the Secretary-Treasurer and by the chairman of the Executive Committee. The books shall be audited annually by a committee of three competent members.**

A. Committee Membership:

- a. Member of Neil H. Bowles Students' Association
- b. Must have some financial knowledge
- c. Consists of three members
- d. Must be independent from the Executive Committee and the Secretary/Treasurer

B. Committee Duties:

- a. Review investment policies (4-D)
- b. Perform annual financial review and report to the Executive Committee (4-B)

C. Financial Review Objectives:

- a. Cash Receipts – review cash deposit records and related internal controls to assess whether contributions and collections are properly recorded and deposited.
- b. Expense Disbursements – review check/wire disbursements and related internal controls to assess whether expense payments, including payroll, are properly approved and recorded.
- c. Taxes – review quarterly tax filings to assess whether federal and state payroll taxes are properly withheld, submitted and reported.
- d. Investments – review monthly investment statements from Morgan Stanley and quarterly statements from the Mother Church Trust Fund and related internal controls to assess whether investments are properly safeguarded and whether investment income and values are accurately recorded.
- e. Financial Statements – review financial statements, journal entries and accounting routines to assess whether transactions are recorded and presented accurately.

2018 Committee Members:

Bill Bruegmann (Chairman)	Jim Howe	Heather Honegger
3396 LaCaminita	3340 Rush-Mendon	3158 Mayola Ct.
Lafayette, CA 94549	Honeoye Falls, NY 14472	Lafayette, CA 94549
925-385-0614	585-624-1810	925-351-3938
bill@bblandlaw.com	jhowe13@rochester.rr.com	h.honegger@comcast.net

** quoted from the By-Laws of The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B. (The term "audited" is interpreted as an independent financial review and does NOT indicate that a formal audit has been conducted in accordance with generally accepted auditing standards.)*

**Financial Review Committee Report
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.**

(4-B)

Date:

To: Executive Committee:

The Association of Pupils of Neil H. Bowles, C.S.B. Finance Committee has reviewed the books and records for the Association of Pupils of Neil H. Bowles, C.S.B. for the fiscal year ending September 30, _____. The Financial Review Committee found the books and records to be accurate and entirely in order.

(or with the following exceptions noted below)

The Financial Review Committee reviewed:

1. Monthly Morgan Stanley Financial statements (including the Operating Account and Bequest Account)
2. The Mother Church quarterly Trust Fund statements
3. Semi-Annual Financial Business report from the Sec.-Treas.
4. Payroll and Tax Forms filed

(Chairman)

(Committee Member)

(Committee Member)

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

2009 Annual Financial Report for the 12 months ending September 30, 2009

General Fund Income Statement

Income		
	Dues	2,785
	Contributions	7,937
	Association Trust Fund distributions	8,444
	Realized Gains from Investment Fund with Smith Barney	14,000
	Miscellaneous	326
	Total Income	33,492
Expenses		
	Contributions to Mother Church, First Church Atlanta, and the Christian science Monitor	12,000
	Association Day	6,458
	Other	17,563
	Total Expenses	36,021
	Net decrease in general fund balance	2,529

Fund Balances

General Fund: \$5,693 compared with \$8,222 a year ago.

Investment Fund with Smith Barney: \$411,377.75 on September 30, 2009 compared with \$386,162.72 a year ago. We transferred \$14,000 from this account to the General Fund during the year. Net unrealized gain in this account for the year ending September 30, 2009 was \$25,215.

Association Trust Fund with the Mother Church: \$285,575 compared with \$288,596 a year ago. This principal amount cannot be used by the Association, although we receive quarterly income distributions.

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

2014 Annual Financial Report for the 12 months ending September 30, 2014

General Fund Statement

Inflows		2014
	Dues	\$2,165
	Contributions	\$6,203
	Association Trust Fund distributions	\$6,629
	Transfer from Morgan Stanley account	\$18,000
	Visitor Fees	\$250
	Total Inflow of Funds	\$33,247
Outflows and Transfers		
	Contributions to Mother Church, First Church Atlanta, the Christian Science Monitor, and Daystar	\$8,730
	Association Day	\$6,344
	Other	\$16,172
	Total Outflow of Funds	\$31,246
	Net increase in general fund balance	\$2,001

Current Assets as of September 30, 2014: \$3,507

Investment Fund with Morgan Stanley: \$444,115 on September 30, 2014 compared with \$444,807 a year ago. Net unrealized *decrease* in this account for the year ending September 30, 2014 was \$1,692, which included an \$18,000 transfer to our checking account.

Association Trust Fund with the Mother Church: \$393,724 compared with \$376,167 a year ago. This principal amount cannot be used by the Association, although we receive quarterly income distributions.

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

2015 Annual Financial Report for the 12 months ending September 30, 2015

General Fund Statement

Inflows		2015
	Dues	\$1,980
	Contributions	\$703,656
	Association Trust Fund distributions	\$10,723
	Transfer from Morgan Stanley account	\$22,000
	Visitor Fees	\$80
	Total Inflow of Funds	\$738,439
Outflows and Transfers		
	Contributions to Mother Church, First Church Atlanta, the Christian Science Monitor, Benevolent Association, Peace Haven, Chestnut Hill, and Glenmont. (All made from the general fund)	\$ 88,500
	Association Day	\$ 6,519
	Other	\$ 19,362
	Transfers to charity funds	\$550,000
	Total Outflow of Funds	\$664,381
	Net increase in general fund balance	\$74,058

Current Assets as of September 30, 2015: \$30,431

Investment Funds with Morgan Stanley as of September 30, 2015:

- General Fund account (228): \$ 498,923
- Charity Account (007) \$ 195,757 \$
- Charity Account (171): \$ 48,033
- Charity Account (229): \$ 333,655
- \$1,076,387**

Association Trust Fund with the Mother Church: \$364,046 compared with \$393,724 a year ago. This principal amount cannot be used by the Association, although we receive quarterly income distributions.

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

2016 Annual Financial Report for the 12 months ending September 30, 2016
General Fund Statement

Inflows		2016
	Dues	\$2,155
	Contributions	\$4,575
	Association Trust Fund distributions	\$8,952
	Transfer from Morgan Stanley investment accounts	\$30,000
	Visitor Fees	\$380
	Total Inflow of Funds	\$46,062
Outflows and Transfers		
	Contributions to Mother Church, First Church Atlanta, the Christian Science Monitor, Morning Light Foundation, Campership Fund for Christian Scientists, Friends of the Peak Institute of Grenada.. (All made from the general fund)	\$38,500
	Association Day	\$ 7,097
	Other	\$23,854
	Total Outflow of Funds	\$69,451
	Net decrease in general fund balance	\$23,389

Current Assets as of September 30, 2016: \$12,503

Investment Funds with Morgan Stanley as of September 30, 2016:

- General Fund account (228): \$ 418,190
- Bequest Account (007) \$ 590,091
- Bequest Account (229): \$ 104
- \$ 1,008,386**

Association Trust Fund with the Mother Church: \$392,189 compared with \$364,046 a year ago. This principal amount cannot be used by the Association, but we receive quarterly income distributions which we can spend.

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

2017 Annual Financial Report for the 12 months ending September 30, 2017
General Fund Statement

Inflows		2017
	Dues	\$3,852
	Contributions	\$4,651
	Association Trust Fund distributions	\$5,800
	Transfer from Morgan Stanley investment accounts	\$46,874
	Visitor Fees	\$180
	Total Inflow of Funds	\$61,357
Outflows and Transfers		
	Contributions to The Mother Church, First Church Atlanta, the Christian Science Monitor, Morning Light Foundation, Daystar, Glenmont, National Fund for Christian Science Nursing, Camps Leelanau and Kohahna, Cedars Camps. (All made from the general fund)	\$39,500
	Association Day	\$8,862
	Other	\$25,892
	Total Outflow of Funds	\$74,239
	Net decrease in general fund balance	\$12,882

Current Assets as of September 30, 201⁷: \$400

Investment Funds with Morgan Stanley as of September 30, 201⁷:

- General Fund account (228): \$ 430,478
- Bequest Account (007) \$ 652,635
- Bequest Account (171): \$ 18
- \$ 1,083,131**

Association Trust Fund with the Mother Church: \$441,938 compared with \$392,189 a year ago. This principal amount cannot be used by the Association, but we receive quarterly income distributions which we can spend.

Past Year Approved Association Day Revenues/Expenses (4-D)

The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Members Today	74	80	64	66	61	54	Unk	47	67	34			
Collection	\$ 5,780	\$ 6,171	\$ 6,541	\$ 5,234	\$ 5,511	\$ 6,203	\$ 3,735		\$ 4,575	\$ 4,651			
TMC General	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,500	\$ 3,500			
1st Church ATL	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000			
Custodian	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 400	\$ 400	\$ 400	\$ 500	\$ 500			
Speaker Fee	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 7,000	\$ 7,000			
Speaker Expense	\$ 1,108	\$ 2,067	\$ 304	\$ 887	\$ 300	\$ 1,344	\$ 993	\$ 1,697	\$ 1,006	\$ 1,085			
Misc Expenses	\$ 181	\$ -	\$ -	\$ 500	\$ 572	\$ -	\$ -						
CS Monitor	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000			
Total Day Expenses	\$ 13,639	\$ 14,417	\$ 12,654	\$ 13,737	\$ 14,722	\$ 15,244	\$ 14,893	\$ 15,997	\$ 17,000	\$ 18,085			

Member Dues 141 113 124 119 117 87 98 98 91 83 73+

May 20, 1994

Neil H. Bowles Student Association

Investment Policy Statement

Objective: The goal of this account is to produce a total return per year 2% greater than the inflation rate, stressing principal preservation and income. In order to achieve the desired objectives and allow potential for growth, the following asset mix will be used and shall adhere to the following guidelines- 70% bonds, and 30% equities. Such asset allocation shall be adhered to unless changed in writing. All investments will adhere to the guidelines set forth below. The investment time horizon for monitoring and evaluation purposes shall be five years. Interim evaluation shall occur at least quarterly.

Income: The purpose of this segment is to provide income and to reduce the volatility of the overall portfolio. Further, since interest rates cannot be forecast, this segment of the portfolio should be established and maintained in a "laddered" fashion as described below. The type investment shall adhere to the requirements set forth below, unless changed in writing. Within the guidelines below, this portfolio shall strive to produce a real rate of return by spacing maturities so that maturities occur on a regular basis, allowing the proceeds to be reinvested at the longest acceptable maturity. Should interest rates be higher than currently, the average yield of the portfolio would be increased. Should they be lower, the portfolio will have increased in value, helping offset the lower current rate. All interest not paid out shall be used to purchase additional debt obligations, except as directed.

Restrictions: The following will be met when investing in the fixed-income sector of this portfolio:

1. Maturities shall not exceed 15 years.
2. No more than 20% shall be placed in any one issue, and no more than 30% in any one issuer, with the exception of obligations of the U.S. Government or its Agencies.

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 (404) 237-7065

Resolution

Be it resolved that Susan L. W. Irby, Chairman of the Executive Committee (or any future Chairman during his/her term of office) is hereby authorized and empowered for and on behalf of the Association of Pupils of Neil H. Bowles, C.S.B. to establish and maintain a brokerage account for the purpose of purchasing, investing in, or otherwise acquiring, selling, possessing, transferring, exchanging, pledging or otherwise disposing of, and generally dealing in and with any and all forms of securities.

I, Loretta S. Burdick, Secretary-Treasurer of the Association of Pupils of Neil H. Bowles, C.S.B., hereby certify that the foregoing is a true copy of a resolution duly adopted by the Executive Committee of the organization, at a meeting duly held on the 18th day of April, 1994 at which a quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with the By-Laws of the organization.

Date June 2, 1994

Loretta S. Burdick
Secretary-Treasurer

John P. T. C.
Notary Public

Notary Public, Fulton County, Georgia.
My Commission Expires November 28, 1997

Financial Policy and Investment Report (4-E) (Updated 9/09)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

Neil H. Bowles Investment Policy Statement:

Portfolio Investment Strategy Guidelines:

*(The objective of the Investment Policy is to preserve capital to serve the cause of Christian Science and to provide resources to cover deficiencies in the operating funds of the Association, if the membership dues and collections become insufficient to cover the costs.)**

Objective: The goal of this account is to produce a total return per year 2% greater than the inflation rate, stressing principal preservation and income.

Asset Allocation:

In order to achieve the desired objectives and allow potential for growth, the following guidelines for the asset mix will be – **70% Bonds, 30% Equities**. Such asset allocation shall be adhered to unless changed in writing which is approved by the Executive Committee. The investment time horizon for monitoring and evaluation purposes shall be **5 years**.

1. Income (Bonds):

The purpose of this segment is to provide income and to reduce the volatility of the overall portfolio. Further, since interest rates cannot be forecast, this segment of the portfolio should be established and maintained in a **“laddered”** fashion. This portfolio shall strive to produce a real rate of return by spacing maturities so that maturities occur on a regular basis, allowing the proceeds to be reinvested at the longest acceptable maturity. All interest not paid out shall be used to purchase additional debt obligations, except as directed.

Restrictions: Fixed-income sector of portfolio

1. Maturities shall not exceed 15 years. *(minimum exceptions)**
2. No more than 20% shall be placed in any one issue, and no more than 30% in any one issuer, with the exception of obligations of the U.S. Government or its Agencies.
3. The following debt obligations are allowed:
 - Money Market Funds
 - Certificates of Deposit at insured institutions
 - Direct obligations of the U.S. Government or its Agencies
4. All fixed income securities shall be rated **“AA”*** or better, or the equivalent by a major bond rating service.

2. Growth (Equities):

The growth portion of this portfolio shall consist of the common stocks of U.S. corporations, convertible bonds of U.S. corporations and, convertible preferred shares of U.S. corporations. The market capitalization of any investment shall be a minimum of \$50 million dollars. Further, there shall be at least 3 million common shares outstanding, since liquidity is a prime consideration. The 30% equity portion shall be invested for growth. However, 10% of the equity portion shall be exempt from these restrictions.

Restrictions:

Preferred* no debt or stock in any company which produces, sells, distributes or services pharmaceuticals, alcohol, tobacco, firearms, gambling, health care or soft drinks and their bottlers.

**** Italic/bold show the alterations from the May 20, 1994 Investment Policy Statement***

Financial Review Committee Investment Policy Report (4-F)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

Directions: Financial Review Committee will have our Investment advisor (Jim Keel, Morgan Stanley) fill in this report semi-annually and send to their committee. The Finance Committee will make comments/recommendations and the Chairperson will sign and send to the Executive Committee for review by October 30 and April 30 of each year.

Annual Review of the Investment Policy Statement Report to The Executive Committee

Amount now invested \$ _____
Percentage charged to date _____ Amount paid to investment company\$ _____
Commissions paid to investment company \$ _____

Asset Allocation

1. Is the investment account making 2% greater than the inflation rates this year?
Inflation rates this year _____ Percent account is making to date _____

2. What percent of investment is in Bonds? (70%) _____

3. What percent of investment is in Equities? (30%) _____

Note: If there is a difference from the policy, the Executive Board needs to **annually** approve this difference.

Fixed income

Money market funds

1. Is more the 20% in any one issue? _____
2. Is there more than 30% with any one issuer? _____
(exceptions: US Government/Agencies)
3. Do any maturities exceed 15 years? (minimum exceptions)
4. Are all ratings of bonds "AA" or better? _____ If no, indicate bond and rating

Certificates of Deposit

1. Is more the 20% in any one issue? _____
2. Is there more than 30% with any one issuer? _____
(exceptions: US Government/Agencies)
3. Do any maturities exceed 15 years (minimums allowed)?
4. Are all ratings of bonds "AA" or better? _____ If no, indicate bond and rating

Financial Review Committee's comments and recommendation:

Equities

1. Growth part of this shall consist **only** of the common stocks of US corporations, convertible bonds of US corporations and, convertible preferred shares of US corporations.
2. Is market capitalization of all investments a minimum of 50 million * _____
3. Is there 3 million common shares outstanding in each company* (liquidity) _____
4. Do any funds include companies that sell, distribute or services: Please ~ if no
Pharmaceuticals__ Alcohol __ Tobacco __ Gambling __ Health care __
Firearms__ Soft drinks/ energy drinks and bottlers _____

*Note to Executive Committee: Change to reflect currency equivalent based on economy since 1994

Financial Review Committee's comments and recommendation:



CHRISTIAN SCIENCE TRUSTEES FOR GIFTS & ENDOWMENTS

ACCOUNT SUMMARY AS OF SEPTEMBER 30, 2007

NEIL H. BOWLES, C.S.B. ASSOCIATION TRUST

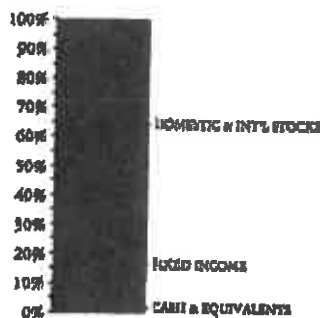
Account Type: Association Trust
Account Creation Date: October 10, 1958

	THIRD QUARTER	YTD
Beginning Market Value	\$934,204	\$913,057
Appreciation	18,015	39,162
Interest and Dividends	2,465	7,510
Beneficiary Payments	-1,856	-6,650
Trustee's Service Charges	-98	-350
Ending Market Value as of September 30, 2007	\$952,729	\$952,729

Payments Made to: The Christian Science Association

3/31/2007: \$2,031 Cleared
6/30/2007: \$2,762 Cleared
9/30/2007: \$1,856 Cleared
12/31/2007: \$1,900 Projected

Note: Your listed payments are a projection based on conditions and holdings at the valuation date and could change. Any adjustments for the difference between estimated income paid and actual income earned will be made early next year.



GROWTH	MARKET VALUE	% ASSETS
Domestic & Int'l Stocks	\$249,089	70.6%
Total Equities	\$249,089	70.6%
Fixed Income	\$91,608	26.0%
Cash & Equivalents	12,033	3.4%
Total Fixed Income & Cash	\$103,641	29.4%
Total Portfolio	\$352,729	100.0%

Totals may not add due to rounding.

Please direct questions to our Trust Team at 1-800-288-7155, extension 3205 or 3259.

7772341

KASPICK & COMPANY

Christian Science Trustees For Gifts & Endowments
PORTFOLIO APPRAISAL
Bowles, Neil H. Assoc. Trust
Association Trust
7772541
September 30, 2007

<u>Quantity</u>	<u>Security</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Price</u>	<u>Market Value</u>	<u>Pct. Assets</u>	<u>Cur. Yield</u>
Large Company Stocks							
Mutual Funds 13,069.385	CSTG&E U.S. Social Core Equity 2	10.00	130,683.96	10.51	137,296.18	38.9	0.1
			130,683.96		137,296.18	38.9	0.1
	Large Company Stocks Total		130,683.96		137,296.18	38.9	0.1
International Stocks							
Mutual Funds 10,687.615	CSTG&E Int'l Social Core Equity	10.00	106,923.22	10.46	111,792.45	31.7	0.1
			106,923.22		111,792.45	31.7	0.1
	International Stocks Total		106,923.22		111,792.45	31.7	0.1
High Quality Bond Funds							
Intermediate Term 8,381.317	Vanguard Intermediate Term Treasury Adm	10.80	90,492.40	10.93	91,607.79	26.0	4.7
			90,492.40		91,607.79	26.0	4.7
	High Quality Bond Fund Total		90,492.40		91,607.79	26.0	4.7
Cash and Equivalents							
	Schwab Cash		11,522.37		11,522.37	3.3	2.9
	Schwab Income Cash		510.48		510.48	0.1	2.9
			12,032.85		12,032.85	3.4	2.9
TOTAL PORTFOLIO			348,132.43		352,729.27	100.0	1.4

Report run at 09:43:44 AM on Friday, October 26, 2007

Carol Stocking
Chairman Executive Board
Neil H Bowles Association

11/8/07

Follow-up to our discussion about the cash received from the Mother Church with regards to the Trust.

In October 1958 Mr. Bowles set up a Charitable Trust with the Mother Church. This called for the net income to be paid quarterly. The distributions will continue until there are less than 10 members or the association is disbanded.

March 1984 Mr. Bowles made an amendment to the Charitable Trust so the entire trust value is given to the endowment of The Christian Science Monitor instead of the General Fund of the Mother Church.

It is the Mother Churches policy to have a balanced approach to the trust. Part is in equities for growth, and part is in fixed income to create the income that is distributed to the association. They put 70% in equities and 30% in fixed income.

The \$8,549 reported to the association is the total distribution for 2007. Since the year has not ended they project the final payment and included it in \$8,549. The final quarterly payment could be different because market situations in the fourth quarter may vary. So, of the total investment \$352,729.27 the fixed income value is \$102,525.25, the distribution represents an 8.34% return. That is much better than I thought.

Submitted by Bill Heisel



CHRISTIAN SCIENCE TRUSTEES FOR GIFTS & ENDOWMENTS

ACCOUNT SUMMARY AS OF SEPTEMBER 30, 2009

NEIL H. BOWLES, C.S.B. ASSOCIATION TRUST

Account Type: Association Trust
Account Creation Date: October 10, 1958

CHANGE IN ACCOUNT VALUE

	THIRD QUARTER	YTD
Beginning Market Value	\$250,434	\$244,631
Appreciation	35,530	43,167
Interest and Dividends	1,535	5,074
Beneficiary Payments	-1,700	-6,619
Asset Management Fees	-147	-423
Trustee's Service Charges	-78	-255
Ending Market Value as of September 30, 2009	\$285,575	\$285,575

PAYMENT SCHEDULE FOR 2009

Payments Made to: The Christian Science Association

3/31/2009: \$1,700 Cleared
6/30/2009: \$1,700 Cleared
9/30/2009: \$1,700 Cleared
12/31/2009: \$1,700 Projected

Note: Your listed payments are a projection based on conditions and holdings at the valuation date and could change. Any adjustments for the difference between estimated income paid and actual income earned will be made early next year.

INVESTMENT SUMMARY AS OF SEPTEMBER 30, 2009



GROWTH	MARKET VALUE	% ASSETS
Domestic & Int'l Stocks	\$202,814	71.0%
Total Equities	\$202,814	71.0%
Fixed Income	\$73,317	25.7%
Cash & Equivalents	9,444	3.3%
Total Fixed Income & Cash	\$82,761	29.0%
Total Portfolio	\$285,575	100.0%

Totals may not add due to rounding.

Please direct questions to our Trust Team at 1-800-288-7155, extension 3258 or 3203.

7772541

KASPICK & COMPANY

Bowles Assoc Balance Sheet

(Includes unrealized gains)

As of 9/30/2009 (Cash Basis)

10/9/2009

Page 1

Account	9/30/2009 Balance
ASSETS	
Cash and Bank Accounts	
100 Wachovia	3,962.66
105 Wachovia MM	0.00
110 Vanguard MM	3,625.57
Petty Cash	400.00
TOTAL Cash and Bank Accounts	7,988.23
Other Assets	
140 Smith Barney	411,377.75
TOTAL Other Assets	411,377.75
Investments	
Brokerage	0.00
Robinson Bonds	0.00
Robinson Stocks	0.00
TOTAL Investments	0.00
TOTAL ASSETS	419,365.98
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
400 Fed Inc WH	900.00
410 SS WH	1,260.00
420 Med WH	135.00
TOTAL Other Liabilities	2,295.00
TOTAL LIABILITIES	2,295.00
EQUITY	417,070.98
TOTAL LIABILITIES & EQUITY	419,365.98

Cash Flow 10/01/2008 -9/30/2009

10/1/2008 Through 9/30/2009

10/9/2009

Page 1

10/1/2008-
9/30/2009

Category Description

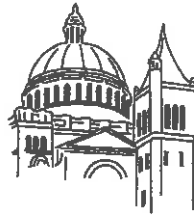
INFLOWS

112 VanMM Div	41.11
200 Contr-Col\$	6,177.00
220 Contr-Reg	1,760.00
230 Dues	2,785.00
240 Int Earned	8,444.36
250 Visitor Fee	285.00
•Realized Gain	14,000.00
•Unrealized Gn	25,215.03
TOTAL INFLOWS	58,707.50

OUTFLOWS

300 Assn Day	6,457.86
310 Bank Charge	12.00
340 Postage-Off	372.70
345 Suppli-Off	1,671.47
370 Rent Paid	2,400.00
380 Salary	12,000.00
390 EmployrFICA	930.00
392 Donations	12,000.00
Bank Charge	27.00
Meals & Entertn	150.00
TOTAL OUTFLOWS	36,021.03

OVERALL TOTAL**22,686.47**



CHRISTIAN SCIENCE TRUSTEES FOR GIFTS & ENDOWMENTS

ACCOUNT SUMMARY AS OF SEPTEMBER 30, 2010

NEIL H. BOWLES, C.S.B. ASSOCIATION TRUST

Association Trust

Created October 10, 1958

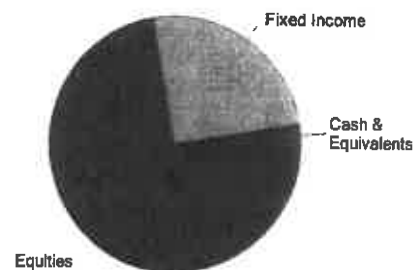
GIFTS ACCOUNT VALUE

	THIRD QUARTER	YEAR TO DATE
Beginning Market Value	\$276,726.95	\$289,519.97
Appreciation	28,918.13	17,090.95
Income	1,309.31	4,124.13
Beneficiary Payments Cleared	-1,437.50	-4,735.87
Asset Management Fees	-161.52	-501.87
Trustee's Service Charges	-66.53	-208.46
Market Value as of September 30, 2010	\$305,288.84	\$305,288.84

ASSET ALLOCATION

PORTFOLIO ALLOCATION: GROWTH

	MARKET VALUE 9/30/10	% ASSETS
Equities	\$219,897.14	72.0%
Fixed Income	77,030.51	25.2
Cash & Equivalents	8,361.19	2.7
Total Portfolio	\$305,288.84	100.0%



Please direct questions to our Trust Team at 1-617-450-3258 or 3203.

Neil H. Bowles Bequest History 2015 (4-H)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

A bequest from the Estate of Helen Miller of \$698,950 was received in the spring of 2015. The Association's Executive Committee discussed the usage of the funds and desired to follow the intended interests of Mr. and Mrs. Miller, the donors. To that end, a discussion was held with Helen Miller's close friends, as to what Helen may have wanted and where her interests were. Out of that conversation it was determined that benefiting the care facilities was very aligned with Helen's interests and also support for The Christian Science Monitor.

The Executive Committee also did not feel comfortable establishing "hard and fast rules" about usage of the funds, but instead decided that Helen would have endorsed the first year allocation of a portion of the funds totaling \$100,000 to support The Christian Science Monitor (\$30,000); renovation at Chestnut Hill Benevolent Association (\$30,000); gifts of \$10,000 each to Peace Haven and Glenmont; and up to \$20,000 for a "fellowship fund" to provide financial assistance to members where that support might encourage attendance at our Association Meeting.

The committee felt that the balance of the funds (approximately \$600,000) when invested, could likely enable subsequent Executive Committee's to make allocations of \$30,000 or more to The Christian Science Monitor and other care facilities...to be determined each year by that Executive Committee.

As for the management of the funds, the sense was that Jim Keel would invest them in a separate account and would use the same prudent investing that Mr. Bowles would have endorsed except that in lieu of fixed income investments, we would endorse the conservative investment of these funds in social accountability securities or indexed mutual funds (all of which would exclude investments in medical, alcohol, tobacco, military etc.). It would be logical that the Executive Committee would receive regular financial statements of the investment accounts from Mr. Keel at Morgan Stanley and, based on those statements, would be able to make appropriate annual allocations.

Specifics of initial investment of this bequest: After making initial gifts totaling \$80,000 and reserving \$20,000 as an assistance fund for Association members (which was deposited in the Association's primary account), the remaining \$600,000 was initially invested in three Morgan-Stanley accounts:

\$350,000 in account #229,

\$200,000 in account #007

\$50 ,000 in account #171.

Within a year, these three "bequest" accounts were essentially consolidated into one (#007), because only one money manager was willing to filter investments according to our restrictions. The transition was carried out slowly and finally completed in October, 2018.

The Executive Committee minutes of June 29, 2015, also contain the following regarding dissolution of the Association and future use of these funds: "In the event of disbanding of the association, the Executive Committee at that time would be encouraged to distribute the balance of this "bequest fund" to The Monitor, to care facilities (that they would determine at that time); or to the Mother Church. Future Association Executive Committees would have the freedom to manage the Bequest Fund as they deemed appropriate and/or to consider alternate investment and spend strategies in coordination with the investment advisor."

Contributions made from this bequest are listed below. (Note that these contributions are in addition to the regular contributions to First Church Atlanta, The Mother Church, and The Christian Science Monitor which the Association has always made on Association Day.)

September, 2015, contributions:

\$30K Christian Science Monitor

\$30K Chestnut Hill Benevolent Association —renovation for an Out Patient Room with a plaque stating from The Neil H. Bowles Association

\$10K Peace Haven

\$10K Glenmont

\$20K reserved for assistance to Association members, to be offered through the Fellowship Contact Committee.

This \$20K was left in the Association's primary account when the bequest accounts were set up. Very little of it has been used.

July, 2016, contributions:

\$14.75K Morning Light Foundation, Inc.

\$14.75K The Campership Fund (for students attending C. S. camps in southeast and central U.S.)

\$0.5K A Christian Science school in Grenada

Account values as of Oct. 31, 2016: #007—\$581,109; #171—\$18; #229—\$243.

Account values as of Dec. 31, 2016: #007—\$603,773; #171—\$18; #229—\$243.

August, 2017, contributions:

\$5K National Fund for Christian Science Nursing

\$5K Glenmont

\$5K Daystar

\$5K Morning Light Foundation, Inc.

\$5K Christian Science Committee on Institutional Work for California

\$2.5K Camps Leelanau and Kohahna

\$2.5K Cedars Camps

September, 2017, contributions:

\$5K The Principle Foundation—hurricane relief for Christian Scientists

(\$0.5K offered for transportation to Association, but not used)

November, 2017, contributions:

\$1K Daystar, Inc—help with hurricane damage

Account values as of Dec. 31, 2017: #007—\$628,087; #171—\$18; #229—\$0.

June, 2018, contributions:

\$5K The Principle Foundation (Note: this check was never received by the Principle Foundation, so it should be reissued later in the year.)

\$5K First Church of Christ, Scientist, Atlanta, Georgia (Note: extra to help with maintenance)

\$2.5K Crystal Lake Camps

\$2.5K Adventures Unlimited/Discovery Bound

September, 2018, contributions:

\$10K National Fund for Christian Science Nursing

\$5K The Morning Light Foundation

\$5K The Leaves

October, 2018, contributions

\$2.5K First Church of Christ, Scientist, Atlanta, Georgia (Note: extra to help with maintenance)

Account values as of Oct 31, 2018: #007 \$603,174; #171 - \$0; #229 - \$0

Letter Writing Committee Procedures (5-A)

The Christian Science Students' Association Of The Pupils of Mr. Neil H. Bowles, C.S.B.

Thank you for your willingness to serve on the Letter Writing Committee this year.
The following is a brief description of the procedures to complete your assignment.

A. The Spiritual Impact

1. When thinking about our individual Association sharing its views with The Mother Church these words come to thought- **joy, love, obedience, devotion, gratitude, sharing, and inspiration.**
2. The letter is a joyous sharing of our Association's love and devotion to the Cause of Christian Science and The Mother Church- and its healing mission.
3. Being obedient to the Church Manual, by convening annually and sharing in fresh revelation and understanding, the committee can express gratitude for Christian Science and reaffirm our commitment to this practical Science.
4. It is an opportunity to meet two other classmates and work metaphysically together with creative ideas.
5. It is sending a message of the result of solid class instruction and how the Association is blessing the entire universal cause.

B. The Process

1. Each member of the committee should individually draft a proposed letter to The Mother Church to accompany the annual Association contribution.
2. Send a copy of the letter to each of the other members of the committee.
3. After studying the three drafts, you will all consult together by a conference call and e-mail, scheduled by the chosen coordinator, and agree on a final draft, incorporating input from each of you.
4. A copy of your agreed-upon final draft should be sent to the Secretary by October 1st for review by the Executive Committee Chairman before Association Day. You may wish to review your study assignment letter which was sent to the membership in January. It is good to give The Mother Church a sense of what our Association is thinking about.

Enclosed are some letters that were sent in previous years.

Current Committee Members:

November 4, 2006

The Christian Science Board of Directors
The First Church of Christ, Scientist
175 Huntington Avenue
Boston, Massachusetts 02115

Dear Friends:

On this special annual day of **re-commitment to the Cause of Christian Science**, our address this year is **"RESPONDING TO THE VOICE WITHIN"**. Our study assignment was to LISTEN, EXPECT and RESPOND to the "still small voice within" and to express joy in obeying what we hear. Mrs. Ivamae S. Hawley, C.S., of Columbus, Ohio, reminded us of Mrs. Eddy's words "The intercommunication is always from God to His idea, man" (S&H 284:31) and "Truth is revealed. It needs only to be practised". (S&H 174:20)

Our loyal teacher, Neil H. Bowles, faithfully strove to reflect this light of Truth to guide us in pursuing the paths of righteousness. We are naturally grateful to him for his great and loving contribution to the world as a Practitioner, Teacher and Lecturer, and for encouraging us to be better students of Mary Baker Eddy's final revelation. In Mr. Bowles' words, "May we remember that our attitude as we study and pray should always be of joyous expectancy of glorious unfoldment."

We express much gratitude to the Board of The Mother Church for the new ways the Lesson Sermon is blessing the world, including the new "MY BIBLE LESSON" with its study notes especially for young people and Sunday School teachers. We continue to cherish the outstanding work of the Lesson Sermon Committee. Your helpful and enlightening letter directed to each CHURCH FAMILY MEMBER, assuring us of your gratitude for our membership and our "God-impelled love, efforts, and prayers" was received with great appreciation. We noted in awe the list of activities accomplished through our joint efforts. We are in turn thankful to each of you for your dedicated work on behalf of our church.

It is with deep love for Mrs. Eddy and for the Church she founded, that we share this offering of _____ as our contribution to the General Fund.

Sincerely,

ASSOCIATION OF PUPILS OF NEIL H. BOWLES, C.S.B.

Letter Writing Committee:
Marilyn A. Dietrichs, Chairman
Robyn K. McCulloch
Jayne M. Sherman

Enclosure

The Christian Science Board of Directors
The First Church of Christ, Scientist
175 Huntington Avenue
Boston, Massachusetts 02115-3187

November 5, 2007

Dear Friends:

Today, the members of the Association of Pupils of Neil H. Bowles, C.S.B, have joyfully reunited for our annual meeting in the beautiful and historic edifice of First Church of Christ, Scientist, Atlanta. Our speaker, Camille H. MacKusick, C.S. addressed us on the subject **"How can I progress most rapidly in the understanding of Christian Science?"** She urged us to follow the example of our teacher by endeavoring to grow spiritually, progress as healers, and to understand and demonstrate Christian Science better with each passing year. Our dear teacher was tireless in his efforts to keep his family of students progressing on the "straight and narrow way" of Truth.

On page 496 of Science and Health, our beloved leader Mary Baker Eddy asks us to ask ourselves, "Am I demonstrating the healing power of Truth and Love?" and states "Your fruits will prove what the understanding of God brings to man." We are committed to this demonstration, to progress in the understanding of Christian Science, and to demonstrate individually that "progress is the law of God..."

Enclosed is our contribution to the Mother Church in the amount of \$2000.00 for the General Fund, in deep gratitude for the faithful nurturing of the Christian Science Movement -- a movement so crucial to human progress!

In loving loyalty,

Association of Pupils of Neil H. Bowles, C.S.B.
Letter Writing Committee:
Janilee LaBastie, Chairman
Wally Dingee
Joanna Norris

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.
1163 Private Road 6002, Giddings, TX 78942 Telephone 979-366-2402**

November 2, 2013

The Christian Science Board of Directors
The First Church of Christ, Scientist
175 Huntington Avenue
Boston, MA 02115-3187

Dear Friends,

As stated in The Manual of The Mother Church, Article XXVI Section 6, the Association is instructed to convene annually and to be guided by the Bible and "Science and Health with Key to the Scriptures" by Mary Baker Eddy. On this special day, and in accordance with The Manual provision, the members and guests of the Association of the Pupils of Mr. Neil H. Bowles, C.S.B. were brought together in the continuing quest for a deeper understanding and appreciation of the spiritual universe and man.

Our speaker, Marjorie A. Dagnall, C.S., expanded and clarified this reality and thus led us into the realm of healing. Mrs. Dagnall assigned the reading and study of John's gospel to give us an insight into what divine Life looks like and that divine Life is our life.

As an Association, we are very appreciative of the numerous steps and actions taken by the Board of Directors to be more transparent and more in contact with the members of The Mother Church and all Christian Scientists. This has resulted in an increased awareness of the activities and goals of The Mother Church which can only bring good to all.

To indicate in a small way our appreciation and gratitude for all that you have done, and are doing, we are enclosing a check in the amount of \$_____ to be placed in the General Fund for use as the Board of Directors sees fit.

Once again a very sincere Thank You to the Board and all the workers at The Mother Church.

Pupils of Neil H. Bowles, C.S.B.

Letter Writing Committee

James F. Sprague, Chairman
Wallace Dingee
Ivamae Hawley

Fellowship Contact Committee Guidelines (6-A)

The Christian Science Students' Association of the Pupils of Neil H. Bowles, C.S.B.

Purpose: To reach out and **communicate with all Association members**, (especially those who have not recently been heard from or have not been able to attend Association Day) with kindness and caring fellowship and to **provide love and prayer** beyond Association Day and to **strengthen and support** our fellow members.

Suggested ways to communicate:

1. Telephone
2. Email
3. Write a letter /postcard/"thinking of you card", any season of cheer
4. Visit them if in the vicinity or appropriate.
5. Follow-up plan to make arrangements to meet at Association.

When no information is available:

1. When the phone company explains there is no one by that name at the address, you might go to the Journal and call the CS Reading Room or CS Church closest to the address and ask for any information.
2. Please go to the internet State White Pages on Google and put in the address

Information to be obtained for Association Secretary:

1. Update **change** of address/ phone/email.
2. Be listening for special needs (financial, physical, care giving assistance).

If there is a **financial need** for getting to Association or another need, the **Association now has a special fund** available to help assist our members. Requests for assistance may be made through our Association Secretary at (979-716-7363).

3. Report of members who have passed.
4. Those **Flying** into Atlanta but are **not comfortable** with the airport:

Atlanta Airport Pick up and Return to the Airport :

Please notify the Association Secretary of the Flight Times of anyone needing assistance to and from the Atlanta Airport. We are asking anyone to arrive into Atlanta by 1:00 so we all make the 4:00 preparation meeting at the church on Friday. She will get back to the individuals with specific confirmation details.

5. The Association Hotel:

Marriott Suites Midtown, 35 14th Street NE, Atlanta, GA 30309

Phone: **1-404-876-8888**, or **1-800-228-9290**

(Mention **Group Rate** Neil H. Bowles' Association)

Car shuttles are provided by the members of the Association to the church

Lunch in the Sunday School: This year again we will place orders for a light lunch in the Sunday School so members and visitors don't have to walk across the street.

Of course you want to be a good listener but your sincerity and Christian support is always the priority. Also remind them if they cannot attend our Association and have not attended any other for the year, they can call and request a summary from our **Association Secretary:**

Sandi Murray, 8090 John McKeever Rd, House Springs, MO 63051, 979-716-7363

sandigrow@gmail.com

Thank You for accepting this responsibility of being on the Fellowship Contact Committee.

Scheduled Confirmed Guest Speakers (7-A)
The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.

2000- Clifton N. Irby, C.S., Atlanta, GA

2001- Mary Imrie, C.S., Oak Brook, IL

2002- Donald A. Wallingford, C. S., Lilburn, GA

2003- Jan K. Keeler, C.S., Austin, TX.

2004- Robert A. Shepherd, C.S., Atkinson, NH

2005- Thomas C. Johnsen, Belmont, MA

2006- Ivamae Hawley, C.S., Columbus, OH

2007- Camille H. Mackusick, C.S., Southport, ME

2008- Nancy Phil, C.S., Tucson, AZ

2009- Joyce Hawes, C.S., New Canaan, CT

2010- Donald A. Wallingford, C.S., Lilburn, GA

2011- Richard Requarth, C.S., Bellbrook, OH

2012- Christine Irby Williams, Houston, TX

2013- Marjorie Dagnall, C., Aptos, CA

2014- Ralph Byron Copper, Boston, MA

2015- Joyce Hawes, C.S., New Canaan, CT

2016- Deborah Master, C.S., Leland, MI

2017- Camille MacKusick, C.S., Boothbay, ME

2018- Janet Horton, Ocala, FL

2019- Mary Gottschalk, C.S., Boston, MA

2020- Patricia Gantt Reiman, C.S., Colorado Springs, CO

2021- George Moffett, C.S., Saint Paul, MN

2022-Deborah Master, C.S., Leland, MI

2023-Kate Dearborn, C.S. Naugatuck, MI

Qualifications for Prospective Guest Speakers (7-B)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

*“Article III, Section 3. Duties of Executive Committee: They shall carefully inquire into the qualifications of available addressers for the association meetings and shall elect yearly one, well qualified, to address the association. Satisfactory addressers may be invited again for other years, but only one year at a time.” **

Notes For The Executive Committee From Neil H. Bowles July 28, 1982:

1. No one is to address the Association at any time who has in his or her background the false teaching (promoted by the Bliss Knapp group) that Mrs. Eddy is the woman of the Apocalypse. The Archives have the following statement written by Mrs. Eddy in 1896: “It (referring to that false concept) has no more validity than to fancy a statue of Liberty represented by a woman resembling some individual’s form or face, then name it that individual.” Mrs. Eddy’s statement has also been quoted verbally in Normal Class by Richard J. Davis as “I am no more the woman of the Apocalypse than the Statute of Liberty is liberty.” Mr. Bowles’ Normal Class teacher was Richard Davis, who was taught by Bicknell Young, who was taught by Mr. Kimball. (The Cobb students have had the incorrect teaching.)

Notes For The Executive Committee From Neil H. Bowles August 23, 1982:

2. In selecting a speaker to address the Association, great care should be exercised in inquiring into qualifications of the prospective speaker. They should have had considerable experience in the practice work, and often one of the lecturers would be a good candidate for consideration. However, there again, care should be taken to learn the background of their teaching. As my pupils know, my teachers in Christian Science, Primary and Normal classes were Professor Hermann S. Hering and Richard J. Davis.

Guidelines for Christian Science Students Associations from The Christian Science Board of Directors and Board of Education (March 1987):

4-1 Responsibility of executive committee to set standard for addresses:

When the teacher is no longer in charge of the association it becomes the responsibility of the executive committee to maintain a high standard for the one who addresses the association as guest speaker. The committee should take the initiative to specify the number of hours reserved for the address, and to satisfy itself that the guest speaker fully understands that the association looks forward to material that will contribute substantially to the spiritual growth of each member. The speaker is entitled to keen and appreciative support as he prepares the address, and assurance that the committee is doing everything possible to provide a harmonious and receptive atmosphere when the address is presented.

** quoted from the By-Laws of The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B.*

Church Manual of The First Church of Christ, Scientist, in Boston, Massachusetts

Manual By-Laws

“Without Teachers. Sect. 2. Those beloved brethren whose teacher has left them, can elect an experienced Christian Scientist, who is not in charge of an association of students and who is ready for this high calling, to conduct the meetings of their association.”
(Church Manual, Article XXVII)

**Supplementary Information
for Associations without Teachers-Board of Education 2000**

Selecting a Guest Speaker

Responsibility of executive committee and membership

It is the annual demonstration of each association without a teacher prayerfully to choose and invite the one who is to conduct the association meeting in accordance with the Manual, Article XXVII, Section 2.

Only pupils of loyal teachers may address an association and one so invited does not acquire any permanent standing relative to the association. The same speaker may be invited more than once.

Choosing the right person to address the annual association meeting each year is not just the responsibility of the executive committee. It is the demonstration of the entire association. In a very real sense the selection of the speaker expresses the association's thought about itself.

Good selection of the speaker begins by asking such questions as these:

- What is the purpose of our association meeting?
- Are we seeking that person, whether well-known or perhaps still undiscovered, who will best meet the need of our association on that special day?

Qualifications of an association speaker:

The qualities sought in an association speaker are spirituality, a sound understanding of Christian Science, the ability to demonstrate Christian Science, and the ability to communicate Christian Science. Individuals who have these qualities and are using them may be recognized by their:

- effective healing work in the public practice;

- active in branch church work;
- articles published in the periodicals
- effective work as a lecturer, Committee on Publication , or in some other activity of The Mother Church

The association needs to have adequate information about the one to whom it is entrusting its annual address. For example:

- Is the prospective speaker free of private theories and interpretations of Mrs. Eddy's writings?
- Is he class taught by a loyal teacher?
- Is he in full support of all *Manual* provisions?
- Does he have substantial experience as a working, demonstrating Christian Scientist?
- Does he express himself clearly?

No two associations go about selecting a speaker in exactly the same way. Some associations defer extending an invitation to a speaker unless at least one member of the executive committee knows something, preferably firsthand, about him. Some require unanimous agreement among committee members before sending the invitation. Names of prospective speakers should be welcomed from members, but the committee properly accepts responsibility for obtaining more information about speakers and makes the final decision. It is not uncommon to interview by phone, or in person, the one who is being considered.

The Mother Church does not maintain a list of names nor does it recommend prospective speakers.

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

(7-D)

-----date

Dear -----,

In follow up to recent conversations with the Chairman of our Executive Committee, we are asking you to please respond to the following specific questions. The first four questions are coming from The Mother Church's "Guidelines for Christian Science Students Associations".

1. Please give the names of your primary class teacher and his or her primary and normal class teachers.
2. What is your experience in effective healing work in the public practice? Also, please list any articles you have had published in our periodicals -- as well as your branch church and Mother Church activities.
3. Do you fully support all Church Manual provisions?
4. Are you free from private theories and interpretations of Mrs. Eddy's writings?

And from the Association Executive Committee with guidance and support from Mr. Bowles, we ask the following three questions:

1. Are you free from the false teaching that Mrs. Eddy is the woman in the Apocalypse?
2. Mr. Bowles was very specific in his teaching on prayer and Christian Science treatment. Please write an example of your approach to daily metaphysical prayer for yourself or give us some insight as to your own understanding of prayer and Christian Science treatment.
3. Our teacher always provided a written summary or resume' of his address for our members and guests, which were distributed at the close of our annual meeting. Would you be willing to do the same?
(All full texts of our guest speakers' addresses are to be destroyed when the Association disbands.)

We look forward to hearing from you, even though a specific date has not been established. It is our understanding that you may have an opening in your schedule and we look forward to hearing from you and exploring the possibility that you might be available to address the Bowles Association. Please write or call if you have any questions.

Sincerely,

Secretary

**The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.**

(7-D Revised)

-----date

Dear -----,

In follow up to recent conversations with the Chairman of our Executive Committee, we are asking you to please respond to the following specific questions. The first four questions are coming from The Mother Church's "Guidelines for Christian Science Students Associations".

1. Please give the names of your primary class teacher and his or her primary and normal class teachers.
2. What is your experience in effective healing work in the public practice? Also, please list any articles you have had published in our periodicals -- as well as your branch church and Mother Church activities.
3. Do you fully support all Church Manual provisions?
4. Are there any statements in Mary Baker Eddy's writings that you question or think are out of date?

And from the Association Executive Committee with guidance and support from Mr. Bowles, we ask the following three questions:

1. There has been a controversy about Mary Baker Eddy being the woman in the Apocalypse. What is your understanding about this?
2. Mr. Bowles was very specific in his teaching on prayer and Christian Science treatment. Please write an example of your daily metaphysical treatment for yourself .
3. Would you be willing to furnish a comprehensive summary (not just citations) or a full text of your address to be distributed at the close of the day?
(All full texts of our guest speakers' addresses are to be destroyed when the Association disbands.)

We look forward to hearing from you, even though a specific date has not been established. It is our understanding that you may have an opening in your schedule and we look forward to hearing from you and exploring the possibility that you might be available to address the Bowles Association. Please write or call if you have any questions.

Sincerely,

Secretary

Association Address Criteria (7-E)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

In a statement given by the Board of Directors of the Mother Church in 1954 (CSJ, Vol. 72, pps.149-150), the following concepts were shared about "*Christian Science Class Teaching and Students' Associations*:"

- "The purpose of class instruction is to so **open the student's thought to the glory of God** that the effulgence of Truth may pour in upon him, enlarging his demonstrable understanding of the **allness of Spirit** and the **nothingness of matter**, thereby establishing him in Christian Science....
- To keep the priceless experience of class instruction fresh and glowing in the student's thought Mrs. Eddy has provided for the associations of the pupils of loyal teachers to convene annually. (see Art. XXVI, Sect. 6). **The annual meeting of his association is indeed a high light in the progress of the student**; it is not a social event but is, as it were, **an extension of class from year to year**, made possible by the tender foresight of our Leader...
- When an association is left without the teacher, the members should carry on **with renewed zeal and consecration, determined that through their untiring love and loyalty to Principle their association shall continue to fulfill in increasing degree the exalted purpose for which our Leader established it.**"

In "Guidelines for Christian Science Students Associations" from The Christian Science Board of Directors and Board of Education, March 1987 the following is stated:

* The Association Address

Every year the class-taught student meets with the fellow members of his Association to **renew and extend the inspiration of his Primary teaching**. In an **original** address prepared specifically for that event, the invited speaker provides further penetration into the Science of being **fresh, new insights**, showing how fundamental **spiritual truths are applicable to today's needs**. This includes, first of all, the needs of the individual, but also the needs of our church, and the needs of mankind.

The address is the main reason for bringing the members together each year, and it should **occupy the major portion of the day**. (Mr. Bowles did not recommend audience participation.)

* Responsibility of Executive Committee to set the Standard for Addresses

When the teacher is no longer in charge of the association it becomes the responsibility of the Executive Committee to maintain a high standard for the one who addresses the association as guest speaker. The committee should take the initiative to **specify the number of hours reserved for the address**, and to satisfy itself that the guest speaker fully understands that the association looks forward to material that will **contribute substantially to the spiritual growth of each member**.

The speaker is **entitled to keen and appreciative support** as he prepares the address, and assurance that the committee is doing everything possible to provide a harmonious and receptive atmosphere when the address is presented.

* Sharing the Address

A **brief summary** of the presentation, including a **list of subtopics** and references from the Bible and the writings of or about Mrs. Eddy, may, at the discretion of the guest speaker, be given to the members and guests present at the meeting.

Active Status of Guest Speakers (7-F)
The Christian Science Student's Association
of the Pupils of Neil H. Bowles, C.S.B.

October 18, 2017

Signed up this year: 2022---Deborah Master, 2023---Kate Dearborn

Proposed, contacted by an Executive Committee Member and sent a questionnaire:

2016---Tanner Johnsrud (Did not send back questionnaire and said he didn't fit our association)

2016---Mark McCurties “ “

Chestnut Booth, Godfrey, IL, recommended by Warren Fairbanks and Diana Palenz, contacted by Warren. Never sent back questionnaire.

June Clark, Mobile, AL, recommended by Mike Collins, contacted by Diana. Never sent back questionnaire.

Proposed but not asked to fill out questionnaire.

Madelon Maupin, recommended by John Stevens and Sandi Murray, contacted by Susan Irby

Kitt Wittich, recommended by Mike Collins. Any info?

Proposed but not contacted in 2016-2017

Laura Moliter, recommended by Janet Horton. (We understood from Janet that Laura was a chaplain, but on 10/18/17 she is not listed in the Journal as a chaplain or practitioner.

Tom McElroy, Boston, MA, recommended by?

Roxanne Baker, Laguna Hills, CA, recommended by?

Melanie Walburg, Lake Forest, CA, recommended by?

Kurt Stark, Joan called and he was booked as far as he wanted to be right now.

Marilyn Wallace, Manchester, MO, recommended by Diana Palenz. (Diana has heard good things about her as a speaker, but we should learn more before contacting her.) First Reader at Sandi's church.

Christine Irby Williams, spoke in 2012, recommended by Susan Irby

Tom Johnsen, spoke in 2005, recommended by ?

Robert Shepherd, spoke in 1994, 2004, recommended by ?

Jeannie Ferber, Alten, N.H.--- Rec. by Ivamae and Richard Requarth. Spoke at Arden woods. Could not find in Journal in NH.

Josh Niles, Bend, OR. Joan heard him speak to kids at A/U Active lecturer. Can't find name as practitioner in OR.

Jonathan Biggs---St. Louis area. Joan heard him speak to kids at A/U. Sandi will try to check him out. Looks like he and his wife are practitioners.

FirstName	LastName	Address_1	Address_2	City	State Zip	Home Phone	Class 2018
Carole	Arnold	7310 Craigleith Drive		Duluth	GA 30097-1602	770-813-0284	1984 onwardc@comcast.net
Olga	Aspinwall	1 Peachtree Dr	Apt 308	Savannah	GA 31419-1261	0	1978
Robert	Baker, Jr.	641 Bighorn Drive		O'Fallon	MO 63368	314-283-0036	1982 robert.baker@principia.edu
Lee	Bartlett	3155 Pine Ridge Road		Mountain Brook	AL 35213	205-871-6630	1980
Robyn	Bartlett	116 Laurel St.		Canton	GA 30114	678-493-7448	1979 robyn.bartlett@comcast.net
Janet	Beaman	16 Bluff Ridge Ct.		Greensboro	NC 27455	336 -288-6169	1963 janb@triad.rr.com
Jeanette	Bell	PO Box 2300		Orleans	MA 02653		1954
Lucille	Blankenship	410 21st Avenue, West		Palmetto	FL 34221	941-722-8392	1961 luluthedotter@yahoocom
Carolyn	Boggs	6365 Oak Valley Drive		Cumming	GA 30040	678-455-5031	1979
Marshall	Booker	12341 35th Avenue, NE	Apt. 205	Seattle	WA 98125-5668	425-870-7893	1982 hugsxox@earthlink.net
Carol	Borg	330 Robinhood Circle	Unit 102	Naples	FL 34104	405-525-3815	1968 joewborg@gmail.com
Dean	Brown	1859 Rugby Ave.		College Park	GA 30337-1055	404-761-5849	1973 ddeanbrown@bellsouth.net
Joan	Brown	2215 Palmour Ct.		College Park	GA 30337-1055	404-761-5849	1984
Holliday	Bruegmann	3396 La Caminita		Lafayette	CA 94549	925-381-7112	1970 holliday@bblandlaw.com
William	Bruegmann	3396 La Caminita		Lafayette	CA 94549	925-385-0614	1974 bill@bblandlaw.com
Bruce	Butterfield	14610 Mallard Lake Drive		Chesterfield	MO 63017	636-536-6276	1972 BSButter@aol.com
Margaret	Camp	428 Waterside Dr.		Seneca	SC 29672	864-882-7042	1979 rcy@bellsouth.net
Kay P.	Carrington	140 Barbette Ln.		Lexington	VA 24458-6156	0	1968 kaycee@nc.rr.com
Helen	Cates	3600 Park Rd.	WP 19	Charlotte	NC 28209-4136	0	1960
William	Childs	920 N. Unser St.		Mount Dora	FL 32757-5120	352-383-8018	1953
Angeline	Clifford	4201 Stafford Road		Olney	MD 20832-2144	301-774-4490	1966
John	Clifford III	4201 Stafford Road		Olney	MD 20832-2144	301-774-4490	1966
Michael	Collins	3073 Windward Cove Ct.		Gulf Breeze	FL 32563	907-244-5665	1969 mcfrozenchosen@gmail.com
John	Crawford	940618 Nassauville Road		Fernandina Beach	FL 32034	904-261-7258	1976 firstrepub@aol.com
Rebecca	Crawford	940618 Nassauville Road		Fernandina Beach	FL 32034	904-261-7258	1976 beckycrawfordins@hotmail.com]
June	Darrow	8140 Township Line Rd	Apt 5405	Indianapolis	IN 46260-5867	317-876-3621	1968
Lani	Davis	8731 Old Marsh Way		Montgomery	AL 36117	334-546-9103	1975
Donald	Dietrichs	300 Johnson Ferry Rd.	A608	Atlanta	GA 30328	470-440-5327	1956 dmdietrichs@yahoo.com
Marilyn	Dietrichs	300 Johnson Ferry Rd.	A608	Atlanta	GA 30328	470-440-5327	1956 dmdietrichs@yahoo.com
Gay Andrews	Dillin	1112 New Hope Rd.		Stuart	VA 24171-4212	276-930-1245	1975 0
John W.	Dillin, Jr.	5525 North 15th Street		Arlington	VA 22205-2712	703-534-6861	1975 0
Wallace L.	Dingee, Jr.	6 Chinier St		Palm Coast	FL 32137	386-447-4869	1969 wdingee@aol.com
Carol	Drayton	691 Sparta Dr.		Encinitas	CA 92024	760-944-2976	1961 (Sunland Home Foundation)
Shirley	Dumas	36 Michele Drive		Hampton	VA 23669-1940	0	1983 0
Catherine	Edge	13633 Blazer Trail		Lake Oswego	OR 97035-1338	503-697-7507	1971 cathy.edge@gmail.com

Warren	Fairbanks, Jr.	4537 Kory Lane		Traverse City	MI	49685-8190	231-409-9409	1976	fairbawe@drexel.edu
Judith	Felch	40 Birch Ave		Ellsworth	ME	04605-1804	618-363-1850	1966	judithmc@me.com
Candace	Gibson	1408 Glenmore Drive		Cantonment	FL	32533	850-937-0594	1972	Candace.Gibson@gmail.com
Judith	Gillum	P.O. Box 4895		Eagle	CO	81631	314-706-6222	1974	letsdodesign@aol.com
Marie K.	Goodson	P.O. Box 540506		Merritt Island	FL	32954	321-452-8537	1974	MKGoodson@cfl.rr.com
Martha Sue	Goodson	11007 Ridgemoor Drive		Dallas	TX	75218-1214	214-341-1537	1969	
Margaret	Gray	13051 Musket Court		St. Louis	MO	63146		1958	
Paula	Griswold	173 Cherokee Springs Trail		Hendersonville	NC	28739		1984	paulagriswold@gmail.com
Ellen K.	Hanna	2006 Barrett Station Rd		St. Louis	MO	63131	314-363-3224	1976	ellen@hannaworks.com
Roberta	Hartwell	607 South Brown Avenue		Denison	TX	75020	903-465-4416	1976	
Ivamae	Hawley	989 Karlslyle Drive		Columbus	OH	43228-9260	614-878-5601	1970	[ivamaecs@att.net
Ellen Mary P.	Haynie	43 Old Mill Rd.		New Hope	PA	18938-0534	407-375-7443	1963	mary.p.haynie@gmail.com
Clarence	Head	400 East Howry Ave.	Villa 105	Deland	FL	32724	386-943-6223	1978	
Stuart	Heath	PO Box 1004		Beaufort	SC	29901-1004	0	1974	ztastuar@innova.net
Adelaide	Heisel	31 Tanglewood Road		St. Simons Island	GA	31522	912 -638-8982	1965	ladyeheisel@gmail.com
William	Heisel	31 Tanglewood Road		St. Simons Island	GA	31522-1452	912-638-8982	1965	wdheisel@gmail.com
Barbara	Hemphill	2334 Valencia Terrace		Charlotte	NC	28226-4950	704-366-1475	1973	jahemphill2@earthlink.net
John	Hemphill	2334 Valencia Terrace		Charlotte	NC	28226	704-366-1475	1969	jh-hra@carolina.rr.com
Shirley	Hoel, C.S.	3804 4920 Woodmar Dr., SW Apt 201		Roanoke	VA	24018-7001	540-797-7958	1956	
Heather	Honegger	3158 Mayola Ct.		Lafayette	CA	94549	925-351-3938	1975	h.honegger@comcast.net
Lyn	Hoopes	PO Box 1181		Marion	MA	02738-0022	508-254-5605	1985	lynhoopes@gmail.com
Lois	Hornsby, C.S.	311 Indian Springs Rd		Williamsburg	VA	23185	757-229-1467	1961	lsh@realwilliamsburg.com
Cynthia	Howe	4575 Green Tree Ln.		Irvine	CA	92612	949-786-1201	1984	cyndy.a.howe@cox.net
James	Howe	3340 Rush-Mendon Road		Honeoye Falls	NY	14472-9331	585-624-1810	1966	jhowe13@rochester.rr.com
Susan	Irby	4023 Norman Road		Stone Mountain	GA	30083	404-717-7187	1977	irbys1230@comcast.net
Barbara	Jackson	6342 Norse Dr.		Jacksonville	FL	32244		1978	
Beverly	Jacobsen	440 NW 11th Ave.		Boca Raton	FL	33486-3461	561-391-2592	1980	jacobsenp@bellsouth.net
Eileen M.	James, C.S.	110 Morland Pointe		Huntsville	AL	35824-1311	256-772-8334	1972	eileenjames@knology.net
Janet	Johnson	133 County Road 1150		Riceville	TN	37370	404-636-8424	1971	
Victoria	Johnson	4332 NE 11th		Renton	WA	98059	425-894-4281	1979	antiquevics@comcast.net
Laurette	Joiner	3155 Malvern Dr.		Snellville	GA	30039	770-979-3444	1973	lajoiner@mac.com
Jonathan	Kaluzny	510 Wildflower Way		Vanatah	IN	46390	219-733-2046	1971	jkaluzney@hotmail.com
Marilyn	Kellar	3929 Mound Avenue		Ventura	CA	93003	805-644-1775	1969	mak.kellar@gmail.com
Patricia	Kephart	1620 Wheat Grass Way		Grayson	GA	30017	770-994-0088	1985	
Keith	Keplinger	8552 Hannary Cir		Tallahassee	FL	32312-4092	850-688-0652	1984	keithkeplinger@gmail.com
Barbara	Kimbrough	5625 Pilgrim Point Rd		Cumming	GA	30041-4893	770-887-9444	1964	

Madeleine	Kneeland	P.O.Box 528 - c/o Longo		Putnam	CT	06260-00528	1961
Janilee	LaBastie	3541 Jefferson Township Pkw		Marietta	GA	30066 770-992-4055	1969 [jwlabastie@bellsouth.net]
Laurence	Lackey	1002 Spruce Street		Boulder	CO	80302 303-378-3907	1972 l_lackey@yahoo.com
Mara	Lane	279 East Valley Drive		Marietta	GA	30068 404-754-9707	1977 [maralane@mindspring.com]
Joseph W.	Lawson	22540 Virginia Trail		Bristol	VA	24202 276-669-1606	1974 jlaw325@comcast.net
Debra	Leary	5 Basketweaver Ct		Placitas	NM	87043-9398 505-404-8242	1979 mleary@comcast.net
Richard	Leary	5 Basketweaver Ct		Placitas	NM	87043-9398 505-404-8242	1974
Phyllis	Lively	5500 SW 9th Ave. #521B	#224	Amarillo	TX	79106 806-467-7402	1964
Cherry Ann	Livengood	9 Kenilworth Knoll	#214	Asheville	NC	28805 828-230-3602	1977 cherrylivengood@gmail.com
Janet	Long	PO Box 632	Holly #60	Princeton	NJ	08542 831-402-9800	1976
Jennie	Loudermilk	1430 Hyde Park Drive		Winter Park	FL	32792 407-679-8958	1976
B. Whitney	Love	147 15th St. NE	Apt 15-B	Atlanta	GA	30309-3564 404-881-1128	1976 whitneybay1@aol.com
Marilyn	Mathews	1594 Howell Highlands		Stone Mountain	GA	30087 770-469-6979	1953 ziproryi@aol.com
Florence	McCarty	33602 Lyndon		Livonia	MI	48154 734-674-3870	1973 flomccarthy1776@gmail.com
Michael	McCreary	3 Stacy's Way		Acton	MA	01720-3748 716-338-7347	1969
Patrick	McCreary	2116 Hummingbird Rd.	#2	Portales	NM	88130 618-920-7764	1970 onelincoln@icloud.com
Robyn K.	McCulloch	511 Cypress Pointe		Woodstock	GA	30189-8113 404-790-3082	1977 [jrmcculloch@comcast.net]
Sylvia	Mercer	333 Massachussetts Ave. #30		Boston	MA	02115-2218 561-601-1764	1982 sylviamcs@bellsouth.net
Robert C.	Minor	65 Francestown Tpk		Mont Vernon	NH	03057 603-345-6673	1972 shortfield@comcast.net
Jean	Moore	630 Hastings Ave.	Apt 115	Holland	MI	49423 616-395-4134	1961
Carol	Morgan	313 Pimlico Road		Greenville	SC	29607-3008 867-288-6492	1972 cbmorgan57@gmail.com
Beverly	Mountin	3128 San Sabastian Drive		Carrollton	TX	75006-5208 972-416-1865	1977 [bpmountin@verizon.net]
Sandra Grow	Murray	8090 John McKeever Rd.		House Springs	MO	63051 979-716-7363	1966 sandigrow@gmail.com
Sandra	Newborn	8700 Newborn Way		Douglasville	GA	30134-1661 770-942-6455	1973 newborn1958@bellsouthnet
Joanna	Norris	11371 South Lake Dr.		Holland	MI	49424 616-239-1193	1971 [jandfnorris@charter.net]
Joy	Nowell	197 Fortune Road		Newbury	NH	03255 603-938-6054	1985 joybnowell@hotmail.com
Thomas	Nowell	197 Fortune Road		Newbury	NH	03255 603-938-6054	1985 llewon@tds.net
George	Nutwell, Jr.	39 Owensville Rd.		West River	MD	20778-9781 301-268-5766	1978
Cynthia	Oehmig	23 Deer Run		Harpswell	ME	04079 207-833-6678	1956 cindy@oehmig.com.
Diana	Palenz	1511 North Spring Drive		Wichita	KS	67208-2420 316-687-0537	1972 dpalenz@att.net
Dorothy	Perkins	3959 NC66 Hwy N Apt. 5		Westfield	NC	27053-7153 919-977-8686	1958 davdot99@gmail.com
Margaret	Piper	3818 Bergerac Ln.		Ocean Springs	MS	39564-1408 0	1980
Charlene	Poole	724 Ella Avenue		Inverness	FL	34450 352-344-4469	1958 cmpoole2@gmail.com
James	Prather	1859 Ridgewood Drive NE		Atlanta	GA	30307 404-373-1880	1966 jprather@gsu.edu
John R.	Ranges	266 Sand Dollar Road		Indiatlantic	FL	32903	1978
Bruce	Rankin	8215 Bent Tree Drive		West Chester	OH	45069 513-942-6772	1968 sbrankin@cinci.rr.com

Shelley Rankin	8215 Bent Tree Drive		West Chester	OH	45069	513-942-6772	1968 rankin2sb@gmail.com
Robert Rees	319 Laidley St.		San Francisco	CA	94131	415-586-5288	1977 breees@startupcv.com
Richard Requarth	2206 South Linda Drive		Bellbrook	OH	45305	937-470-5095	1972 Richardrequarthcs@sbcglobal.net
Mary Beth Richmond	P.O. Box 777636		Henderson	NV	89077	702-228-6565	1970 merichmond@cox.net
Martha Risner	64 Winding Way		Morehead	KY	40351	606-792-5143	1975 martha_risner@twc.com
Margaret Seidel	5039 Providence Ctry Clb Dr.	Apt 1012	Charlotte	NC	28277-4469	980-339-5581	1951
Ella Louise (To Smith	P.O. Box 41629		Austin	TX	78704-0028		1959
Karin M. Smith	6212 Mount Salem Circle		Flowery Branch	GA	30542-0531	770-965-0713	1982
Diane G. Smith-Collins, C	6 Gatehouse Ct.	#2007	Daytona Beach	FL	32119	352-669-7709	1971 dgcol32@gmail.com
Blanche Sockwell, C.S	995 Center Rd., N.E.		Atlanta	GA	30324	404-231-1408	1957
James Sprague	2050 Emerald St.	#4	San Diego	CA	92109	619-993-3253	1965 james.sprague@netzero.net
Marian Sprague	2050 Emerald St.	#4	San Diego	CA	92106	858-431-6477	1971 james.sprague@netzero.net
Margaret Stanley	243 Courtyard Blvd.	102	Sun City Center	FL	33573-5784	813-633-6459	1978 pegasus520@tampabay.rr.com
John Stevens	775 Grimes Bridge Road		Roswell	GA	30075	678-481-1660	1977 johnstevens1099@gmail.com
Carol Stocking	9736 Carnoustie Road		Perrysburg	OH	43551	419-666-0014	1967 cmstocking@gmail.com
Charles Stocking	9736 Carnoustie Road		Perrysburg	OH	43551	419-666-0014	1966 chuckstocking@gmail.com
Ruth F. Thurman	2411 Brevard Road NE		St. Petersburg	FL	33704-3545	727-896-0801	1972
Eloise Tickner	7510 Cahill Road	Apt. 116-B	Edina	MN	55439-2766	952-903-9552	1966
Susan Tillman	6626 Gentle Bend Drive		Houston	TX	77069-1714		1980 tillmansue@sbcglobal.net
Virginia C. Trader	1151 Hathaway Drive		Colorado Springs	CO	80915	719-572-0854	1971 vtrader@comcast.net
Sue Walker	4023 Norman Road		Stone Mountain	GA	30083-2346	404-717-7187	1980 sue@freedlight.com
Doris Wallin	11872 Xavier Ave.		Pt. Charlotte	FL	33981-7348		1983 sylvdor2@aol.com
Joan Sieber Ware	109 Windwalker Rd.		Buens Vista	CO	81211	217-549-7971	1970 joanware304@gmail.com
Sandra Warshaw	1 Andalusia Ave	Apt 304	Coral Gables	FL	33134-6131	305-666-3021	1967
Rita Whiston	400 New Bridge St.		Jacksonville	NC	28540-4741		1980
Stephen Whiston	PO Box 1297		Hendersonville	NC	28793-1297	828-699-6456	1980
Carolyn E. Willingham	2765 Peachtree Rd NE	Apt 4	Atlanta	GA	30305	404-846-4405	1956
Lynda G. Wilson	2207 McKinley Ave.		Montgomery	AL	36107	334-328-8185	1985 rickandlynda@tangosalon.com
Julie Worley	148 Marion St. NE		Aiken	SC	29801	404-918-2590	1972 jbw2590@gmail.com

Visitor Invitation Example Letter (9-A)

The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B.

November 1, 2008

Dear Friend,

In response to your request, we are delighted to have you join us this year for our annual Association meeting. As you may already know, it will be held at:

First Church of Christ, Scientist, 1235 Peachtree Street, NE, in Atlanta, Georgia,
Saturday, November 1, 2008, from 9:30 A.M. to 4:30 P.M. with a 90 minute lunch break.
Doors will open at 8:30 and close at 9:25.

The visitor's fee of \$20.00 should be made payable to Neil H. Bowles, C.S.B., Pupils Association, marked "visitor's fee", and mailed to the above address.

Please keep the envelope in which you receive this letter and be sure to bring it with you as it serves as your card of admission. As you turn it in for the morning session, it will be checked and returned to you for your entry to the afternoon session. After lunch it will be held for our records.

Free parking is available on Association Day at the Boys and Girls Club next door to the church at 1275 Peachtree Street, NE, and at the two church parking lots at the 15th Street side of our church property. Some street parking and pay lots, such as Colony Square, are also available.

Before the morning session begins, a brief business meeting is held. At this time the visitors are asked to remain in the Sunday school, where an usher will invite you upstairs when the meeting is adjourned.

Our speaker is Nancy Pihl. She has served the Christian Science movement in numerous positions in branch churches and as field representative of The Mother Church. For eleven years, Mrs. Phil served on the Board of Lectureship speaking to domestic and international audiences in seven countries. She has been addressing Christian Science associations for the past twenty years. She has also participated in panel discussions on healing through prayer and has been interviewed on radio and television including the Today Show with Katie Couric in 1998. She has also spoken to various Christian Science youth organizations and nursing associations.

Mrs. Pihl's assignment letter is enclosed and a visitor's name tag for your use at the meeting. Also, don't forget your envelope.

This year we have a reserved block at the Marriott Suites Midtown. The rate is \$139.00, and reservations need to be made by September 30. The number to call is 800-228-9290, and the rooms are under the Neil H. Bowles Students' Association.

We will be looking forward to greeting you in Atlanta on Saturday, November 1, and having you with us on our special day.

Sincerely,
Association Secretary-Treasurer

Association Day Schedule (10-A)
The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.

Located at First Church of Christ, Scientist, Atlanta-1st Saturday in November

8:30 am Church Doors Open

9:25 am Church Doors Lock

(Visitors remain in the Sunday School until called upstairs)

9:30 am Business Meeting Begins - Conducted by Executive Committee Chairman

Opens with repetition of the Lord's Prayer

Report from the Executive Committee

Reports from the Secretary-Treasurer- Minutes, Financial, Correspondence

Committee Reports-

Letter Writing Committee, Fellowship Contact Committee, etc.

(Visitors invited upstairs)

Mr. Bowles' Paper read titled "Faithful Daily Work for Oneself"

Introduction of Association Day Guest Speaker

10:15-10:30 am Association Day Guest Speaker Begins

12:30 pm Meeting returns back to Executive Chairman

Collection taken by ushers and Association excused for lunch

1:30 pm Workers in their places

2:00 pm Afternoon session begins and continues until 4:30 pm

(or whenever Speaker concludes)

Return meeting back to Executive Committee Chairman

4:35 pm Ushers pass out Association Day Summaries –

Ask each one to put his/her name and address on summary envelope

4:45 Chairman closes meeting with all Singing Hymn 264 (Mr. Bowles Tradition)

5:00 November Annual Meeting of the Executive Committee Meeting

(begins in Sunday School)

Any recesses or hymns are at the Speakers discretion (quick stand ups are appreciated)

Association Day Arrangements Committee (10-B)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

Duties, Timing and Schedule of Activities

Positions and Responsibilities of Workers:

1. Association Day Arrangements Committee Chairman: Provides general leadership for the workers involved with Association Day Arrangements. Prepares readings for the Friday afternoon "setup" meeting; reviews responsibilities of all participants; provides direction to workers and helps resolve questions and issues that may arise during the course of the weekend; in addition to the Association's Secretary, the Chairman may also be needed to provide personal assistance to the speaker as needed (personal needs; special requests; luncheon arrangements, etc.) supporting the Executive Committee Chairman

2. Secretary: Official contact with the Association Day Speaker and sees to the necessary arrangements for the speaker (hotel, transportation, lunch meal, etc.)

3. Sound System Controller:

- a. Check microphone for Association Speaker (wireless microphone)
- b. Set up floor stand mic for Sec, and other reports (Letter Writing Comm.)
- c. Make available extra Hearing Devices for those needing assistance
- d. Work with ushers after Association Day to see that the First Church Sound system has been checked out and is functional with everything returned to its earlier condition.

4. Music Accompaniment:

1. Practices the organ at any time on Friday
2. Plays whatever Hymns the Association Speaker wishes
3. Closes the day with the playing of Onward Christian Soldiers (264)

5. Ushers Committee Chairman:

1. Announce Hearing Devices available (9:15)
2. Asks that Workers should take their seats at (9:25)
3. Signals to Executive Chairman when to start the meeting
4. Asks visitors to come up when the business meeting is over- signals to Exec Chairman when to continue with the meeting
5. Membership Committee (taking the cards at the door) will give a head count of all attendants (so the exact numbers of summaries can be passed out at the end of the afternoon session)
6. Takes a collection at the end of the morning session, announce all checks are to be made out to the Neil H. Bowles C.S.B., Students' Association
7. Ushers (Counting Committee) count the collection before going to lunch
8. Help put the platform back to its original condition at the close of the day.

6. Usher Placement

- One in driveway
- Two at the outside side doors to Sunday School (Scrutinizers)
- One at the bottom of the steps in plaza
- Two at the Elevator-one on first floor, second on main floor to help visitors get to their seats when they are called
- Six to eight ushers should be in the Auditorium-have collection bags handy for morning collection
- One in the back to assist Speaker

7. Membership Committee Workers:

On Association Day 2 people are seated behind the table at the entrance door to the Sunday school to:

- Collect and alphabetize each card and put in file boxes
- Check for new addresses or phone or email (circle in red ink all new)
- Count the morning cards for the number of attendees and tell head usher
- Provide extra membership cards when people forget them
- Check the association member listing and visitor listing to verify all attendees.
- The chair remains in the back of the auditorium to check in latecomers

8. Visitor Committee Workers Reception Table: same as above

Put a check mark on the Visitors Envelope and give it back to them to be collected at the afternoon session

- Check list of visitors to see if they have paid
- Ask visitors to please be seated in the Sunday School room until they are called by the head usher
- For the afternoon session, visitors may go directly upstairs after handing in their envelope

9. Luncheon Arrangement Committee:

We are now taking orders and bringing in sandwiches and water to be eaten in the Sunday School or those who want to eat across the street may do so

10. Visitors Welcome Worker:

Worker helps assists the visitors wait in the Sunday School for the business meeting to adjourn before they are called upstairs to hear the address. They are included when Mr. Bowles paper is read.

11. Name Tag Table Worker:

Helps the Association members find their appropriate name tags and asks if they know of any missing member's addresses or information to help the Secretary keep her records updated.

Schedule of Activities for the Arrangement Committee

1. Friday Afternoon at 4:00p.m., (First Saturday in the month of November)

- **Readings (by Chairman)**
- **Introduces Speaker if he/she is present**
- **Review Association Day Arrangements Guidelines with Committee Members.**
- **Make physical arrangements to the Church, furnishings and related areas: (by members of the Ushers Committee and Others)**

- Reserve parking spaces:

For the Executive Committee Members

The Secretary

Sound System Controller

The Guest Speaker

1. Rope off rear side and rear center sections of seats to keep everyone in smaller front and center area. This arrangement requires fewer ushers for collection, and allows for better eye contact with the speaker.
2. Move podiums and place desk on center of platform. Check with speaker whether **a drape curtain is needed** under the desk. Check microphone and speaker system. Make sure water glass and pitcher are available.
3. Put up signs;
 - Restrooms – **ladies** (both on lower level/ **mens** (back behind the Sunday School)
 - Visitors-Seated in the Sunday School
 - Name Tags (table and signs)
4. Name Tag Table:
 - (Located downstairs in front of the ladies restrooms with waste basket)
 - Provide “Peel-Sticker” Name Tags of all the members of the Association
 - Name tags for people with unknown addresses
 - Blank name tags and pen
 - Note: Visitor Name Tags have been mailed to them
 - Blank visitor tags and pen should be provided for those who need them
5. Bowles Memorabilia Table: Framed Photos placed on a table in hall by the Sunday School

Schedule of Activities—Association Day:

- a. Morning Session:
 - i. Workers arrive by 8:30 at the latest.
 - ii. Doors will have been opened by Eugene by 8:15 a.m.
 - iii. Attendees present their cards for verification at the Reception table at the lower level of the church.
 - iv. All attendees are directed to the Name Tag Table and thereafter the Association Members are directed to proceed to the auditorium; Visitors are to remain in the Sunday School area until they are called.
 - v. At 9:25 a.m. the SS Doors are locked
 - vi. At 9:25 a.m. all files are moved upstairs, and workers should take their seats in the auditorium
 - vii. Late-comer cards are collected and their total added to the morning totals in order to get an accurate count for the number of “packets” to be prepared.
 - viii. At 9:30 a.m. the Business meeting starts and at the conclusion, the ushers invite the visitors to come to the auditorium for the Association Address.
 - ix. When the Speaker stops for the lunch break, a collection is taken
 - x. The Ushers count the collection
- b. Afternoon Session
 - i. Workers should be at their posts by 1:15 p.m.
 - ii. Reception Committees operate as they did in the morning but now visitors, after turning in their envelopes, may make their way to the auditorium along with Association Members.
 - iii. At the close of the Day, the ushers will distribute the Association Resumes to members and they are to be advised to put their names and addresses on the packets in case they are lost.
 - iv. Members are reminded to clean up the space where they are seated so as to keep the church in peak orderliness.
- c. At the conclusion of the Address, the members will sing Onward Christian Soldiers followed by farewell to the Attendees
- d. All workers who can, should plan to assist with the process of returning the church to its pre-association condition.

Association Day Counting Committee Report Form (10-C)
The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.

Counting Committee members consists of the **Chairman of the Financial Review Committee, and two helpers**. All will remain in the counting room until tabulation is complete and money and documents are placed and sealed in the envelope. Two Reporting Forms will be filled out, one for the Chairman and one for the Sec.-Treas. signed and dated. (The counting room is on the lower level between the two restrooms.)

1. The following items need to be in the room when tabulation begins.
 - a. Adding machine with printer tape, note paper, rubber bands, and a stapler.
 - b. An empty envelope will contain the checks, cash, and dues payments received.
2. Empty the contents of the baskets. Double check to be sure they are empty.
3. Separate checks. Please keep them facing the same direction.
 Run a tape on dollar amounts. Clear total before entry begins.
 Clear the total and run a second tape. Keep the checks in the same sequence as entered on the first tape.
 Compare the totals. If all checks are entered correctly on both tapes, the totals will be the same.
 If totals are different, compare the tapes side-by-side to spot which detail values are not the same.
 If necessary, run another tape. *Do not create a "reconciliation tape".* (It is imperative to have two tapes that show the same total.)

Bundle the checks and the tapes (both) with a rubber band

4. Separate the cash into batches by denomination (\$1, \$5, \$10, etc.)
 Total each batch. The sum is printed on paper and rubber banded together. Each batch is double checked. Enter batch totals and the total for all cash on the "Reporting Sheet"

Keep track of dues payments (if any) on the Reporting Form.

Complete the Reporting Form on the backside of this page.

Return Collection baskets to auditorium and place in proper positions.

Reporting Form for Collections on Association Day Date:

Cash			
	Ones	\$	
	Fives	\$	
	Tens	\$	
	Twenties	\$	
	Fifties	\$	
	Other bills	\$	
	Loose change	\$	
	Total Cash		\$

Checks			
	Total checks per tape	\$	\$
	Less dues payments	\$	
	Net "Contributions"	\$	
	Total Deposit		\$
Dues Payments (enter names of individuals whose checks indicate dues payment. Amount will always be \$20 for dues. Anything over that will count as contribution.)			
	Name of payee	Amount (\$20)	

The Reporting Form, Checks, Cash, etc. are placed into an envelope and delivered to the Sec.-Treas. before going to lunch.

Notes for Secretary:

Signatures of Team Members:

**Guest Speaker Overview of Association Day/Information Needed (10-D)
of The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.**

Date of Association Day:

Location: First Church of Christ Scientist, Atlanta,
Peachtree & 15th St (across the Street to the High Art Museum)
150 15th Street NE
Atlanta, GA 30309

Association Day Schedule: Template 10-A (attached)

Secretary of the Association:

Name:
Address:
Email:
Phone:

Timing of information needed from the Guest Speaker before Association Day:

1. Sept of Year before the Association Address Year: Bio Background of the Speaker
(Needed for announcing the new speaker at the business meeting the prior year.)

2. January Membership Dues Letter: the membership dues letter which also includes the first letter from the speaker and the yearly Association assignment. (Needed early January)

3. July Membership Letter: the speaker is requested to prepare another letter for the membership (explanation and inspiration reinforcing his/her topic and what to handle that might distract a member from not being present at his own Association)

4. September Conference Call with Executive Committee: open for any questions and any information the speaker may want to share with the Executive Committee

5. Speaker Handouts:

(Mr. Bowles provided a summary or outline of his Association Address therefore no note taking)
The Executive Committee requests a **summary** (more than just citations), giving the meat of the talk which will then be sent to those that could not attend the Association Day upon request. It is deeply appreciated by the Association members.

6. Speaker Expenses/Fees:

Association Current Speaker fee is:

All expenses should be kept for meals, travel, etc. and will be reimbursed when the bill is submitted.
(We have made no deductions for taxes from this check.)

The Association members are most grateful for the dedication and love given in preparing for this "inspiring day" and thank you now for this precious work. Another Template will be sent to you as soon as our Association year begins when a new Executive Chairman will be elected.

Guest Speaker Information/Arrangements Sheet (10-E)

**The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.**

Date of Association Day:

Location: First Church of Christ Scientist, Atlanta,
Peachtree & 15th St (across the Street to the High Art Museum)
150 15th Street NE
Atlanta, GA 30309

Association Day Schedule: Template 10-A (attached)

Secretary of the Association:

Name:
Address:
Email:
Phone:

Executive Chairman:

Name:
Address:
Email:
Phone:

Needed Speaker Information for the Association Secretary and the Executive Chairman:
(Please copy the Executive Committee Chairman on all emails so both have the same information.)

1. January Dues Letter: the membership dues letter which also includes the first letter from the speaker and the yearly Association assignment. (Needed early January)

2. July Letter: the speaker is requested to prepare another letter for the membership (explanation and inspiration reinforcing his/her topic and what to handle that might distract one from not being present at his own Association)

3. September Conference Call with Executive Committee: open for any questions and anything the speaker may want to share with the Executive Committee

4. Speaker Handouts:

(Mr. Bowles provided a summary or outline of his Association Address so there was no note taking)
The Executive Committee requests a **summary** (more than just citations), giving the meat of the talk which will then be sent to those that could not attend the Association Day upon request. It is deeply appreciated by the Association members.

The summaries will be put in an envelope and handed out at **the end** of the address which the members will immediately address to themselves, so their name is on the front and could be mailed to them if lost.

The summaries are requested by mid October so the Secretary can have everything in order to be finalized before the Association day.

5. Speaker Special Requests or Requirements on Association Day:

Hymns the speaker would like during the day?

We will close with "Onward Christian Soldiers"- a Mr. Bowles tradition.

6. Speaker Travel Arrangements:

How will you arrive? Car, plane, other

7. Speaker Accommodations:

Marriott Suites Midtown, 35 14th Street NE, Atlanta, GA 30309

Phone: 1-404-876-8888, (walking distance from church)

Three nights (Thursday- Saturday) are reserved for the speaker or any combination.

Or do you request **alternative arrangements?**

Will you be accompanied with a spouse or companion?

8. Speaker Social Security Number: needed for tax purposes for the Secretary only

9. Speaker Expenses/Fees:

Please keep all expenses for meals, travel, etc. and will be reimbursed.

A check for your services will be given to you during the lunch break at the church.

(We have made no deductions for taxes from this check.)

10. Speakers' Tentative Agenda for Association Weekend:

The Executive Committee Chairman and spouse will be your host for the weekend to help assist you in all ways- transportation, food, housing and extra needed items.

Friday 4:00 – 6:00 pm Association Preparatory Meeting, in the Sunday School of church

Meet the Secretary, Head Usher and Association Day Workers

Readings and Instructions given by Arrangements' Chairman

Check seating and desk requirements (podium/books etc).

Test the audio sound system

Complete details about Summaries with Secretary

Friday Dinner – Speakers Preference

Saturday 8:15am - Speaker in quiet study room until called to give the Association Address
(Approximately 10:15 -10:30 pm after the Association Business meeting)

Saturday 12:30pm – Lunch, box lunch brought to the speakers' room, please request salad or sandwich (favorite kind) and beverage

Saturday Dinner 7:00pm – Invitation optional for dinner with Exec Com Chairman/ spouse.

Sunday 11:00am o'clock First Church of Christ Scientist, Atlanta church service

Transportation for departure available at anytime (please work out with your host)

Business Meeting Procedures (10-F)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

Notes for the Executive Chairman

November, _____ at First Church of Christ, Scientist, Atlanta, Georgia

Business Meeting - 9:30AM *(Take your place and be seated at the desk on platform but wait for workers to be seated before beginning meeting) Do not start until you have been given a signal by the head usher!*

(Read only Bold Type)

Good Morning and Welcome!

1. (Devotional Exercises)

Let us open our meeting by praying the Lord's Prayer together-

Our Father which art in heaven,

Hallowed be Thy name.

Thy kingdom come.

Thy will be done in earth, as it is in heaven.

Give us this day our daily bread;

And forgive us our debts, as we forgive our debtors.

And lead us not into temptation, but deliver us from evil;

For Thine is the kingdom, and the power, and the glory, forever.

2. (Report of the Executive Committee)

EXECUTIVE COMMITTEE REPORT, November __, _____

I'm _____, Chairman of the Executive Committee for this year.

It is with great gratitude that we greet each of you who have made the special demonstration to be here today.

We give additional thanks also to those who so willingly work on this day, as well as at other times during the year, so that the necessary association activities may be taken care of properly.

As always, in accordance with our By-Laws, the Executive Committee began its service by meeting immediately after last year's Association Address to attend to the organizational needs of the Association and to nominate two new members to replace those completing their terms this year.

Your subsequent vote last March elected our two new Committee members, who begin their three-year terms today—_____ and _____.

The retiring members are _____ and _____.

**Continuing their service on the Executive Committee are : _____,
_____, _____, _____.**

Would all these members please stand to receive well earned recognition and our heartfelt thanks?

This year the accomplishments of the Executive Committee include:

The Financial Review Committee reviewed the books and records of the Association for the fiscal year ending September __, _____ and again found them to be "accurate and entirely in order."

We continue to be active in prayerfully seeking and interviewing qualified speakers for our annual meetings. At this time speakers are scheduled through the year _____.

**As a reminder we hold our meetings on the first Saturday in November. Our next Association meeting will therefore be held in this edifice on November __,
_____.**

Our Speaker next year will be _____.

(A Bio of the speaker follows)

(End of Executive Committee Report)

3. (Report of the Secretary-Treasurer)

Will Sandra Murray please come forward to present the report of the Secretary-Treasurer?

(After it is read) – Thank you.

4. *(Communications)*

Will the Coordinator of the Letter Writing Committee, _____, Please come forward and read the Association's letter to The Board of Directors of The Mother Church?

(After it is read)- Thank you. You have heard the letter- what is your pleasure?

5. *(Committee Reports)*

Will the Fellowship Contact Committee please give their report.

(After it is read)- Thank you.

6. Will the ushers now please ask the visitors to come up?

(WAIT FOR VISITORS TO BE SEATED BEFORE CONTINUING) Wait for a signal from head usher!

We extend a warm welcome to our visitors.

We're happy to have you with us today.

7. As always, it is well to be reminded that we are here today in obedience to our beloved Leader's by-law requirement, Article XXVI, Section 6 entitled "Associations", which reads as follows: "The associations of the pupils of loyal teachers shall convene annually. The pupils shall be guided by the Bible and Science and Health, not by their teachers' personal views. Teachers shall not call their pupils together, or assemble a selected member of them, for more frequent meetings."

8. The morning session will be dismissed around 12:30. The workers need to be back at their posts by 1:20, and the afternoon session will start at 2:00 o'clock.

9. Please be reminded that there is to be no note taking—and no tape recordings are to be made. The speaker has prepared a summary of today's address which will be given out at the end of the afternoon session.

(has provided "References in order of use" of today's address)

10. Food establishments across the street have changed substantially but our thoughtful Sec.-Treas. has arranged for you to order a sandwich and bottle of water for your convenience to be eaten in the Sunday School.

11. For the convenience of the Association members and visitors, the Reading room next door will be open today through our lunch break, but will close at 2:00 PM. (check with Secretary on this)

12. In order to keep our records current, please promptly advise the Secretary of any changes in name, address or emails. You are also encouraged to advise the Clerk of the Mother church of this information.

13. Airport transportation information is available at the check-in desk.

14. Please keep your area of the church tidy- and return hymnals to their racks before leaving today.

15. A collection will be taken at the end of the morning session – for Association Day expenses and contribution to The Mother Church. All are invited to express their gratitude.

16. The members of First Church, Atlanta warmly welcome all who would like to remain for church services tomorrow.

17. I will now read Mr. Bowles' paper entitled "Faithful Daily Work for Oneself"- in accordance with his request that this paper on Christian Science treatment be read at every association meeting.

(READ MR. BOWLES PAPER)

18. Let us be reminded that the motto of this Association is: "And they shall be all taught of God." John 6: 45.

19. (Introduce the Speaker)

Our speaker today: _____ give the bio

20. - Address begins.

BEFORE LUNCH- ABOUT 12:30

21. *Speaker turns meeting over to Chairman.*

Will the Ushers please take the collection?

Checks should be made payable to: Neil H. Bowles, C.S.B., Pupils Association.

(As collection is completed)

Please turn in the listening devices and be back in your seats by 2:00 PM. –

Workers by 1:20. And, as always, a glass of water and a toothpick is Mr. Bowles recommendation for our lunch!

AFTERNOON SESSION

Continue address.

22 *A short recess or hymn at the speaker's discretion.*

23. *Speaker turns meeting over to Chairman.*

Thank you, _____ for a very inspiring address.

Will the ushers please distribute this year's Association Summaries?

Please put your name and address on the envelope immediately.

Some have been left in public places, and this would facilitate its return.

Also, please turn in the listening devices as you leave.

We will now close with Hymn 264.

It has been a wonderful day

– now go forth and put into practice all the new inspiration!

SEE YOU NEXT YEAR.

Associations' Archives-Records and Files (11-A)
The Christian Science Students' Association
of The Pupils of Mr. Neil H. Bowles, C.S.B.

1. Correspondence with Board of Directors of TMC-personal
2. Originals and copies of articles, lectures and talks
3. Correspondence with TMC on metaphysical committee to prevent disparagement of MBE
4. Class Notes-Citations carbons for primary class and normal class
5. Prof. Herring class notes from Kimble class
6. Carbon of Metaphysical College 1901 (Kimble) may be the same as above
7. Pictures, bio of Prof. Herring
8. Memoirs of Mary Baker Eddy by Adam Dickey-copy
9. Correspondence with Richard Davis and Prof. Herring
10. Neil H. Bowles, Biographical Sketch in 1958
11. Collection of Wartime Healings when Mr. Bowles was a wartime minister
Some were included in a book the TMC put together on Wartime Healings
12. Book on Prof. Herring
13. Pictures of Neil and Harriet-memorabilia

All above items are stored in the basement of Association Student: Julie Worley
2590 Burgess Rd.
Alpharetta, GA 30004
Jbw2590@bellsouth.net
404-918-2590

ITEMS FROM THE FILES OF NEIL H. BOWLES, C.S.B

Lecture: "How Christian Science Heals" by Professor Hermann S. Herring, C.S.B. (1938)

Lecture Recorder: "Christian Science: Some Rudimental Applications" by Professor Herring

A list of articles written by Neil H. Bowles, C.S.B. from Feb. 1944 to Jan. 1965

A list of articles written by Neil H. Bowles, C.S.B. from Feb. 1944 to April 1985

Talk given by Mr. Bowles on November 3, 1973, subject: "Handling Animal Magnetism" at a Christian Science Healing Goal Meeting in Atlanta, Georgia

A note from Professor Herring's class of 1934 on "Principle". This was a prayer given by Mrs. Eddy to the readers of the Mother Church about 1902 or 03.

Mr. Bowles written history of his time as army chaplain. This was written in response from a request of the Camp Welfare Activities.

An article on Christian Science Church Architecture.

Article from the Christian Science Monitor on the unveiling of a bronze tablet in Germany honoring Constantine Herring.

A Biographical Chronology of Professor Herring by Charles S. Daugherty, C.S.

Typed book by Mr. Dickey on his experiences and conversations with Mrs. Eddy.

Typed Article "The Seed" by Mary Baker Eddy

Ira Oscar Knapp and Flavia Stickney Knapp: A Biographical Sketch by Bliss Knapp privately printed by the Plimpton Press

Mrs. Eddy's instructions to Mrs. Sue Harper Mims regarding the race question.

Mr. Bowles biographical sketch through 1958 sent to the Board of Directors.

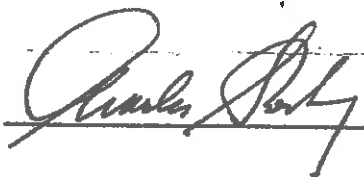
Mrs. Eddy's Instructions to Mrs. Sue Harper Mims, C.S.B. on Handling the Race Problem and Mrs. Mims healing after an attack. Handling the yellow fever epidemic.

Personal pictures and items.

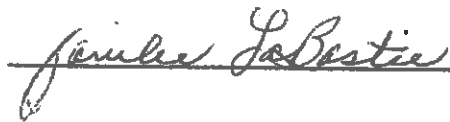
RE: NEIL H. BOWLES PRIVATE CORRESPONDENCE FROM HIS FILING CABINETS

The 2013 Executive Committee authorizes shredding such correspondence and any personal papers left in two filing cabinets. All other papers have been gone over by a previous committee and either saved or destroyed. Most of what was destroyed was old bank statements and outdated financial information. Historical papers and pictures were saved. Below are the signatures of the Executive Committee:

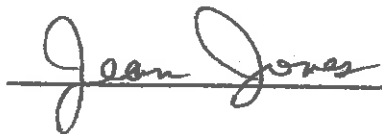
I AUTHORIZE THE SHREDDING OF MR. BOWLES' PRIVATE PAPERS:



Charles Stocking



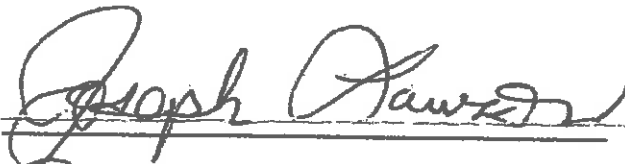
Janilee LaBastie



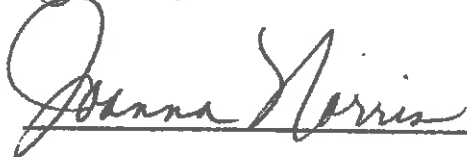
Jean Jones



Michael Collins



Joseph Lawson



Joanna Norris, Chairman

Sandi Murray, Secretary
March 12, 2013

All Current Association Computer Files (11-AA)
The Christian Science Students' Association
of the Pupils of Mr. Neil H. Bowles, C.S.B.

Bookkeeping Information as of July, 2008

Software names and versions:

Windows XP
Microsoft Office Word 2003
Microsoft Office Excel 2003
Microsoft Office Access 2003
Quicken 2005

Computer:

Sony Vaio desktop

Back up:

CD Rom, updated regularly

Where kept:

On property of secretary in separate building from house which is an office/guesthouse.

Secretary Sandi Murray 1163 Private Rd. 6002, Giddings, TX 78942
sandigrow@gmail.com Home 979-366-2402 Cell 979-716-7363

A Request for Background of Mr. Bowles and his teaching

Researched by Janet and Mike Long.

As to your questions about Mr. Bowles' teaching. Mr. and Mrs. Bowles were taught in Primary Class by Professor Hermann S. Hering. Mr. Hering was taught in Primary Class by Miss Ellen Elizabeth Cross in 1895, as was Mrs. Hering in an earlier class. At Mrs. Eddy's instructions Mr. Hering was taught by Edward A. Kimball in 1900 and in 1901 receiving the degree of C.S.B. (Mrs. Hering was taught both years as well receiving the same degree). Miss Cross was taught in Primary Class first by Miss Julia S. Bartlett and later was taught by Mrs. Eddy (Primary in November 1885, Normal in 1886, and the degree of C.S.D in 1888). Miss Bartlett, being one of Mrs. Eddy's earliest students who remained faithful to Mrs. Eddy all her life, was taught by Mrs. Eddy in 1880, 1882, 1884 (Normal Class) and 1887 (C.S.D. degree).

Mr. Hering, a Philadelphian, received his B.S. and M.E. degrees from the University of Pennsylvania in 1886, and later did special study in electrical engineering in London. He went to Johns Hopkins University in Baltimore and taught mathematics and electrical engineering for the 8 years prior to his going into the Christian Science practice. Mr. Hering read as Second Reader with Miss Cross at Second Church of Christ, Scientist, in Baltimore (1900-1902), and was also the Committee on Publication for Maryland and Washington, DC. Mrs. Eddy appointed Mr. Hering as the first three year term First Reader in the The Mother Church, (1902-1905) and while thus serving he read the services at the laying of the corner stone of The Mother Church extension.¹ "During this period he worked out an order for the Thanksgiving Day service, embodying points supplied by Mrs. Eddy who adopted it for use in all Christian Science Churches in 1903."² He also served a three year term, at Mrs. Eddy's invitation, as First Reader of First Church of Christ, Scientist, Concord, New Hampshire. "There was a special significance to this move as our Leader was being sued by designing persons calling themselves 'Next Friends' who were endeavoring to have Mrs. Eddy adjudicated incompetent and thereby gain control of her person and her fortune. Daily during those trying days Mrs. Eddy drove to Professor Hering's home to confer with him and to instruct him how to work for her protection and the protection of the Cause. During several years Professor and Mrs. Hering were privileged and blessed by a very close association with our Leader. Mrs. Eddy had early heard of Professor Hering as he was given Primary class instruction by one of her pupils, and Mrs. Eddy was greatly pleased to learn of Professor Hering leaving his

¹ My. 16:10

² 1993 Longyear Foundation, *Pioneers in Christian Science*, loose-leaf page on Herman S. Hering, C.S.B.

Neil H. Bowles, C.S.B. Students' Association
Letter to Mr. Archie C. Kramer
April 12, 2003
Page 2

professorship of mathematics and electrical engineering at Johns Hopkins University to devote his entire time to the practice of Christian Science.” In 1905 he served as President of The Mother Church, and he served as Christian Science Lecturer for over thirty years, lecturing in many parts of the world.

Mr. Bowles' teacher in the Massachusetts Metaphysical College (Normal class) was Mr. Richard J. Davis of Chicago, in 1949. Mr. Davis was the first Christian Science Chaplain in the U. S. Navy. Mr. Davis served the Cause in many capacities including Editor of the Christian Science Periodicals and as a Christian Science Lecturer. Mr. Davis was taught in Normal class by Bicknell Young. Mr. Young was taught by Edward Kimball in both Primary class (1895) and Normal class (1901). Mr. Young also taught the Normal class himself in 1910 (selected by Mrs. Eddy on Mr. Kimball's praise of him) and again in 1937. Mr. Young from 1903 forward was a Christian Science Lecturer for many years, and First Reader of The Mother Church (1917-1920). Mr. Kimball was taught by Mrs. Eddy in 1888 and 1889 and later in 1898 receiving the degree of C.S.D. At this time he was also appointed to The Christian Science Board of Lectureship, and for the next nine years it is said “he possibly delivered over 1000 lectures as a Christian Science Lecturer.”⁴ In 1899 he was one of the first teachers appointed to the newly formed Christian Science Board of Education and taught the Normal class in 1900, 1901, 1902, 1903, evidently in 1899, and perhaps later as well. He assisted in the 1901 revision of Science and Health with Key to the Scriptures, and he proposed at the 1902 Annual Meeting that \$2,000,000 be raised to build The Mother Church extension.

Mr. Bowles was known to have stated that “what you have received in class instruction is exactly what was unfolded to our Leader and subsequently through four outstanding followers, three of whom had many years of personal association with Mrs. Eddy.” As concerns Mr. Bowles' own dedicated service to the Christian Science Cause, he was a Christian Science Wartime Minister⁵, a Christian Science Practitioner and Teacher, Committee on Publication for Georgia, a Christian Science Lecturer for many years, a frequent contributor to the Christian Science periodicals, and the Teacher of the Normal class in 1970, as well as serving in many other capacities for the Christian Science Movement. He and Mrs. Bowles, and his sister, Miss Edna Bowles, were the dearest friends to us all, loyal and faithful and tireless workers, loving examples for each of us to emulate.

Lovingly,

Janet E. Long,
Secretary - Treasurer

³ The Christian Science Students' Association of the Pupils of Mr. Neil H. Bowles, C.S.B., from Mr. Bowles' papers
⁴ 1993 Longyear Foundation, *Pioneers in Christian Science*, loose-leaf page on Edward A. Kimball, C.S.D.
⁵ The Christian Science Publishing Society, *The Story of Christian Science Wartime Activities 1939-1946*

1970 NORMAL CLASS OF THE BOARD OF EDUCATION OF THE MOTHER CHURCH
TAUGHT BY NEIL H. BOWLES, C.S.B.

Miss Patricia Angus, Wellington, New Zealand
C. Earle Armstrong, Princeton, New Jersey
J. Thomas Black, Birmingham, Michigan
Mrs. Helen B. Childs, Old Greenwich, Connecticut
Clem Collins, Boston, Massachusetts
David C. Driver, Seattle, Washington
Mrs. Jeanie Framji, New Delhi, India
Mrs. Minette Fraser, Memphis, Tennessee
Mrs. Marjorie Gladden, Palos Verdes Peninsula, California
Earl F. Gohl, Harrisburg, Pennsylvania
Mrs. Ethel Gudmand-Larsen, Grese Strand, Denmark
Joseph G. Heard, Miami, Florida
Jack Edward Hubbell, Palo Alto, California
Mrs. Ruth Elizabeth Jenks, Chicago, Illinois
Daniel L. Jensen, San Rafael, California
Thomas C. Keller, Indianapolis, Indiana
Miss Corinne LaBarre, Lake Oswego, Oregon
George W. Ledbetter, Boston, Massachusetts
Roy J. Linnig, Deerfield, Illinois
Mrs. Elizabeth Bice Luerssen, Beverly Hills, California
Mrs. Elizabeth Ortmann, Ludwigshafen, Germany
Bryan G. Pope, Surbiton, Surrey, England
Miss Jane O. Robbins, Boulder, Colorado
Mr. Harold Rogers, Milan, Italy
John L. Shepherd, Nicasio, California
Mrs. Betty L. Smith, Scottsdale, Arizona
Robert L. Sparrowhawk, Tampa, Florida
James Spencer, Birmingham, Michigan
Mrs. Pearlina B. Thompson, Washington, District of Columbia
Eugene Depold Tyc, San Diego, California

REVITALIZING ASSOCIATION MEETINGS

ASSOCIATION WORKSHOP
WEDNESDAY, JUNE 4

Content of an
Association Address



November 1986

FOREWORD

"... lift up a standard for the people."
(Isa. 62:10)

Surely this is the purpose of the annual meetings of the associations of class-taught students of Christian Science -- to "lift up a standard" of genuine Christian Science: of clear, correct, practical metaphysics, effective healing, and inspired Christian living.

And the purpose is not only to set forth such a standard, but also to show each member something more of how he can attain it.

These three talks are designed to support and strengthen the efforts of all those who are preparing association addresses. They were delivered in Boston on June 4, 1975, as part of a three-hour Association Workshop, which was included in the events following the Annual Meeting of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts.

In the measure that our association addresses become fresher, deeper, clearer, more practical and more inspired, the strength and healing effectiveness of the Cause of Christian Science will be enhanced.

THE CHRISTIAN SCIENCE BOARD OF DIRECTORS

WRITING AN INSPIRED ASSOCIATION ADDRESS

DeWitt John

All of us know that Christian Science offers limitless possibilities for demonstration. All of us want to demonstrate it better. We know this Science offers the clear, pure, demonstrable metaphysics of Truth, and also the method of proof. But we need a systematic and correct understanding of the metaphysics, and of the method, in order to succeed in the healing work. To give the student this kind of understanding is the special purpose of class instruction and the annual association meeting. Such understanding enables the student to do effective healing work, and so fulfill a leading purpose of the marvelous system of spiritual education that our Leader, Mary Baker Eddy, has given us.

I remember a time, some twenty-five years ago, when I was wrestling with what seemed to me a huge assignment -- to write my first association address. One of our lecturers had recommended me, and he'd addressed this same group a couple of times. So one day I asked him: "What do you think I should say to them?"

His answer was quick and brief: "Tell 'em how to love, tell 'em how to heal, tell 'em how to grow!"

This was so fundamental I've never forgotten it. But of course, he didn't tell me how to "tell 'em." This is where the praying comes in, and the growing, for the one who's writing the address!

One thing to remember about an association meeting is that the people come seeking new light on the problems they haven't been able to solve. They've made demonstrations; they've had healings. But they're looking for new insight and inspiration in regard to the things they haven't worked out so far. This means the focus of the address must always be on how to demonstrate Christian Science more effectively in healing.

The people come to be fed. What they're fed ought to be substantial enough, deep enough, fresh enough, rich enough, stirring enough to nourish them for a whole year! They don't come to be entertained. They don't come for platitudes. Nor do they need to be regaled with human opinions, pet theories, or a pleasing personality. They certainly don't want a dull or vague or poorly organized dissertation. Nor will they be really satisfied with a warmed over version of last year's address. If that's what you give them, they'll know it!

What they yearn for is the clear, correct metaphysics of Christian Science -- a fresh and quickening message dealing with the nature of God and man, the spirit of Christ and the applicability of God's laws. This message can be so rousing they'll go home inspired to explore this wonderful Science more deeply, so practical they can actually put it to use in treatment, prayer, and demonstration, so pure there's no danger of their mistaking their way.

Now that's quite an order. How can we meet such a standard?

Christ Jesus gave us the answer in his conversation with the woman at Jacob's well. He spoke of "living water" and said: "Whosoever drinketh of the water that I shall give him shall never thirst; but the water that I shall give him shall be in him a well of water springing up into everlasting life."¹

This tells us a great deal about the source to which we can look for the spiritual message of our association meeting. We can turn directly and unreservedly to infinite Truth, of which Mrs. Eddy writes, "Truth cannot be stereotyped; it unfoldeth forever."² The living waters of Truth are ever-flowing, self-renewing, ever-satisfying. You can never use them up or wear them out. It's possible to demonstrate these facts in terms of an address that's fresh, exhilarating, though-awakening, healing. It's possible for the hearer to demonstrate them in terms of the spiritual unfoldment he needs.

In the Christian Science textbook Mrs. Eddy tells us that water symbolizes the elements of Mind.³ These spiritual elements give substance and inspiration to the address. If we draw deeply on the living waters of Truth, the elements of Mind, our address will illustrate the intelligence, animation, exactness, purity, and depth which are characteristic of the infinite Mind. It will be clear in focus, orderly in development, buoyant with Love -- and healing in its effects.

How can we draw effectively on these living waters, these elements of Mind?

No substitute exists for humble prayer and vigorous spiritual research. There isn't any shortcut. One might easily write a paper that flowed smoothly and sounded all right superficially. But an effective address must draw deeply from the infinite. It must speak right from the heart. It must be born of experience. It must be based on actual proof. And it needs to come out of thorough, systematic study of the Bible and our Leader's writings, with very generous use of the Concordances. The need is for deep thought and spiritual reasoning, new fresh unfoldments of Truth, and for most careful attention to the scientific accuracy of our statements.

We've barely scratched the surface of what these books have to tell us about the nature of God, the real man, the real universe, and the method of demonstration. We've only begun to draw upon the spiritual treasures they contain, the spiritual ideas and concepts that are endless in number, dazzling in their clarity, sparkling in freshness, purifying in influence, and healing in their results. Take the Concor- dances and explore everything Mrs. Eddy tells us on some particular subject -- not just one statement but everything she has to say -- and soon you'll find new lines of thought, new vistas for discovery, unfolding before you. Such a study brings into view new landmarks in your own advancing spiritual understanding.

An association address offers a unique opportunity because of its length. One can go thoroughly and deeply into a subject. Certainly the address should plunge beneath the familiar words and superficial views. It should be free of clichés and fresh in both thought and expression. It should introduce the students to new realms for thought and research and prayer -- realms already laid out in Mrs. Eddy's writings and the Bible. It should offer inspiring approaches to the fundamentals of Christian metaphysics. It ought to go deeper than is possible within the compass of an article in our periodicals or a Christian Science lecture. It should always be designed to fulfill the unique purpose of spiritual teaching -- and that purpose is demonstration, the restoration of Christian healing.

The prayerful work in preparation for an association meeting can be done by the speaker, the members of the executive committee, and the individual students -- each in his own way and according to his own involvement in the occasion. Each one can actively pray for the inspiration, receptivity, joy, and love that will insure that the association day is a healing occasion.

If this work is well and thoroughly done, then those who hear the address will learn much more about "how to love, how to heal, and how to grow." They will see fulfilled the promise of Isaiah: "Therefore with joy shall ye draw water out of the wells of salvation."⁴

EFFECTIVELY COMMUNICATING AN ASSOCIATION ADDRESS

James K. Kyser

Judging from the quality of association meetings these days, we have some exceptionally fine speakers, but from all reports there just aren't enough to go around. Too many associations are not getting what they deserve. But they will when everyone who accepts an invitation to speak sincerely and persistently does what he has to do to be a good communicator. As Mrs. Eddy says, "Sincerity is more successful than genius or talent."¹ Isn't that comforting!

So let's discuss a few points that may be of some help. First, examine your motives. Before you start to develop your talk, ask yourself: Is my motive purely to glorify God and bless this association? Along this line let me tell you about my first invitation to address Annual Meeting in Boston. I saturated my paper with familiar Bible quotes and Mrs. Eddy's best known words, sent my paper to my Primary teacher, and asked him for an opinion. The paper came back with just one comment: "Everyone in the audience has the books, too." Why had I loaded the talk with citations; not only citations, but Christian Science jargon, and metaphysical clichés and platitudes as well. When I examined my motives, I found that I had been hoping to impress my audience.

MORAL: Impress -- sure, but do so Mrs. Eddy's way. She urges us to: ". . .impress humanity with the genuine recognition of practical, operative Christian Science."² ". . .practical, operative Christian Science." Sure, impress -- but with practical, provable truths.

Nothing really communicates but what you know to be true, what you have proved of the Truth. You communicate with your life. What means a lot to you will mean a lot to your audience. How right Paul was when he said, "I had rather speak five words with my understanding, . . .than ten thousand words in an unknown tongue."³

MORAL: Stick to the ideas that unfold to you. Beware of "stereotyped borrowed speeches."⁴

Now an effective communication may not come easily. Rarely is it just written. It's rewritten and rewritten and rewritten. So the next point is this -- most everything improves with editing. If the speaker isn't also a good editor, he needs someone who can help him see what needs revising, adding, deleting. His sounding board, so to speak, need not be a committee; it can be family, or speech professional, or a friend, or a secretary. Often after writing something that

is crystal clear to me, my secretary asks, "What does this mean?" "Well," I explain, "it is very simple. It means . . . " I go on to explain, and I can see by the look on her face she's thinking: "Well, why didn't you say that."

No matter how well you think you have developed your talk, it won't be any better than the way it's received. And the time to find out whether you have gotten it right is before you make the address.

MORAL: Get yourself a private audience to practice on. Never practice on the public.

Next point: To speak or not to speak is the question. So what if one who has agreed to speak prays for inspiration and guidance but gets no fresh spiritual insights, has no spiritual convictions that he is bursting to share. Under such circumstances should he withdraw? Well, association day is the most important day in a class-taught student's year. So if the speaker's motive for accepting the invitation was to bless the association, he can withdraw for the same reason. If he feels strongly that it's demonstration to do so, withdrawing can bless everyone concerned. In the words of James Russell Lowell: "Blessed are they that have nothing to say and can't be persuaded to say it."

MORAL: If you have nothing to say, don't let personal sense persuade you to prove it!

Scientifically speaking, as it has been brought out many times today, there is an ever-available abundance of fresh ideas which everyone has the God-given ability to respond to and utilize. Many of our speakers consistently prove this. They know that an old, revamped talk is "sounding brass, or a tinkling cymbal" without fresh ideas. In their hearts they know they have let the association down, unless the vitality and the spontaneity of the Christ prevail.

MORAL: Be fair to the association and be honest with yourself.

Next, a three-pronged point: Let's say you have good ideas, develop them, give the talk, but the response is disappointing. What went wrong? Well, perhaps your writing became cluttered and your ideas obscured because you were not alert to some things we all need to be alert to. So let's examine a few of them.

First: The Christ, Truth, is simple. Personal sense would have us hide it with pretentious words and involved sentences. Oh, such pontificating may satisfy the ego, but such talk does not feed the hungering heart. We're all familiar with Mrs. Eddy's assurance: "When the heart speaks, however simple the words, its language is always

acceptable to those who have hearts."⁶ There's nothing in there about having to be an orator or a mental giant.

MORAL: Dare to keep it simple!

Second: The kingdom of God, Truth, is within; no truths are lacking in anyone. Yet a sense of superiority often tempts the speaker to be didactic, as if he needs to teach some truths his audience doesn't already include. But communicating is not thought transference; it's an awakening process. The Christliness of the message touches the receptive thought and reveals truths already within. As Mrs. Eddy states, "The intercommunication is always from God to His idea, man."⁷

MORAL: Don't be tempted to try to stand in God's stead. His Christ communicates itself and takes the speaker along for the ride. The message supports the messenger.

Third: Beware of self-righteousness. A speaker may vow: "None of that holier-than-thou stuff for me," then turn right around and ask rhetorical questions that make his audience burn with guilt. Or he may accept the Biblical imperative, "Come now, and let us reason together,"⁸ then load up his talk with "you must," "you should," "you ought to" do this or do that. Well now, we welcome Jesus' instructions and Mrs. Eddy's admonitions, but honestly, do you want an association speaker telling you what to do? I don't. Not that I always know, but don't preach to me -- awaken me. Awaken me to see it for myself! And then inspire me to do it!

MORAL: You can lead the human mind, but you sure can't drive it.

Next point and it's a big one: Keep them listening. Now it takes some doing to hold your listeners' attention. Does it begin when you start to make the talk? Far from it. It begins when you start to develop the talk. How do you respond to the ideas that come to you. Do they move you? Do they hold your attention? When you develop the talk, does one main idea lead to another and expand on your central theme? Are your lesser ideas relevant to your main ones? Be cohesive. No matter how much you cherish some idea, if it's irrelevant, save it. There will be another time.

MORAL: Stick to a straight line. If your talk wanders, so will your listener. And if your talk is dull, he will do worse than wander. He will go fast asleep!

No lullaby can lull a listener like a talk that just drones on and on at one level of intensity without any change of pace. How dull a talk is without valleys and peaks of thought, and

without interesting variations on your main theme. Now certainly Ravel's "Bolero" puts no one to sleep. But, over and over, one central theme is repeated. Oh, those variations! How they hold your attention! One builds to the next and contributes to that glorious, hair-raising, spine-tingling finale. Spiritual ideas can be utilized even more effectively. Indeed, restatement of your main theme in a variety of ways is indispensable to an attention-holding talk.

In addition to mental variety, we need vocal variety. When you expound on metaphysics, remember how short one's span of concentration is. So break it up. Use illustrations. There is nothing better than "for example," or "for instance." Turn away from your prepared address and relate a healing. Use an anecdote. Tell a story. Jesus taught with parables and so did Mrs. Eddy. She never hesitated to inject humor where it came naturally or brought home a point, and thank goodness she did. Physical variety helps, too. Have frequent standing breaks, sing a hymn or two, and whether you stand or sit, change your position from time to time.

MORAL: You'll get your listeners' attention and you will keep their attention when you do what you have to do to deserve it.

Next point: Remember you are giving a talk -- not a reading. A speaker said, "I can write it, but I can't talk it, so I just read it." Just reading an address is inexcusable. Some members say their associations have been read to so often that they prefer to stay at home and read to themselves. This is laughable, but true -- and it is a situation that doesn't need to exist. We don't have to put up with this, really we don't. Every speaker can speak effectively enough to address an association, if he makes the effort. Sure it is hard work, but it is worth it. Practice. Get used to the sound of your voice. Whether you like it or not will determine whether your listeners like it or not. Read the Bible Lesson out loud. Or work with a speech professional.

You know, written words and spoken words are like different languages. We write one way and speak another. So use a tape recorder; it won't bite you. Tape your talk, listen to it, simplify whatever isn't clear, shorten the sentences to fit the way you speak, change the words until the whole thing sounds natural, conversational. Then your talk will hang together, will come alive, will communicate. What communicates is the real you behind the words.

MORAL: Success in communicating is as Mrs. Eddy says about any worthwhile endeavor: ". . . self-denial, sincerity, Christianity, and persistence alone win the prize, as they usually do in every department of life."⁹

Now for the most important point of all -- love for the association members.

When does the speaker start to love them? When he is getting prayed up to give the talk? Does he sort of take love off the shelf with sugar tongs and lay it on a rose leaf? Or, as Mrs. Eddy did, does he make strong demands on love, call for active achievements as its results.¹⁰ Let me ask you this: Won't the association members know that the speaker loves them if he has prayed and listened and written and rewritten and prayed and rewritten and practiced and simplified and prayed and practiced and tape-recorded and made his words conversational and prayed himself out of the way? Won't they know he loves them?

This kind of love can lift the meeting above the sense of speaker and audience and unite them with the one Mind. Listening together and responding together, speaker and listener can freely experience the flow of Mind's ideas. Doing this, speaker and listener are certain to know that because they have gathered together in Christ's name, there he is in the midst of them. This is effective communicating.

DEVELOPING THE CONTENT OF AN ASSOCIATION ADDRESS

Arthur P. Wuth

Every year the class-taught student meets with the fellow members of his association to renew and extend the inspiration of his Primary teaching. In an original address prepared specifically for that event, the teacher or the invited speaker reviews the basic elements of class instruction, elements that represent the tools the student uses in furthering his spiritual progress, in working out his salvation, in deepening his understanding of God and man, and their eternal relationship. In one sense, the address is a continuation of class -- not an additional thirteenth lesson or fourteenth lesson, but further penetration into the Science of being with fresh, new insights, showing how fundamental spiritual truths are applicable to today's needs. This includes, first of all, the needs of the individual, but also the needs of our church, and the needs of mankind.

I. What It Is

This unique, particular, highly-specialized, once-a-year opportunity for spiritual refreshment, an event reserved exclusively for the class-taught student, is designed to lift him to still higher views of spiritual individuality, of man's potential as the image and likeness of the creator, his unlimited capabilities as a God-centered instead of a self-centered expression, and his freedom and dominion in demonstrating immunity to the laws of matter and the beliefs of mortal existence.

The association address is best prepared as a single subject, well-developed, responsibly confirmed by the Bible and the writings of Mary Baker Eddy. The subject should be practical, its amplification specifically adapted to human needs. It should enable the hearer to pursue and accelerate his resolution of the problem of being. Subjects which I feel I have been able to develop to advantage include: The Search for Identity, The Eternal Noon of Being, Salvation Now, Freedom from Limitation, Living Under Authority, The Handling of Evil, The Science of the Christ, and The Anatomy of Love. Each subject should be distinct, so well organized that it stands on its own, each facet complementing the primary theme in a manner which sharpens the subject as a whole, bringing it into clearer focus, at the same time revealing its inexhaustible character. It should not be a potpourri of pet phrases, unrelated subtopics, generalizations that sound impressive but have little practical value. A generalization is helpful if it is followed up with specific and direct detail, with clear-cut illustrations drawn from Scriptural narratives, from

personal experience or from contemporary events.

Organize the address so that it evolves logically and intelligently step by step, building gradually to the climax and conclusion. The introduction should not be overlong, but it should be sufficient to set the stage. The development should include several related subtopics, all exploratory of the subject itself, revealing progressively deeper considerations. By preparing first an outline of what you have decided to write you can quickly tell if the various points are related, follow in logical sequence, and truly develop with fresh inspiration the subject itself.

Write for a listening audience, not a reading audience. With rare exception, members of the association you address will have only one primary exposure to the address itself. They will have a secondary exposure by reading and pondering the list of citations you supply, citations which confirm the points you have made. If they are to grasp and retain what they will hear only once, it is important that your sentences not be overlong, that they not be burdened with loosely attached parenthetical clauses, that they be uncomplicated and as short as possible. Remember, they are to be heard and not read. If they are not easily followed or understood on that one single exposure, they are lost to the listener, and not even a study of the citations will recapture them.

Illustrations break the intensity of sustained concentration. They aid in clarifying points, in describing the practicality of metaphysical truths. But they should be kept in balance. They are not a substitute for metaphysical development. Nor should they be used to entertain. Association members come to be fed, spiritually fed, in a manner that no other activity established by Mrs. Eddy can duplicate. An association address is not a lecture, it is not a collection of unrelated articles suitable for publication in the periodicals, although parts of it may well be considered for a larger, more general audience. It is not a series of testimonies. It is not a warmed-over address from previous years presented to some other association.

The association address should be the result of prayer -- deep, spiritual, conscientious prayer, the prayer that results from faithful listening to the very ideas divine Mind is supplying, ideas that are fresh, pertinent, practical, demonstrable. The address should be a Christian Science demonstration, worthy of the time, energy, expense and devotion each association member has exerted in being present. It should inspire him in his own further study during the year that follows. It should make him a still more thorough student in his mastery of the letter, in his imbibing of the spirit. It should lead to greater consecration, dedication and commitment in living the teachings of

Christian Science. It should make him a better practitioner, both for himself and others. It should quicken his healing ability, strengthen his conviction, contribute to instantaneous responses.

And it will do all this if it is the result of prayer. Such an address loses sight of personal prestige and egotistical exhibitionism. It never serves as a platform for pet projects or a sounding board for questionable metaphysical phrases -- phrases designed to startle rather than heal, to shock rather than inspire. It should not ride an author's hobby, his personal preferences, likes or dislikes regarding the teachings of Christian Science or its organization.

II. Church

The association address should fulfill our Leader's expectations. These are helpfully implied in her own addresses and messages for class-taught students. For example, in Chicago in 1888, in her address prepared for the National Christian Scientist Association, she cites as a reason for the convention: "We come to strengthen and perpetuate our organizations and institutions; and to find strength in union, -- strength to build up, through God's right hand, that pure and undefiled religion whose Science demonstrates God and the perfectibility of man."¹

The institution, church, has suffered severely in recent years. Who is better equipped to remedy this than the class-taught student of Christian Science? In an age when even the term "institution" is suspect, more than ordinary care is needed to strengthen and perpetuate it. But what is an institution? Simply a human organization. And any human organization in its elementary form is but a group of people who have joined together to better fulfill a common purpose. A bank is an institution to provide financial services. A school is an institution to provide learning techniques, to assist others in gaining an education. Marriage is an institution to fulfill family living, the rearing of children, the comfort, security and beauty of home. And church is an institution to spiritually enlighten, heal and save. It is a group of people like you and me who have been so blessed by the teachings of Christian Science that we have united out of gratitude to share those blessings with others.

We should speak to the class-taught student in ways that will help him to strengthen and perpetuate the institution, church. Here is the need: There are branch churches today that have no practitioner in their membership. But practically all of them have class-taught students. The association address should inspire them to prepare for the practice, even if it is on a part-time basis.

A branch church without a healing ministry cannot long survive. If the student who has received class instruction does not respond to this serious need, what opportunity remains for survival? The healing ministry is why the church exists. A church that does not heal, that does not impart the spiritual enlightenment which leads to regeneration, is not a church. It is but a group of people, still banded together, who no longer have a real purpose. Other interests have distracted their devotion. Other values have dissipated their energies. The use of other means, other attempts to attract the newcomer, are never as availing unless motivated by the primary purpose for which the church exists -- to spiritually enlighten, heal and save, to share with others what has so richly blessed us. Changing the hours of the Sunday service in order to accommodate mortal mind, initiating a Wednesday noon meeting because fewer and fewer attend Wednesday evening -- these are not measures that attract and heal. It is really impossible to accommodate mortal mind. We waste our time and energies in trying to offer substitutes for the healing Christ.

These are issues which the class-taught student is equipped to resolve. He has an obligation to fulfill Mrs. Eddy's demonstration of organized church activity. He is prepared more than others to respect the institution, church, to love and strengthen it, to preserve and perpetuate it. No association address should be devoted entirely to this topic. But it has its place, especially right now because the need is so great.

Other issues affecting church to which you can address yourself from time to time include a better understanding of the role of The Mother Church; why its financial needs deserve the same thoughtful consideration as those of a branch church; the place and purpose of the periodicals and how the class-taught student can make a substantial contribution by writing for them; and the unique function of The Christian Science Monitor. Too many of those who have had the advantage of class instruction are still confused over the Monitor's place. Some with strong partisanship views refuse to subscribe. Some subscribe, but refuse to read. Some read but withhold issues with articles contrary to their viewpoint. Again, no association address should be devoted entirely to the Monitor. But unhealed conditions like those just mentioned deserve your thoughtful, loving and even fervent consideration.

In this way we contribute to the second purpose of the Chicago convention of 1888: "We come . . . to find strength in union, -- strength to build up, through God's right hand, that pure and undefiled religion whose Science demonstrates God and the perfectability of man."

In human relations unity is no accident. It has to be worked for. A church that has a united membership is bound to grow. When united in fulfilling the purpose of church, there is no limit to its opportunity to bless -- to spiritually enlighten, heal and save. The class-taught student should be vitally concerned with the institution that made his class teaching possible. He can be addressed on these points constructively and sympathetically, and we can expect a favorable response.

Mrs. Eddy praised the functions of church in her address before the alumni of the Massachusetts Metaphysical College in 1895. Speaking to her students, as we might well address those in Christian Science students' associations, she said: "The systematized centres of Christian Science are life-giving fountains of truth. Our churches, The Christian Science Journal, and the Christian Science Quarterly, are prolific sources of spiritual power whose intellectual, moral, and spiritual animus is felt throughout the land. Our Publishing Society, and our Sunday Lessons, are of inestimable value to all seekers after Truth."²

III. Healing Ministry

A second area for consideration is the healing ministry. It is more important than the first. Church is vital, but as already touched upon, no church can fulfill its purpose without healing. Not only should its organizational efforts be healing, but church members themselves need to be successfully engaged in the healing and regeneration of others.³

Members of an association should be reminded of the great need for more workers in the practice. After all, class-taught students constitute the primary reservoir for future practitioners. If we would be obedient to our Leader's expectation that each student learn to heal, we should use every opportunity at association meetings to review Mrs. Eddy's instructions to her followers.

Recent conversation with a class-taught student revealed that his teacher never encouraged her pupils to enter the practice. Whenever they brought up the subject, her response was: "You are not ready. This is a calling." How contrary this seems to Mrs. Eddy's own words: "Christians are under as direct orders now, as they were then, to be Christlike, to possess the Christ-spirit, to follow the Christ-example, and to heal the sick as well as the sinning. . . Our Master said to every follower: 'Go ye into all the world, and preach the gospel to every creature! . . . Heal the sick! . . . Love thy neighbor as thyself!'"⁴

Had every class-taught student responded to these commands seriously the volume of those listed in the Journal would be

far greater. There is a tremendous need for full-time practitioners. The speaker should encourage those not engaged in the practice to give it prayerful consideration. They should prepare themselves regardless of human age. Not too long ago The Mother Church accepted an applicant in his nineties.

How should they prepare? Through deeper study, consecration, dedication, commitment. They should set aside time each day for nothing but practice. They should strive to spiritualize thought. Because Spirit is the only attraction, their higher attainments in spiritual consciousness will fulfill Jesus' words: "And I, if I be lifted up from the earth, will draw all men unto me."⁵

They should cultivate opportunities to present Christian Science to those in need. This is not to proselyte. It is not to indoctrinate. It is to be alert in discovering the unprejudiced and responding to his need through the sharing of literature, through presenting a copy of Science and Health.

It is wise to review Christian Science treatment, not only for the benefit of those not yet in the practice, but for the seasoned practitioner as well. Remind them of the many ways of giving a treatment, what it is, what its basic elements are, and what tools the practitioner can draw upon in making his treatments inspired, effective, sufficient.

From time to time the ethics of the practice should be touched upon, reminders as to the confidential relationship between practitioner and patient, what the practitioner's fee should be, and how he should keep his practice in good balance with those who are entirely new to Christian Science.

Those already in the practice sometimes feel their inspiration is exhausted. Comfort them. Encourage them. Feed them with new inspiration. Remind them of Love's role in the healing work, the spiritual sense of love, the love with which Jesus loved and to which his disciples were urged to respond.

And please remind the experienced practitioners to take care of themselves, to not neglect their own work in demonstrating salvation. Remind them how to handle the beliefs of pressure, time, impositions by thoughtless patients.

Our healing ministry is for all mankind. Through it men and women of all nations are blessed. Physical healing is often the means of introduction to the more serious aspect of Christian Science, the healing of sin. Significantly, Mrs. Eddy refers to this in her remarks at the Chicago convention in 1888. They had come together, she explained: "... mutually to aid one another in finding ways and means for helping the whole human family; ..." ⁶ In the same address she adds: "The Christian Scientist loves man more because

he loves God most."⁷ The association speaker can lift the thought of the members to take in this larger view of service to mankind, a service prompted by divine Love and made practical and satisfying in the healing ministry.

IV. Individual Growth

A third area of consideration and the most important one of all is to promote individual spiritual growth. The other two areas, already described, are completely dependent upon it. Unless there is individual spiritual growth, there is no healing ministry. If there is no healing ministry, there is little to be said for church. Therefore, the greater emphasis of the association address should be on this point. In her address at the Chicago convention, Mrs. Eddy summarized the reason for the meeting by saying: "This purpose is immense, and it must begin with individual growth, a 'consummation devoutly to be wished.'"⁸ Then she challenged her listeners: "How many are there ready to suffer for a righteous cause, to stand a long siege, take the front rank, face the foe, and be in the battle every day?"⁹

This requires growth, individual spiritual growth. And the association speaker should do everything he can to promote it. How?

By encouraging the member to become a more effective student. Both knowledge of the letter and comprehension of the spirit need encouragement, assistance, and fresh inspiration.

No one can grow spiritually without first enlarging his concept of his creator. The speaker should aid in bringing deeper insights as to God's nature and character. He should explore the infinite meaning and relationship of the synonyms. He should amplify them in ways that enable the student to distinguish clearly the character of each and the synonymous nature of each.

Our textbook reminds us: "We must look deep into realism instead of accepting only the outward sense of things."¹⁰ The speaker should remind his listeners that we are students of divine metaphysics. We are metaphysicians, not matter physicians. We are not smatterers, but deep spiritual thinkers. This requires continually new, fresh inspiration, vistas of the infinite little known or realized. It requires greater unfoldment of the beauty, power, presence and holiness of the eternal. It requires a sense of divine Love that far exceeds mankind's meager concepts of this tremendous synonym. It means cultivating spiritual perception and discernment, and living what we see.

New views of man should then be described, man the image and likeness of God, the idea of divine Principle. If the

word "idea" seems illusive, consider this dictionary definition: "A conception of any perfection."¹¹ Jesus urged man to be perfect as his Father, as perfect as God.¹² Then man, the idea of God, must be the conception of the perfect creator. Another definition of idea is: "A real likeness or representation."¹³ This reminds us of the statement of creation in Genesis: "And God said, Let us make man . . . after our likeness."¹⁴ Man, then, as the idea of God, must be the real likeness or representation of divine Mind. A third definition of idea is: "An embodiment of the essential nature and character of something."¹⁵ Man, the idea of God, is therefore the embodiment of the essential nature and character of the divine. Not a physical embodiment, but a mental and spiritual one. Not God in man, but man the reflection of the spiritual qualities that constitute the infinite. Mrs. Eddy reminds us: "The good you do and embody gives you the only power obtainable."¹⁶

We should clarify man's purpose, his reason for being. We should help the association member to realize how absolutely essential he is to God's completeness and perfection. We should review his purpose, his usefulness, his contribution in doing God's will, in bearing witness to what God is.

To help mortals in overcoming the beliefs of age and limitation we should remind them of what Mrs. Eddy says about man expressing infinity,¹⁷ that his potential is way beyond what the ordinary mortal admits possible, that each individual has talents seldom realized.¹⁸

We should explain how to handle the arguments of decline, the aggressive suggestion that it is time to check out, that somehow one should no longer seek God's help in overcoming the arguments of age. Members should be roused to challenge the devilish suggestions that there is nothing left to do but await the inevitable.

Another point related to individual spiritual growth is salvation. Unfortunately, many students neglect this. They either do not take it seriously or they postpone it to a more convenient time. But the Apostle Paul emphasized the nowness of salvation.¹⁹ And our Leader reminds us that we cannot escape the obligation of evangelizing human selfhood.²⁰

Salvation requires the spiritualization of consciousness. It is based on love for God. We must love Him enough that we love sin less and less, are impressed by evil on a diminishing scale, are able to discount physical sense evidence more and more.

Salvation is also linked to the commandment of loving our fellow man. This is the role of apostleship. We have all been blessed many times over through the healing ministrations of Christian Science. But having been saved in this way we have an obligation to save others. And this is the meaning

of apostleship. An apostle is one who has been saved to heal and save someone else. This very act results in further salvation on our part. Does not our Leader raise this hope when she writes: "Christianity is again demonstrating the Life that is Truth, and the Truth that is Life, by the apostolic work of casting out error and healing the sick"?²¹

No matter how often the subject is repeated, the speaker should give sufficient time to the handling of animal magnetism. He should explain in terms that cannot be misunderstood what it is, its present forms and influence, and how to master it.

In her address before the alumni of the Massachusetts Metaphysical College in 1895 -- all class-taught students -- Mrs. Eddy issued this warning: "The teacher in Christian Science who does not specially instruct his pupils how to guard against evil and its silent modes, and to be able, through Christ, the living Truth, to protect themselves therefrom, is committing an offense against God and humanity. With Science and Health for their textbook, I am astounded at the apathy of some students on the subject of sin and mental malpractice, and their culpable ignorance of the workings of these -- and even the teacher's own deficiency in this department."²²

We should remind the class-taught student how to work for himself, how to do this each day with inspiration, freshness, courage. As he identifies himself to himself as the child of God, he will strive for obedience to the First Commandment, establish his innocence, and thereby demonstrate his protection.

The speaker should lift his audience to a climax of individual spiritual growth through his clear enunciation of the influence of the Christ, the divine presence always speaking to us, always urging us to respond to the divine will, always prompting us to adhere to the spiritual idealism which puts off the old man, puts on the new, and makes salvation practical.

Listeners should return to their homes inspired, uplifted, encouraged, refreshed, renewed, dedicated to the fulfillment of God's purpose.

Notes: Writing an Inspiring Association Address

1. John 4:14.
2. No and Yes, p. 45.
3. See Science and Health with Key to the Scriptures, p. 507.
4. Isaiah 12:3.

Notes: Effectively Communicating an Association Address

1. Message to The Mother Church for 1900, p. 9.
2. Miscellaneous Writings, p. 207.
3. I Cor. 14:19.
4. Science and Health, p. 367.
5. I Cor. 13:1.
6. Mis., p. 262.
7. Science and Health, p. 284.
8. Isaiah 1:18.
9. Science and Health, p. 462.
10. See Mis., p. 250.

Notes: Developing the Content of an Association Address

1. Mis., p. 98.
2. Ibid., p. 113.
3. See ibid., p. 98.
4. Science and Health, p. 138.
5. John 12:32.
6. Mis., p. 98.
7. Ibid., p. 100.
8. Ibid., p. 98.
9. Ibid., p. 99.
10. Science and Health, p. 129.
11. Merriam-Webster, New International Dictionary, First Edition, Unabridged.
12. See Matthew 5:48.
13. Merriam-Webster Dictionary.
14. Genesis 1:26.
15. Merriam-Webster Dictionary.
16. Science and Health, p. 192.
17. See ibid., p. 258.
18. See ibid. p. 89.
19. II Cor. 6:2.
20. Science and Health, p. 254.
21. Ibid., p. 97.
22. Mis., p. 114.

GUIDELINES
for
CHRISTIAN SCIENCE STUDENTS ASSOCIATIONS

**The Christian Science Board of Directors
and
Board of Education**

**The First Church of Christ, Scientist
175 Huntington Avenue
Boston, Massachusetts 02115 U.S.A.
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FOREWORD

As an activity of The Mother Church, a Christian Science students association is engaged in a very essential spiritual mission. It carries forward the unique means provided by our Leader, Mary Baker Eddy, in the Church Manual for continued instruction and growth in the understanding and demonstration of Christian Science.

THE CHRISTIAN SCIENCE BOARD OF DIRECTORS
and
BOARD OF EDUCATION

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1. ASSOCIATION STRUCTURE AND GOVERNMENT

1-1 Membership

A student of Christian Science becomes a member of an association upon completion of Primary class instruction with an authorized teacher. The fact that he has had class instruction with that teacher can never be changed. The teacher will always have record that he taught the pupil, and the association will always have record that the pupil was taught by the teacher. (See 1-10, 1-11.)

However, The Mother Church recognizes the legal right of a pupil to disassociate himself from the association if that is his wish, and no longer to receive mailings, be on any address list, or otherwise be considered a member of the association. In such circumstances, the association's records should continue to show that the pupil was taught by the teacher in order to uphold the requirement of the Church Manual that a pupil receive class instruction only once unless his teacher is officially declared disloyal by The Christian Science Board of Directors and his pupils eligible to be taught in accordance with Article XXVI, Section 8, of the Manual. Once a person has been taught in Christian Science, and provided his teacher remains loyal, he cannot deny the fact of his teaching and thereby free himself to seek class from another teacher.

The purpose of an association is always to heal and to support its members in their steps Spiritward.

1-2 Officers and executive committee

When the teacher is no longer present, and the executive committee is carrying forward the association's activities, it is important that the association be democratic enough to get the full benefit of its members' ideas and inspiration and prayer.

2.

1-2 Officers and executive committee (continued)

The experiences of associations without teachers indicate the wisdom of having officers and members of the executive committee elected by the membership as a whole, of having rotation in office, and of permitting the membership as a whole to decide important questions. It is often possible to determine the wishes of the membership by a mail ballot rather than by extensive debate and balloting at the association meeting.

Each association is, of course, free to establish its own procedures, but many find it useful to stipulate a three-year term of office for executive committee members. Sometimes the Secretary and Treasurer serve as members of the executive committee, sometimes they do not. But in either case their terms are not necessarily governed by the rotation-in-office rule. Associations have generally found it wise, however, to take care that no individual assumes the role of being "in charge," and while it is helpful to have a Secretary and Treasurer (often the same individual) who are experienced in the work, the positions are not usually regarded as perpetual. Both the Secretary and Treasurer report to the executive committee, and it is helpful to have it clearly understood that the executive committee has ultimate responsibility for conducting the affairs of the association.

It is customary for executive committees to elect from among their members each year someone to serve as Chairman and Vice-Chairman.

1-3 Association bylaws

In instances where bylaws have not been provided by the teacher, association executive committees are encouraged to draw up a set as soon as possible for consideration and ratification by the association membership.

1-3 Association bylaws (continued)

There is a sample set of bylaws which may be adopted or adapted. These may be obtained from the Board of Education. In preparing association bylaws, parliamentary procedures are usually followed so far as they support the purpose and activities of the association.

1-4 Finances, salaries, and expenses

The primary purpose of an association executive committee is to provide for the continuity of the association, as provided by our Leader, Mary Baker Eddy, in the Church Manual. An important element in this work is to arrange the association's finances in such a way that provision is made for the ability of the association to meet its expenses for a guest speaker, and other financial obligations, year after year.

Precisely how an association works out these details is a matter of the association's own demonstration. It is possible, however, while the association still has a sizable membership, to arrange things in such a way that within a reasonable number of years the association can cover its expenses by interest earned on its capital, thereby protecting its ability to maintain the same level of operations in years ahead when there are fewer members making financial contributions. On the other hand, there are some associations which use their capital to cover expenses and still manage to demonstrate very adequate financial means from year to year.

Service as Secretary and Treasurer usually receives remuneration. It is recommended that the association obtain tax advice as to the status of those who receive remuneration and whether or not governmental reports are required.

4.

1-4 Finances, salaries, and expenses (continued)

The guest speaker usually receives a fee plus expenses. The amount of the fee is determined by the executive committee in accordance with the association bylaws (see 2-2 for further guidance).

In some jurisdictions (including a majority of the states in the United States) nonprofit organizations are exempt from paying sales taxes on their purchases. Your Committee on Publication would have this information for the state or country where your association is located.

1-5 Income taxes (Please refer to Supplement Section for latest information)

- a) United States: The Internal Revenue Service has ruled that Christian Science students associations are integral activities of The Mother Church and thus they are exempt from United States income tax. Contributions, dues, gifts, legacies, bequests, and devises to associations are deductible for income, gift, and estate tax purposes as provided in the various sections of the Internal Revenue Code.

As integral activities of The Mother Church, the associations should use The Mother Church's tax identification number, 04-2254742, in verifying their tax exempt status in any reporting made to the United States Internal Revenue Service.

The expenses of class instruction and attending association meetings cannot be deducted as contributions to a religious organization. However, certain individuals, such as Journal-advertising practitioners, and others whose employment requires class instruction, may deduct transportation and other expenses incurred in attending association meetings. (See Section 1-4 above, regarding state sales tax.)

1-5 Income taxes (continued)

- b) Other countries: Associations outside the United States should consult competent tax counsel as to their rights and obligations.

1-6 Benevolence

If members of an association travel a long distance to attend the association meeting, some associations establish a fund to assist with the transportation and other expenses of members when needed. Some associations have benevolence funds to assist needy members.

Grants are available from the Treasurer of The Mother Church for attendance at association meetings by students from developing or restricted countries and, in unusual circumstances, from some other areas.

1-7 Trusts and other investments for associations

In considering how to accumulate and manage funds for both current and future expenses, associations may wish to investigate several possibilities, including money market funds, certificates of deposit with banks, mutual funds, government bonds or notes, and savings accounts. As an association's assets increase, it might consider placing its funds under professional management, including the establishment of a trust, either revocable or irrevocable.

A revocable trust is a trust which the association could amend or revoke, or from which it could withdraw principal. The Christian Science Trustees for Gifts and Endowments do not act as trustees for

1-7 Trusts and other investments for associations (cont.)

revocable trusts. This type of trust could be established with a bank, another financial institution or an individual or individuals, as trustee(s). Under such a trust: the income would be paid regularly to the association; the association may withdraw all or any part of the trust principal at any time; the trust may be amended or revoked, in whole or in part, at any time; and it could be worded that when the trust terminates (usually when the association disbands), the assets then remaining in the trust be given to The Mother Church.

An irrevocable trust is a trust from which the association could receive the income but could not withdraw any of the principal, and which cannot be amended or revoked. Many associations have established irrevocable trusts with the Christian Science Trustees for Gifts and Endowments, who are assisted in administering the trusts by a well-regarded Boston trust company. Under such a trust: the trust income is paid quarterly to the association; no trust principal may be revoked or withdrawn at any time; the trust may not be amended or revoked at any time; the funds placed in the trust will be professionally managed in the same manner as the invested funds of The Mother Church; and when the trust terminates (usually when the association disbands), a gift is made to The Mother Church of all the assets then remaining in the trust. In order to establish such a trust, a minimum funding amount is required. (Please inquire as to current minimum amount.) Once such a trust is established, additions may be made to the trust at any time.

Requests for further information should be sent to:

Trustees for Gifts and Endowments
Office of the Treasurer
The First Church of Christ, Scientist
175 Huntington Avenue
Boston, Massachusetts 02115, U.S.A.

1-8 Financial records

It is helpful for an association to keep cancelled checks, receipts, bank statements, et cetera for six years. Tax records such as forms 1099 should be kept for three years after filing. If benevolence is provided to assist needy members, careful records should be kept of the payments and recipients.

1-9 Inactive status

Occasionally a member who feels it is no longer possible physically to attend association meetings, or unable to receive personal mail, asks to withdraw. This usually incorrectly conveys what is intended. Such a member may be placed on "inactive status."

Many associations have found it useful to reassure members who are presently experiencing difficulties and are placed on "inactive" status that they are now, and always will be, loved members of the association family. Unless there is a special personal reason why they do not wish to receive association mailings, they should know that their membership is intact regardless of attendance or financial contributions, and that they are welcome to receive all mailings.

1-10 Withdrawals

If a member wishes to disassociate himself totally from the association and is firm in this decision, as for example, if he has embraced the teachings of another denomination, he should be permitted to withdraw. In such cases, the Clerk of The Mother Church should be notified stating the reasons for the withdrawal. The association's records will always show that the individual was taught by the teacher.

1-11 Disbandment of association

- a) There is no provision for the members of two or more associations to unite or for the entire membership of one association to be invited to attend the meeting of another association in a body.
- b) An association is encouraged to continue as long as possible. When the number of active, participating members becomes quite small, the question of disbandment sometimes comes up for consideration. The decision may be reached by a majority vote of the active membership or as otherwise provided for in your bylaws.
- c) In the United States, the Internal Revenue Service has ruled that associations of Christian Science students are activities of The Mother Church, a religious organization, and therefore all are tax exempt. Upon dissolution such a tax-exempt organization must leave all of its funds to another tax-exempt organization having a similar purpose. Usually the funds are sent to The Mother Church.
- d) When an association disbands, it is helpful for it to provide a simple, dated statement to its members verifying that they are members in good standing of the association and that it is disbanding.
- e) Instructions concerning the disposal of the files of an association upon its disbanding may be obtained from the Records Administrator, Records Management, at The Mother Church.

2. THE ASSOCIATION MEETING

2-1 Attendance

Invitations to visitors should be extended only on an individual basis to those who make formal request. It is optional with each executive committee whether or not to admit visitors. Only pupils of a loyal teacher may be invited to an association meeting.

A frequently used procedure concerning those who are eligible to attend association meetings in addition to their own is as follows:

- a) The one who addresses an association of which he is not a member is free to attend his own association as well.
- b) If a speaker is invited to address the association of which he is a member, he is eligible to apply to attend another association as a guest.
- c) The spouse of a speaker is free to attend his or her own association and, if invited, the one addressed by his or her spouse.
- d) A teacher is not free to attend an association of the pupils of another teacher, even if his or her spouse is addressing it as guest speaker.

2-2 Fees and expenses for speaker

One who is invited to address the association should receive a fee for preparing the address, as well as be reimbursed for travel to and from the meeting, and for related hotel and meal expenses.

Usually, the association establishes its own rate of payment which it offers to its speakers. Speakers are not encouraged to set their own rates, because circumstances vary widely from one association to another. The rate of reimbursement should be fair

10.

2-2 Fees and expenses for speaker (continued)

to both parties. Our Leader has specified that "Teaching Christian Science shall not be a question of money" (Manual, p. 83), and the same standard applies to addressing associations. The fee for the speaker is an outward expression of the association's appreciation for the prayer, inspiration, and many hours of preparation that the address represents.

The fee usually is paid to the speaker before the association day is over. Reimbursement for the speaker's travel, hotel, and meal expenses is made upon submission of an itemized statement which provides receipts for the larger expenditures.

Currently, in the United States, a reasonable minimum for the association address would appear to be about \$1,000. Associations needing assistance in order to pay their speaker a reasonable fee should contact the Treasurer of The Mother Church.

2-3 The business session

The business of the association should be conducted by the executive committee in such a way that the full membership may ratify important decisions.

The business session should be brief so that the inspiration of association day is not cluttered by extended discussion of business details.

A business session is not a deliberative occasion like a branch church business meeting. Its purpose is primarily to inform the members of the conduct of association business. The reporting by the executive committee should be clear and full enough to ensure its accountability to the membership on all important decisions and policies. To keep the business session brief, a consensus or a vote of the members can usually be obtained by correspondence, and in the same way the members can be given much of the information they need.

2-3 The business session (continued)

The mental atmosphere of the association meeting should not be clouded by controversy or routine detail but should be kept spiritually clear and harmonious.

2-4 Special letters

Any special letter from The Christian Science Board of Directors should be read to all members and visitors by the guest speaker, or one appointed to do so by the executive committee.

2-5 Extracts from teacher's addresses

Associations whose teachers are no longer with them are encouraged to consider new material for their association meetings each year. Most associations feel it is progressive to have guest speakers with fresh inspiration rather than rely on extracts from their teacher's former addresses.

2-6 Social activities

An association meeting is in no sense a class reunion and it is undesirable for the executive committee to arrange social gatherings. Whatever individuals may wish to do as individuals about getting together with friends at their association is up to them. The objection is to doing this as organized social activity or giving a social gathering the status of a class activity.

12.

2-7 Spouse of teacher

Under the Church Manual by our Leader, Mary Baker Eddy, pupils are taught only by the teacher. The spouse of a teacher, however loved and helpful he or she may be, has no official relationship to the pupils or to the pupils' association.

A teacher's spouse is not expected by The Mother Church to assume charge of the association when the teacher is no longer present. The government of an association when the teacher is no longer present does not normally go from teacher to spouse, but from teacher to the executive committee. Each association, however, is self-governed, with no direct supervision by The Mother Church, and there are some rare instances where a teacher's spouse takes charge. Although The Mother Church does not favor such an arrangement, it does not feel it has the right to intrude into the affairs of an association. The members themselves do, however, have the right to clarify the relationship and work out an acceptable solution.

2-8 Association meetings in two languages

If a teacher has taught in one language some years and in another language alternate years, his association meetings, when he is no longer present, must be held in two languages during the one day. The guest speaker should give the same message in each language.

3. SELECTING THE ONE TO CONDUCT THE ASSOCIATION MEETING, OFTEN REFERRED TO AS THE GUEST SPEAKER

- 3-1 "Without Teachers. SECT. 2. Those beloved brethren whose teacher has left them, can elect an experienced Christian Scientist, who is not in charge of an association of students and who is ready for this high calling, to conduct the meetings of their association." (Church Manual, Article XXVII)

3-2 Responsibility of executive committee and membership

It is the annual demonstration of each association without a teacher prayerfully to choose and invite the one who is to conduct the association meeting in accordance with the Manual Article XXVII, Section 2.

Only pupils of loyal teachers may address an association and one so invited does not acquire any permanent standing relative to the association. The same speaker may be invited more than once.

Choosing the right person to address the annual association meeting each year is not just the responsibility of the executive committee. It is the demonstration of the entire association. In a very real sense the selection of the speaker expresses the association's thought about itself.

Good selection of the speaker begins by asking such questions as these:

- What is the purpose of our association meeting?
- Are we seeking that person, whether well-known or perhaps still undiscovered, who will best meet the need of our association on that special day?

14.

3-3 Qualifications of an association speaker

The qualities sought in an association speaker are spirituality, a sound understanding of Christian Science, the ability to demonstrate Christian Science, and the ability to communicate Christian Science. Individuals who have these qualities and are using them may be recognized by their:

- effective healing work in the public practice;
- outstanding branch church work;
- articles published in the periodicals;
- effective work as a Committee on Publication, lecturer or in some other activity of The Mother Church.

The association needs to have adequate information about the one to whom it is entrusting its annual address. For example:

- Is the prospective speaker free of private theories and interpretations of Mrs. Eddy's writings?
- Is he class taught by a loyal teacher?
- Is he in full support of all Manual provisions?
- Does he have substantial experience as a working, demonstrating Christian Scientist?
- Does he express himself clearly?

No two associations go about selecting a speaker in exactly the same way. Some associations defer extending an invitation to a speaker unless at least one member of the executive committee knows something, preferably firsthand, about him. Some require unanimous agreement among committee members before sending the invitation. Names of prospective speakers should be welcomed from members, but the committee properly accepts responsibility for obtaining more information about speakers and makes the final decision.

The Mother Church neither maintains a list of names nor does it recommend prospective speakers.

3-4 When the speaker is contacted

Speakers normally are contacted more than a year in advance of the date of the meeting in order to give the speaker a full year for preparation of the address.

When a speaker is contacted, the committee should take some time to tell him about the association. That way he will know whether or not he wants to accept. It should be a demonstration for him as well as for the association.

The speaker should be briefed on what time will be available to him on association day, the length of the brief business meeting, and the time allowed for lunch, i.e. the agenda for the day.

It is thoughtful to say what fee is usually offered, in addition to hotel and travel expenses. That way he knows what to expect and how to plan.

If an association executive committee needs more information about an individual being considered to conduct a meeting, it should feel free to write to the individual.

The individual selected should be reminded that helpful information for guest speakers is available from the Board of Education.

3-5 Only one speaker

Article XXVII, Section 2, of the Church Manual by Mary Baker Eddy provides for an experienced Christian Scientist to conduct the meetings of an association whose teacher has left them. In the spirit of this By-Law, one person should assume the responsibility for the address given at the meeting.

It is important to avoid shorter papers by a number of speakers because an awkward situation could

16.

3-5 Only one speaker (continued)

thereby result. Questions could arise as to whether these individuals who would play a substantial role in the day's program could properly accept invitations to conduct the meetings of other associations that same year within the letter or spirit of the By-Law referred to above.

4. THE ASSOCIATION ADDRESS

Every year the class-taught student meets with the fellow members of his association to renew and extend the inspiration of his Primary teaching. In an original address prepared specifically for that event, the invited speaker provides further penetration into the Science of being with fresh, new insights, showing how fundamental spiritual truths are applicable to today's needs. This includes, first of all, the needs of the individual, but also the needs of our church, and the needs of mankind.

The address is the main reason for bringing the members together each year, and it should occupy the major portion of the day.

4-1 Responsibility of executive committee to set standard for addresses

When the teacher is no longer in charge of the association it becomes the responsibility of the executive committee to maintain a high standard for the one who addresses the association as guest speaker. The committee should take the initiative to specify the number of hours reserved for the address, and to satisfy itself that the guest speaker fully understands that the association looks forward to material that will contribute substantially to the

4-1 Responsibility of executive committee to set standard for addresses (continued)

spiritual growth of each member. The speaker is entitled to keen and appreciative support as he prepares the address, and assurance that the committee is doing everything possible to provide a harmonious and receptive atmosphere when the address is presented.

4-2 Sharing the address

A brief summary of the presentation, including a list of subtopics and references from the Bible and the writings of or about Mrs. Eddy, may, at the discretion of the guest speaker, be given to the members and guests present at the meeting. The full text of the paper should not be distributed generally.

When a pupil because of extenuating circumstances is unable to attend his association meeting and does not attend the meeting of another association -- or when the executive committee feels there is a special need -- the committee, with the approval of the guest speaker, may permit the pupil to read the text, provided the pupil agrees to these conditions:

- He will make no copies or extracts.
- No one else will be permitted to read it.
- It will be returned by the specified date.

When the executive committee feels there is a special need, and the guest speaker approves, a pupil may be permitted to read the association presentation of a previous year provided that the pupil agrees to the conditions stated above.

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SUPPLEMENTSection 1-5(a) Income taxes (United States)

3/87 We anticipate updating the information contained in Section 1-5(a). The update will incorporate a change regarding reporting to the Internal Revenue Service that is currently under consideration. Until the change is finalized, associations should follow the information provided in the March 1987 Guidelines.

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SUPPLEMENTARY INFORMATION FOR ASSOCIATIONS WITHOUT TEACHERS

NOTE: The following information is for guidance only. It should not supersede the association bylaws or directives from the teacher.

GUEST SPEAKERS and ASSOCIATION ADDRESSES

MANUAL BYLAW

"Without Teachers. Sect. 2. Those beloved brethren whose teacher has left them, can elect an experienced Christian Scientist, who is not in charge of an association of students and who is ready for this high calling, to conduct the meetings of their association." (Church Manual, Article XXVII)

SELECTING A GUEST SPEAKER

Responsibility of executive committee and membership

It is the annual demonstration of each association without a teacher prayerfully to choose and invite the one who is to conduct the association meeting in accordance with the *Manual*, Article XXVII, Section 2.

Only pupils of loyal teachers may address an association and one so invited does not acquire any permanent standing relative to the association. The same speaker may be invited more than once.

Choosing the right person to address the annual association meeting each year is not just the responsibility of the executive committee. It is the demonstration of the entire association. In a very real sense the selection of the speaker expresses the association's thought about itself.

Good selection of the speaker begins by asking such questions as these:

- What is the purpose of our association meeting?
- Are we seeking that person, whether well-known or perhaps still undiscovered, who will best meet the need of our association on that special day?

Qualifications of an association speaker

The qualities sought in an association speaker are spirituality, a sound understanding of Christian Science, the ability to demonstrate Christian Science, and the ability to communicate Christian Science. Individuals who have these qualities and are using them may be recognized by their:

- effective healing work in the public practice;
- active in branch church work;
- articles published in the periodicals;
- effective work as a lecturer, Committee on Publication, or in some other activity of The Mother Church.

The association needs to have adequate information about the one to whom it is entrusting its annual address. For example:

- Is the prospective speaker free of private theories and interpretations of Mrs. Eddy's writings?
- Is he class taught by a loyal teacher?
- Is he in full support of all *Manual* provisions?
- Does he/she have substantial experience as a working, demonstrating Christian Scientist?
- Does he express himself clearly?

No two associations go about selecting a speaker in exactly the same way. Some associations defer extending an invitation to a speaker unless at least one member of the executive committee knows something, preferably firsthand, about him. Some require unanimous agreement among committee members before sending the invitation. Names of prospective speakers should be welcomed from members, but the committee properly accepts responsibility for obtaining more information about speakers and makes the final decision. It is not uncommon to interview by phone, or in person, the one who is being considered.

The Mother Church does not maintain a list of names nor does it recommend prospective speakers.

When the speaker is contacted

Speakers normally are contacted more than a year in advance of the date of the meeting in order to give the speaker a full year for preparation of the address.

When a speaker is contacted, the committee should take some time to tell him about the association. That way he will know whether or not he wants to accept. It should be a demonstration for him as well as for the association.

The speaker should be briefed on what time will be available to him on association day, the length of the brief business meeting, and the time allowed for lunch, i.e. the agenda for the day.

It is thoughtful to say what fee is usually offered, in addition to hotel and travel expenses. That way he knows what to expect and how to plan.

If an association executive committee needs more information about an individual being considered to conduct a meeting, it should feel free to write to the individual.

The individual selected should be reminded that helpful information for guest speakers is available from the Board of Education.

Speakers address one association annually

Article XXVII, Section 2 of the *Church Manual*, provides for an experienced Christian Scientist to conduct the meetings of an association whose teacher has left them.

Speakers address only one association per year. An association meeting represents more than a one day event. It is the culmination of a year of study and spiritual growth. It provides for the continuing care of an association by a teacher, not just for one day, but yearly. When the teacher is no longer present, there is provision for electing "... an experienced Christian Scientist, who is not in charge of an association of students and who is ready for this high calling, to conduct the meetings of their association." The members of the association can expect that the individual they elect is devoting his/her attention for the year to addressing their specific needs and supporting their spiritual growth. Having made a commitment to an association of pupils for a given year, it would not be appropriate for a speaker to divert his/her attention to caring for other associations. (See *Manual*, Article XXVI, Sections 2 and 6, and Article XXVII, Section 2).

THE ASSOCIATION ADDRESS

The Association Address

Every year the class-taught student meets with the fellow members of his association to renew and extend the inspiration of his Primary teaching. In an original address prepared specifically for that event, the invited speaker provides further penetration into the Science of being with fresh, new insights, showing how fundamental spiritual truths are applicable to today's needs. This includes, first of all, the needs of the individual, but also the needs of our church, and the needs of mankind.

The metaphysical address is the main reason for bringing the members together each year, and it should occupy the major portion of the day.

Responsibility of executive committee to set standard for address

When the teacher is no longer in charge of the association it becomes the responsibility of the executive committee to maintain a high standard for the one who addresses the association as guest speaker. The committee should take the initiative to specify the number of hours reserved for the address, and to satisfy itself that the guest speaker fully understands that the association looks forward to material that will contribute substantially to the spiritual growth of each member. The speaker is entitled to keen and appreciative support as he prepares the address, and assurance that the committee is doing everything possible to provide a harmonious and receptive atmosphere when the address is presented.

A supplementary handout available from the Board of Education:

Basic points common to the most helpful association addresses.

January 2000

THE ASSOCIATION ADDRESS

In our correspondence over the years with associations that use guest speakers, certain basic points have emerged which appear to be common to the most helpful association addresses. Following is a compilation of comments about these points.

1. Basic metaphysics

The address should help the student grow in his grasp of deep and correct Christian metaphysics. So it should enlarge and deepen his concept of God, man, the Christ, and divine Science.

Mary Baker Eddy tells us (Science and Health with Key to the Scriptures, p. 258): "We know no more of man as the true divine image and likeness, than we know of God." An address, therefore, may properly include a fresh new amplification of some of the synonyms of God.

The daily impressions of physical sense testimony will even delude class-taught students, and cause them unconsciously to accept the arguments of mortality. The address can, therefore, include fresh inspired views of man's immortality, of identity, of the opportunities to demonstrate unlimited individuality.

It can also give a sense of newness, fresh views, inspiring discoveries of new ideas about God's creation, God's universe, thoroughly supported by our Leader's writings. It can convey the joy of seeing eternal Truth ever unfolding and stir thought to see the basic metaphysical truths of Christian Science freshly and in new applications.

There will also be need of an explanation of the Christ, its healing activity, and a recognition of the great Exemplar of that healing activity of the Christ, Christ Jesus.

2. Practice, healing and treatment

It is well to include in each association address a fresh and inspired review of the basic elements of Christian Science treatment, thus helping the student to become a better healer. The address should bring out aspects of the method of treatment and deal with questions that come up in the practice of Christian Science.

The practice should be held up as the ultimate goal of class teaching and a growing sense of individual Christliness as the preparation for practice. From time to time preparation, motivation, consistency, consecration, dedication, ministry, ethics, et cetera might be touched upon.

The address should strengthen the spiritual foundation of the student so as to increase his ability to rely radically on Truth for healing and counter the temptations and suggestions of materia medica.

3. Handling animal magnetism through regeneration

There should be thorough handling of the claims of animal magnetism, particularly those which seem to be active within our society today. New subtleties, arguments, approaches, guises and attractions of error should be identified and exposed as nothingness from the standpoint of God's allness.

The address should encourage the student to overcome wrong character traits, sinful tendencies, and erroneous patterns of thought that seem to be a part of human nature, in line with our Leader's statement that one main purpose of Christian Science is to take away the sins of the world, and her teaching that we must begin with ourselves.

4. Daily prayer for oneself

The address should remind the students of the necessity of regular daily work for themselves and should expand their grasp and deepen their perception of how this should be done. Prayer for oneself should include daily study and work for one's own spiritual growth. This spiritual growth will increase the student's ability to contribute to the healing mission of our Church.

5. An understanding of Church

The address should foster a right sense of organization, encourage better demonstration of unity in church affairs, and promote both metaphysical and practical support of the branch church and The Mother Church.

This discussion could provide a brief look at the latest steps being taken by The Mother Church to "reinstate primitive Christianity and its lost element of healing" (Manual p. 17), and similar branch church programs.

This should all be related to the provisions in the Church Manual, showing how these are adequate to take care of all present and future needs.

6. Prayer for the world

It is well to include in each address some reference to community, national and world problems and the responsibility of Christian Scientists to pray for the resolution of them. How to do this in line with the fundamental teaching of love for God and man would include an explanation of how Christian Science can be applied to needs of immediate urgency in individual lives and world situations.

7. Mary Baker Eddy

Mrs. Eddy reminds us in Science and Health (p. 560): "To misunderstand Paul, was to be ignorant of the divine idea he taught. Ignorance of the divine idea betrays at once a greater ignorance of the divine Principle of the idea – ignorance of Truth and Love."

In order that members of the association may not find their understanding of the divine Principle darkened because they have grown dull in their appreciation of those who presented the divine idea, the association address should include specific reference to Mrs. Eddy. The material should be fresh and inspired, related to the subject of the address.

Also relevant is the importance of understanding Mrs. Eddy's life and work in the fulfillment of Biblical prophecy, including her work as Discoverer, Founder, Leader, and "a scribe under orders." A study of our Leader's own references to herself in her published writings will be helpful.

8. Quotations

Utmost care should be taken when using quotations by or about our Leader. Periodically, there is widespread circulation of statements and manuscripts falsely attributed to Mrs. Eddy, and much of this is said to come from addresses at meetings. While there are some unpublished quotations and anecdotes that can be verified by the Church History Department of The Mother Church, we ask those who address associations not to use heretofore unpublished statements by our Leader, even if they can be, or have been, authenticated. The source of any anecdote or statement used should be readily accessible in publications available in Christian Science Reading Rooms.

THE FIRST CHURCH OF CHRIST, SCIENTIST
BOARD OF EDUCATION
January 2000

SUPPLEMENTARY INFORMATION FOR ASSOCIATIONS WITHOUT TEACHERS

NOTE: The following information is for guidance only. It should not supersede the association bylaws or directives from the teacher.

OFFICERS AND EXECUTIVE COMMITTEE

When the teacher is no longer present, and the executive committee is carrying forward the association's activities, it is important that the association be democratic enough to get the full benefit of its members' ideas and inspiration and prayer.

The experiences of associations without teachers indicate the wisdom of having officers and members of the executive committee elected by the membership as a whole, of having rotation in office, and of permitting the membership as a whole to decide important questions. It is often possible to determine the wishes of the membership by a mail ballot rather than by extensive debate and balloting at the association meeting.

Each association is, of course, free to establish its own procedures, but many find it useful to stipulate a three-year term of office for executive committee members. Sometimes the Secretary and Treasurer serve as members of the executive committee, sometimes they do not. But in either case their terms are not necessarily governed by the rotation-in-office rule. Associations have generally found it wise, however, to take care that no individual assumes the role of a teacher, and while it is helpful to have a Secretary and Treasurer (often the same individual) who are experienced in the work, the positions are not usually regarded as perpetual. Both the Secretary and Treasurer report to the executive committee, and it is helpful to have it clearly understood that the executive committee has ultimate responsibility for conducting the affairs of the association.

It is customary for executive committees to elect from among their members each year someone to serve as Chairman and Vice-Chairman.

Board of Education
January 2000

SUPPLEMENTARY INFORMATION FOR ASSOCIATIONS WITHOUT TEACHERS

NOTE: The following information is for guidance only. It should not supersede the association bylaws or directives from the teacher.

BYLAWS

In instances where neither bylaws nor directives have been provided by the teacher, association executive committees are encouraged to draw up a set of bylaws as soon as possible for consideration and ratification by the association membership.

In preparing association bylaws, parliamentary procedures are usually followed so far as they support the purpose and activities of the association.

Enclosed is a sample set of bylaws which may be adopted or adapted.

BOARD OF EDUCATION

SAMPLE

SAMPLE

SAMPLE

BYLAWS

The Christian Science Association of the Pupils of John Doe, C.S.B.

- I. Authority for Organization. This association, The Christian Science Association of the Pupils of John Doe, C.S.B., is organized under the authority of Article XXVI, Section 6, of the *Manual of The Mother Church*, by Mary Baker Eddy.
- II. Purpose. The purpose of this association is to further the teachings of Christian Science as set forth in the writings of Mary Baker Eddy and specifically in the *Church Manual*. Its purpose is not the exercise of parliamentary democracy, but rather is completely religious in character. For this reason the business of the association will be conducted as far as possible by its Chairman and its Executive Committee so that the business sessions of the association may be as brief as possible.
- III. Officers.
 - A. Executive Committee
 1. The Executive Committee shall be considered the officers of the association.
 2. The Executive Committee shall consist of not more than six members of the association elected from year to year by the association.

3. At the first election, two members shall be elected for one year, two for two years, and two for three years. Thereafter two members shall be elected annually to fulfill three-year terms. Midterm vacancies shall be filled by the remaining members of the Executive Committee.
 4. In elections, nominees shall be chosen by the Executive Committee and presented in a mailing to the membership of the association, allowing ample time in advance of the next meeting of the association. Any member of the association has the privilege of adding a write-in candidate on the ballot.
 5. The Executive Committee shall conduct the business of the association.
- B. Chairman of the Executive Committee. The Executive Committee shall elect a Chairman from among its members.
- C. Vice-Chairman of the Executive Committee. The Executive Committee shall elect a Vice-Chairman from among its members to serve in the absence of the Chairman, in his inability to act, or in the event of his decision not to exercise his power of appointment.
- D. Secretary-Treasurer. The Executive Committee shall elect a Secretary-Treasurer (or a Secretary and a Treasurer) either from among its members or from outside the Executive Committee. If this officer(s) is elected from outside the Executive Committee he/she will be a non-voting member of the Executive Committee. The Secretary-Treasurer shall keep the records of the association and have charge of its funds. If the office is divided between a Secretary and a Treasurer, the Executive Committee will determine their respective duties.
- E. Addresser. The Addresser shall be the speaker selected by the Executive Committee.

- IV. Membership. The membership of the association shall consist of those who have received Primary class instruction in Christian Science from John Doe, C.S.B. A member unable to receive mail, or from whom there has been no communication for several years, may be placed on "inactive status" by the Executive Committee. A member wishing to withdraw from the association should have his name removed from current membership records. The association historical records will always show that the individual was class taught by the teacher, and therefore is not eligible to be taught by another Christian Science teacher.
- V. Funds. The annual dues shall be a minimum of \$__ for each member. These should be mailed to the Secretary-Treasurer at the beginning of each calendar year. Contributions to the association and to its various funds may be made at any time. As a general rule, the association should make a gift to The Mother Church each year. At such time that the majority of the membership deems it appropriate to disband the association, all of the funds and property of the association shall be distributed to the General Fund of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts, for the promotion and extension of Christian Science as taught by Mary Baker Eddy.
- VI. Meetings. The association shall meet once each year for not more than one day. The date and place of the meeting and the invitation of visitors shall be determined by the Executive Committee from year to year.
- VII. Amendment to Bylaws. The bylaws of the association may be amended by vote of the association with a minimum of 45 days written notice and an affirmative vote of two-thirds of the members of the association voting thereon, by mail prior to such annual meeting, or by vote at the business session of the annual meeting. Copies of any adopted amendment shall be furnished to members promptly.

Adopted (date)
Amended (date)
Amended (date)

January 2000

SUPPLEMENTARY INFORMATION FOR ASSOCIATIONS WITHOUT TEACHERS

NOTE: The following information is for guidance only. It should not supersede the association bylaws or directives from the teacher.

SPEAKER FEES

Speakers are generally reimbursed for the cost of their travel and accommodation expenses incurred for addressing an association. In addition a fee is given as a token of appreciation for preparing and giving the address itself.

Due to respect for confidentiality between speakers and associations, and due to the variety of extenuating circumstances, there is no accurate way of assessing an appropriate average, or minimum, fee. Consideration on both the part of the association and the part of the speaker, will lead to an agreed upon figure.

The following are some points to consider:

- Appreciation of the time, effort and dedication of the speaker;
- Annual commitment of the speaker to one association;
- Inflation from year to year;
- Financial assets of the association.

In some countries, specifically the United States, the fee is considered taxable income and appropriate tax forms need to be given to the speaker and filed with the Internal Revenue Service.

SUPPLEMENTARY INFORMATION FOR ASSOCIATIONS WITHOUT TEACHERS

NOTE: The following information is for guidance only. It should not supersede the association bylaws or directives from the teacher.

ELIGIBLE TO ATTEND

As members of one association of a teacher's pupils, an individual is called to an association meeting once a year. In extenuating circumstances, when it is not practical for one to attend one's own association, or when one's own association has been disbanded, that individual is eligible under Article XXVI, Section 7, to attend, by invitation, another association.

Invitations to visitors should be extended only on an individual basis to those who make formal request. It is optional with each executive committee whether or not to admit visitors. Only pupils of loyal teachers may be invited to an association meeting. Persons whose teacher is on probation are not eligible to attend.

It is frequently considered that the following circumstances justify attendance at more than one association a year:

- One who addresses an association of which he or she is not a member is free to attend his or her own association as well;
- One who addresses the association of which he or she is a member, is eligible to request an invitation to attend another association as a guest;
- The spouse of a speaker is free to attend his or her own association and, if invited, the one addressed by his or her spouse;
- A teacher is not free to attend an association of the pupils of another teacher, even if his or her spouse is addressing it as guest speaker.

June 1999

**INFORMATION FOR
CHRISTIAN SCIENCE PUPILS ASSOCIATIONS REGARDING
OBLIGATIONS UNDER FEDERAL INCOME TAX
AND SOCIAL SECURITY WITHHOLDING LAWS**

A. SECRETARY AND TREASURER

Although many associations feel that the amount given yearly to a secretary or a treasurer is an "honorarium" or "stipend", the IRS would view any amount to be compensation for services.

Consequently, secretaries and treasurers of associations are to be classified as employees, and the following guidelines apply:

Federal Income Tax Withholding – Withholding of federal income taxes must be made from payments to employees who earn sufficiently large salaries. The withholding tables prepared by the Internal Revenue Service provide that no withholding is required to be made from the salary paid to a single employee if she or he is paid less than \$105.00 per week or \$210.00 biweekly or \$230.00 semi-monthly or \$460.00 monthly and claims one withholding allowance. In the case of a married employee claiming one withholding allowance, no withholding is required if the payment is less than \$180.00 per week or \$360.00 biweekly or \$390.00 semi-monthly or \$760.00 monthly. Even if no withholding is required, however, employees must report the compensation received on their own income tax returns. You should refer to IRS Publication 15 (Circular E, Employer's Tax Guide) for all the applicable withholding tables.

Social Security Taxes – Associations must withhold and pay social security taxes (including Medicare) from the wages of an employee who earns \$100 or more during the year. In addition, the association must contribute an equal amount on behalf of the employee for each year.

Required Forms – On or before January 31 of each year, associations must furnish a Form W-2 to each employee from who wages income tax and/or social security tax has been withheld. A copy of each W-2 must be furnished to the IRS using transmittal form W-3. In addition, associations must file with the Internal Revenue Service a quarterly Form 941 showing the amount of social security tax paid during the quarter and also, showing any income tax withheld during the quarter.

2. Independent Contractors – If an individual is considered an independent contractor of the association, the following guidelines apply:

Taxes – Neither income tax nor social security tax should be withheld from the compensation paid to an independent contractor.

Required Forms – Although no W-2 form needs to be completed with respect to an independent contractor, the association is required to provide each independent contractor with Form 1099-MISC on or before January 31 if the individual is paid \$600 or more during the calendar year. A copy of each 1099-MISC must be forwarded to the IRS using transmittal form 1096.

B. TEACHER

Although many associations feel that the amount given yearly to their teacher is a gift, the IRS would view any amount to be compensation for services. Because the association does not direct the teacher in his or her work for the association, he or she is generally considered an independent contractor of the association.

Since the teacher is considered an independent contractor, the association need not withhold federal income taxes or social security taxes from the teacher's compensation. Although no W-2 form needs to be completed with respect to the teacher, the association is required to provide the teacher with a Form 1099-MISC if he or she is paid \$600 or more during the calendar year. A copy of this 1099-MISC must also be submitted to the IRS, using transmittal form 1096.

C. SPEAKER

1. Independent Contractor Status – The Individual who is invited to give the association day address, in lieu of the teacher, should be considered an independent contractor of the association.

2. Speakers Who Are U. S. Citizens – As with the teacher, the association need not withhold federal income taxes or social security taxes from the compensation paid to the speaker. Although no W-2 form needs to be completed with respect to a speaker, the association is required to provide the speaker with Form 1099-MISC if he or she is paid \$600 or more during the calendar year, and to send a copy of the 1099 to the IRS using Form 1096.

3. Speakers Who Are Nonresident Aliens – Special rules apply to foreign speakers. An association which is considering the possibility of inviting a nonresident

alien to be their speaker can obtain relevant tax and immigration information from the Office of the General Counsel.

D. TEACHER/SPEAKER EXEMPTION FROM SOCIAL SECURITY TAX

Compensation received by the teacher or speaker from the association should be treated the same as practitioner income. Consequently, if the teacher or speaker has claimed exemption from self-employment tax by filing Form 4361 with the Internal Revenue Service, he or she may claim this income, along with other practitioner income, as exempt from self-employment tax on his or her income tax return. The association, however, is still required to file Form 1099-MISC when compensation of \$600 or more has been paid during the calendar year, regardless of whether or not the teacher/speaker has filed Form 4361.

To order IRS forms and publications, call your local or regional office.

Prepared by:

Office of the General Counsel
The First Church of Christ, Scientist
175 Huntington Avenue, A-166
Boston, MA 02115
617-450-3610
800-288-7155, ext. 3610

SUPPLEMENTARY INFORMATION FOR ASSOCIATIONS WITHOUT TEACHERS

UNITED STATES INCOME TAX INFORMATION

In the United States the Internal Revenue Service has ruled that Christian Science Pupils' Associations are integral activities of The Mother Church under the By-Laws of The First Church of Christ, Scientist, Boston, Massachusetts, and thus are exempt from US income tax. Contribution, dues, legacies and bequests to associations are deductible for income, gift, and estate tax purposes as provided in the various sections of the Internal Revenue Code..

While a Christian Science Pupils' Association is exempt from reporting its income to the IRS, it is not exempt from Federal income tax withholding obligations as an employer.

Identification Number (FEIN)

Every Christian Science Association of Pupils must have its own Federal Employer Identification Number (EIN). It is no longer legitimate for associations to use The Mother Church's EIN. The association's EIN is to be provided to a bank or other financial institution which holds the association accounts. It is also the number which the association uses to report to the IRS any wages paid to, or withholdings of tax collected from, association employees. Personal Social Security numbers should not be used on association accounts, because those individuals whose numbers are used would be personally responsible for reporting any income from association accounts as their own. (See "Information for Christian Science Pupils' Association Obligations under Federal Income Tax and Social Security Withholding Laws" for more information regarding compensation paid by the association to its secretary, treasurer, or other persons).

If your association does not already have a Federal EIN, information and Application Form SS-4 can be obtained from the Office of the General Counsel at The Mother Church (See page 2). The IRS requires that The Mother Church maintain a list of EINs for associations. If your number has not already been shared with us, please call the Board of Education or the Office of the General Counsel and give us the number for our records.

Tax Exempt Status

It is sometimes mistakenly thought that the EIN indicates tax exempt status, but the number itself is not determinative of tax exempt status. An association derives its tax-exempt status from being an "integral activity" of The Mother Church. It may also be helpful to note that The Mother Church and Christian Science Pupil's Associations are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code

In addition to the exemption from federal income taxation, in many states associations are exempt from the payment of sales tax which applies to an association's purchases of various items or goods for religious purposes and activities. The Federal EIN is not related to sales tax exemption. Sales tax exemption is distinct from the Federal income tax exemption and must be applied for in each state where purchases are made.

For official verification of Federal Income Tax status, if needed, contact the Board of Education.

Tax Withholding

The pages entitled "Information for Christian Science Pupils' Associations Regarding Obligations under Federal Income Tax and Social Security Withholding Laws" contains procedures which the association will need to follow when compensating individuals for services performed. While it is often thought that compensation for services can take the form of a "gift," "honorarium" or "stipend," the IRS views any kind of compensation for services as reportable, taxable income. The tax withholding guideline is updated yearly by the General Counsel's Office and is always available on request.

As general information, the 1099 Form is for reporting speaker fees and other one-time payments for services rendered. The W-2 Form is for those who are considered employees by receiving regular payment on a continuing basis. Record of all payments must be kept by the association.

Gifts and Endowments

Contributions, dues, gifts, legacies, bequests, and devises to associations are deductible for income, gift and estate tax purposes as provided in the various sections of the Internal Revenue Code.

Donations of \$250 or more in a single gift must be formally acknowledged in a receipt given to the donor in substantially the following form:

"We received your contribution of \$[amount] given on [date] to [name of donee]. We acknowledge that [name of donee organization] of [city], [state] has not provided any goods or services in consideration, in whole or in part, for this contribution.

(name of donee and person signing on behalf of donee)"

Deductions

The expenses of attending association meetings cannot be deducted as a charitable contribution to a religious organization. However, *Journal*-advertising practitioners may deduct, as a business expense, transportation and other expenses incurred in attending association meetings.

Questions

Further questions may be directed to:

Office of the General Counsel
The First Church of Christ, Scientist
175 Huntington Avenue A166
Boston, MA 02115
617-450-3610
800-288-7155, ext. 3610

**SUGGESTED GUIDELINES
FOR
ASSOCIATIONS WITHOUT TEACHERS**

BOARD OF EDUCATION
THE FIRST CHURCH OF CHRIST, SCIENTIST
210 Massachusetts Ave., P07-10
Boston, MA 02115
Telephone: (617) 450-3662
BoardofEducation@csps.com

From The Manual of The Mother Church:

Article XXVI “**Care of Pupils.**” Sect. 2 . . . A teacher shall not assume personal control of, or attempt to dominate his pupils, but he shall hold himself morally obligated to promote their progress in the understanding of divine Principle, not only during the class term but after it, and to watch well that they prove sound in sentiment and practical in Christian Science. He shall persistently and patiently counsel his pupils in conformity with the unerring laws of God, and shall enjoin them habitually to study the Scriptures and SCIENCE AND HEALTH WITH KEY TO THE SCRIPTURES as a help thereto.” (p. 83:11)

Article XXVI “**Associations.**” Sect. 6. The associations of the pupils of loyal teachers shall convene annually. . . .” (p. 84:16-18)

Article XXVII “**Without Teachers.**” Sect. 2. Those beloved brethren whose teacher has left them, can elect an experienced Christian Scientist, who is not in charge of an association of students and who is ready for this high calling, to conduct the meetings of their association.” (p. 86:9)

Article XXX “**Healing Better than Teaching.**” Sect. 7. Healing the sick and the sinner with Truth demonstrates what we affirm of Christian Science, and nothing can substitute this demonstration. I recommend that each member of this Church shall strive to demonstrate by his or her practice, that Christian Science heals the sick quickly and wholly, thus proving this Science to be all that we claim for it. . . .” (p. 92:3-11)

We’re confident that your association, even without your well-loved teacher, must continue to progress as a crucial part of Mary Baker Eddy’s design for her Church and its mission of healing and saving the world. And what an opportunity for spiritual growth the members of your association now have--of comforting each other and rising “in the strength of Spirit” to fulfill the role Mrs. Eddy envisioned for each association as a mighty force for good in the world! (*Science and Health*, p. 393:12-13) Individually and collectively, you will all work and pray, perhaps as never before, to *live* the precious Science of Christ your dear teacher taught and demonstrated so selflessly. Your class teaching has prepared you. The great Shepherd is at your side. And as Mary Baker Eddy wrote in a “Message to The Mother Church,” “Your dual and impersonal pastor, the Bible and ‘Science and Health with Key to the Scriptures,’ is with you; and the Life these give, the Truth they illustrate, the Love they demonstrate, is the great Shepherd that feedeth my flock, and leadeth them ‘beside the still waters.’” (*Miscellaneous Writings*, p. 322:10-15)

The Board of Education is eager to embrace and assist associations without teachers in any way we can! In order to do this, it's important to stay in touch. So please do keep us informed of the name, address, phone number and email of the current Secretary, and let us know promptly when changes occur in any of these, so we can be sure that all communications reach you promptly.

If your association has bylaws, or if your teacher has provided specific instructions for you to follow, these will be most helpful to you. And of course, your prayer and spiritual intuition will be an ongoing guide as you move forward step by step, as active healers serving the Cause of Christian Science. Feel free, however, to be in touch with the Board of Education office at any point if you have questions.

We have included in these guidelines information that we hope you'll find useful. But please know that these points are suggestions only--and should not supersede the association bylaws or directives from your teacher.

OFFICERS AND EXECUTIVE COMMITTEE

When the teacher is no longer present, and the executive committee (made up of members of the association normally serving without compensation) is carrying forward the association's activities, it's important that the association be democratic enough to get the full benefit of its members' ideas, inspiration and prayer.

The experiences of associations without teachers show the wisdom of having officers and members of the executive committee elected by the membership as a whole for the purpose of deciding important questions. And it's usually helpful to learn the wishes of the membership by mail or an online ballot, rather than by extensive debate and balloting at the association meeting. If at any time your association discusses disbanding, we recommend writing the Board of Education for a Handout on this subject.

Each association is, of course, free to establish its own procedures, but many find it useful to establish a three-year term of office for executive committee members. Sometimes the Secretary and Treasurer serve as members of the executive committee; sometimes they do not. But in either case their terms are not necessarily governed by a three-year rotation-in-office rule.

Associations have generally found it important, however, to take care that no individual begins to feel that he or she is "in charge" of the association or assumes the role of a teacher. While it is helpful to have a Secretary and Treasurer (often the same individual) who are experienced in the work, these positions are not usually considered perpetual. Both the Secretary and Treasurer report to the executive committee, and it's important to have it clearly understood that the executive committee has ultimate responsibility for conducting the affairs of the association.

Usually executive committees elect from among their members each year someone to serve a Chair and Vice-Chair.

BYLAWS

In cases where neither bylaws nor directives have been provided by the teacher, association executive committees are encouraged to draw up a set of bylaws as soon as possible for consideration and ratification by the association membership as a whole.

In preparing bylaws, associations generally follow parliamentary procedures, insofar as these support the purpose and activities of the association.

A sample set of bylaws follows, which your association may wish to adopt, adapt, or use as a model if you are writing your own bylaws.

If your teacher provided a set of bylaws you may wish to reconsider them, from time to time, making changes as needed.

Sample BYLAWS

The Christian Science Association of the Pupils of John Doe, C.S.B.

I. **Authority for Organization.** This association, The Christian Science Association of the Pupils of John Doe, C.S.B., is organized under the authority of Article XXVI, Section 6, of the *Manual of The Mother Church*, by Mary Baker Eddy.

II. **Purpose.** The purpose of this association is to further the teachings of Christian Science as set forth in the writings of Mary Baker Eddy and specifically in the *Church Manual*. Its purpose is not the exercise of parliamentary democracy, but rather is completely religious in character. For this reason the business of the association will be conducted as far as possible by its Chairman and its Executive Committee so that the business sessions of the association may be as brief as possible.

III. **Officers.**

A. Executive Committee

1. The Executive Committee shall be considered the officers of the association.
2. The Executive Committee shall consist of not more than six members of the association elected from year to year by the association.
3. At the first election, two members shall be elected for one year, two for two years, and two for three years. Thereafter two members shall be elected annually to fulfill three-year terms. Midterm vacancies shall be filled by the remaining members of the Executive Committee.
4. In elections, nominees shall be chosen by the Executive Committee and presented in a mailing to the membership of the association, allowing ample time in advance of the next meeting of the association. Any member of the association has the privilege of adding a write-in candidate on the ballot.
5. The Executive Committee shall conduct the business of the association.

- B. **Chair of the Executive Committee.** The Executive Committee shall elect a Chair from among its members.
- C. **Vice-Chair of the Executive Committee.** The Executive Committee shall elect a Vice-Chair from among its members to serve in the absence of the Chair, in his/her inability to act, or in the event of his/her decision not to exercise his/her power of appointment.
- D. **Secretary-Treasurer.** The Executive Committee shall elect a Secretary-Treasurer (or a Secretary and a Treasurer) either from among its members or from outside the Executive Committee. If this officer(s) is elected from outside the Executive Committee he/she will be a non-voting member of the Executive Committee. The Secretary-Treasurer shall keep the records of the association and have charge of its funds. If the office is divided between a Secretary and a Treasurer, the Executive Committee will determine their respective duties.
- 1. **Addresser.** The Addresser shall be the speaker selected by the Executive Committee.
- IV. **Membership.** The membership of the association shall consist of those who have received Primary class instruction in Christian Science from John Doe, C.S.B. A member unable to receive mail, or from whom there has been no communication for several years, may be placed on "inactive status" by the Executive Committee. A member wishing to withdraw from the association should have his name removed from current membership records. The association historical records will always show that the individual was class taught by the teacher, and therefore is not eligible to be taught by another Christian Science teacher.
- V. **Funds.** The annual dues shall be a minimum of \$____ for each member. These should be mailed to the Secretary-Treasurer at the beginning of each calendar year. Contributions to the association and to its various funds may be made at any time. [Possible language: "As a general rule, the association should make a gift to The Mother Church each year."] At such time that the majority of the membership deems it appropriate to disband the association, all of the funds and property of the association shall be distributed to [Possible language: "the General Fund of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts, for the promotion and extension of Christian Science as taught by Mary Baker Eddy."] It is the association's intent for funds or other property given to the association after the association has disbanded and dissolved (e.g., a later estate gift) to be distributed to this same recipient for the same purpose.
- VI. **Meetings.** The association shall meet once each year for not more than one day. The date and place of the meeting and the invitation of visitors shall be determined by the Executive Committee from year to year.
- VII. **Amendment to Bylaws.** The bylaws of the association may be amended by vote of the association with a minimum of 45 days written notice and an affirmative vote of two-thirds of the members of the association voting thereon, by mail prior to such annual meeting, or by vote at the business session of the annual meeting. Copies of any adopted amendment shall be furnished to members promptly.

Adopted (date)

Amended (date)

Amended (date)

ASSOCIATION MEETINGS and GUEST SPEAKERS

CHURCH MANUAL BYLAW

Article XXVI “Without Teachers. Sect. 2. Those beloved brethren, whose teacher has left them, can elect an experienced Christian Scientist, who is not in charge of an association of students and who is ready for this high calling, to conduct the meetings of their association.” (page 86:9)

An association is so much more than an inspiring day-long talk by an experienced Christian Scientist, however important and wonderfully enriching that meeting may be.

An association is a unique family of students of Christian Science taught by a specific teacher.

Fellow association members normally work together on year-long healing goals, often inspired by a study assignment given by the guest speaker, or association executive committee. And they look forward joyfully to sharing with each other at their annual meeting the healing fruits of their association’s special metaphysical goals.

Association day provides a place of fellowship to gather the rich harvest of healings and spiritual progress by fellow Christian Scientists. It is also a time of encouragement for each other in their spiritual journeys as they heal current challenges and set new spiritual goals for the future. In this way students in the association extend to each other the kind of shepherding “care of pupils” their teacher always provided for them (See Article XXVI, “Care of Pupils.” Sect. 2, p. 83).

So one can certainly understand why Mary Baker Eddy felt such a gathering should meet just once each year--and why members would participate in only one such family gather yearly.

Each association around the world makes its own vital unique contribution toward fulfilling the mission Mrs. Eddy envisioned for the Cause of Christian Science in this age.

SELECTING A GUEST SPEAKER

Responsibility of executive committee and membership

It’s the demonstration of each association without a teacher to prayerfully choose and invite a speaker to conduct their annual association meeting in accordance with the *Manual*, Article XXVII, Section 2.

Only pupils of loyal teachers may address an association. A speaker does not hold any permanent standing in the association, although the same person may be invited to address an association more than once.

Selecting the speaker to address the annual association meeting in any particular year is not solely the responsibility of the executive committee. The whole association can be invited, year by year, to prayerfully support this selection process. It then clearly becomes the demonstration of the entire association, reflecting their joy and commitment to the Cause of Christian Science.

Questions you may want to consider in the selection process:

- What is the purpose of our association meeting?
- What qualities and qualifications do we feel are most needed in the association speaker?

At the top of many such lists of qualities are spirituality, an inspired understanding of Christian Science, the proven ability to demonstrate Christian Science as a healer, and the ability to effectively communicate Christian Science.

You might also ask if the person has:

- An effective public healing practice;
- A strong record of branch church activity;
- Articles published in the Christian Science periodicals;
- Effective work as a lecturer, Committee on Publication, or in some other activity of The Mother Church.

As you begin to see what is important to you as an association, the question then becomes: What person, whether well-known or not, will best meet the need of our association on that special day?

Initially contacting the prospective speaker

You may want to send a simple application to the prospective speaker to find out details that your executive committee deems helpful. (See attached sample)

As you get to know the person you're considering as an association speaker, you may find it helpful to discuss questions like the following:

- Are they class taught by a loyal teacher of Christian Science?
- Is the prospective speaker free of private theories and interpretations of Mrs. Eddy's writings?
- Do they support all provisions in the *Manual of The Mother Church*?
- Do they express themselves clearly?

Each association will find its own way of selecting a speaker. Sometimes a committee will search for a speaker first from within their own association membership. Some associations require that, if possible, at least one member of the committee has firsthand knowledge about a speaker. Association members may suggest names of prospective speakers, but the executive committee usually accepts responsibility for obtaining pertinent information about possible

speakers and makes the final decision. Often a committee will interview a perspective speaker by phone, or in person.

The Mother Church does not maintain a list of names, nor does it recommend prospective speakers. The Board of Education may, however, be able to help an association gather information about a speaker they are considering.

Inviting the speaker

Normally associations invite a speaker more than a year in advance of the date of the meeting in order to give them a full year for preparation of the address and for mentoring association members individually in their healing practice.

When inviting a speaker, the committee will want to share some information about the association. That will help that individual know whether or not it feels right to accept. Addressing the association should be a demonstration for both speaker and association.

The speaker will also need to be briefed on the agenda for the association day--what time will be available for the address, the length of the business meeting, the time allowed for lunch, the opportunity for interactive discussion among the members, testimonies from members, and so on.

It's also thoughtful to share what fee is usually provided, as well as what hotel and travel expenses are paid by the association.

It might also be worthwhile to mention to the speaker that the Board of Education can provide them with helpful guidelines and other information for people addressing associations.

Speakers address one association annually

Article XXVII, Section 2, of the *Church Manual* provides for an experienced Christian Scientist to conduct the meetings of an association whose teacher has left them.

Speakers may address only one association per year. An association meeting involves much more than a one-day event. For both teacher and students, the annual meeting is the culmination of a year of study and spiritual growth. It represents the tender, day-by-day, year-by-year "care of pupils" by a teacher, and the ongoing response to that care by the pupils. When the teacher is no longer present, there is the *Manual* provision for electing "... an experienced Christian Scientist, who is not in charge of an association of students and who is ready for this high calling, to conduct the meetings of their association." The members of the association can expect that the individual they elect is devoting a full measure of love, prayer, research and preparation to addressing their specific needs and supporting their spiritual growth for that year. Having

made this commitment to an association of pupils for a given year, a speaker would not want to divert his/her shepherding and mentoring attention to caring for other associations as well. (See *Manual*, Article XXVI, Sections 2 and 6, and Article XXVII, Section 2). Therefore if a speaker is already in charge of one association, he or she is not eligible to accept another invitation.

THE ASSOCIATION ADDRESS

Purpose of the address

“Associations. Sect. 6. The associations of the pupils of a loyal teacher shall convene annually. The pupils shall be guided by the BIBLE, and SCIENCE AND HEALTH, not by their teachers’ personal views. Teachers shall not call their pupils together, or assemble a selected number of them, for more frequent meetings” (*Church Manual*, p. 84)

After their teacher has left them, associations continue the practice of calling their membership together for an annual gathering by inviting a guest speaker to conduct their association meeting. Or sometimes the guest speaker duties may be shared among the association members themselves. But whatever the format, in an address prepared for the specific occasion and association audience, the speaker turns the students to the guidance of the Bible and *Science and Health with Key to the Scriptures*, as the teacher always did. The address explores clearly and convincingly how the fundamental truths of Christian Science apply to today’s needs—for the individual, our Church, and humanity.

This metaphysical address is the main reason for bringing the members of the association together each year, and it should occupy the major portion of the day. Speakers and association members may find, however, that some interactive approaches (occasional small discussion groups, question-and-answer periods, or testimonies of healing given by members) will enrich and help illustrate the major points in the speaker’s address. It will also provide an opportunity for the mutual support and tender shepherding association members provide for each other. Progress and healing is the norm for all association day gatherings.

The executive committee’s responsibility

When the teacher is no longer conducting the association, it becomes the executive committee’s responsibility to maintain a standard for the one who addresses the association as guest speaker. This standard is of course put forward by Mrs. Eddy in the above quoted bylaw. The committee takes the initiative to specify the number of hours reserved for the address, and to help the guest speaker understand that the association attendees look forward to a message that inspires and nurtures the spiritual growth of each member, and is free of “personal views.” The committee will want to give the speaker keen and appreciative support, assuring him or her that they are prayerfully supporting a harmonious and receptive atmosphere as the address unfolds on the association meeting day.

ASSOCIATION ADDRESS GUIDELINES

Mary Baker Eddy's *Manual* bylaw "Healing Better than Teaching" (Article XXX, Sect. 7, page 92) sets the tone and goal for each association address.

"Healing the sick and the sinner with Truth demonstrates what we affirm of Christian Science, and nothing can substitute this demonstration. I recommend that each member of this Church shall strive to demonstrate by his or her practice that Christian Science heals the sick quickly and wholly, thus proving this Science to be all that we claim for it."

Our individual efforts to make the theology of Christian Science practical--striving for quicker and more clear-cut healing--not only establish the health of our Church but help answer humanity's urgent cry for hope and help. So the association speaker has the special opportunity and privilege to both minister to the individual spiritual needs of each member and guest, and at the same time to inspire in them a desire to help meet *humanity's* needs through the public practice of Christian Science.

Here are some basic characteristics that are usually common to the most helpful association addresses:

1. Basic Christian Science metaphysics

The address will naturally inspire and challenge students to grow in their understanding of God, man, Christ, and divine Science. Of course, each address will look at these subjects from a different perspective, usually developing a central theme that ties them all together. But this theme is always subsidiary to the fundamental metaphysical laws of God it illustrates.

Mary Baker Eddy writes in *Science and Health*, "We know no more of man as the true divine image and likeness, than we know of God" (page 258:16)

In a sense, therefore, the primary subject of an association address will center around God--as our divine Father-Mother is experienced day by day in ways that bring healing and regeneration to humanity. This will naturally include a sense of newness, fresh views and inspiring discoveries about the synonyms for God, God's creation, God's universe, God's man--all of which will be supported by passages drawn from the Pastor. And it will convey the joy of seeing eternal Truth ever unfolding and stirring thought to see the fundamental truths of Christian Science in new applications and fresh perspectives.

The speaker will also want to offer a vivid sense of the Christ and its healing activity, as well as a deep appreciation of Christ Jesus, the great Exemplar for Christian healers.

2. Practice, healing and treatment

Each association meeting provides an opportunity to review the basic elements of Christian Science treatment, including the application of the truths of God, man and the universe to specific human needs. Since the healing practice is the ultimate goal of class teaching, every

association address will seek to nurture the Christliness of each listener as the best preparation for public practice. And of course, the speaker, as well as testimonies contributed by attendees, will shed light on a number of practical questions concerning the practice.

3. Handling animal magnetism

The claims of animal magnetism, especially those that seem to be active within society today, need to be exposed and vigorously handled, from the standpoint of God's allness and omnipotence. The address will encourage students to nurture the purity of thought that overcomes erroneous patterns of thought claiming to be part of human nature. All of this is consistent with our Leader's statement that "the higher mission of the Christ-power. . . [is] to take away the sins of the world" (*Science and Health*, page 150).

4. Daily prayer for oneself

The address provides an opportunity to remind students of the need for regular daily prayer for themselves, as well as their home and family. This includes setting aside quiet time for daily study of the Pastor (the Bible and *Science and Health with Key to the Scriptures*), combined with prayer for one's own spiritual growth, all of which prepares the student to contribute actively to the healing mission of our Church.

5. Love for Church

The address can foster a fresh, vibrant sense of Church with all its possibilities for progress and growth, promoting prayerful and practical support of both branch church activities and The Mother Church. It might also touch on the latest steps being taken by branch churches, as well as The Mother Church, to "reinstate primitive Christianity and its lost element of healing" (*Manual*, p. 17). This discussion might highlight, for instance, the online presence of The Mother Church and its periodicals, and be tied in with the provisions in the *Church Manual*, showing how these are adequate to take care of all present and future needs of our Church.

6. Prayer for the world

Speakers will also want to touch on community, national, and world challenges, as well as the opportunity and selfless responsibility of Christian Scientists to pray for resolution of them. This discussion can perhaps provide a wonderful opportunity to focus on the healing purpose of *The Christian Science Monitor* and its mission "to injure no man, but to bless all mankind" (*First Church and Miscellany*, page 353).

7. Mary Baker Eddy

"To misunderstand Paul, was to be ignorant of the divine idea he taught," Mrs. Eddy writes. "Ignorance of the divine idea betrays at once a greater ignorance of the divine Principle of the idea--ignorance of Truth and Love" (*Science and Health*, page 560-561).

Specific and meaningful references to our Leader in the address will help rekindle the members' appreciation of Mary Baker Eddy, and shelter them from "ignorance of the divine Principle."

Inspiring new reference material can be found in the many biographies and extended reminiscences of our Leader now available in Reading Rooms around the world. The address also offers an avenue for helping students grasp Mrs. Eddy's role in revealing the Comforter Jesus promised he would send--and for understanding her work as Discoverer, Founder, Leader and "a scribe under orders" (*Miscellaneous Writings*, p. 311:26).

8. Research on Mary Baker Eddy

The speaker will want to take care in sharing quotations by or about our Leader. Occasionally, statements and manuscripts incorrectly attributed to Mrs. Eddy are circulated, and some of these are said to have come from association addresses or meetings. We suggest that quotations and anecdotes related to our Leader be authenticated by the Research staff of The Mary Baker Eddy Library. The staff may be reached at 617-450-7218 or research@mbelibrary.org. They are also happy to assist with historical questions related to Mrs. Eddy or the Christian Science Church.

SPEAKER FEES

Speakers are generally reimbursed for the cost of the travel and accommodation expenses incurred in addressing an association. *In addition* a fee is given to the speaker as a token of appreciation for preparing and giving the address itself.

Because of the confidentiality between speakers and associations, as well as the variety of surrounding circumstances, there is no accurate way of assessing an appropriate average, or minimum fee. Prayerful consideration on the part of both the association and the speaker, will lead to an agreed-upon figure.

The following are some points to consider:

- Appreciation of the time, effort and dedication of the speaker;
- Commitment of the speaker to one association annually;
- Inflation from year to year;
- Financial assets of the association.

In some countries, specifically the United States, the fee is considered taxable income, and appropriate tax forms need to be given to the speaker and filed with the Internal Revenue Service.

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

See Mr. Bowles' memo of Sept. 18, 1988

June 23, 1989

EXECUTIVE COMMITTEE MEMBERS

*Relined,
10-6-90* { Don Dietrichs, Chairman
9035 Niblick Drive
Alpharetta, GA 30201
587-0545

Frances G. Briggs
77 E. Andrews Drive NW, Apt. 204
Atlanta, GA 30305
237-9995

Frank S. Goodman
2827 Ramsgate NW
Atlanta, GA 30305
231-1974

Martha M. Irby
77 Dartmouth Avenue
Avondale Estates, GA 30002
284-0171

J. Richard Niles
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Jayne M. Sherman
518 Timberland Drive NE
Atlanta, GA 30342
256-5036

Secretary of Association:

Loretta S. Burdick
14 Laurel Drive NE
Atlanta, GA 30342
237-7065

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

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MINUTES OF JULY 22, 1989 MEETING

The initial meeting of the Executive Committee of the Association was held on July 22, 1989, in the Board Room of Second Church of Christ, Scientist, Atlanta. Five members were present: Frances Briggs, Don Dietrichs, Frank Goodman, Martha Irby and Rick Niles. The Chairman, Don Dietrichs, presided and opened the meeting with readings from the Bible and Mrs. Eddy's writings, followed by the Lord's Prayer in unison. The secretary, Loretta Burdick, recorded the minutes.

The Statement of Receipts and Disbursements for the 9 months ended June 30, 1989, was reviewed.

The Chairman read six memorandums to the Executive Committee which had been dictated by Mr. Bowles at various times between July 28, 1982, and September 18, 1988, covering a variety of instructions. In accordance with those memorandums, the Executive Committee agreed that Mr. Bowles' 1961 address, insofar as it is available, together with the 1985 address which incorporated much of the earlier address, will be read at the 1989 meeting, and will be edited to make allowance for the difference in annual assignments for those years. Mrs. Bowles will be invited to read this address. If she does not accept, Mrs. Burdick will be invited to do so. The fee will be \$2,500. A letter will go out to the membership quoting Mr. Bowles' wish that the members support the annual meetings, but it will not mention the guest speaker by name.

The Committee voted to have the Association meetings the first Saturday in October for 1990, 1991, 1992, provided First Church, Atlanta, is available on those dates. Possible guest speakers will be contacted in the following order if approved by Mrs. Bowles:

- | | |
|-------------------------------|-------------------------------|
| 1 - John Dillin | 5 - Clifton Irby |
| 2 - Mrs. Ellen Collins (Clem) | 6 - Mrs. Morley John (DeWitt) |
| 3 - Stephen Gottshalk | 7 - John Leever |
| 4 - Lona Ingwersen | |

The Chairman will phone the above individuals (as necessary) regarding their availability for 1990 or later years, and follow up with a letter requesting further information as to their credentials and Christian Science background. Committee members will draft possible questions for inclusion in such a letter. Fee for guest speakers will be \$3,000 plus expenses.

The following members were approved for the 1989 Letter Writing Committee: Chairman - Sue Walker, Cynthia Howe, William Worley. Jim Prather is to be an alternate, if necessary. Appointment letters will request their completed draft be given to the Secretary prior to September 15. Chairman and Secretary will review letter and edit if necessary.

MINUTES OF JULY 22, 1989 MEETING

-2-

Correspondence:

- 1 - Clifton Irby's letter regarding possible gift to Mrs. Bowles. Martha Irby will discuss it with him.
- 2 - Middleton- Rippberger request for additional legal defense funds. Committee voted to contribute \$250.
- 3 - Board of Education (Beulah Roegge) - letter of support and appreciation for Mr. Bowles' many avenues of service to the Cause. Committee approved having excerpts read to members on Association Day.

The Committee concurred that a letter should be sent to the visitors advising of Mr. Bowles' passing.

Next meeting: Immediately following association on October 14 (between 4:30 and 5 PM). If a meeting is necessary prior to that, the Chairman will arrange it.

The meeting adjourned with the Daily Prayer.

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

Loretta S. Burdick, Secretary
14 Laurel Drive, N.E.
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MINUTES OF OCTOBER 14, 1989 MEETING

Immediately following the annual Association meeting on October 14, 1989, the Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta. All members were present. The Chairman, Don Dietrichs, presided, and the Secretary, Loretta Burdick, recorded the minutes.

The meeting opened with the Lord's Prayer in unison.

The minutes of the July 22, 1989 meeting had been mailed to each member and were approved as written.

The Committee approved the following members to serve as the Audit Committee: Jayne Sherman, Frances Briggs and Frank Goodman.

Each member of the Committee submitted his or her six recommendations for nominees to serve on the Executive Committee for the 3-year term beginning October 6, 1990. The men receiving the most votes were John Tegtmeier, Mike Long, and John Fletcher, with Bill Worley as an alternate; and the women were Nancy Brown, Sue Walker, and Marilyn Dietrichs, with Lou Lamb as an alternate. The Chairman will contact the three men and three women with the most votes to see if they are willing and able to serve, and, if necessary, the alternates. Ballots listing six names (only two will be elected - one man and one woman) will be sent to the association members in January with the dues reminder mailing.

Recommended speakers were noted:

Listed practitioners:

Judith Ann Hardy, Westport, Conn.
Richard Strain, Boca Raton, FL
(also Portland, Oregon)
Donna Rae Ryburn, Boston, MA
Verta Driver, Seattle, WA
Morris Trevithick, Los Gatos, CA
Russell Luerksen, Santa Monica, CA
Dorothy A. Rieke, Indianapolis, IN

Not listed:

Mrs. Woodruff, Houston, TX
Elaine Follis, Elmhurst, IL
Wm. H. Waite, Los Angeles, CA
Nathaniel Ridgeway White,
Delray Beach, FL
Dave Degler (Lecturer) (CSB)
(Mr. Gooding, Boston, MA --
a later recommendation received from Frank Goodman)

The Chairman will discuss these possible speakers with Mrs. Bowles.

The Committee concurred in giving \$5,000 to The Mother Church, \$1,000 to First Church, Atlanta, and \$125 to the custodian of First Church, Eugene Smith.

At this point the Secretary withdrew, as the Committee wished to discuss an increase in the usual bonus given to her at Association time. Considerable extra work had been done by her as a result of

MINUTES OF OCTOBER 14, 1989 MEETING

-2-

Mr. Bowles' passing. They approved a bonus of \$1,000. Upon her return, the Secretary expressed her appreciation, but advised she would only accept \$500 as it was also a labor of love. At her request, payment will be deferred until after the first of the year.

The letter writing committee was appointed for the 1990 meeting:-- Margaret Jameson, Joy Nowell, James Prather. Penny Abercrombie will be the alternate. Their appointment letters will be sent out early in August, 1990.

There was no unfinished or new business so the meeting adjourned with the Daily Prayer in unison.

Loretta S Burdick
Secretary

10-6-90
Date approved

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FINANCIAL STATEMENT FOR ASSOCIATION DAY - OCTOBER 14, 1989:

Receipts from Association Day Contributions \$ 11,957

Disbursements:

Contribution to the General Fund of
The Mother Church 5,000

Contribution to First Church, Atlanta 1,000

Association Fee to Mrs. Bowles 3,000

Janitor 125

Total Disbursements: 9,125

Balance transferred to the
Association's General Fund \$ 2,832

This is the Financial Report of the Association General Fund for the 12 months beginning October 1, 1989 through September 30, 1990:

<u>Balance on Hand October 1, 1989</u>		8,029
<u>Receipts</u>		
Dues	6,160	
Contributions received other than Association Day	630	
Interest Earned	13,750	
Transferred from 1989 Association Day receipts	2,832	
<u>Withheld taxes</u>	<u>216</u>	<u>23,588</u>
<u>Total</u>		31,617
Transferred to Savings		- 11,730
General Expenses		- 11,943
Twitchell Legal Defense Fund		- <u>250</u>
<u>Balance on Hand September 30, 1990</u>		<u>\$ 7,694</u>

Our irrevocable Trust Fund for The Mother Church has a present market value of \$ 129,677. The income it generates is distributed to the Association quarterly. The principal amount of our local certificates of deposit is currently \$128,644.

Frances Briggs

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

Loretta S. Burdick, Secretary
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TELEPHONE POLL:

The Executive Committee was polled regarding the fee to be paid to Mrs. Bowles for the Association address. It was unanimously agreed that it should be increased to \$3,000, as that would be commensurate to what would have been paid to Mr. Bowles had he given it.

October 30, 1983

ASSOCIATION OF PUPILS
OF
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MINUTES OF EXECUTIVE COMMITTEE MEETING JANUARY 25, 1990

The Executive Committee met at the Reading Room of Second Church of Christ, Scientist, Atlanta, at 7:30 p.m. Thursday, January 25, 1990. Five members were present: Frances Briggs, Don Dietrichs, Frank Goodman, Martha Irby and Jayne Sherman. The chairman, Don Dietrichs, presided and opened the meeting with readings from the Bible and Science and Health with Key to the Scriptures by Mary Baker Eddy, followed by silent prayer and the Lord's Prayer in unison. The secretary, Loretta Burdick, recorded the minutes.

The purpose of this meeting was to view the video, "A Humble Readiness", loaned to us by the Board of Education of The Mother Church. It is offered as a guide to association speakers in preparing the association address. It covers three main points: 1 - Purpose of association meetings; 2 - Preparation and organization; 3 - Content and presentation. A copy of this tape has been sent to Rick Niles, who was unable to be at the meeting. When returned by him, that copy will be sent to Clifton Irby, who is scheduled to address the association in 1991.

After viewing the above-mentioned video, the chairman read a letter from the Board of Education dated January 10, 1990, telling of their authorization "to provide financial assistance for up to five days of housing in Boston for guest speakers so that they can use the Board of Education facility." Clifton Irby will be advised of this. If he decides to accept this invitation, the Executive Committee will then "consider offering to pay part or all of the transportation costs" to Boston.

The chairman reported on his meeting with Mrs. Bowles regarding the proposed list of speakers mentioned in the minutes of the October 14, 1989 Executive Committee meeting. She approved contacting Donna Ryburn and offered three additional names - Keith Nealy, Alameda, CA; Bill Baxter, Sarasota, FL; and Donald Wallingford, Juno Beach, FL. The Executive Committee concurred that all four individuals be contacted as to their availability, followed by our letter requesting specific information regarding their background, experience, etc.

The meeting closed with the Daily Prayer in unison.

Loretta S. Burdick
Secretary

10-6-90
Date Approved

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

oretta S. Burdick, Secretary
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(404) 237-7065

October 6, 1990

EXECUTIVE COMMITTEE MEMBERS:

Nancy S. Brown, Chairman
2371 Tanglewood Road
Decatur, GA 30033
634-2819

Frank S. Goodman
2827 Ramsgate NW
Atlanta, GA 30305
231-1974

Martha M. Irby
77 Dartmouth Avenue
Avondale Estates, GA 30002
284-0171

Michael C. Long
550 Ridgewater Drive
Marietta, GA 30068
973-5515

J. Richard Niles
208 Hogan's Run
Columbia, SC 29223
(803) 699-0555

Jayne M. Sherman
518 Timberland Drive NE
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256-5036

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

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MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 6, 1990

Immediately following the annual association meeting on October 6, 1990, the Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta. Present were newly elected members Nancy Brown and Michael Long, who had replaced retiring members Frances Briggs and Don Dietrichs. Also present were committee members Frank Goodman, Martha Irby, Richard Niles, and Jayne Sherman. The secretary, Loretta Burdick, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The first order of business was the election of a chairman. By written ballot Nancy Brown was elected to this office, and she then presided.

The minutes of the meeting of October 14, 1989, the poll of October 30, 1989, and the minutes of the meeting of January 25, 1990, had been previously mailed to each member. They were approved as written.

Voting proceeded for nominees to serve on the Executive Committee for the 3-year term to begin immediately following the 1991 association meeting. Nominees obtaining a majority vote for the women were Marilyn Dietrichs, Lou Lamb and Toni Smith; the men were John Tegtmeyer, John Fletcher and Ed Irby. These individuals will be contacted to see if they are willing and able to serve. If not, Edith Zuber and Merck Smith will be the alternates; however, Merck Smith would be asked only if his wife had refused, as the committee members agreed only one member of a family should hold office on the executive committee.

Ballots listing six names (only two will be elected - one man and one woman) will be sent to the association members in the January mailing. Committee concurred that ballots should include class year and city of nominees. A request that the ballot be returned in a sealed envelope marked "ballot", and containing only the ballot, was approved. The cover letter will state that proxies are not permitted.

Possible guest speakers were noted as follows:

Mr. Stephen Gottschalk - for a second time	
Miss Kathryn Wood, Glastonbury, CT	)
Mrs. Judith Ann Hardy, Westport, CT	)
Mrs. Lorraine Smucker, Orrville, Ohio	)
Mr. Loyd Glover, Jr., Seattle, WA	)

Listed practitioners

Mrs. Bowles will be contacted regarding the above speakers.

Motion carried to give \$5,000 to The Mother Church, \$1,200 to First Church, Atlanta, and \$150 to Eugene Smith, custodian of First Church.

Motion carried to have the association members vote on the future date of the annual meeting, giving them a choice of the third Saturday in October or the last Saturday in July. First Church and our 1991 speaker, Clifton Irby, are to be contacted before letter is prepared. Letter will require approval of Executive Committee.

Committee approved proposed letter to non-attendees. It will be included in the mailing requesting a vote on the date of the meeting.

The letter writing committee was appointed for the 1991 meeting: Roselle Leary, Pauline Ofosu, and Madeline Scogin. Penny Abercrombie is the alternate.

Committee concurred in appointing Frank Goodman, Jayne Sherman, and Michael Long to serve on the audit committee, Frank to be chairman.

Copies of the letter from The Mother Church regarding changes in the Trust program will be sent to all Executive Committee members.

Clifton Irby, our 1991 speaker, would like to accept the offer of The Mother Church to provide "financial assistance for up to five days of housing in Boston for guest speakers so that they can use the Board of Education facility." Following through on our letter to Mr. Irby dated March 10, 1990, Committee concurred in offering to pay the balance of his expenses for this trip to Boston covering this purpose and period.

Committee concurred in denying the request of Ann Fisher (1983 class) for a financial contribution to Glenmont, a Christian Science Sanatorium in Hilliard, Ohio. The basis for this refusal is that it is only one of many such localized needs that are brought to our attention. The only contributions Mr. Bowles authorized from the association funds were the legal defense funds -- as the outcome of these cases affect every Christian Scientist. A letter will be sent to Mrs. Fisher explaining this.

Motion carried that we send \$250 to each of the various children's legal cases which are continuing an active defense during our 1990-91 fiscal year.

Committee concurred in approving draft of letter to go out in January, which would include the dues reminder, 1991 admission cards, ballot for Executive Committee election, hotel and plane information, and postscript regarding qualified organist.

The meeting adjourned with the sixth tenet.


Secretary

Date approved

John Tegtmeyer

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

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October 19, 1991

EXECUTIVE COMMITTEE MEMBERS:

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2371 Tanglewood Road
Decatur, GA 30033
634-2819

Lou Lamb
1197 Roxboro Drive NE
Atlanta, GA 30324
233-3103

Michael C. Long
550 Ridgewater Drive
Marietta, GA 30068
973-5515 - Home
565-9339 - Office

J. Richard Niles (Soon to move to Dallas, Texas)
208 Hogan's Run
Columbia, SC 29223
(803) 699-0555

Jayne M. Sherman
518 Timberland Drive NE
Atlanta, GA 30342
256-5036

John Tegtmeyer
Rock Springs Lane
Woodstock, GA 30188
926-6727

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 19, 1991

Immediately following our annual association meeting on October 19, 1991, the Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta. Present were newly elected members Loucinda Lamb and John Tegtmeyer, who had replaced retiring members Frank Goodman and Martha Irby. Also present were committee members Nancy Brown, Michael Long, Richard Niles, and Jayne Sherman. The secretary, Loretta Burdick, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The first order of business was the election of a chairman. By written ballot Nancy Brown was elected to this office, and she then presided.

The minutes of the meeting of October 6, 1990; telephone polls of September 21 and September 23, 1991; and follow-up memo of September 30, 1991, had been previously mailed to each member. They were approved as written.

Ballot voting proceeded for nominees to serve on the Executive Committee for the 3-year term to begin immediately following the 1992 association meeting. Nominees obtaining a majority vote for the women were Marilyn Dietrichs, Edith Zuber, and Susan Irby, with Virginia Veal as an alternate. The men were Richard Weaver, Dan Camp, and John Fletcher, with Harold LeVan as an alternate. These individuals will be contacted to see if they are willing and able to serve. Ballots will be included in the January mailing to the membership.

The following Journal-listed practitioners were recommended as possible guest speakers:

Mrs. Dorothy Locke Conlin, Haddenfield, NJ (John Tegtmeyer)
Mr. David J. Tyler, Radnor, PA)
Mrs. Edmonde L. St. John, Indianapolis, IN) (Nancy Brown)

Motion carried to ask Clifton Irby to be our guest speaker again in 2000.

Mrs. Bowles will be contacted regarding the above speakers.

Committee concurred in asking Lynda Wilson, Tom Nowell, and Bonny Burress to serve on the Letter Writing Committee in 1992, Lynda to chair it. Margaret MacWilliams and Margaret Jameson are to be the alternates.

Committee concurred that contributions from today's collection should be the same as last year, namely, - \$5,000 to The Mother Church, \$1,200 to First Church, Atlanta, and \$150 to Eugene Smith, custodian of First Church.

Committee concurred in appointing Jayne Sherman, John Tegtmeyer, and Lou Lamb to serve as the audit committee, Jayne to chair it.

Correspondence reviewed:

1. Clifton Irby - thanks for paying expenses of trip to Boston.
2. Jack Paulson, 1996 speaker - suggests changing hour of business meeting. Secretary's reply to him covered by-law requirement and flexibility on length of lunch break or recess.
3. C.S. Trustees for Gifts and Endowments - letter of 8/29/91 (copies sent to all Executive Committee members) regarding the asset allocation of our irrevocable trust for The Mother Church. Since we recently authorized the change from all bonds to 25% in stocks, they now would like us to increase to 40% in stocks. Motion carried to keep asset allocation as is for a year, and then review the situation again.

Committee concurred in approving draft of letter to non-attendees. They also felt the January letter to all members should include information regarding the new procedure that whatever is provided by the speakers (resume, references, etc.) in future years will be given only to those attending our annual association meeting and to those who write us requesting a copy and confirming that they have not attended elsewhere nor do they plan to do so for that year.

There being no further business, the meeting adjourned with the sixth tenet.

Loretta S. Burdick

Secretary

Date approved

ASSOCIATION OF PUPILS
OF
MR. NEIL H. BOWLES, C.S.B.

Loretta S. Burdick, Secretary
14 Laurel Drive, N.E.
Atlanta, GA 30342
(404) 237-7065

April 19, 1991

TO ALL EXECUTIVE COMMITTEE MEMBERS:

In accordance with the bylaws of this Association,
Article III, Section 4, I am enclosing copy of the semi-annual
financial report for your review.


Secretary

Enclosure

Neil H. Bowles Students Assn.
Statement of Receipts and Disbursements
Six Months Ending March 31, 1991

1	Cash on Hand 10-1-90						769373
2	Receipts:						
3	Dues	4340 00					
4	Contributions	12055 00					
5	Misc & Interest Earned	630139					2269639
6							3039012
7	Expenses:						
8	Misc.	90151					
9	Rent	1200 00					
10	Deeey	3800 00					
11	Cash Day	985518					
12	Other	54070					1629739
13							1409273
14	Withheld payroll taxes						660
15							1408613
16	Outstanding ck #1882	530 10					
17	" " #1883	200 00					730 10
18	Balances with Bank						1481623
19							
20							
21	Local CD Savings Certificates						
22	Principal amounts shown (accrued interest added at maturity)						
23							
24	Home Federal (Buckner)	12958 00					
25	C & S Nat'l Bank	30796 00					
26	First National Bk of Atlanta	87506 00					131260 00
27							
28							
29	Irrevocable Trust with The Mother Church					Value 3/29/91	
30	(From which Assn receives					Book Market	
31	Quarterly interest payments,						
32	(But principal will go to TMC					126061 00	129690 00
33							
34							
35							
36							
37							
38							
39							
40							
41							

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

October 17, 1992

EXECUTIVE COMMITTEE MEMBERS:

Michael C. Long, Chairman
550 Ridgewater Drive
Marietta, GA 30068
973-5515 - Home
565-9339 - Office

Nancy S. Brown
2371 Tanglewood Road
Decatur, GA 30033
634-2819

John S. Fletcher, Jr.
72 Dartmouth Avenue
Avondale Estates, GA 30002
288-4070

Susan W. Irby
1973 Northside Drive NW
Atlanta, GA 30318
355-2466

Loucinda Lamb
1197 Roxboro Drive NE
Atlanta, GA 30324
233-3103

John Tegtmeyer
Rock Springs Lane
Woodstock, GA 30188
926-6727

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 17, 1992

The Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta, on October 17, 1992, immediately following our annual association meeting. Present were newly elected members Susan Irby and John Fletcher, replacing retiring members Jayne Sherman and J. Richard Niles. Also present were committee members Nancy Brown, Loucinda Lamb, Michael Long, and John Tegtmeier. Loretta Burdick, secretary, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The election of a chairman was the first order of business. By written ballot Michael Long was elected to this office, and he then presided.

The minutes of the October 19, 1991 meeting had been mailed to each member. Motion carried to approve the minutes as written.

By majority vote in written balloting the following nominees were chosen as candidates for the 3-year terms which will begin immediately following the 1993 association meeting: Virginia Veal, Lynda Wilson, and Judy Felch for the women, with Ruth McGinty as the alternate -- and Richard Weaver, Charles Stocking, and James Prather for the men, with Dan Camp as the alternate. The chairman will contact these individuals to see if they are willing and able to serve if elected. Ballots will be included in the January mailing to the membership.

The outgoing chairman, Nancy Brown, had prepared for the committee's review updated lists of speakers who have been booked through the year 2000, those who have been contacted but are not available, and possible speakers who have been recommended by association members as excellent prospects, but committee approval is needed before contacting. The latter category included:

John Quincy Adams III, New Canaan, CT)	} Recommended by Judy Irby, NY
Mona K. Nason, Falls Church, VA	

Additional nominees were:

Lois Hornsby, Williamsburg, VA-Bowles pupil"	"	Nancy Brown/John Fletcher
Harriett Meldrin Hill, Boca Raton, FL	"	" Dorothy Vaughan
Mark Swinney, Boston, MA	"	" Lenda Honneger
Nancy J. Whiteway, Medford, NJ	"	" John Tegtmeier

Two others who had already been approved by the committee in 1990 but had not yet been called were:

Lorraine Smucker, Orrville, Ohio
Kathryn Wood, Glastonbury, CT

All of the above are Journal listed practitioners.

A motion to approve contacting these 8 individuals carried unanimously. Before

any further contacts are made, however, the committee members will review, revise, and add to the questions sent to prospective speakers so that a more informed decision may be made before booking for additional years. The secretary will mail copies of present questions to all committee members for their prompt attention. When revisions of the questions are complete, the chairman will call the prospective speakers to fill the 1995 opening and to consider possible further booking beyond the year 2000.

Motion carried to appoint Penny Abercrombie, Clifton Irby, and Roselle Leary to serve on the Letter Writing Committee in 1993, Roselle Leary to chair it, and Carole Barrett to serve as an alternate. These appointees will be contacted by the secretary 2 or 3 months before our annual meeting.

Motion carried to make the same contributions as last year, namely - \$5,000 to The Mother Church, \$1,200 to First Church, Atlanta, and \$150 to Eugene Smith, custodian of First Church. Since today's collection (\$7,654) did not cover all of the day's expenses (speaker's fee of \$3,000 and his expenses in addition to the above contributions), the balance needed will come from the General Fund.

Motion carried to pay \$3,000 as our speaker's fee through 1997.

Motion carried to appoint John Fletcher, Mike Long, and Merck Smith to serve as the audit committee, John to chair it, and Mattie Lou Roberts to be an alternate. John will contact these individuals to see if they will serve.

Correspondence - 1. Clifton Irby - thanks for opportunity to address 1991 association and for honorarium.

2. C.S. Trustees for Gifts and Endowments - June 1992 update on asset allocation, etc. of Trusts. (Copies sent to all Executive Committee members for their review prior to the meeting.) ACTION - Motion carried to keep the asset allocation of our Trust as it is -- 25% in stock fund, 75% in bond fund.

Committee concurred in approving draft of letter to non-attendees.

Committee considered Mary Butterfield's request to change date of annual meeting due to conflict with Principia Parents Week-end. Since a majority of the entire membership voted to have our meeting on the 3rd week in October, the Committee concurred that it should remain at that time. Secretary will write Mary.

New business: 1. Regarding possibility of having full text of former addresses to the association available for members to read, Committee concurred that it was not practical at this time.

2. Terry Carver has advised that the number of children being brought for child care during our annual meeting has dwindled so low that it is no longer economically feasible for her to have this care available. Motion carried to guarantee her \$100 for the day and to increase the child care fee to \$30 for one child and \$40 for a family of children. If the fees don't cover the \$100 guarantee, the Association will make up the difference.

A second motion carried to include information regarding the new fees in the January mailing and to request that they advise the secretary in writing by

September 1 if they will need this service. Susan Irby will discuss this with Terry Carver. Secretary will send draft of January letter to all Executive Committee members for their approval before mailing.

3. Committee concurred that in the future the collection on Association Day should be made before the announcement is made regarding airport transportation.

4. Committee concurred that the January letter should include some reference to letting us know ahead of time if assistance might be needed to help those having difficulty get from the hotel to the church.

There being no further business, the meeting adjourned with the repetition of the sixth tenet.

Loretta S. Burdick
Secretary

Date approved

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - JANUARY 7, 1993

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 7 P.M. on January 7, 1993. Five members were present -- Nancy Brown, Susan Irby, Loucinda Lamb, Michael Long, and John Tegtmeyer. The secretary, Loretta Burdick, recorded the minutes.

The chairman, Michael Long, opened the meeting with readings from the Bible and Science and Health by Mary Baker Eddy. A few moments of silent prayer came next, followed by the audible praying of the Lord's Prayer in unison.

* * *

The purpose of the meeting was to review and revise the questions to be sent to prospective speakers. After discussing each question in depth, the following questions were unanimously approved:

1. Please give the names of your primary class teacher and his/her primary and normal class teachers. Are you free from the false teaching that Mrs. Eddy is the woman in the Apocalypse?
2. What is your experience in effective healing in the public practice? Also, please list any articles published as well as your branch church and Mother Church activities.
3. Mr. Bowles was very specific in his teaching on prayer and Christian Science treatment. Please write an example of your approach to daily metaphysical prayer for yourself or give us some insight as to your own understanding of prayer and Christian Science treatment.
4. Do you fully support all Manual provisions?
5. Are you free from private theories and interpretations of Mrs. Eddy's writings?

* * *

It was brought to the attention of the Committee that in order to fill the vacancy which has occurred for 1995, Heidi McWharf has indicated a willingness to change her schedule and could address our Association in 1995 rather than 1997 as originally scheduled if the Committee so desires. The Committee voted unanimously to contact her regarding this possibility.

Motion carried to remove the name of John Quincy Adams III from our list of prospective speakers for the present.

The minutes of the October 17, 1992 meeting had been mailed to each member. Motion carried to approve them as written.

Committee concurred in approving proposed letter to Mr. Wallingford.

There being no further business, the meeting adjourned by praying together the Daily Prayer.

Loretta S. Burdick
Secretary

Date approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - JULY 22, 1993

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 7:30 P.M. on July 22, 1993. Four members were present: Nancy Brown, Susan Irby, Loucinda Lamb, and Michael Long. The secretary, Loretta Burdick, recorded the minutes.

The chairman, Michael Long, opened the meeting with readings from the Bible and Science and Health by Mary Baker Eddy. This was followed by praying the Lord's Prayer in unison.

The minutes of the January 7, 1993 meeting were approved as written.

The treasurer reported a checkbook balance of \$10,028.72; local CDs (including interest from two recently matured CDs) total approximately \$188,000; and the Trust Fund for The Mother Church has a book value of \$127,984.70 and a market value of \$148,959.05.

Correspondence was read from:

1. Keith Nealy - expressing his gratitude for addressing our association.
2. Trustees for Gifts & Endowments - advising that our new account officer is Saralynn Scaldini.
3. Annual letter from The Christian Science Board of Directors (to be read at association meeting).

A proposed letter to the association members was submitted which covered the duties and responsibilities of the Executive Committee in accordance with Mr. Bowles' instructions, our annual letter to The Mother Church, and also a request for their regular attendance at our meetings. A change was made to this letter, and the Committee is requested to review it thoughtfully and submit any additional changes next week.

Since the Letter Writing Committee has not yet been activated, the possibility of the Executive Committee writing the annual letter to The Mother Church this year in light of the "authorized" designation of the Knapp book was discussed at length. A draft of a proposed letter was submitted, some changes made, and each Committee member is requested to review this letter thoroughly also, and be prepared with recommended changes or comments by next week.

The votes for the prospective speakers for 1997 and 2001 were tallied. Kathryn V. Wood and Harriette Meldrim Hill received 5 votes each. Nancy J. Whiteway and Mona K. Nason received 1 vote each, and Marc Swinney 1 vote as a 3rd choice. The secretary will contact Miss Wood and Mrs. Hill by phone regarding this and will also write a letter of confirmation.

A change in the letter to prospective speakers explaining that 4 questions have been recommended by The Mother Church and 2 by our Committee has been proposed. The Chairman will draft the proposed changes.

The next meeting will be held Thursday, July 29, at 7:30 P.M. in the Board Room of Second Church.

The meeting adjourned with the repetition of the Sixth Tenet.

Loretta S. Burdick
Secretary

Date approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - JULY 29, 1993

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 8 P.M. on July 29, 1993. Five members were present: Nancy Brown, John Fletcher, Susan Irby, Loucinda Lamb, and Michael Long. The secretary, Loretta Burdick, recorded the minutes.

The meeting opened with readings from the Bible and Prose Works by Mary Baker Eddy, prepared and read by Nancy Brown. This was followed by a few moments of silent prayer and the Lord's Prayer in unison.

The minutes of the July 22, 1993 meeting were approved as written, all present having received a copy through the mail.

A revised letter to prospective speakers was offered. A motion to approve it passed unanimously.

The secretary reported that Miss Wood is away until August 9. Therefore, no confirmation of the 1997 and 2001 speakers can be made until she returns.

A motion passed unanimously to approve a proposed letter to the speakers who had not been selected. It will be sent after Miss Wood and Mrs. Hill confirm their availability.

A revised letter to the association members regarding the responsibilities of the Executive Committee and our annual letter to The Mother Church was presented. Motion passed unanimously to accept it as written and send it to the members of the association.

A revised letter to The Christian Science Board of Directors was also presented. Motion passed unanimously to approve this letter as corrected at this meeting. It will be included with the letter to the members for their consideration and approval.

The meeting closed with the repetition of the Sixth Tenet.

Loretta S. Burdick
Secretary

Date approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

August 5, 1993

Please read carefully and vote promptly. Ballot is on the last page and is due by Sept. 1.

Dear Friends:

We have been weighing Mr. Bowles' instructions to us, through our association bylaws and through memoranda left to the Executive Committee, as they concern our duty to select only qualified speakers to address our association; and we have been weighing our duty to speak truthfully in our letter to the Board of Directors of The Mother Church.

As concerns selecting qualified speakers, in our bylaws Mr. Bowles instructs the Executive Committee that "They shall carefully inquire into the qualifications of available addressers for the association meetings, and shall elect yearly one, well qualified, to address the association." In an August 23rd, 1982, memorandum to the Executive Committee, he says, "great care should be exercised in inquiring into the qualifications of the prospective speaker." And on July 28, 1982, he notes, "No one is to address the Association at any time who has in his or her background the false teaching (promoted by the Bliss Knapp group) that Mrs. Eddy is the woman of the Apocalypse."

In obedience to these requirements, each prospective speaker this year has been questioned more fully than in the past. From The Mother Church's "GUIDELINES FOR CHRISTIAN SCIENCE STUDENTS ASSOCIATIONS" we have prepared these four questions:

1. Please give the names of your primary class teacher, and his/her primary and normal class teachers.
2. What is your experience in effective healing work in the public practice? Also please list any articles published as well as your branch church and Mother Church activities.
3. Do you fully support all Manual provisions?
4. Are you free from private theories and interpretations of Mrs. Eddy's writings?

And based on the decision of your Executive Committee, we ask the following two additional questions:

5. Are you free from the false teaching that Mrs. Eddy is the woman of the Apocalypse?
6. Mr. Bowles was very specific in his teaching on prayer and Christian Science treatment. Please write an example of your approach to daily metaphysical prayer for yourself or give us some insight as to your own understanding of prayer and Christian Science treatment.

These questions and the responses we have received have been very helpful in gaining some insight into each prospective speaker's thinking and his or her approach which might be taken in addressing our association, thus enabling us to make an informed decision.

As concerns our annual letter to the Board of Directors, our bylaws refer the members to keeping "human will out of the way" and realizing "that the only purpose of this association is to provide spiritual growth for them", closing with, "Remember, you are always peacemakers." And in addition to Mr. Bowles' memorandum concerning "the false teaching (promoted by the Bliss Knapp group)", Mr. Bowles writes in an August 26th, 1958, letter to the Board of Directors of The Mother Church from our association, "Inclosed is the annual letter to your Board from my Association of Students, together with a check of \$500.00 as an expression of love and loyalty for The Mother Church." (emphasis added).

As your Executive Committee we feel strongly, as we know Mr. Bowles would have felt, that the Knapp book should be withdrawn from publication and its incorrect teaching disavowed. With the duty of writing our letter to the Board of Directors of The Mother Church we stand forewarned of those who "tacitly assent where they should dissent" (Mis.109:3). Would we be guilty of this if we left unvoiced the call to protect and defend the pure teaching of Mrs. Eddy and her faithful followers from the false teaching promoted by the Bliss Knapp group? We believe a position fully supportive of the Board and their actions would not be truthful, but a false sense of peace.

To these issues we are enclosing a letter written by your Executive Committee as this year's letter to the Board of Directors. We are asking for your prayerful consideration and vote on this letter. Please all respond to this letter, returning your vote, and if you wish your comments as well, in the enclosed envelope before September 1. If the association gives its support, then the letter will be sent on Association Day with no vote or discussion required. Otherwise a Letter Writing Committee will be appointed and their letter presented at Association Day for your acceptance.

Certainly Mr. Bowles would have responded to this issue through his unfoldment as a member of The Mother Church seeking to obey the Manual. This same avenue remains open for each one of us. We feel also that he would have made a strong plea to his students to work to resolve this through individual prayer as he has taught us to do. If each of us in this association alone were to do daily metaphysical work for the healing of this situation, would it not be enough to bring a quick and harmonious solution? We must believe that it would.

In our bylaws Mr. Bowles speaks of this association, "Thus is the prosperity of the Cause promoted through this department of its Christianly scientific educational system."

We wish to extend an heartfelt request and invitation to each one of you, as members of this association, to make every possible effort to attend our association meeting and to hear our speaker's address each year, knowing that in so doing you will be protecting and fostering your "spiritual growth" and "spiritual welfare" within this "Christianly scientific educational system" Mr. Bowles so dearly desired for each one of us.

Please be reminded of our bylaw, that "members shall always hold as strictly confidential the letters...and the affairs of the association."

We are looking forward to a richly rewarding and healing meeting this October 16th, 1993, knowing as always - "And they shall be all taught of God." (John 6:45)

Lovingly,

EXECUTIVE COMMITTEE
THE CHRISTIAN SCIENCE STUDENTS' ASSOCIATION
OF THE PUPILS OF MR. NEIL H. BOWLES, C.S.B.

Enclosures

P. S. We would like to share with you the readings prepared for the last two Executive Committee meetings.

1. I Samuel 3:1,2,4,5 (to first .), 7,8 And Eli, 9-12 (to :),
13 because, 16 (to first .), 17 What (to ?), 18
Psalms 19:9 the judgments, 11-13
Science and Health 15:7-9
" " " 323:29-32
" " " 451:19-26
" " " 542:5-8,9-10
" " " 447:20-22
" " " 444:16-19
" " " 201:17-19
2. Luke 2:43,46-49
John 9:1-3
John 5:19-20
John 6:28-29
Psalms 90:16-17
Eccl. 9:1(to :)
My. 52:11 while-19
Mis. 215:23-6 (n.p.)
Unity 13:4
My. 46:8 (2nd the)-15, 22(we)-30

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

P R O P O S E D L E T T E R

October 16, 1993

The Christian Science Board of Directors
The First Church of Christ, Scientist
175 Huntington Avenue
Boston, Massachusetts 02115

Dear Friends:

Our association has just gathered for the 43rd consecutive year, and once again we have been well fed. It's a joy to participate expectantly and progressively in our Leader's system of spiritual education.

Your letter of January 1993 was read, and we thank you for it. We join you in reaching out to the "next towns," in proving that the blessings of the Comforter are not just for a privileged few, but are for all. Mrs. Eddy's words about the work of Jesus apply equally to our own:

It is not well to imagine that Jesus demonstrated the divine power to heal only for a select number or for a limited period of time, since to all mankind and in every hour, divine Love supplies all good.
(Science and Health, p.494)

Even so, we cannot overlook the need for healing within our own ranks. The challenges of the last several years continue to demand our best prayers and work for our church.

Our teacher, Neil H. Bowles, served the Cause of Christian Science faithfully and well for many years. He was well known for his integrity, his deep love for our Leader, and his fidelity to her teachings. He was also an earnest student of the Church Manual; his personal library included dozens of copies, most of which were marked, dog-eared, and well-thumbed.

In an article entitled "The Manual: Staff and Rod," published in The Christian Science Journal (June 1977), Mr. Bowles wrote:

...the Manual authorizes the publications of this Church and insists on their integrity. Published statements that depart from the pure metaphysics of the revelation of Christian Science could produce division and be injurious to our Cause. Where there is obedience to the Manual, this can never happen.

This speaks directly to the current controversy over the publication of The Destiny of The Mother Church.

Mr. Bowles' teaching about our Leader was strictly obedient to the Manual and was drawn directly from her writings. It included no mysticism or personal interpretations. It emphatically refuted many of the claims made in Destiny.

PROPOSED LETTER

The Christian Science Board of Directors

October 16, 1993
Page 2

Mr. Bowles instructed our Executive Committee to insure that no one address the association who had in his or her background what he called plainly the "false teaching" that Mrs. Eddy is the woman of the Apocalypse.

As loyal students of a loyal teacher, we cannot fail to register our opposition to the teaching in Destiny and to its publication. At the same time, we affirm our unwavering support for our Leader's divinely inspired system of church government and pray for a resolution to this challenge.

We are enclosing two checks. One in the amount of _____ is designated for the General Fund of The Mother Church. The other in the amount of _____ is to be added to our irrevocable Trust Fund with The Mother Church.

With loving good wishes,

EXECUTIVE COMMITTEE
THE CHRISTIAN SCIENCE STUDENTS' ASSOCIATION
OF THE PUPILS OF MR. NEIL H. BOWLES, C.S.B.

(Mrs.) Loretta S. Burdick
Secretary

Enclosures

Please vote, cut here, and return in the enclosed envelope before September 1.

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MEMORANDUM - September 2, 1993

Nancy Brown, Susan Irby, Michael Long, Chairman, and Loretta Burdick, Secretary, met this evening at 7:30 at Second Church of Christ, Scientist, to count the ballots which had been received from the members as to approval or disapproval of the proposed letter to The Christian Science Board of Directors to be dated October 16, 1993, voicing our concern regarding the publication of the Destiny book and enclosing our annual contribution.

All members of the Executive Committee had been invited to participate in this count, but only the above-mentioned members had been able to do so.

The count, verified by each of the above 4 participants, was:

230 - approved letter

47 - disapproved letter

3 - abstentions


Loretta S. Burdick
Secretary

Date approved: _____

cc - All Executive Committee members

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

October 16, 1993

EXECUTIVE COMMITTEE MEMBERS:

Susan W. Irby, Chairman
1973 Northside Drive NW
Atlanta, GA 30318
355-2466

John S. Fletcher, Jr.
72 Dartmouth Avenue
Avondale Estates, GA 30002
288-4070
681-3808 - Office

Loucinda Lamb
1197 Roxboro Drive NE
Atlanta, GA 30324
233-3103

John Tegtmeyer
Rock Springs Lane
Woodstock, GA 30188
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Virginia C. Veal
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Atlanta, GA 30319
634-3077

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1625 Spinnaker Drive
Alpharetta, GA 30202
740-9332

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 16, 1993

The Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta, on October 16, 1993, immediately following our annual association meeting. Present were newly elected members Virginia Veal and Richard Weaver, replacing retiring members Nancy Brown and Michael Long. Also present were committee members John Fletcher, Susan Irby and Loucinda Lamb. Loretta Burdick, secretary, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The election of a chairman was the first order of business. By written ballot Susan Irby was elected to this office, and she then presided.

The minutes of the July 29, 1993 meeting, the memorandum of September 2, 1993, and the telephone poll of September 26-30, 1993, had been mailed to each member. Motions carried to approve each of the foregoing as written.

By majority vote in written balloting the following nominees were chosen as candidates for the 3-year terms which will begin immediately following the 1994 association meeting: Bonny Burress, Sandra Grow, and Janet Long for the women, with Barbara Goodwin as the alternate -- and Donald Dietrichs, Thomas Nowell, and James Prather for the men, with Dan Camp as the alternate. The chairman will contact these individuals to see if they are willing and able to serve if elected. Ballots will be included in the January mailing to the membership.

Only one name was presented as a possible guest speaker - Mrs. Jan Kassahn Keeler, C.S., Plano, Texas, a Journal listed practitioner. She was recommended by Jacqueline Niles. No action was taken as the Committee concurred in not going beyond 2001 at this time. The recommendation will be kept on file for action at a later date.

Since the Letter Writing Committee appointed last year had never been activated due to the Executive Committee serving in that capacity for 1993, motion carried to appoint the same individuals for this year, namely, Penny Abercrombie, Clifton Irby, and Roselle Leary, with Carole Barrett Arnold serving as alternate. Roselle Leary is to chair it. These appointees will be contacted by the secretary 2 or 3 months before our annual meeting.

Motion carried to make the following contributions: \$2,000 to The Mother Church General Fund; \$500 to our irrevocable Trust Fund with The Mother Church; \$1,200 to First Church, Atlanta, and \$150 to Eugene Smith, custodian of First Church.

Committee concurred in appointing the following members to serve as the Audit Committee for the 1993-94 fiscal year: John Fletcher, Chairman, Richard Weaver, and James Prather. John will contact his committee members and make arrangements for the audit to be carried out.

Correspondence - Letters from Harriette Meldrim Hill (1997) and Kathryn V. Wood

(2001) were read. They confirmed their acceptance to serve as our guest speakers for 1997 and 2001 respectively.

Committee concurred in approving draft of letter to non-attendees.

New business: Committee concurred that secretary should continue to request first time visitors to send us a letter from their Association -- both as a matter of verification and as a courtesy to their Association.

Motion carried to change the hours for Association Day as follows:

Doors open - 8:30 a.m.
Doors locked - 9:25 a.m.
Business meeting begins - 9:30 a.m.
Lunch - 12:30 p.m. - 2 p.m.
Afternoon session begins - 2 p.m.
Dismissed - 4:30 p.m.

Secretary will include this information in the January letter to the members.

There being no further business, the meeting adjourned with the repetition of the sixth tenet from the Manual of The Mother Church.

Loretta S. Burdick
Secretary

Date Approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - JANUARY 20, 1994

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 7 P.M. on January 20, 1994. Five members were present: Chairman Susan Irby, John Fletcher, Loucinda Lamb, Virginia Veal, and Richard Weaver. The Secretary, Loretta Burdick, recorded the minutes.

The Chairman opened the meeting with readings from the Bible and Mrs. Eddy's writings. Silent prayer and the audible Daily Prayer followed.

The minutes of the October 16, 1993 meeting and the telephone poll of October 20-21 were approved as submitted, all present having received copies through the mail.

The Secretary reported the bank balance as of 12/31/93 was \$9,892.02. January checks will total \$1,216.10.

Communications:

- (a) Letter dated 12-7-93 from the Treasurer of The Mother Church, John Selover, acknowledging our letter and contribution of 10-16-93. It will be read to our membership at our October 1994 association meeting.
- (b) Letter dated 12-3-93 from the Managing Treasurer of The Mother Church, Donald Bowersock, regarding their recommendation for a special receipt covering single contributions of \$250 or more to comply with a new Federal tax law. Secretary's proposed receipt was approved as drafted.
- (c) Letter dated 12-8-93 from Janet B. Phinney replying to our six questions to prospective guest speakers. A motion to invite her to be our speaker for 1999 passed unanimously.
- (d) Letter dated 11-19-93 from Saralyn Scaldini, the Gift Services Officer who handles our Association Trust with The Mother Church, requesting a meeting with our Executive Committee during the first quarter of 1994.

With reference to that proposed meeting, the Committee reviewed the 12/31/93 quarterly statement for our trust -- as well as a chart prepared by the Chairman covering our earnings from the trust over a period of years and the degree to which those earnings covered our regular expenses during that period. Committee concurred the amount of income received from the present ratio of 25% in the stock fund and 75% in the bond fund should be maintained. Committee also concurred on the importance of maintaining our privacy in the association's financial matters, number and age of our members, etc.

The Secretary will phone Mrs. Scaldini requesting several possible dates for the proposed meeting (preferably a Thursday at 7 P.M.) and will request

information on their investment strategy and portfolio holdings for both the stock fund and bond fund. Motion carried that John and Loretta be our spokesmen at that meeting.

Old Business: The special notebooks for the committee members were distributed.

New Business:

- (a) Motion carried to empower the Chairman to seek and rent a computer for two months to enable the Secretary to become familiar with same before deciding to go in that direction on a permanent basis.
- (b) Secretary was excused from the meeting while Committee discussed an increase in her Association bonus. Motion carried to increase her Association Day bonus from \$200 to \$500.

Adjourn: The meeting closed with the repetition of the Sixth Tenet.

Loretta S. Burdick
Secretary

Date approved

TELEPHONE POLL - January 22-23, 1994

Since the effective date of the increase in the Secretary's Association Day bonus had not been covered at the January 20 meeting, the Chairman polled the Executive Committee as to whether that increase should be retroactive to the October 16, 1993 Association Day. A majority of the Committee members approved that recommendation.

SUSAN L.W. IRBY

Chairman

Date Approved

TELEPHONE POLL - January 26-27, 1994

After contacting Sara Scaldini about the date for the meeting she requested, the Secretary polled the Executive Committee regarding the possibility of meeting at 7 P.M. on FEBRUARY 17th in the Board Room of Second Church of Christ, Scientist. Five members said they would be able to attend on that date, and the Secretary then confirmed it with Mrs. Scaldini.

Loretta S. Burdick
Secretary

Date Approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - February 17, 1994

At the request of Saralyn Scaldini, the Gift Services Officer who handles our Association Trust with The Mother Church, she and Ned Carr, also with The Mother Church, met with The Executive Committee on February 17, 1994 at 7 P.M. The meeting was held in the Board Room of Second Church of Christ, Scientist, Atlanta. Four members of the Committee were present: Chairman Susan Irby, John Fletcher, Loucinda Lamb, and Richard Weaver. The Secretary, Loretta Burdick, recorded the minutes.

The Chairman opened the meeting with readings from the Bible and Mrs. Eddy's writings. Silent prayer and the audible Lord's Prayer followed.

Mrs. Scaldini distributed copies of the Trustees' 1993 Investment Report, which included listings of the 20 largest holdings in both the bond and stock funds as well as background information on the 8 different management companies who are handling the investments for these funds. She also explained that the Trustees recommend greater participation in the stock fund than we are presently following, with a minimum of 45% and a maximum of 65%. Our funds are a ratio of 25% in the stock fund and 75% in the bond fund at this time. She had prepared a number of charts showing the expected results over the next 20 years if we stayed at the present ratio, or if we increased our holdings in the stock fund in accord with their recommendations. A lengthy discussion followed, with questions and answers.

Since John Fletcher had offered to drive them back to their respective hotels, Mrs. Scaldini and Mr. Carr excused themselves for a short while so that the Committee could confer privately. However, the Committee felt they needed more time to study the charts and think about this. They were not ready to make the decision. Therefore John Fletcher and our visitors left, and the other Committee members concurred that the Committee should meet again on Thursday, March 3, at 7 PM in the Board Room of Second Church, to decide this matter as well as the reinvestment of our local CDs which are maturing presently.

The meeting closed with the repetition of the Daily Prayer.

Luetta S. Burdick
Secretary

Date Approved

TELEPHONE POLL - FEBRUARY 21, 1994

Due to a conflict for Thursday evening, March 3, the Executive Committee was polled regarding changing the hour of the proposed meeting to 3:30 in the afternoon. All members were contacted, and all approved the new time for the meeting.

Loretta S. Burdick
Secretary

Date approved

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - MARCH 3, 1994

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 3:30 P.M. on March 3, 1994. All members were present. The Secretary, Loretta Burdick, recorded the minutes.

The Chairman, Susan Irby, opened the meeting with readings from the Bible and Science and Health. Silent prayer was then followed with the audible repetition of the Sixth Tenet.

Copies of the Minutes of January 20, 1994, Poll of January 22/23, Poll of January 26/27, Minutes of February 17, and Poll of February 21, 1994 had been mailed to all Committee members. Motion passed to approve them.

Correspondence; Letter dated February 7, 1994 from Janet B. Phinney, C.S., of Reading, Massachusetts was read. She accepted with thanks our invitation to address our Association in October, 1999.

Copies of the comparison charts prepared by Mrs. Scaldini had previously been given to the Committee members for their study prior to this meeting. These charts projected various asset allocations for our irrevocable trust fund with The Mother Church. In response to the recommendations of the Christian Science Trustees for Gifts and Endowments in relation to the asset allocations, the following motion was made, seconded, and thoroughly discussed:

I move to advise the managers of our irrevocable trust to adjust our position as they see fit -- not to exceed a ratio of 65% stocks and 35% bonds.

Motion passed unanimously. The Secretary will advise The Mother Church.

Since there has been some concern that our local investments, all in CDs, are not giving us the best return on our funds, the question was brought up that, as these mature, we might wish to invest them in a ratio just the reverse of our funds with The Mother Church -- 35% in stocks and 65% in bonds. This would give us a balanced situation with our investments. Because we have a number of CDs maturing throughout this year and next, it would be done gradually. The Chairman presented a listing of 9 investment assumptions we might consider, and a proposal regarding possible investments.

Discussion followed, and the names of several brokers were presented -- Jim Keil with Robinson/Humphrey in Marietta and Bill Baird with Prudential Securities. Motion carried to appoint a Committee, consisting of Susan Irby, Lou Lamb, and John Tegtmeyer, to talk to these two brokers and see what is available. This was later modified that Lou would contact Bill Baird and John would call Jim Keil. They would then both report to Susan.

The next meeting will be held Thursday, March 10, at 7 P.M.

The meeting adjourned with the repetition of the Daily Prayer

Leetta S. Burdick
Secretary

Date Approved

TELEPHONE POLL - March 4/5, 1994

Upon being advised that Jim Keil would be available to make a presentation to the Executive Committee regarding investments on Monday, March 7, but not on Thursday, March 10 (our next scheduled meeting), the Committee members were polled regarding the possible change of date. Five members indicated they could attend at 7 P.M., Monday, March 7, in the Second Church Board Room.

Leetta S. Burdick
Secretary

Date approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - MARCH 7, 1994

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 7 P.M. on March 7, 1994. Five members were present: Susan Irby, Chairman, Loucinda Lamb, John Tegtmeier, Virginia Veal and Richard Weaver. The Secretary, Loretta Burdick, recorded the minutes.

Also present were James M. Keel and Zach M. Wilson of the Portfolio Management Group of The Robinson-Humphrey Company.

Virginia Veal opened the meeting with readings from the Bible and Science and Health. This was followed by the Daily Prayer in unison.

The meeting was then turned over to our two visitors, who gave us a very comprehensive presentation of their background in the financial industry and the services they provide. They explained the steps outlined in their printed "Comprehensive Investment Decision Process", beginning with the Investment Preferences Questionnaire, the answers to which would basically resolve the investment objectives we hope to accomplish. Copies of this questionnaire were given to all present. In establishing a portfolio for us, their fees would be a single 1% commission on bond purchases - and a 2% annual commission (billed 1/2% quarterly) on the value of the stock portion of the portfolio.

After our visitors left, a motion was made for each member "to take the questionnaire home and fill it out individually." Motion carried.

Loucinda Lamb reported on her contact with Bill Baird of Prudential Securities and said he would be happy to meet with us also. A motion "to have Bill Baird come and give a presentation" also carried.

The Committee concurred that we should meet again at 7 P.M. on Thursday, March 10, to discuss the completed individual questionnaires. Loucinda Lamb will call Bill Baird to see if he could meet with us at 8 P.M. that evening for a short presentation of his services.

Dick Weaver will prepare the readings for March 10.

The meeting adjourned with the repetition of the Sixth Tenet.

Loretta S. Burdick

Secretary

Date Approved

TELEPHONE POLL - MARCH 9, 1994

Since Bill Baird could not meet with us on March 10, a later date will have to be scheduled, so our planned meeting for the 10th was cancelled. The Executive Committee members concurred that those who wished to discuss the questionnaire more fully before mailing it to Jim Keel should do so informally.

Loretta S. Burdick

Secretary

Date Approved²⁸⁸

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - APRIL 18, 1994

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 7 P.M. on April 18, 1994. Five members were present. The Secretary, Loretta Burdick, recorded the minutes.

The meeting opened with readings from the Bible and Prose Works by Mary Baker Eddy, presented by Loretta Burdick. Silent prayer was then followed by audibly praying together the Lord's Prayer.

Copies of the Minutes of the meetings of March 3 and March 7, 1994 were approved as mailed.

Due to a family emergency, Bill Baird of Prudential Securities was unable to meet with us as previously arranged.

The Chairman, Susan Irby, advised that two additional Certificates of Deposit had matured April 15. She presented a motion "to invest the maturing CDs in a 30-day CD" as a temporary measure. Motion passed unanimously.

Copies of the Investment Policy Statement prepared by James M. Keel and Zach M. Wilson of Robinson-Humphrey were distributed and reviewed. Specific questions were raised:

- What is the fee schedule?
- Is the "3% greater than the inflation rate" a net figure?
- What is their definition of "aggressive growth"?
- What about a cash position?
- What are their plans for the 10% of the 30% equity portion that shall be exempt from the restrictions of 50% growth and 50% aggressive growth?
- What determines the 15-year average on bond maturities?
- What is your definition of "investment grade"? If it includes B+, what is your reasoning?
- What was the consensus of our questionnaires?

It was decided the Chairman should contact these gentlemen again and request a written reply to these questions.

A motion was made "to adopt the Robinson Humphrey investment program when we get satisfactory answers to our questions -- and to invest any CDs that mature under the tenure of this sitting Executive Committee in such a plan." Motion passed -- 4 in favor, 1 opposed.

After the requested answers are received, copies will be mailed to each Executive Committee member for their study, and another meeting will then be called.

The meeting adjourned with the repetition of the Sixth Tenet.

Loretta S. Burdick
Secretary

Date Approved 289

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - MAY 9, 1994

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 8 P.M. on May 9, 1994. All members were present. The Secretary, Loretta Burdick, recorded the minutes.

The meeting opened with readings from the Bible, Science and Health and Prose Works by Mary Baker Eddy, presented by Loucinda Lamb. Silent prayer was then followed by audibly praying together the Lord's Prayer.

The Minutes of the April 18, 1994 meeting were approved as mailed.

The Secretary reported on inquiries made to First Capital Bank and First Gwinnett Bank regarding their CD rates and checking account information. Committee concurred that our interest-bearing checking account with Wachovia Bank should continue as their monthly analysis charges are offset by the interest earned.

The Committee members reviewed the questions raised at our last meeting together with James Keel's letter of April 25 responding to those questions and the Investment Policy Statement submitted earlier. After considerable discussion the following motion was made and seconded:

I move to restrict our stock purchases to growth stocks only (no aggressive growth stocks) and our bond purchases to A, AA or AAA. MOTION CARRIED.

Committee concurred that Chairman should contact Mr. Keel again to verify:

1 - What would be the projected rate of return with the additional restrictions covered in the above motion?

2 - Does the "five year time horizon for monitoring and evaluation purposes" mean we are committing ourselves to a five-year contract with them?

3 - If bonds were ever sold, would there be a fee for selling them? If so, how much?

4 - Should the 15 year maturity on bonds be the top maturity instead of the average?

5 - May we have a revised Investment Policy Statement incorporating the above restrictions?

When revised Investment Policy Statement is received, copies will be sent to all Executive Committee members for their review, after which they will be polled as to their decision -- or to the need for another meeting.

The meeting adjourned with the repetition of the Sixth Tenet.

Loretta S. Burdick
Secretary

8-9-94
Date Approved

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - MAY 31, 1994

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 7:30 P.M. on May 31, 1994. Four members had expected to attend, but due to an emergency, only three were able to be present. The Secretary, Loretta Burdick, recorded the minutes.

Since James Keel had joined us in order to present the portfolio selected in accordance with the revised Investment Policy Statement (which had been approved by the Committee members when polled on May 27), the meeting proceeded.

Richard Weaver presented readings from the Bible and Science and Health by Mary Baker Eddy. This was followed by silent prayer.

Mr. Keel then distributed copies of the Mid-America portfolio listings, including those companies he had crossed off as not conforming to our requirements and several questionable ones. Nineteen of the companies fulfilled our requirements and provided ample diversity. Bonds are available for a ladder portfolio from Georgia Power, Gannett, Smith Barney, IBM, GTE-California, Bank of America, Motorola, Wachovia and Ford -- all selling at discount with yields from 6.03% to 7.5%.

Mr. Keel had also brought the proper documents to open our account in accord with the motion passed at our April 18 meeting (with a quorum present):

Motion to adopt the Robinson Humphrey investment program when we get satisfactory answers to our questions -- and to invest any CDs that mature under the tenure of this sitting Executive Committee in such a plan."

Since the satisfactory answers had been received earlier and no new motions were required, the necessary forms will be processed in order to implement the April 18 motion.

The meeting adjourned with the repetition of the Sixth Tenet.

Loretta S. Burdick
Secretary

8-9-94
Date Approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - AUGUST 9, 1994

The Executive Committee met in the Board Room at Second Church of Christ, Scientist, Atlanta, at 7:30 P.M. on August 9, 1994. Four members were present: Susan Irby, Chairman, John Fletcher, Virginia Veal and Richard Weaver. The Secretary, Loretta Burdick, recorded the minutes.

John Fletcher opened the meeting with readings from the Bible and Science and Health by Mary Baker Eddy. Silent prayer was then followed by the Daily Prayer in unison.

James Keel of Robinson-Humphrey was also present, and he reviewed the performance evaluation of both the Mid America stock account and the Fixed Income bond account since their inception in June of this year.

After Mr. Keel's departure, the Committee approved the
Minutes of May 9, 1994
Telephone Poll of May 27, 1994
Minutes of May 31, 1994

Revised procedures for the Letter Writing Committee were reviewed and approved. Since Clifton Irby had advised he would not be able to serve on that Committee, Edna Backman was named as an alternate. If other alternates are needed, the Chairman and Secretary, by general consent, were authorized to make the selection.

Several items were raised for discussion :

a - Arranging transportation to and from the airport for the speaker: Executive Committee concurred that arrival transportation might be by cab or by our members, depending on the circumstances, but when departing Atlanta, it would be better to have our members provide that service, if possible. Secretary will check with prospective volunteers.

b - Holding annual meeting at a hotel instead of the church because wheelchair facilities in restrooms, etc., would be better -- and lunch would be available without leaving the building: Since First Church does have restroom wheelchair facilities and an elevator, the Executive Committee concurred in continuing to hold our meetings in the church, but every effort should be made to provide special assistance to those needing help. This will be brought to the attention of the Usher Committee at the Friday meeting, and an announcement will be made from the microphone on Association Day.

There being no further business, the meeting adjourned by praying the Lord's Prayer in unison.

Loretta S. Burdick
Secretary

Date Approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

October 15, 1994

EXECUTIVE COMMITTEE MEMBERS:

Susan W. Irby, Chairman
1973 Northside Drive NW
Atlanta, GA 30318
355-2466

Donald Dietrichs
9035 Niblick Drive
Alpharetta, GA 30202
587-0545

John S. Fletcher, Jr.
72 Dartmouth Avenue
Avondale Estates, GA 30002
238-4070
681-3808 - Office

Sandra W. Grow
364 - 8th Street NE
Atlanta, GA 30309
875-1220

Virginia C. Veal
2233 Drew Valley Road NE
Atlanta, GA 30319
634-3077

Richard E. Weaver
1625 Spinnaker Drive
Alpharetta, GA 30202
740-9332

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 15, 1994

The Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta, on October 15, 1994, immediately following our annual association meeting. Present were newly elected members Sandra Grow and Donald Dietrichs, replacing retiring members Loucinda Lamb and John Tegtmeyer. Also present were committee members John Fletcher, Susan Irby, Virginia Veal and Richard Weaver. Loretta Burdick, secretary, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The election of a chairman was the first order of business. By written ballot Susan Irby was elected to this office, and she then presided.

The minutes of the August 9, 1994 meeting were approved as written.

By written ballot the following nominees were chosen as candidates for the 3-year terms which will begin immediately following the 1995 association meeting: Janet Long, Valerie Parker, and Jayne Sherman for the women, with Pauline Ofosu and Lynda Wilson as alternates -- and Frank Goodman, Thomas Nowell, and James Prather for the men, with Clifton Irby and Michael Long as alternates. The chairman will contact these individuals to see if they are willing and able to serve if elected. Ballots will be included in the January mailing to the membership.

Correspondence: Association members John C. Clifford III and Angeline S. Clifford wrote the Committee regarding their reason for not attending the annual meeting. The chairman will draft a loving reply and submit a copy to the Committee members for their approval.

Sandra Luerksen Hoerner, C.S., Town & Country, MO, a Journal-listed practitioner was recommended as a possible guest speaker by Marilyn Kellar of Ventura, CA. Mrs. Hoerner's mother, Elizabeth Bice Luerksen, went through Normal class with Mr. Bowles. Mrs. Jan Kassahn Keeler, C.S., of Plano, Texas was recommended last year by Jacqueline Niles. Committee members submitted the names of Lona Ingwersen and Judith Ann Hardy. Committee concurred that the chairman should contact these proposed speakers to see if they might be available from 2002 through 2005. If so, the usual questions would be sent to them. However, no calls will be made until after the result of this year's Normal class is known. They would not be eligible to serve as guest speaker if they have become teachers.

Motion carried to appoint Jacquelyn Niles, Robyn McCulloch and Ligis Daugherty as the Letter Writing Committee for 1995, with Jacquelyn Niles as chairman. Orsella Johnson and Margaret MacWilliams were named alternates. These appointees will be contacted by the secretary 2 or 3 months before our annual meeting.

Motion carried to make the following contributions: \$2,000 to The Mother Church General Fund; \$1,200 to First Church, Atlanta, and \$200 to Eugene Smith, custodian of First Church, Atlanta.

Committee concurred in appointing the following members to serve as the Audit Committee for this year: Don Dietrichs, chairman; Dick Weaver, and Jim Prather, with John Fletcher serving as alternate. Don will contact his committee members and make arrangements for the audit to take place when the records are turned over to him.

The proposed letter to the absentees was approved. The Committee decided against offering the full text.

There being no further business, the meeting adjourned with the repetition of the sixth tenet from the Manual of The Mother Church.

Luetta S. Burdick

Secretary

Date Approved

1

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

TELEPHONE POLL - November 2, 1994

On October 28, 1994, copy of a proposed reply to Mr. and Mrs. Clifford's letter was sent to each Executive Committee member, with the request that they call the Chairman with their approval or comments by November 2. All members approved the letter, and it was mailed on November 3.

Loretta S. Burdick
Secretary

8/10/95
Date Approved
12-1-94

TELEPHONE POLL - November 10, 1994

At Jim Keel's request the Executive Committee was polled regarding a meeting so that he could present the quarterly review of our investments. Five members were reached and approved meeting on December 1, 1994 (Thursday) at 7:30 PM in the Board Room of Second Church of Christ, Scientist.

Loretta S. Burdick
Secretary

8/10/95
Date Approved
12-1-94

4201 STAFFORD ROAD
OLNEY, MARYLAND 20832

October 11, 1994

10-13-94 - 1PM
Received by
Fed Express mail

Executive Committee
Association of Pupils
of Neil H. Bowles, CSB
14 Laurel Drive, NE
Atlanta, Georgia 30342

Dear Friends:

With regret we must inform you that we are not attending the Association day this year. After much prayerful consideration we have arrived at the decision that to attend, with the speaker chosen, would not be in our best interest for our growth in Christian Science.

In choosing a speaker who has been removed from office as a Committee on Publication for dissident actions, we feel that the Executive Committee of this Association has made a grave mistake. Article XXVI, Sect.6 of The Church Manual states, "The associations of the pupils of loyal teachers shall convene annually" (emphasis added). Certainly, the requirement to be loyal should also rest on the speaker to associations whose teacher is no longer with them. Article XXVII, Sect 2, of the Church Manual, in speaking of the person chosen to conduct the meetings of the association, states "an experienced Christian Scientist, ... who is ready for this high calling" (emphasis added). An individual who is a dissident is not ready for the high calling.

Last year, the Executive Committee made recommendations that potential speakers answer questions before being fully considered, perhaps these potential speakers should be asked if they are LOYAL to our leader and to The Manual.

Of one thing each member of this Association can be sure, our beloved teacher, Mr. Bowles was loyal to our Leader and to her form of church government including the Christian Science Board of Directors (CSBOD). I would recommend that anyone with any doubts on that subject read the letter from the normal class teachers, including Mr. Bowles, written in May 14, 1976 regarding accusations made at that time against the CSBOD by a letter writing campaign.

We pray that this association go forward and each member continues to grow spiritually. We know that aggressive mental suggestion cannot impede the progress of this association or its members and that this association will fulfill its purpose "to provide spiritual growth for them(members)".

With love,


John C. Clifford, III
Class year 1966


Angeline S. Clifford
Class year 1966

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

November 2, 1994

Mr. and Mrs. John C. Clifford, III
4201 Stafford Road
Olney, Maryland 20832

Dear Mr. and Mrs. Clifford:

We are grateful that you took the time to write the Executive Committee about your decision not to attend our Association meeting. It gives us all the opportunity to communicate honestly and to promote a genuine sense of peace. Our teacher certainly commended both. He also often counseled against labeling each other, and he encouraged a free exchange of thought in brotherly love without fear of reprisal. In that spirit, the Executive Committee would like to share some information with you that may be helpful.

Considering the circumstances surrounding Mr. Shepherd's removal as Committee on Publication, our Committee felt that he should not be automatically disqualified. The guidelines left to the Committee by Mr. Bowles strengthened that decision. We found Mr. Shepherd's answers to our interview very satisfactory, and his long, dedicated and healing service to the Cause commendable. It may assure you to know that Mrs. Bowles knew of Mr. Shepherd's qualifications and approved of him as an addressor. He had been engaged as the 1994 speaker early in the Executive Committee's administration of the Association and came well recommended.

You spoke frequently in your letter of loyalty. Mrs. Eddy defines loyalty in Retrospection and Introspection on page 50: "By loyalty in students I mean this,-- allegiance to God, subordination of the human to the divine, steadfast justice, and strict adherence to divine Truth and Love." This definition of loyalty cannot misjudge in these difficult times when conscientious diversity of views and actions may mislead "even the elect".

Christ Jesus, our Wayshower, gave us guidance for righteous judgment regarding human affairs in Luke 6:44: "every tree is known by his own fruit." The favorable response to the address we received October 15 would indicate that the judgment was sound. We hope you will ask others regarding their experience at Association.

Please be assured that this Executive Committee and past Committees have attempted to conscientiously and prayerfully follow the guidelines left to us for interviewing and selecting appropriate speakers. In last year's mailing to the Association you received the interview questions we use, including a question regarding obedience to the Manual.

Thank you again for writing. We join you in praying "that this association go forward and each member continues to grow spiritually", finding the unity that God has for all of us by yielding to His will. We sincerely hope you will be with us next year.

With love,

EXECUTIVE COMMITTEE

(Mrs.) Susan L. W. Irby
Chairman

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

The Executive Committee met in the Board Room of Second Church of Christ, Scientist, at 7:30 P.M. on December 1, 1994. Four members were present -- Chairman Susan Irby, Donald Dietrichs, Sandra Grow, and Virginia Veal. The Secretary, Loretta Burdick, recorded the minutes.

Jim Keel of Robinson-Humphrey was present to give the quarterly review of our investments, after which he left the meeting.

The Secretary read a letter from Cicely Gallagher, a member of the Association, recommending we consider Karen Welsch Palmer, C.S., a listed practitioner in Knoxville, Tennessee, as a possible speaker for our Association. The Committee concurred that her name should be added to the list of those to be contacted after the results of this year's Normal class are known.

The proposed January letter to the membership was reviewed. Committee concurred that we should indicate in this letter that dues are an important part of maintaining our Association activities.

Loretta S. Burdick
Secretary

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**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - FEBRUARY 7, 1995

The Executive Committee met in the Board Room of Second Church of Christ, Scientist, at 7:30 p.m. on February 7, 1995. Four members were present -- Chairman Susan Irby, John Fletcher, Virginia Veal and Richard Weaver. The Secretary, Loretta Burdick, recorded the minutes. Also present was James M. Keel of the Portfolio Management Group of Robinson-Humphrey.

Readings from the Bible and Science and Health were given by Virginia Veal, and were followed by the Sixth Tenet in unison.

The quarterly review of our investments with Robinson-Humphrey was then covered in detail by Jim Keel, who left the meeting immediately thereafter.

The minutes of the December 1, 1994 meeting were approved as submitted.

A letter from Donald Hale Wallingford, C.S., our 1993 guest speaker, was read, giving us permission to keep a copy of the full text of his address to us, providing it serves a practical purpose and questioning what would happen to it when the Association disbands. After discussion, the following motion was passed unanimously:

That a letter be placed in the permanent Association files so that at the time the Association is disbanded future Association Executive Committees will know that all full texts of our guest speakers' Association addresses are to be destroyed.

All guest speakers are to be given a promise of this, and the secretary will write Mr. Wallingford advising him of this protection.

A proposed letter to members who had been inactive for 10 years or more -- and the list of the proposed recipients -- was discussed, modified, and then approved.

The Chairman reported on her contacts with possible guest speakers for the years 2002 through 2005, as follows:

Mrs. Sandra Luerrsen Hoerner, C.S.B. - no longer eligible - in 1994 Normal Class.
Mrs. Lona Ingwersen, Laguna Beach, CA - booked through 2011.

Questions will be sent to:

Mrs. Jan Kassahn Keeler, C.S., Plano, TX - Available 2002-2005

Mrs. Judith Hardy Olson, C.S., Westport, CN - Available 2003-2005

Mrs. Karen Hower Weisch-Palmer, C.S., Knoxville, TN - Available 2002-2005

Two additional recommendations for guest speakers were given:

Donald A. Wallingford, C.S., Lilburn, GA - Recommended by Susan Irby.

* Mrs. Margaret H. Sullivan, C.S., Simsbury, CT - Recommend by D.A. Wallingford.

*(Mrs. Sullivan's name was mistakenly offered as Peggy Sweeney of Westport, CT. There is no such individual. Margaret (Peggy) Sullivan is the one intended. Notations had been confusing and were mis-read.) Board concurred that the two recommended individuals could be contacted.

The Chairman reported that the ballots received from the membership would be counted on February 17 by a committee consisting of Sandra Grow, Virginia Veal, and Susan Irby. The secretary will also be present.

The meeting adjourned with the Daily Prayer in unison.

Loretta S. Burdick.
Secretary

8-10-95
Date approved

TELEPHONE POLL - February 11-13, 1995

In accordance with the minutes of the January 20, 1994 Executive Committee meeting, the Chairman investigated the possibility of renting a computer for the Association office. Upon finding that rental was not an option, the Committee was polled regarding the purchase from COMP-USA of a MacIntosh Performa computer, color Monitor, and Hewlett Packard Office Jet (printer, copier, and fax in one), with necessary accessories -- for a total of \$2,004.88, plus tax. All Committee members voted in favor of purchasing this equipment.

Loretta S. Burdick
Secretary

8-10-95
Date approved

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - MAY 2, 1995

The Executive Committee met in the Committee Room of Second Church of Christ, Scientist, at 7:30 p.m. on May 2, 1995. Three members were present : Chairman Susan Irby, Donald Dietrichs and Virginia Veal. Loretta Burdick, Secretary, recorded the minutes. Also present were James M. Keel of the Portfolio Management Group of Robinson-Humphrey and Michael Long, former Chairman of the Executive Committee.

Readings from the Bible and Science and Health were presented by Donald Dietrichs. This was followed by the Lord's Prayer in unison.

The quarterly review of our investments with Robinson-Humphrey was then covered in detail by Jim Keel. It was interspersed with his responses to verbal questions from Mike Long as well as to points brought up in Mike's letter of April 19 expressing his concerns:

that a possible severe correction may take place in the stock market ;

that we should liquidate our portfolio;

that we should put all our funds into short term Treasury bills to protect the assets of the Association (as this is what the majority of his newsletter advisers recommend).

Jim Keel responded:

that the present portfolio has been set up in accordance with the Investment Policy Statement worked up by the Executive Committee when our account with Robinson-Humphrey was first opened (30% stocks and 70% investment grade fixed income entities);

that the stocks involved are subject to regular overview by their analysts, who do not anticipate such a deep correction;

that at the present time 1/3 of the 30% stock portfolio is in their money market fund (which is itself invested in Treasury bills and repos) and would be available if a correction offered opportunities for purchase of other entities;

that they would, of course, change direction if that was the decision of the Committee.

Both guests were warmly thanked for their informative contributions and concerns. They then withdrew from the meeting.

After our guests left, some suggestions were offered in response to the whole situation:

1 - We still have two CDs that might be put into Treasury bills as they mature: \$27,000 plus matures on 7-8-95 and \$26,000 plus matures on 4-6-96.

2 -Considerable thought and prayer had been put into drafting our Investment Policy Statement.

3 - Out of consideration for Mike Long's concerns, perhaps Jim Keel should be asked to work up the figures as to what the realized losses and other costs would be if liquidation of the Mid-America stock portfolio took place.

Loretta S. Burdick

Secretary

8/10/95

Date Approved

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - AUGUST 10, 1995

The Executive Committee met in the Committee Room of Second Church of Christ, Scientist, at 7:30 p.m. on August 10, 1995. Four members were present -- Chairman Susan Irby, Donald Dietrichs, Virginia Veal and Richard Weaver. Loretta Burdick, Secretary, recorded the minutes. Jim Keel of Robinson-Humphrey was also present.

Readings from the Bible and Science and Health were presented by Virginia Veal. This was followed by the Sixth Tenet in unison.

The quarterly review of our investments with Robinson-Humphrey was then covered in detail by Jim Keel, after which he left the meeting.

The following minutes and telephone polls were approved as written:

January 19-24, 1995
February 7, 1995
February 11-13, 1995
April 2-24, 1995
May 2, 1995
May 15, 1995
July 10, 1995
July 21-25, 1995

The Committee concurred in contacting (as a possible speaker for our Association) the individual who recently addressed the Christian Science Olympic Committee at First Church. Our Chairman, Susan Irby, will pursue this.

As no further business was at hand, the meeting adjourned by praying together the Daily Prayer.

Loretta S. Burdick

Secretary

10-21-95

Date Approved

October 21, 1995

EXECUTIVE COMMITTEE MEMBERS:

Janet Long, Chairman
550 Ridgewater Drive
Marietta, GA 30068
770-973-5515

Donald Dietrichs
9035 Niblick Drive
Alpharetta, GA 30202
770-587-0545

Frank Goodman
2827 Ramsgate NW
Atlanta, GA 30305
404-355-8249

Sandra W. Grow
364 - 8th Street NE
Atlanta, GA 30309
404-875-1220

Virginia C. Veal
2233 Drew Valley Road NE
Atlanta, GA 30319
404-634-3077

Richard E. Weaver
1625 Spinnaker Drive
Alpharetta, GA 30202
770-740-9332

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 21, 1995

The Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta, on October 21, 1995, immediately following our annual association meeting. Present were newly elected members Janet Long and Frank Goodman, replacing retiring members Susan Irby and John Fletcher. Also present were committee members Donald Dietrichs, Sandra Grow, Virginia Veal and Richard Weaver. Loretta Burdick, secretary, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The election of a chairman was the first order of business. By written ballot Janet Long was elected to this office, and she then presided.

The minutes of the August 10, 1995 meeting were approved as written.

By written ballot the following nominees were chosen as candidates for the Executive Committee for the 3-year terms which will begin immediately following the 1996 association meeting: Janet Johnson, Betty Weilert, and Lynda Wilson for the women, with Valerie Parker and Karin Smith as alternates -- and Dan Camp, Tom Nowell, and James Prather for the men, with Gregory Hale and Ed Irby as alternates. The chairman will contact these individuals to see if they are willing and able to serve if elected. Ballots will be included in the January mailing to the membership.

Guest speakers: (1) The Committee voted to invite Jan K. Keeler, C.S., of Plano, TX to address our association in either 2003 or 2005. The secretary will write her.

(2) We are awaiting replies to our questions to Judith Wiltshire-Marshall, C.S., Hollywood, CA, and Lois Hornsby, C.S. (a member of our association), Williamsburg, VA.

(3) On Sandra Grow's recommendation, the Committee concurred that the chairman should contact Carol Dee Lewis, C.S., Evergreen, CO, to see if she might be available for 2003 or 2005. If so, the usual questions would be sent to her.

Committee concurred in appointing Madeline Scogin, Dorothy Sears and Robyn McCulloch to the Letter Writing Committee for 1996. Jacquelyn Niles and Orsella Johnson were named alternates. These appointees will be contacted by the secretary about 3 months before our annual meeting.

Committee concurred that the following contributions should be made: \$1,500 to The Mother Church General Fund; \$1,200 to First Church, Atlanta, for the use of their edifice; and \$200 to Eugene Smith, custodian of First Church, Atlanta.

Committee concurred in appointing the following members to serve as the Audit Committee for this year: Karin Smith to serve as chairman, Don Dietrichs, and James Prather, with Frank Goodman as an alternate. The secretary-treasurer will contact Karin Smith when the records are ready to be turned over to her, and Karin will make the arrangements for the audit to take place.

The proposed letter to the absentees was approved.

Motion carried unanimously that the association donate \$2,000 to the Christian Science Planning Committee for the Olympics (CSPCO). They plan to distribute copies of The Christian Science Monitor to the athletes on a daily basis during the 1996 Summer Olympics in Atlanta, to make available Christian Science foreign language periodicals at a variety of locations, and to staff a number of Christian Science Reading Rooms 24 hours a day for the spiritual support of the many world-wide visitors who will be attending these events.

Contributions to the CSPCO by individuals today totaled \$443. This will be turned over to the Olympic Committee.

Motion carried to pay Susan Irby \$500 for the work done with the secretary in getting the association records transferred to the computer.

Committee concurred in requesting that Jim Keel mail the Robinson-Humphrey quarterly analysis to each Executive Committee member instead of meeting with the Committee each time. After reviewing the analysis, if questions arise, a meeting can then be arranged.

There being no further business, the meeting adjourned with the repetition of the sixth tenet from the Manual of The Mother Church.

Loretta S. Burdick

Secretary

Date Approved

December 4, 1996

EXECUTIVE COMMITTEE MEMBERS:

Janet Long, Chairman
550 Ridgewater Drive
Marietta, GA 30068
770-973-5515

Donald Dietrichs
9035 Niblick Drive
Alpharetta, GA 30202
770-587-0545

Sandra W. Grow
411 N. Highland
Atlanta, GA 30307
404-522-5357

Ed Irby
3987 Garfield Drive
Stone Mountain, GA 30083-2362
404-297-0828

James Prather - *Replaced Frank Goodman who*
1859 Ridgewood Drive NE *resigned 10-19-96*
Atlanta, GA 30307
404-373-1880

Betty Weilert
3750 Peachtree St. NE, #701
Atlanta, GA 30319
404-231-3701

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 19, 1996

The Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta, on October 19, 1996, immediately following our annual association meeting. Present were newly elected members Betty Wellert and Ed Irby, replacing retiring members Virginia Veal and Richard Weaver. Also present were committee members Donald Dietrichs, Frank Goodman and Janet Long. Loretta Burdick, secretary, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The election of a chairman was the first order of business. By written ballot Janet Long was re-elected to this office, and she then presided.

The minutes of the October 21, 1995 meeting, and telephone polls of February 11-12, 1996; February 28, 1996; April 2-3, 1996; and April 8-9, 1996 were approved as written.

At this point Frank Goodman advised that he was resigning from the Committee. Our by-laws read: "A vacancy occurring at any other time than that of the annual election shall be filled, for the unexpired term, by a vote of the Executive Committee using the names from the nominations made at the last previous election." James Prather had received the next highest number of votes in the "last previous election" (when Ed Irby had been elected). Therefore, he will be contacted by the Chairman to see if he will serve for the remainder of Frank Goodman's term, which would expire on Association Day, October 1998.

By written ballot the following nominees were chosen as candidates for the Executive Committee for the 3-year terms which will begin immediately following the 1997 association meeting: Valerie Parker, Margaret (Peggy) Stanley, and Carol Stocking for the women, with Barbara Gerland and Robyn McCulloch as alternates -- and Clarence Head, Ralph Heisel and Tom Nowell for the men, with Gregory Hale and Robert Hornsby as alternates. The chairman will contact these individuals to see if they are willing and able to serve if elected. Ballots will be included in the February mailing to the membership.

The following Journal-listed practitioners were recommended as possible future guest speakers for our annual meetings, beginning with 2005:

October 18, 1997

1997-1998

EXECUTIVE COMMITTEE MEMBERS:

Ed Irby, Chairman
3987 Garfield Drive
Stone Mountain, GA 30083-2362
404-297-0828 770-417-6364 Beeper
770-496-9600 Office

Ralph Heisel
49 Campbell Drive
Stamford, CT 06903
203-968-1370

Janet Long
550 Ridgewater Drive
Marietta, GA 30068
770-973-5515

Valerie Parker
125 Rounsaville Court
Roswell, GA 30076
770-594-8641

James Prather
1859 Ridgewood Drive NE
Atlanta, GA 30307
404-373-1880

Betty Weilert
3750 Peachtree Street NE, #701
Atlanta, GA 30319
404-231-7701

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 18, 1997

The Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta, on October 18, 1997, immediately following our annual association meeting. Present were newly elected members Ralph Heisel and Valerie Parker, replacing retiring members Donald Dietrichs and Sandra Grow. Also present were committee members Ed Irby, Janet Long, James Prather and Betty Weillert. Loretta Burdick, secretary, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The election of a chairman was the first order of business. By written ballot Ed Irby was elected to this office, and he then presided.

The minutes of the October 19, 1996 meeting, and telephone polls of April 11-12, 1997 and August 17, 1997 were approved as written.

By written ballot the following nominees were chosen as candidates for the Executive Committee for the 3-year term which will begin immediately following the 1998 association meeting: Lois Hornsby, JoAnn Collins and Lyn Hoopes for the women, with Ann Roberts and Dorothy Perkins as alternates - and Max Ellis, Charles Stocking and Richard Butterfield for the men, with David Honegger and Bruce Rankin as alternates. The chairman will contact these individuals to see if they are willing and able to serve if elected. Ballots will be included in the February mailing to the membership.

The following Journal-listed practitioners were recommended as possible future guest speakers for our annual meetings. We are still open for 2005 and beyond.

Mrs. Barbara Cook, LaGrange, IL

Mr. Jack W. Paulsen, San Jose, CA

Mr. David C. Kennedy, Plympton, MA

Mrs. Evelyn Grover Heiss, C.S., Boston, MA

Mrs. Heloisa G. Rivas, C.S., Boston, MA

Mrs. Isobel A. Anable, C.S., Washington, D.C.

Mrs. Dassah Saulpaugh, C.S., Chestnut Hill, MA

Mrs. Carole E. Shank Schierholz, C.S., Tampa, FL

Recommended by:

All - Last year she asked to be contacted again.

All - Our 1996 speaker to return.

Valerie Parker

Valerie Parker

Valerie Parker

Parker and Heisel

Ralph Heisel

Ralph Heisel

The Committee concurred that the Chairman should contact these individuals to see if

they would be interested for 2005 and beyond. If so, our regular questions would be sent to them.

Committee concurred in appointing Marilyn Dietrichs, Ligis Daugherty and Janilee LaBastie to the Letter Writing Committee for 1997. Lou Lamb and Julie Worley were named alternates. These appointees will be contacted by the secretary.

Motion carried that the following contributions should be made in the same amounts as last year: \$1,500 to The Mother Church General Fund; \$1,200 to First Church, Atlanta, for the use of their edifice; and \$200 to Eugene Smith, custodian of First Church, Atlanta.

Committee concurred in appointing Don Dietrichs and James Prather to the Audit Committee to serve with Karin Smith, our permanent Chairman of that Committee.

The proposed letter to the absentees was approved.

Old Business:

(A) Committee concurred in continuing to pay \$3,000 as our speaker's fee through the year 2000. (Note: A motion made at our 10/17/92 meeting had approved that amount through 1997.)

(B) Committee deferred any action on possible contributions to the building programs of the Longyear Museum and Chestnut Hill Benevolent Association, or the 10- year restoration program of The Mother Church.

New Business: A verbal question from Don Dietrichs regarding a possible return to the July date for our annual meeting was discussed at length, but the consensus was that there might always be some for whom it would not be convenient regardless of the date. No action was taken. (Note: Our sound technician, Warren Fairbanks, had advised a Committee member that he was never available in July.)

There being no further business, a motion to adjourn carried, and the meeting closed with the praying of the sixth tenet from the Manual of The Mother Church.

Loretta S. Burdick
Secretary

Date Approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

October 17, 1998

1998-1999

EXECUTIVE COMMITTEE MEMBERS:

Ed Irby, Chairman
3987 Garfield Drive
Stone Mountain, GA 30083-2362
404-297-0828 770-417-6364 Beeper
770-496-9600 Office

Max Ellis
1208 Rucker Blvd
Enterprise, AL 36330
334-347-2262

Ralph Heisel
49 Campbell Drive
Stamford, CT 06903
203-968-1370 203-968-6827 Fax

Betty Hightower
3750 Peachtree Street NE, #556
Atlanta, GA 30319
404-231-7556

Lois Hornsby
311 Indian Springs Road
Williamsburg, VA 23185
757-229-1467

Valerie Parker
125 Rounsaville Court
Roswell, GA 30076
770-594-8641

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 17, 1998

The Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta, on October 17, 1998, immediately following our annual association meeting. Present were newly elected members Max Ellis and Lois Hornsby, replacing retiring members Janet Long and James Prather. Also present were committee members Ralph Heisel, Betty Hightower, Ed Irby, and Valerie Parker. Loretta Burdick, secretary, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The election of a chairman was the first order of business. By written ballot Ed Irby was again elected to this office.

Committee approved the minutes of the October 18, 1997 meeting, the telephone polls of March 2-4, 1998, March 16-17, 1998, and a report of the poll and meeting of April 13, 1998.

Executive Committee nominees: By written ballot the following nominees were chosen as candidates for the Executive Committee for the 3-year term which will begin immediately following the 1999 association meeting: Ruth Carlson, Helen Miller, and Ann Roberts for the women, with Janilee LaBastie and Flora Lequin as alternates - and John Crawford, Louis Gerland, Jr., and James Sprague for the men, with William Bruegmann and L. B. Stanley, Jr. as alternates. The chairman will contact these individuals to see if they are willing and able to serve if elected. Ballots will be included in the January mailing to the membership.

Guest speakers: Kathryn Wood, of Glastonbury, Connecticut, withdrew as our speaker for 2001. Committee concurred in asking Jack Paulsen if he is available for **2001 instead of 2005** for which he is now scheduled. Committee concurred in contacting the following Journal-listed practitioners, in the order listed, for the years we have open. If available, our usual questions will be sent to them.

- 1 - Mrs. Isobel A. Anable, C.S., Washington, D.C.
- 2 - Mrs. Dassah Saulpaugh, C.S., Chestnut Hill, MA
- 3 - Mrs. Barbara Cook, C.S., LaGrange, IL

Recommended in 1997 by
Heisel and Parker
Ralph Heisel
All

- 4 - Scott Preller, C.S., Boston (Andover), MA
- 5 - Robert Shepherd, C.S., Atkinson, NH.,
(our 1994 speaker)

Lois Hornsby - 1998
Helen Miller - 1998

Committee concurred in appointing Ladye Heisel, Jayne Sherman, and Richard Weaver to the Letter Writing Committee for 1999. Susan Irby and Flora Lequin were named alternates. These appointees will be contacted by the secretary.

Since it was necessary to hold our annual meeting in the Sunday School today due to the ongoing construction in the upstairs auditorium, an expenditure by us of approximately \$500 was required for rental of folding chairs and cushions in order to make the seating capacity adequate for our members and visitors. The Chairman of the Board of First Church, Gordon Morse, recommended we deduct that amount from our normal contribution to the church. Therefore the committee concurred in sending First Church \$700 instead of our usual \$1,200, considering the \$500 expenditure as part of our contribution.

Our usual check to the custodian, Eugene Smith, was increased to \$250.

The Committee authorized a contribution of \$1,500 to the **General Fund** of The Mother Church.

Committee concurred in re-appointing Don Dietrichs and James Prather to the Audit Committee to serve with Karin Smith, our permanent Chairman of that Committee.

The proposed letter to the absentees was approved.

Old Business:

A. Request from The Mother Church for contributions to their **Restoration and Renewal Fund** was deferred at last year's October meeting. After checking the Association finances today, the Committee voted to send \$5,000 to this fund to come out of the Association's General Fund. If the General Fund needs replenishing, the Secretary is authorized to transfer funds from the Robinson-Humphrey Money Fund account to the General Fund checking account as needed. Both of these funds require two signatures - the Chairman's and the Secretary's. With the interest rate on checking accounts so low at this time (0.50%) and the Money Fund paying 5.02%, it seems best to keep a minimum working balance in the checking account.

B. Requests for contributions from Chestnut Hill and Longyear Museum for their building programs were denied.

C. Correspondence - note was read thanking the Committee for meeting with the Gifts and Endowments Dept. representatives last April.

New Business:

- A. Committee concurred on making a special contribution of \$2,000 to First Church, Atlanta, for the major reconstruction work being done in the auditorium at this time.
- B. Request for a contribution to the Morning Light Lodge was denied.

There being no further business, a motion to adjourn carried, and the meeting closed with the praying of the sixth tenet from the Manual of The Mother Church.

Secretary

10-16-99
Date Approved

October 16, 1999

1999-2000

EXECUTIVE COMMITTEE MEMBERS:

Max Ellis
1208 Rucker Blvd
Enterprise, AL 36330
334-347-2262 334-464-7534 Cell

Ralph Heisel
49 Campbell Drive
Stamford, CT 06903
203-968-1370 203-968-6827(FAX)

Lois Hornsby
311 Indian Springs Road
Williamsburg, VA 23185
757-229-1467

Valerie Parker
125 Rounsaville Court
Roswell, GA 30076
770-594-8641

Ann Roberts
906 Briar Vista Way NE
Atlanta, GA 30329-3627
404-634-4901

L.B. Stanley, Jr.
6480 Nugget Trail
Gainesville, GA 30506
770-889-9399

ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 16, 1999

The Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta, on October 16, 1999, immediately following our annual association meeting. Present were newly elected members Ann Roberts and L. B. Stanley, Jr., replacing retiring members Betty Hightower and Ed Irby. Also present were committee members Max Ellis, Ralph Heisel, Lois Hornsby, and Valerie Parker. Loretta Burdick, secretary, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The election of a chairman was the first order of business. By written ballot Max Ellis was elected to this office.

Committee approved the minutes of the October 17, 1998 meeting; telephone poll of December 1-5, 1998; letter and telephone polls of February 3-10, 1999; telephone polls of May 3, 1999; May 15-19, 1999, May 31-June 8, 1999; June 4-11, 1999; and September 15, 1999. Each one was approved as mailed.

Executive Committee nominees: By written ballot the following nominees were chosen as candidates for the Executive Committee for the 3-year term which will begin immediately following the association meeting: Holliday Bruegmann, Ruth Carlson, and Adelaide Heisel for the women, with Janilee LaBastie and Margaret O'Kelley as alternates - and Bruce Rankin, Charles Stocking, and Richard Weaver for the men, with Michael Collins and John Hemphill as alternates. The chairman will contact these individuals to see if they are willing and able to serve if elected. Ballots will be included in the January mailing to the membership.

Guest speakers: The vote by the previous Committee regarding appointment of Thomas C. Johnsen, C.S., as our speaker for 2005 was completed. The final tally was five votes for appointment and one abstention. The secretary will send the letter of invitation to him.

Committee approved the following Journal-listed practitioners as possible speakers for 2009 and 2010. The Chairman will contact them to see if they are available. If so, our usual 7 questions will be sent to them.

Joyce Heard Hawes, C.S.
New Canaan, CT
Recommended by Ralph Heisel

Peggy Bryan Crump, C.S.
Centerville, MA
Recommended by Max Ellis

Committee concurred in appointing Don Dietrichs, Betty Hightower, and Janet Long to the Letter Writing Committee for 2000. Louis Gerland, Sandra Grow, Susan Irby, and Julie Worley were named alternates. These appointees will be contacted by the secretary.

The Committee authorized the following contributions:

The Mother Church: \$1,500 to the General Fund and \$5,000 to the Restoration and Renewal Fund.

First Church, Atlanta: \$1,200 to the General Fund.

\$250 will be given to the custodian, Eugene Smith.

Committee concurred that contributions should not be sent to Chestnut Hill or other such facilities.

Committee concurred in re-appointing Don Dietrichs and James Prather to the Audit Committee to serve with Karin Smith, our permanent Chairman of that Committee.

L.B. Stanley will draft an additional paragraph for the proposed letter to the absentees.

Old Business: None

New Business:

1. Letter received from First Church, Atlanta, regarding their by-law change which affects our Association date for years beginning 2001. It reads as follows:

"Quarterly business meetings of the church shall be held on the Saturday immediately following the first Sunday in January, and on the Saturday immediately following the second Sunday in April, July and October. The annual meeting shall be held on the fourth Saturday in January." Committee concurred that we request the first Saturday in November for our annual meeting date starting in 2001, since the third Saturday in October will no longer be available to us.

2. Motion carried unanimously to increase the secretary's base annual salary to \$10,000 and to continue the bonus of \$500 for the annual Association meeting.

3. Motion carried unanimously to increase the annual dues to \$20.

4. Motion carried unanimously to increase the speaker's fee to \$4,000 for the year 2000 and to continue paying this amount until further notice.

5. The need for additional hearing aids for use on Association Day was brought to our

attention by our sound engineer, Warren Fairbanks. Ann Roberts will advise the secretary if First Church goes ahead with the purchase they were considering of six additional aids -- or if we will need to pursue this through Warren.

There being no further business, a motion to adjourn carried, and the meeting closed with the praying of the sixth tenet from the Manual of The Mother Church.

Loretta S. Burdick
Secretary

Date Approved

**ASSOCIATION OF PUPILS
OF NEIL H. BOWLES, C.S.B.**

14 LAUREL DRIVE, N.E., ATLANTA, GEORGIA 30342 - (404) 237-7065

March 6, 2001

2000-2001

EXECUTIVE COMMITTEE MEMBERS:

Richard Weaver, Chairman
1625 Spinnaker Drive
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770-740-9332

R. M. Ellis
1208 Rucker Blvd
Enterprise, AL 36330
334-347-2262

Adelaide Heisel
1831 Meredith Drive NW
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Lois Hornsby
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Williamsburg, VA 23185
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Ann Roberts
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Azusa, CA 91702-2799
626-969-1570

L.B. Stanley, Jr.
6480 Nugget Trail
Gainesville, GA 30506
770-889-9399

MINUTES OF EXECUTIVE COMMITTEE MEETING - OCTOBER 21, 2000

The Executive Committee met in a Sunday School classroom at First Church of Christ, Scientist, Atlanta, on October 21, 2000, immediately following our annual association meeting. Present were newly elected members Adelaide Heisel and Richard Weaver, replacing retiring members Valerie Parker and Ralph Heisel. Also present were committee members Max Ellis, Lois Hornsby, Ann Roberts and L. B. Stanley, Jr. Loretta Burdick, secretary, recorded the minutes.

The meeting opened with the Daily Prayer in unison.

The election of a chairman was the first order of business. By written ballot Richard Weaver was elected to this office.

Committee approved, as mailed, the minutes of the October 16, 1999 meeting; polls of December 8-20, 1999; January 18-19, 2000 (both on one sheet); April 5-20, 2000; June 22, 2000; and September 28-29, 2000.

Executive Committee nominees: By written ballot the following nominees were chosen as candidates for the Executive Committee for the 3-year term which will begin immediately following the 2001 association meeting: Sandi Grow, Shelley Rankin, and Joan Ware for the women, with Holliday Bruegmann, Ruth Carlson, and Sandra Newborn as alternates -- and Robert Hodges, William Johnson, and Charles Stocking for the men, with Glenn Heck and John Hemphill as alternates. The chairman will contact these individuals to see if they are willing and able to serve if elected. Ballots will be included in the January mailing to the membership.

Guest speakers: Peggy Bryan Crump, C.S. of Centerville, MA, who had been sent our questions after our October 16, 1999 meeting, advised us she would not be available in 2009. Since that year was now open, Committee concurred that we should try to re-schedule Joyce Hawes to 2009 instead of 2010.

Recommendations for possible guest speakers had been received both by mail and verbally from Association members, as follows:

Keith Nealy, C. S., Alameda, CA - Recommended by Judith Irby
Alice S. Wallace, C.S., San Juan, Puerto Rico - Recommended by Betty Hightower
Stephen Danansky, C.S., Boston, MA - Recommended by L. B. Stanley, Jr.
Martha Moffett and Elaine Follis, both of St. Louis, MO, were mentioned. Committee concurred that no further action should be taken about guest speakers at this time.

Letter Writing Committee: Committee concurred in appointing Lyn Hoopes, Bruce Butterfield and Diane Palenz to this committee, with Larry Lackey, Ruth Carlson and Ligis Daugherty as alternates. Since most of these members live elsewhere than Atlanta, this activity may have to be conducted as a conference call or by e-mail. The secretary will contact them.

Bequest: Received from the Estate of Ruth Jernigan McGinty - \$5,000.

Contributions Authorized:

The Mother Church - Gen'l Fund -	\$ 2,000.
The Mother Church - Restoration -	6,000.
First Church, Atlanta -Gen'l Fund -	1,200.
Custodian -	250.

Correspondence read from Cathy Edge, Ann Fisher, Ruth Quirin, Kay Carrington

Audit: Committee concurred in re-appointing Don Dietrichs and James Prather to serve with Karin Smith, our permanent Chairman of the Audit Committee.

Non-attendees: Proposed letter was approved as read.

Old Business: Committee ratified Secretary's action regarding Morning Light's request for funds.

New Business: (1) Motion passed to remove Leslie Saunders' name from mailing list in accord with the position taken by her on the "60 Minutes" broadcast on Sunday, March 26, 2000.

(2) Requests from members -- (a) to include a hymn before the business meeting each year in addition to the 3 or 4 hymns incorporated into and at the end of our annual meeting and (b) to hold the annual meetings in the Sunday School instead of the sanctuary -- were discussed, but no action was taken.

There being no further business, a motion to adjourn carried, and the meeting closed with the praying of the sixth tenet from the Manual of The Mother Church.

Loretta S. Burdick
Secretary

Date Approved