

SAYMA Handbook 9/2013

Table of Contents

- I. Introduction
- II. SAYMA Structure
 - A. Sessions
 - B. Functions
 - C. Representative Meeting
 - D. Responsibilities of Monthly Meeting Representatives
- III Appointed Positions of Responsibilities
 - A. Clerk
 - B. Assistant Clerk
 - C. Recording Clerk
 - D. Treasurer
 - E. Committee Clerks
 - F. Newsletter Editor
 - G. Archivist/Historian
- IV Volunteer Position(s)
 - A. Web Manager
- V Committees of Yearly Meeting
 - A. Standing Committees
 - 1. Clerk's Advisory
 - 2. Ecological Concerns Network
 - 3. Finance
 - 4. Ministry and Nurture
 - 5. Nominating
 - 6. Peace and Social Concerns
 - 7. Personnel
 - 8. SAYF Steering
 - 9. Yearly Meeting Planning
 - B. Committees not listed in Current Faith and Practice (2012)
 - 1. Junior Yearly Program
 - 2. Outreach

3. Web Support

- C. Ad Hoc or Temporary
 - 1. Faith and Practice
 - 2. Handbook
 - 3. Development
 - 4. Site Selection

VI Representation to Wider Quaker Organizations

- A. Responsibilities

VII Paid Staff

- A. SAYMA Administrative Assistant
- B. SAYF Administrative Assistant
- C. Junior Yearly Meeting Coordinator(s)

VIII SAYMA Procedures, Policies and Service

- A. Census
- B. Directory
- C. Finance Committee Policies
 - a. Accounts Receivable
 - b. Accounts Payable
 - c. Financial Record Retention
 - d. Employee Tax Record keeping for IRS
- D. Scholarship Policies

X Recommendations for Up-dating current Handbook

XI Manual for Recording Registrar of Annual Yearly Meeting

XII Handbook for Yearly Meeting Planning Committee

XIII Forms and References

I Introduction

The Purpose of this Handbook is to provide a basis for good order of the Religious Society of Friends within SAYMA and its constituent Monthly Meetings. This is an outline of the organizational structure of the Yearly Meeting, its positions of responsibility, committees and its relations to other Friends' bodies that reflect how we carry out the Guide to Our Faith and Practice. Several sections are repeated from Faith and Practice (2012) as reference.

The members of the constituent Monthly Meetings have traditionally vested certain responsibilities in the Yearly and Representative Meetings. The power to determine its budget, support the yearly gathering, act as employer of record for staff, maintain an office, make apportionments to Wider Quaker Organizations, keep an historical record of the actions of Yearly Meeting and support individual leadings at the request of a Monthly Meeting. Yearly Meeting also takes responsibility for real property and transfer of membership in the event that a recognized Monthly Meeting is laid down.

Minute on Individual Responsibilities for Collective Activities (10/6 1995)

In the course of providing for the many activities that SAYMA is involved in, individuals are recruited to take the responsibility for performing certain duties that Yearly Meeting feels will enhance the life of the Meeting. It is our belief that each will be called to that activity that best suits their Gifts.

While recognizing that results only occur because individuals take actions, we need to remember that the authority to take action on behalf of SAYMA comes from the body of SAYMA and that every individual has people with whom to consult and to whom that individual owes some accountability. We ask the individuals of SAYMA to honor that sense of mutual accountability and to fully use the mechanism of consultation and clearness – seeking that are available to them as a consequence of the position that they have assumed.

II SAYMA Structure

The Yearly Meeting provides for the appointment of necessary positions of responsibility and organizes its work through the appointment of committees necessary for the effective carrying out of its concerns. All Monthly Meetings regularly appoint representative to Yearly Meeting. Participation in the sessions of Yearly Meeting and of service on its committees is open to all members of the Yearly Meeting.

A. Sessions

1. The Yearly Meeting meets a least once a year, at an appointed time, place and for a stated length of time, and before adjournment, makes provision for the time, place and period of its next regular meeting
2. Between sessions of Yearly Meeting, representative Meetings are regularly scheduled to handle the business of the Yearly Meeting.

B. Functions:

In addition to the functions described in Faith and Practice 2013 pg. 25

1. To maintain a central file of information concerning the affairs of the Society within the area of the Yearly Meeting for the use of committees or of individuals in the furtherance of the purposes of the Yearly Meeting.
2. To consider and implement as appropriate changes to the Faith and Practice. F&P pg. 5
3. To maintain a Handbook providing for an orderly conduct of its work. F&P pg.6
4. To consider and to implement as proper the concerns of groups or of individual Friends
5. To provide for an annual census of the activities of it Members
6. To provide a yearly Directory of Members and Attenders of Monthly Meetings.
7. To serve as the employer of record for all paid staff
8. To correspond with its membership through a Yearly Meeting newsletter. Southern Appalachian Friend.
9. To maintain a historical file of all minutes and reports from its committees.
10. To perform such other functions a from time to time shall appear proper to the carrying out the purposes of the Yearly Meeting.

C. Representative Meetings of the Yearly Meeting

“Representative Meeting carries out the ongoing work of the Yearly Meeting and acts in the name of the Yearly Meeting between sessions” Guide to our Faith and Practice pg. 26.

D. Responsibilities of the Monthly Meeting Representative

Each monthly meeting, and preparative meeting is asked to appoint a SAYMA representative, usually through its regular nominating process. This representative has the following responsibilities.

1. Attend the two annual representative meetings held fall and spring, if unable to attend, arrange for someone else from their Meeting to attend.
2. Bring the concerns of their Monthly Meeting to representative meetings and report back to the Meeting information and concerns from SAYMA.
3. Receive communications to the Monthly Meeting from the SAYMA office and follow up to see that there is a response to all actions requested of the Monthly Meeting.
4. Assist the Monthly Meeting in preparation of information about the Monthly Meeting needed by SAYMA: Census, directory and new appointed persons of responsibility within the Meeting.
5. Work with the Monthly Meeting to prepare a “State of the Meeting” report for the annual Yearly Meeting Session. [Providing a copy to the SAYMA office for distribution to SAYMA’s Ministry and Nurture Committee between the end of the calendar year and Yearly Meeting]

III Appointed Positions of Responsibility

The following job descriptions are in addition to the Guide to our Faith and Practice 2013 pgs. 28-31

A. Clerk

- 1 At the first session of Yearly Meeting “Enquires whether changes to our Faith and Practice have become necessary and if required to see than an examining committee is appointed.”
- 2 Appoints ad hoc committees for preparation of the Yearly Meeting epistle and Naming Committee.
- 3 Ensures that an audit of the books be preformed at the change of the Treasurer position.
- 4 Reviews all minutes and records of yearly meeting and representative meetings relative to accuracy, appropriate attachments, inclusion of historically significant information and preparation for publication.
- 5 Keeps track of rotation among four major WQO's and invites a representative to participate in our yearly meeting each in turn. (These invited person's registration, room and board are covered by the Gathering budget)
- 6 Maintains a Clerks file for passage to the next clerk; items to be retained in the SAYMA office and identifies important items for ultimate deposit to Friends Historical Libraries.
- 7 Reviews all Epistles from other Yearly Meetings and identifies ones to be read at Yearly Meeting sessions.
- 8 Serves as Assistant Clerk for one year following their service as Clerk.

B. Assistant Clerk

1. Attends representative meetings and yearly meeting sessions and assumes the duties of the clerk in the absence of the latter.
2. Serves as the Clerk of Personnel Committee
3. Assists the clerk as needed and assumes delegated duties.

C. Recording Clerk

1. Attends the yearly meeting sessions and all representative meetings.
2. Records the minutes of those meetings and clearly identifies Minuted actions of the meetings.
3. Maintains numerical sequence of Yearly and Representative Meeting with time and place of each meeting.
4. With the Clerk identifies the attachments, important discussions and concerns to be included.
5. Prepares Minutes promptly for review by the Clerk and forwarded to SAYMA's office for distribution.

6. Assumes responsibility for distribution of SAYMA minutes in the event that the SAYMA Administrative Assistant position is unfilled. Insures that a copy is sent to the Quaker Historical Libraries.

D. Treasurer

1. Files required Federal and State reports for all employ
2. Provides expense analysis to all committees for review and in preparation of next years budget.
3. Presents books for audit when requested.

E. Committee Clerks

1. Are recommended by the Nominating Committee and approved by the Yearly Meeting in session
2. Conducts committee meetings in the manner of Friends and all actions, reports or statements of a committee should be approved in the manner of Friends by the members of the committee as a whole
3. Submits a Report annually to the Yearly Meeting on the work of the committee
4. Submits a budget to the Finance Committee to request funds to support the committee's work.
5. Seeks support from the Yearly Meeting Clerk when the committee sees a change in its function or cannot carry out the concerns placed upon it.

F. Newsletter Editor

1. Receives Minutes and newsletters from Monthly Meetings to use in communicating activities of the Yearly Meeting and Spiritual concerns of its Members.
2. Establish a network of monthly meeting correspondents to maintain communication.
3. Prepares a budget and submits to Finance Committee before the end of the fiscal year for next year's publications. (Working with SAYMA office in determining this budget)
4. Prepares copies for Quaker Historical collections with clearly labeled sequence and date of publication. These copies are sent to the SAYMA office for inclusion in yearly delivery of SAYMA records to identified historical collections.
5. Insures that a copy is sent to the Archivist for filing.

F. Archivist/Historian

The person selected for this position should be an involved and knowledgeable member of SAYMA with an interest in Friends history, has access to Friends records and familiarity with SAYMA members and concerns. Serves as a source of information for Administrative Assistant and YM Clerk in reviewing draft proposals relative to SAYMA procedures and activities.

1. Maintains the physical copies of all records of the Yearly Meeting including: Minutes from Yearly Meeting Sessions and Representative Meetings; copies of Yearly Meeting programs and Southern Appalachian Friend; and any reports or State of the Meeting reports not included in the formal minutes.
2. Works with the SAYMA Administrative Assistant to assure that SAYMA records are sent to appropriate Friends Historical Libraries.
3. Reviews with the YM Clerk to determine what correspondence and communication received related to Friends testimonies and actions taken by Quaker individuals and groups.
4. Determine which ongoing programs are of significant importance to warrant a separate historical record. (SAYF for example)

V. Volunteer positions

A. Web Manager

There is currently no description of this position.

Guidelines for the Web Site were developed and are in section of this Handbook

IV. Committees of Yearly Meeting

- A. **Standing Committees:** A Guide to our Faith and Practice 2012 lists 9 standing committees: F&P pgs. 26-27

1. Clerk's Advisory Committee

- a. To examine as in a Clearness Committee concerns brought to the attention of the Clerk when no other avenue is available.
- b. Called at the discretion of the Clerk.

2. The Ecological Concerns Network

- a. To serve as a source of spiritual and moral support for Friends engaged in actively seeking the healing of the earth.
- b. To enable Friends in small Meetings/Worship Groups to join in efforts and to share with other SAYMA Friends
- c. To serve as the hub of a network to share news of local achievements concerning environmental issues.
- d. To interact with wider Quaker organizations Such as Friends Committee on National Legislation and Quaker Earthcare Witness.
- e. To provide educational programs, forums, and workshops to Monthly Meetings and at Yearly Meeting
- f. To collaborate on Yearly Meeting workshops, presentations, and displays
- g. To provide a resource list of ecologically concerned SAYMA Friends including name, interest areas, and affiliations.

3. Finance Committee

Consists of treasurer, immediate past treasurer (who serves as the Clerk of the committee), assistant treasurer and two others appointed by the Yearly Meeting for a 3-year term.

- a. Propose new or revised financial policies to the Yearly Meeting or Representative Meeting as the need arises.
- b. Review the books of the Yearly Meeting at least once a year and ensures that an audit is preformed at the change of the treasurers' term of office.
- c. Develop an annual budget for SAYMA (Fiscal year Oct-Sept) initial presentation is made at a Yearly Meeting session.
- d. Assist Personnel committee to determine appropriate compensation and benefits for employees.

4. Ministry and Nurture Committee

The Clerk and three members of this committee are appointed by the Yearly Meeting. Every Monthly and preparative meeting is encouraged to appoint a representative to this committee and participate in this vital Spiritual work of the Yearly Meeting. F&P pg.27

The committee holds its meetings separately from representative meetings and attempts to vary the location to help with visitation to smaller monthly meetings and to be in various geographical sections of the Yearly Meeting.

- a. Provide assistance and support to monthly meetings that have worship groups under their care.
- b. Offer and provide on-going care and guidance to monthly meetings.
- c. Receive annual State of the Meeting reports from monthly meeting, preparative meetings and worship groups.
- d. Prepare a State of the Yearly Meeting report for the Yearly Meeting sessions.
- e. When necessary, support the Yearly Meeting when a nonviable meeting is laid down, providing for the orderly transfer of memberships and disposition of real property.
- f. Administer the disbursement and accounting of the Released Friend Fund. Yearly Meeting will recommend to the committee individuals who have asked for release to travel in the Ministry who have received support and clearness from their Monthly Meetings. A clearness committee from M&N will meet with the individual to help with the discernment of this Ministry and make recommendations as to the use of the Fund

(i)The committee will provide an oversight committee for this individual and seek at least yearly reports to determine if the ministry will be continued under Yearly Meeting Care.

- g. Administer the disbursement and accounting of the Spiritual Development Fund. This fund helps to support individuals who are working for the Yearly Meeting take advantage of special meetings or classes and to send individuals to special meetings

or gatherings of WQO that are not accounted for in other ways within Yearly Meeting. Reminding these individuals that a report of the event should be sent to the committee and presented to Yearly Meeting as appropriate.

5. Nominating Committee F&P pg.27

The Clerk and 4 members of this committee are recommended by the Naming Committee to serve alternating 2-year terms.

NOTE: The Nominating Committee is encouraged to work with the other committees and officers of SAYMA to identify persons who have gifts in the various areas of service needed and who have indicated an interest. They are also encouraged to seek input from Monthly Meetings about individuals that are interested in extending their involvement in Wider Quaker Organizations including SAYMA.

Clearly, it is not possible for a small number of people on the Nominating Committee to fill all the positions for SAYMA. It is incumbent upon all clerks, committees and WQO representative to participate in the process of recruitment.

- a. Presents to yearly meeting a slate of nominees for open Positions of Responsibility each year. They also recommend Clerks for standing committee as well as members, and representatives to WQO's. Keeping in mind that a balance from different monthly meetings shares equitably in the leadership and service rolls of the yearly meeting.
- b. Maintains a record of appointments and terms of those appointments.
- c. Recommends to representative meeting persons to fill midterm vacancies.

6. Peace and Social Concerns Committee F&P pgs.27-28

Guidelines for the work of the Peace and Social Concerns Committee

- a. The committee is not expected to generate minutes of concern.

- b. The committee may be called to present a minute once it has been seasoned.
- c. The committee may help friends discern or understand the importance or impact of a minute, or actions that may arise from the minute
- d. The committee's work is based on holding in the Light the concerns and proposals that are brought to it
- e. The committee may facilitate the seasoning of a minute by encouraging opportunities for all monthly meetings to examine proposals and concerns in the Light.
- f. We affirm the role of the Peace and Social Concerns to facilitate yearly meeting concerns we expect the committee to take leadership to encourage the implementation of minutes approved by the yearly meeting. The Committee is to convene gatherings of concerned Friends twice a year to follow up on minutes and concerns. YM 2011, minute number: 41-42-01

7. Personnel Committee

The committee consists of the Past Clerk of Yearly Meeting, (acting as Clerk of committee), supervisors of paid staff and three other members of yearly meeting recommended by the nominating committee. A member of the Finance Committee may also serve in an invited capacity (YM 1999 Minute 29-13)

- a. Supports the supervisors of paid staff in doing evaluations and handling personnel concerns that arise.
- b. Works with the staff person when problems arise between the supervisor and employee.
- c. Review annual evaluations annually and maintains a file of all evaluations.
- d. Consults with Finance Committee on recommendations for increases in compensation and benefits.
- e. Ensure that personnel policies reflect current law.
- f. Develop a salary range for all employees.
- g. Review compensation packages annually for all personnel.
- h. Reviews job descriptions, as changes are made/needed.

8. SAYF Steering Committee

Guidelines for selection and the responsibilities of the committee are outlined in the SAYF Handbook (section IX of this Handbook)

9. Annual Yearly Meeting Planning Committee

a. The current Handbook for planning the annual meeting and guide for the Clerk of the committee is being revised and presented for inclusion in the Handbook at the end of YM 2013.

A copy of the Guide from 2006-2007 is part of the YM Handbook at this time. (Section X of this Handbook)

b. Yearly Meeting Planning Committee (YMPC): plans and executes yearly meeting. Each member of YMPC has specific responsibilities. Detailed how-to manuals are available. See appendixes to this Hand Book.

(1) Plenary Programs – organize plenary programs including speakers, talent show, dance, and Chat & Chew

(2) Workshop Coordinator – send out call for workshops; provide workshop descriptions to the lay-out editor; maintain on-going communication with leaders through-out the spring

(3) Worship Coordinator – interface with M&N to provide meaningful worship opportunities at yearly meeting; identify facilitators for worship sharing and people to clerk evening and late night worship; assign registrants to worship sharing groups.

(4) Facilities liaison – provide first-line interface with the college especially just before and during yearly meeting; arrange for the golf cart, life guard and airport pickups, etc.

(5) Bookstore Coordinator –order books from FGC, set up the browsing tables, report bookstore income to the treasurer; return unsold books

(6) Recording Registrar – receive registration forms and checks from YM attenders; maintain a data-base of contact and other info; send confirmation emails to each registrant; make timely deposits and notify the treasurer

(7) On-Site Registrar – assign rooms; check attendees in and out during yearly meeting; deal with any problems as they arise both before and during yearly meeting

(8) JYM Coordinators –contact parents prior to yearly meeting; coordinate Junior Yearly Meeting including adult volunteers

(9) Lay-out Editor – compile both the Advanced and Final printed programs

(10) YAF representative – meets with YMPC to represent the interests of young adult Friends

(11) SAYF representative – meets with YMPC to ensure that the interface between the SAYF program and the adult program at yearly meeting goes smoothly

(12) YMPC Clerk – sets the agendas, reports to business meeting, prepares the YM budget, and reviews out on-line evaluation

B. Committees not listed in our Current Faith and Practice

1. Junior Yearly Meeting Program Committee

Three adults recommended by SAYMA's nominating committee with input from the committee and the previous year's JYM Coordinator(s) when appropriate. The current coordinator is not on the committee. (Yearly Meeting 2005)

- a. Hire the JYM Coordinator(s) by the end of the current SAYMA session for the following year.
- b. Meet once or twice a year with coordinators to review needs for the coming year and/or during the current Yearly Meeting session.
- c. Support the JYM Coordinator(s) during planning period and yearly meeting.
- d. Provide oversight for problems as they arise
- e. Help recruit adult volunteers for JYM
- f. Work with Monthly Meetings to encourage children to attend SAYMA's JYM
- g. Develop policies and procedures for JYM program and its volunteers
- h. Clerk of the committee to serve on SAYMA's clerk's advisory committee
- i. Develop "Policies for Right Behavior" for adult volunteers
- j. Step in and run JYM during Yearly Meeting if the need arises

2. Web Support Committee

This committee currently has no charge from YM.

3. Outreach Committee

The committee's purpose would be to help monthly meetings gain new members and effectively share the Quaker message. The committee would consist of 5 members recommended by the Nominating Committee

- a. Assist monthly meetings and worship groups
- b. To collect and share stories of successes and failures
- c. Provide links to resources for monthly meetings.
- d. Sponsor workshops at Yearly Meeting concerning outreach.

C. Ad Hoc or Temporary Committees

These committees are formed to address specific needs or issues of the Yearly Meeting that do not fall within the charge of any other committee. They are appointed by the Clerk and serve until their assigned charge has been completed and they are relieved of their service.

1. Current (2013) Ad Hoc Committees

a. Faith and Practice Continuing work on the Queries for our Faith and Practice 2013

b. Handbook Finishing work of the "Draft" of SAYMA's Handbook

c. Development Currently had no charge

d. Site Selection Committee Works with SAYMA's Administrative Assistant to actively seek new location(s) for our annual meeting.

VI. Representatives to Wider Quaker Organizations

Representatives to these organizations should be familiar with and sympathetic to the organization they are appointed to represent; they should report on organizational activities and concerns at SAYMA Yearly Meeting session, and at Representative meetings when appropriate.

Because there can be changes in the structure and requirement for service for representatives, a file of each organization's policies will be kept in the SAYMA office. The Nominating Committee will provide a copy of these requirements to each individual appointed or interested in being appointed.

Responsibilities of representatives:

1. Attend the annual meeting of the WQO to which one has been appointed.
2. Provide an annual report of service and activities to Yearly Meeting.
3. Be available as information resources to SAYMA Monthly Meetings and members to extent that time and geographic constraints permit.
4. Provide current statement of the organizational purpose and structure of the WQO to the SAYMA office for inclusion in the Handbook.

VII Paid Staff Job Descriptions

A. SAYMA Administrative Assist

Job Title: Administrative Assistant for SAYMA

Reports To: Clerk of SAYMA

Reviewed By: Personnel Committee

Date: September 2004

Summary: The SAYMA Administrative Assistant serves a primary contact person and information source for SAYMA. In presenting SAYMA as a welcoming faith community the job requires familiarity with and sensitivity to Friends' values and practices, as well as a helpful and caring attitude when relating to others and responding to requests. The position was originally established to make the Clerk's job manageable, relieving him/her of excessive administrative detail. The job has since grown as the yearly meeting has grown and needs have arisen. In this capacity the administrative assistant's responsibilities include, but are not limited to the following:

1. Manages the SAYMA office in a business like manner.
 - a. Maintains records related to such matters as office purchases and inventory of literature published by SAYMA
 - b. Promptly submits reimbursement requests
 - c. Reviews yearly meeting timetable of office activities with clerk quarterly
2. Maintains SAYMA records that are accurate, current, and easily accessible by others
 - a. Collects and reports census data for Yearly Meeting and FWCC
 - b. Keeps SAYMA Directory current, published and distributed in a timely fashion
 - c. Maintains an administrative reference copy of each set of yearly meeting minutes
3. Communicates and responds to requests in a courteous and timely manner
 - a. Promptly responds to initial inquiries
 - b. Responds to requests of committee clerks as time allows, with consultation of Clerk
 - c. Determines appropriate time lines with requests of SAYMA clerks or committee members
4. Assists with coordination and set up of SAYMA meetings
 - a. Assists with coordination and set up of SAYMA meetings
 - b. Collects attendance information and hospitality requests; works with host meeting to coordinate hospitality.
 - c. Attends Representative and Yearly Meeting Sessions

- d. Maintains and distributes annual reports and Representative Meeting minutes in a timely manner
- e. Works with clerk, providing specific onsite support as needed, such as setting up.
- f. Assists Yearly Meeting Planning Committee with accurate reporting to college of counts for beds & meals; provides other assistance as requested, including preparing nametags, final programs, and other materials. May attend meeting of Yearly Meeting Planning Committee.

5. Exchanges information with Wider Quaker Organizations and other yearly meetings in an accurate and timely manner

- a. Sends out Yearly Meeting epistles, minutes, and an updated list of SAYMA officers, committee clerks, and WQO representatives (with addresses) to other yearly meetings, archives, and WQOs as appropriate.
 - b. Logs Yearly Meeting epistles received
 - 6. Keeps SAYMA databases up to date, accurate and easily accessed, as appropriate.
 - c. Maintains a current mailing list with data for communication with SAYMA officers, committee clerks, WQO representatives, monthly meeting officers and representatives.
 - d. Maintains mailing list for SAYMA newsletter; receives newsletter from editor, has newsletter printed, and mails to meetings and individuals.
 - e. Maintains current mailing list for distribution of Yearly/Representative Meeting packets, including mailings to WQOs and other yearly meetings.
 - f. Contacts Monthly Meetings at least annually for current information
- b. Administers the three SAYMA listserves hosted at kitenet.net
 - a. Uses the sayma-bulletin listserve to distribute official bulletins to list subscribers
 - c. Assists subscribers as needed.
 - d. Works as a self-starter, able to work with minimal oversight and guidance for the daily operation of the Yearly Meeting Office.
 - a. Reports monthly to the clerk, submitting reports or time logs on request
 - e. Receives payments to SAYMA for meeting assessments and donations; deposits checks and reports to the treasurer

Oversight and Support: The Yearly Meeting Clerk is the direct supervisor for this position. S/he consults with the Personnel Committee regularly. In the event that there are difficulties between the Clerk and the Administrative Assistant, the Personnel Committee may be contacted by the staff person to help resolve the problem.

Evaluation Procedures: An annual performance evaluation will be made by the clerk and discussed with the employee. The evaluation, recommendations, and any written employee response will be forwarded to the personnel committee before Spring representative meeting.

Hours: One-third time/approximately 53 hours per month

Compensation: Compensation is based on performance and is reviewed regularly by the Personnel Committee. Cost-of-Living increases may also be considered. Recommended changes in compensation will be part of the budget process of yearly meeting.

B. SAYF Administrative Assistant

Part-time position – 40 hours per month

Supervision: senior co-clerk of SAYF Steering Committee

Primary Job Functions:

1. Maintain database of youth and adult participation. Update after each retreat and FAP Training: addresses, phone numbers, number of retreats attended and ages.
2. Develop and maintain basic registration forms, medical release forms and incident report forms.
3. Maintain mailing list of attendees, FAPs, parents/guardians, Monthly Meeting Contacts.
4. Retreat preparation: In cooperation with Retreat Planning Committee
 - a. Site reservation as needed
 - b. Develop registration packets for youth and FAPs
 - c. Mail all material in a timely manner
 - d. Coordinate with web site manager to post information
5. Follow- up after each retreat:
 - a. Review all registration material received from Lead FAP
 - b. Record moneys received from lead FAP and coordinate with registration materials
 - c. Deposit all funds in SAYF bank accounts
 - d. Assists with preparation of and distributes worship journal for each retreat/meeting
6. Reports:
 - a. Report on current financial records at least quarterly
 - b. Annual proposed budget to Steering Committee
 - c. Annual report to SAYMA
7. Prepare and mail out FAP and parent information packets upon request
8. Maintain documentation of FAP Training
9. Maintain files of FAP Minutes from their Monthly Meetings
10. Maintain files of current SAYF policies and procedures and resources for working with youth.
11. Develop and maintain archival information of all retreats.
12. Other clerical duties as necessary to support the SAYF program
13. Document reimbursement from SAYF bank account for travel mileage.
14. Attend all Steering Committee Meetings unless excused and take minutes and maintain and distribute these Minutes.
15. Participate in orientation activities as requested by Steering Committee for staff, FAPs or YF's for attending SAYF related activities, meetings or trainings.

Qualifications:

1. Knowledge of and commitment to The Religious Society of friends and its manner of faith and practice. Regular attender or member of a monthly meeting preferred.

2. Experience in clerical tasks and record keeping
3. Computer and database skills. Access to computer and Internet.
4. Experience and interest in working with volunteers and youth.
5. Flexibility to attend all Steering Committee meetings.

C. Junior Yearly Meeting Coordinator(s)

JYM Mission: To provide a safe and enjoyable Quaker educational program for young children attending SAYMA's Yearly Meeting.

The JYM Coordinator's job covers the program for children 0-12 years old.

Serving for at least two years.

1. Planning and organizing the JYM Program – following the theme of the Yearly Meeting
2. Serving on SAYMA's Yearly Meeting Planning Committee
3. Selecting and supervising morning, afternoon and evening age group leaders
4. Coordinating adult volunteers
5. Planning and holding a meeting of leaders and committee before JYM begins
6. Working with the JYM Committee and Program Planning Committee to publicize and promote the JYM program
7. Contacting and welcoming children as they are registered
8. Overseeing the safety and welfare of the children
9. Expressing appropriate gratitude to all helpers of the program after SAYMA
10. Participating in the follow-up evaluation of the program
 - a. Providing a report of the program to the JYM committee
11. Helping to find and train a successor after a two-year commitment
12. Developing a budget with the JYM Committee

Qualifications and characteristics of the JYM Coordinator(s)

1. Respect for children
2. Nurturing nature
3. Substantial experience with children
4. Experience with Quakers and Quaker process
5. Active in a Monthly Meeting
 - a. Has a clearness committee from the Monthly Meeting before assuming the job.
 - b. The Monthly Meeting provides for a Care Committee during the coordinator's service.
6. Self-motivated
7. Ability to create and administer a sound program
8. Community building skills
9. Experience in working with volunteers.

Compensation: As a contract person(s) a fixed amount is provided for each year and coverage for Registration, Room and Board while attending YM.

VIII. SAYMA Procedures, Policies, Services and Programs

- A. **SAYMA Census** - Data collected annually from all Monthly Meetings, Preparative Meetings and worship groups by the SAYMA office to determine how we have changed in the past year and as data to share with FWCC.
 - 1. Schedule – January to December of the past year.
 - 2. The Office will prepare a collated presentation for Yearly Meeting to be included in the records of Yearly Meeting minutes.
- B. **SAYMA Directory**
 - 1. This is an annual revision
 - 2. Each monthly meeting, preparative meeting and worship group will receive a copy of last year's listings to be reviewed and corrected to reflect current information about members and attenders.
 - a. Indicate all Members with an asterisk (*) next to their names
 - b. Indicate birth dates (7/7/07) for all children less than 18 years. Last names of children should be included for two name families.
 - c. If a couple uses different last names, they will be listed in alphabetical order with all family information under the first name listed and referenced from the second.

C. Financial Records and Policies

1. SAYMA Accounts Receivable

Policy:

SAYMA will promptly deposit checks and cash it receives as contributions, assessments, or other income

Procedure:

- 1. SAYMA will request monthly meetings and individuals send contributions and assessments to the SAYMA administrative office for processing. Yearly meeting registration payments will be sent to the yearly meeting registrar for processing.
- 2. The administrative assistant or registrar will deposit checks received to SAYMA's checking account, keeping an itemized log of items deposited.
- 3. The administrative assistant or registrar will notify the treasurer by e-mail of amounts deposited and source.

4. The administrative assistant will retain copies of items deposited. The registrar will retain a log of deposits for reconciliation after yearly meeting, when a copy will be provided to the treasurer, with the original archived at SAYMA's administrative office.
5. The administrative assistant, registrar, or treasurer will deposit cash received from bookstore sales at yearly meeting into the checking account. The administrative assistant will deposit cash received for other purposes (e.g. *Faith and Practice* sales). For cash transactions, SAYMA will offer an itemized receipt, and retain a copy with the bank deposit record.
6. The treasurer or another member of the Finance Committee will send acknowledgement letters in response to contributions suitable as a receipt for tax purposes.

2. SAYMA Accounts Payable

Policy:

SAYMA will promptly pay statements for goods and services it has received that were arranged by authorized members of SAYMA.

Definitions:

An "authorized member of SAYMA" is a person in a "position of responsibility" other than the treasurer whose position has budgeted funds associated with it. For example, the Clerk of Ministry and Nurture has budgeted funds associated with the Ministry and Nurture Committee.

Procedure:

1. The authorized individual submits an invoice to the treasurer, along with a brief explanation of the purpose of the purchase and the budgeted item to which the cost should be charged.
2. The treasurer verifies that the submitter is in a "position of responsibility" and has budgeted funds available.
3. If funds are budgeted and the submitting member is authorized, the treasurer mails a check to the vendor or to the authorized individual, if the individual is requesting reimbursement for items paid for out of personal funds.
4. If there are questions about authorization or budget, the treasurer asks the submitter for additional information. If additional queries do not resolve the matter, the treasurer consults with the finance committee about whether to pay the invoice and which budget items to debit if it is paid.

5. The treasurer will pay invoices issued before or after goods and services are received, if the request originates from an authorized individual with budgeted funds. If an invoice is paid before receiving goods or services, the individual receiving the goods or services notifies the treasurer by e-mail when they are received and satisfactory.
6. For amounts greater than \$500, authorized individuals should notify the treasurer prior to making a commitment to purchase to verify that funds are available and that the expenditure is appropriate to the expenditure category. Recurring expenses associated with the yearly meeting program and payments to reimburse SAYF expenses are exempt from this requirement.
7. The treasurer will retain copies of invoices and proof of payment during the fiscal year of the expenditure. After that, they will be archived at the SAYMA administrative office.
8. Expenses incurred by the treasurer for which reimbursement is requested will be submitted to the assistant treasurer or clerk with documentation. The assistant treasurer or clerk will follow steps 3-6 above, and return documentation to the treasurer with annotation indicating approval of the expense.

D. SAYMA Travel Expense Reimbursement

Each representative from SAYMA or officer who travels for SAYMA should fill in and submit, with receipts if available, all expenses incurred during travel to the Treasurer as soon as possible after the expense and before the end of the fiscal year. (Expense Form in section VIII)

1. Delegate Expenses:

- a. Delegate expenses are paid to SAYMA delegates for expenses incurred in attending meetings of Wider Quaker Organizations to which they have been appointed.
- b. Expenses incurred by a delegate participating in additional responsibilities of a WQO are not covered by SAYMA.
- c. If there are left over funds budgeted for delegate expenses at the end of the fiscal year the Treasurer may expend those remaining funds by honoring

reimbursement requests for non-delegate expenses related to WQO participation.

2. Officers and Committee Clerks may also receive SAYMA travel support to Representatives Meeting if they are not official representatives of their Monthly Meeting.

D. SCHOLARSHIP Policy Any Friend seeking scholarship money from SAYMA is requested to first obtain support from their Monthly Meeting.

1. Travel in the Ministry

- a. A clearness committee of the Monthly Meeting has been called and the Monthly Meeting has approved and given monetary support
- b. A support (care) committee is in place from the Monthly meeting
- c. The amount of support is requested by the Monthly Meeting at a Representative Meeting and will then be referred to the Ministry and Nurture committee for review. If approved, M&N will bring this request to the next regular SAYMA Meeting (Yearly or Representative)
- d. The individual will be requested to provide M&N with reports at least yearly of their progress and continued call to this ministry.

2. Spiritual Enrichment Fund.

- a. An individual in service to SAYMA may apply to the M&N for assistance to attend workshops, retreats, or educational events for their Spiritual Enrichment.

3. Scholarship to attend Yearly Meeting

- a. The individual or Family has requested and received support from their Monthly Meeting
- b. Their contribution along with that of the Monthly Meeting should accompany the registration form and the Planning Committee will review

c. Funds will be distributed as needed on a first come basis from the scholarship fund of the Yearly Meeting Planning Committee

d. If funds are not available consultation with the YM Clerks advisor committee will be sought for solution.

4. To Attend Friends General Conference Gathering

a. As above seek support from the local Monthly Meeting

b. Seek support from FGC's first timers fund or apply for a work grant.

c. Apply to the Yearly Meeting in a timely manner to come before a representatives meeting.

NOTE: If this is an isolated Friend who has a relationship with Yearly Meeting and not a Monthly Meeting they should apply to M&N of Yearly Meeting directly.

IX Recommendations for Updating “Draft” SAYMA Handbook

1. At least once a year, each committee and officer review Faith and Practice and the Handbook asking the following questions.
 - a. Is the current operational description of your work up-to-date and accurate, as you understand it?
 - b. What is outdated? Is there missing information?
 - c. Do changes or recommendations need to be brought to Yearly Meeting?
2. The Handbook Committee will remind each person/ committee of this review and be prepared to help in developing corrected or new information to be included in the Handbook.
3. The additions or corrections will be made, as appropriate, in the SAYMA Office copy of the Handbook and on the SAYMA web site.
4. If the changes will affect our Faith and Practice, a note will be kept in a Faith and Practice file in the SAYMA office for reference when and if a Faith and Practice examining committee is appointed.

Manual for Recording Registrar

Basic duties of the Recording Registrar:

1. *Receive and open registrations.*
2. *Build a data set showing who has registered with the following information:*
 - *Contact info for each registrant,*
 - *how many room-nights and meals each person needs,*
 - *what workshops they want, and*
 - *whether they will participate in worship sharing, JYM, SAYF, YAF, or SSO,*
 - *and any special requests or wishes to volunteer.*
3. *Apply subsidy and scholarship policies.*
4. *Send a confirmation email to each registrant.*
5. *Deposit checks and report to the treasurer.*
6. *Provide information needed to other members of YMPC.*

Processing registration forms.

Registration forms will start arriving once the advanced programs go out in April. At first they will trickle in, and then around deadline time, you won't be able to keep up. That deluge lasts less than a week however.

You need to pencil in some info on the paper registration forms as soon as you open them:

- Write the date you received it at the top; if it's after the deadline, record the postmark date.
- Pencil in the amount of money enclosed. (It may differ from the amount listed on the form.)
- Review the form for accuracy. It helps to know the usual fees: (update for 2014)
 - Three nights in a shared room -- \$86.25
 - Three nights in a single room -- \$153.75
 - All meals from dinner Thursday through lunch on Sunday -- \$57.
 - All meals but breakfast for SAYFers -- \$42.75

Enter the data in the Excel spreadsheet provided to you:

- Information under all the headings: date received, names, meeting, email address, housing needs, meals, workshops, etc.
- Use a separate horizontal line for each person – not family – that registered.

Policies to apply:

Deadlines: The first deadline is in mid-May; for the last two weeks of May we accept registrations with a late fee penalty. The second deadline is the day before we have to give the count for meals and rooms to Warren Wilson. After that each case is a special case.

We can accept a few last minute registrations because WW gives us some wiggle room on meals and there are usually rooms available. Problems arise, however, if people register – whether late or not – and don't come and don't pay. Be especially careful to tell all registrants that by registering they have obligated themselves to pay for their registration even if they don't come (unless they cancel before the count goes in).

Forms are assumed to have met the deadline if they were mailed on or before that date, or if you received an email with the registration attached on or before that date with a check to follow. Enter the deadline date under date received, if form did meet the deadline.

Subsidies:

SAYMA waives the registration fee and pays room, meals, and daily use fees for a number of attendees:

- SAYMA Administrative Assistant
- SAYF Administrative Assistant
- Up to 8 FAPs
- JYM Coordinators and up to 2 full-time assistants
- Up to 4 invited guests from WQOs
- Depending on the year, 0, 1, or 2 invited outside speakers

NOTE: This subsidy does not include spouses, children, or significant others unless specifically designated by YMPC.
--

You will need to know ahead of time the actual names of individuals eligible this year.

- Email the SAYF Head FAP (Wren Hendrickson) for the names of the full-time FAPS (other SAYF volunteers are not subsidized; apply the subsidy only to names you get from Wren.)
- JYM coordinators are subsidized
- The SAYMA Clerk will know the names of our invited guests
- The Coordinator of Plenary Programs has info on any outside speakers granted subsidies
- Our SAYMA staff members are Liz Perch and Jonah McDonald.

Scholarships:

Anyone else who cannot pay full expenses, should apply first to their monthly meeting and then to SAYMA for scholarship assistance. If there is no check from the monthly meeting with the registration form, contact the would-be recipient to find out if it is being sent separately. Once you have a check from the monthly meeting in hand, you may grant the request for an additional SAYMA scholarship.

Confirmation emails:

Email, call, or write (snail mail) each person who registers to let them know their registration has been received and processed. Try to do this as soon as you've finished entering the data for each registration. See the template below on the next page.

Explain the nature of any errors on the form. If there is a balance due, remind them of the amount.

Occasionally someone will pay for another person or children from another family. Either ask them to submit a separate registration form for each person who has a different address, or request they email you that contact information.

SAYFers have two more forms to fill out. They are available on the SAYMA website and the SAYF Administrative Assistant will mail them out. SAYFers should bring these forms with them to the SAYF dorm. (The info is in the Advanced Program.) If they come back to you instead, bring them with you to Yearly Meeting. The SAYF Administrative Assistant will contact families if there are problems.

The JYM coordinator will contact families with kids in JYM to get the required medical forms filled out.

Confirmation email - template for 2014 - copy & paste but customize
Explain any mistakes on the form that resulted in additional fees.

Thank you for registering for Yearly Meeting this year. We have deposited your check and you are paid in full (owe a balance of \$). (IF SCHOLARSHIP CONTRIBUTION INCLUDED) Thank you very, very much for the donation to our scholarship fund. (IF APPROPRIATE) I'll let the appropriate person know about your requests and offers to volunteer. (SPELL THESE OUT.)

You are signed up for all meals beginning with dinner on Thursday through lunch on Sunday.
OR, IF DIFFERENT THE ACTUAL MEALS THEY SIGNED UP FOR.

ONLY IF SAYF

I will let Wren Hendrickson and Jonah McDonald know that you (OR NAME OF CHILD) will be participating in SAYF-at-SAYMA this year. Email Jonah at jonahpmcd@gmail.com to get the special SAYF forms you will also need. SAYFers typically sign up for dinner on Thursday, lunch and dinner on Friday & Saturday, and lunch on Sunday, but eat breakfast in the SAYF dorm. Remember, the SAYF dorm does not open until 6 p.m. on Thursday.

I've noted that you want workshop # on Friday and # on Saturday as well as worship sharing both days. (IF APPROPRIATE) Workshops # and # have been cancelled. Would you like to choose something else?

Registration is in Gladfelter on the lower level this year. If it looks as if you're going to arrive after 8 in the evening, please let Laura Seeger know by calling 423-400-4091 since she'll have to wait up for you. Also, please bring a \$5 bill with you as a deposit for each room key you will need.

ONLY IF SIMPLE SUPPER OPTION CHOSEN

Since you signed up for the Simple Supper Option on Friday and Saturday nights, be sure to bring supplies with you: food to cook, pots to cook it in, and dishes to eat out of. The college supplies the kitchen, but that's all.

ONLY IF STAYING OVERNIGHT

Remember, dorm rooms are bare; there are no clothes hangers in the closets and the only lights are in the ceiling. You will need pillows, sheets, blankets, and towels. Extra-length twin-size sheets and mattress pads work best. WiFi is uncertain on campus, so bring an Ethernet cable too. Unless you have chosen a single room or designated a roommate, SAYMA will choose a roommate for you.

Long term parking is behind the Kittredge Theater or across the street behind the Sutton dorm. You'll be given a parking pass for your dashboard when you register.

If you have to cancel, let us know ASAP! We can make refunds if we hear from you by the end of May, but after that SAYMA must pay the college for your meals and room whether or not you use them.

If you have any questions about your registration form email me at cshapenote@hotmail.com.
Chris Berg, Recording Registrar

Deposit checks and/or cash in the SAYMA account at Bank of America.

Get a deposit stamp and deposit slips for the SAYMA account from the treasurer.

List each check individually on the deposit slip – you can identify each one with the last name on the checking account – then stamp the back of each check, and paper clip the checks together with the deposit slip. You will make many deposits over the next few weeks.

Notify the treasurer as each deposit is made. She/he will need the total amount for each deposit to keep track of the check book balance.

All money received before you leave for YM yourself should be in the bank before yearly meeting begins. (During YM the treasurer will make the deposits.)

Provide information on registration to other YMPC members.

- Worship Coordinator
 - Send a list of those planning to attend worship sharing
 - And a list of those willing to be facilitators for worship sharing.
- Workshop Coordinator
 - Send info on the total number of people enrolled in each workshop
- JYM Coordinator
 - Send the names of children signed up for JYM and their parents' contact info
- SAYF: Wren Hendrickson and Jonah McDonald
 - Send the names of the SAYFers who have signed up for YM.
- Site Coordinator
 - Forward requests for rides from the airport or bus station
 - And names of those willing to pick up people from the airport or bus station
- Keep a list of those who wish to volunteer and forward their names and contact info to the person in charge of that particular area; i.e. if they volunteer to help with the bookstore, send the info to the Bookstore Coordinator.

Send a copy of the data set to the Administrative Assistant

She will need a copy in time to get the count to WW

Send another copy before you leave for YM and whenever else she requests one.

The SAYMA Administrative Assistant will . . .

Provide counts to Warren Wilson

Send room requests to the on-site registrar

Make the name-tags and the labels for the back

Print receipts for balances due

The on-site registrar will . . .

Make the room assignments

Take over completely at YM

Planning for Yearly Meeting

&

A guide for the clerk

prepared 2006/2007
updated 2013

To the new Yearly Meeting Planning Clerk,

If you have volunteered for this job, you probably already have some experience serving on the Yearly Meeting Planning Committee or, at least, you have attended several, perhaps many, Yearly Meetings. Jobs such as this which pass from one volunteer set of hands to another, often have an uncertain institutional memory. Faced with a pile of papers of varying helpfulness that had been passed on to me by the past clerk, I sat down and began this manual in the summer of 2006 in order to help with that perennial problem; then I revisited it in January 2013 and made some changes.

Just thinking about the task ahead is enough to make one's head spin. What needs to be done? How should it be organized? Who is responsible for what and do they clearly understand all that is required? What do you yourself know about what lies ahead?

One important thing to remember is that much of the work is done by members of the committee rather than by the clerk personally. Each committee member has agreed to take on a specific task – quite a big task actually – and your main job is to make sure it all comes together reasonably well. However, it is important to remind committee members that their work with the committee is as important as the specific job they have been assigned. Discernment is done by people working together not separately.

Another thing to remember is that each year builds on the one before, so that the planning committee is never starting from scratch. We know just about how many attenders to expect, the sorts of facilities we need, the basic outline for the YM schedule, and what to look for in the budget. Evaluation results from last year along with our own personal experiences helps the committee discern what needs to be tweaked for next year.

Most Friends do not altogether appreciate to what extent yearly meeting is a spontaneous happening – or to be more Quakerly – how much it is Spirit-led. The planning committee, however much it labors over a mountain of details, is never quite able to orchestrate everything. Yearly Meeting is the work of many hands. Workshops are chosen more or less serendipitously as Friends answer the request the Workshop coordinator sends out in January; WQOs contact us for display space often at the very last minute; Friends register late or ask for scholarships or stipends with little time for discernment; volunteers wait to identify themselves until after Yearly Meeting is underway; committee meetings are arranged on the fly; groups form around a musician with a guitar or a fiddle; and each person who has accepted a position of responsibility finds that they often have to assume authority on the spot and handle whatever has come up in his or her own way.

Somehow it all comes together in June. The results are different for different participants, certainly, but there is a sense that the enterprise is shared and, at its best, Spirit-led. Have a wonderful time in the Spirit with your term as Yearly Meeting Planning Clerk.

Carol Ciscel, Yearly Meeting Planning Clerk, 2007, 2011, 2012, 2013

Table of Contents

Members of the YM Planning Committee and their duties	page 4
Time table of tasks for YM Planning Clerk	page 5
Preparing the Evaluation Report	page 6
Setting agendas for meetings	page 7
Preparing Proposed Budget	page 8
Thinking about the YM schedule	page 9
Setting Deadlines	page 10
Published Materials	page 11
WQO Display Space at Yearly Meeting	page 14
Facilities Needs for Yearly meeting	page 15
Invited guests, uninvited guests, speakers, etc.	page 16
Electronic files	page 17

Members of the YM Planning Committee and their duties

Coordinators (recruited by the Nominations Committee of SAYMA)

Adult Programs:	organize plenary sessions – work begins in the fall Speakers for Thursday and Friday evening MC for the Talent Show, Dance caller and musicians Host meetings for Chat and Chew
Workshops:	organize workshops – major work during January/February Communicate with workshop leaders throughout spring
Worship	organize worship – late fall; early winter; late spring Includes worship sharing, evening worship, late night worship, and Meeting for Remembrance
Facilities	provide first line interface with the college – spring solve facility problems – during YM
Bookstore	order books in the spring, run bookstore at YM, get money to the Treasurer & return unsold books in the summer.
Registrar	receives registrations, makes bank deposits, assigns rooms checks attendees in and out – April through YM
JYM	runs program for children through age 12 – ongoing, but especially intensive at YM
Lay-out Editor	produces the advanced & final programs
SAYMA Ad.Asst.	Helps negotiate the contract with Warren Wilson; prints Advanced & Final programs, offers invaluable advice

Representatives from... SAYF (usually head FAP)
YAF (chosen by Young Adult Friends)

YMPC Clerk Clerks the meetings; prepares the agendas; coordinates
everyone's efforts; see next page for specific tasks

Some of these people may not be able to attend every Planning Committee meeting and some positions may have co-coordinators. So the numbers attending planning meetings will almost certainly vary from the dozen or so listed here.

Job descriptions for most of these positions have been generated by SAYMA and most are in the files you received in June from the outgoing clerk.

YMPC LISTSERV

In order to be useful a listserv needs to be purged and updated each year. An alternative is to create your own list and copy that to participants. That worked well for me.

If you want to use a listserv, check with Liz Perch.

Time table of tasks for YM Planning Clerk

During the summer The BIG chore: evaluation report

- Read this manual and look through the materials that were passed on to you
- Gather the names and email addresses of your committee
- Prepare minutes from wrap-up session and email to YMPC & SAYMA clerk
- Analyze the evaluation results (see page 6 for more info)
 - prepare a written report
 - and email it to the YM planning committee and YM Clerk
- Update budget for yearly meeting just finished; actual compared with proposed
 - Contact Treasurer for final dollar amounts collected and expended
 - Contact Registrar for numbers of attenders, scholarships awarded, etc.
 - And finalize the budget for the YM just finished
- Set the agenda for September (see page 7)

Between September and January meeting The BIG chore: proposed budget

- Prepare and email minutes of the September meeting to YMPC & SAYMA Clerk.
- Prepare proposed budget for next YM (see page 7 for more info)
 - Work through the Administrative assistant to determine college fees for rooms, meals, linens, and campus daily use fee
 - Review policy for scholarships and subsidies; you need to be clear about this because others won't be. (see page 8)
 - Determine amount we have to raise next year to cover costs
 - At the January meeting the committee will...
 - Set levels of payments to speakers – if any
 - Identify amount to charge for registration fee
- Review YM schedule for changes that need to be considered (p.9)
- Think about early notification: poster? E-mails?
- Set agenda for January

Between January and March meeting The BIG chore: keeping everyone on task

- Prepare and email minutes of January meeting to YMPC & SAYMA Clerk.
- Email save-the-date info to Administrative Assistant and SAYMA webmaster
 - (This could be a poster or email notices – usually several.)
- Keep in touch with committee members as they go about their tasks.
- Set Agenda for March

Between March meeting and YM in June The BIG chore: Being Available

- Prepare and email minutes of March meeting to YMPC & SAYMA Clerk.
- Finalize evaluation form and ask the Web Manager to post it to the Web.

During YM in June The BIG chore: Staying Calm

- Touch base often with your Registrar and the Facilities Coordinator
- Clerk the wrap-up session after everyone else goes home.

Preparing the Evaluation Report

Feedback from the YM evaluations is invaluable for the work of the YM Planning Committee. Encouraging feedback is important. It is typical to receive evaluations from just 40% of Friends who attend Yearly Meeting.

We use the same basic form each year with the addition of a few topical questions in response to current concerns. These kinds of changes or even wholesale revisions are within your purview. However, please be mindful that too much change makes it difficult to compare results year to year.

Each summer the YMPC Clerk needs to analyze the results and disseminate them to the rest of the committee before the first meeting in September. We use SurveyMonkey.com to collect the responses. Liz Perch can give you the log in information.

Start by looking at the finished evaluation report from last year. You can get an electronic copy from last year's Clerk that you can update with the new numbers. Note how the report is organized: percentages for the last 3 years, comments, and possibly notes from you to the YMPC.

It is best to base the percentages of responses on the number who actually rated the item between 1 and 5, leaving out people who skipped the item and those who chose *0 – doesn't apply to me*. This will require re-calculating the percentages. Be sure the total number you report at the top of each column is the sum of the numbers choosing each rating. Note that numbers for Disappointing and Very Disappointing are bundled together; that is because these numbers are reliably very small.

Comparisons between items within a single year, or within items over several years, will often let you see immediately which areas most need attention. The numbers are important, so don't let the comments alone distract you or your committee.

Quakers are fairly generous with comments and suggestions, but they can be copied and pasted into your report directly from SurveyMonkey. You get to decide how to organize them, but I felt that a comment about registration, for example, should be listed under that heading even if it was written in another spot.

Copies of past evaluation reports are in the archival materials – plastic file box – that came to you when you volunteered for the job of clerk. Add your report to that growing file. The evaluation report is also filed with the SAYMA administrative office and shared with the presiding Clerk of SAYMA.

We also send feedback from the evaluation directly to the college. That report is short as it focuses exclusively on facilities issues: space, accessibility, dorms, cafeteria, and campus in general and it doesn't include numbers, just a few typical compliments as well as significant complaints.

Setting agendas for meetings

Each YM Planning Committee meets five times:

1. At the end of YM at Warren Wilson in June – outgoing & incoming members
2. during September Rep meeting
3. during January
4. during March Rep meeting
5. Again at the end of YM in June – both outgoing and incoming members

In general the topics covered have a seasonal shape:

1. The wrap-up at the end of YM: what went right, what needs fixing, etc.
2. September
 - a. Review job descriptions for committee members
 - b. Review report on evaluation from the last YM
 - c. Choose theme for next year
 - d. Review final budget for last YM
 - e. Begin identification of plenary programs for next year
 - i. some years these speakers are internal
 - ii. every other year we budget for outside speakers
 - f. whatever else is timely
3. January
 - a. Finalize plenary programs
 - b. Review proposed budget for upcoming year
 - c. Approve any schedule changes for next year
 - d. Focus on workshops – proposals are solicited during February
 - e. Consider any reports from committee members
 - f. Agree on deadlines for published materials, registration, etc.
 - g. whatever else is timely
4. March
 - a. Discuss facilities details; anticipate what needs to be done for June
 - b. Review Advanced program
 - c. Approve evaluation form and discuss how to encourage feedback from as many Friends as possible
 - d. Consider any reports from committee members
 - e. whatever else is timely
5. June – wrap-up (see #1)

YMPC makes a report to the assembled Reps after each of our committee meetings. This can be done by the clerk, or by whoever was assigned to take the minutes. There is also an opportunity to make a report at YM if you wish. The SAYMA clerk may contact you about this sometime in May.

Preparing Proposed Budget

Each YM Planning committee needs to plan a budget for YM. Yearly Meeting costs and expenses are not part of the regular SAYMA budget, so this task falls to you rather than to the treasurer. (I know – worse luck!) However, SAYMA does graciously cover any shortfall and happily accepts any surplus.

Most costs are not under the control of YM Planning Committee. All you can do is anticipate what they will be. It is also important to realize that costs come in two basic categories: 1) pass-through costs and 2) funded costs – costs the YM Planning committee has to raise revenues to cover.

Pass-through costs are the easiest to understand: room and meal fees together with campus use fees (the per person charge for the use of college facilities: Cannon lounge, Bryson, rooms in Jensen, etc.) The college sets these fees and we collect them from attenders and pass the money collected through to the college. The amount will vary with attendance, although you can anticipate around \$20,000 in this category.

The second category is the one you have to pay the most attention to and it is not trivial. Funded costs typically amount to almost \$9,000 – or about 1/3 of the total cost of putting on YM. These funded costs include, but may not be limited to, the following:

- Subsidized YM package/person (room/meals/campus use fee) for...

- Invited outside speakers (number varies with year)

- Invited guests (usually 4/year – includes FGC visitor)

- SAYMA staff people:

- Administrative Assistant

- JYM co-coordinators (2)

- SAYF coordinator

- 8 FAPS

- Other expenses

- JYM supplies, etc.

- Administrative expenses (printing & mailing & online evaluation)

- Golf cart, life guard, dance caller and musicians

- Scholarships awarded (i.e. partial subsidy of fees)

There are three sources to cover these expenses: 1) the registration fee, 2) scholarship donations, and 3) charges for submitting a registration form after the deadline. The amount of money received in scholarship donations each year is not under our control, but you can look at the final budgets in the file (the ones prepared after each YM) to see that donations usually amount to no more than \$1000 and are sometimes quite a bit less. Late fees are less than \$1000 also, so clearly we rely primarily on registration fees.

Scholarships are always available for those who need them. Recipients should first pay what they can, next apply to their monthly meeting for support, and then ask SAYMA to make up the balance. A personal check and/or a check from the meeting should be mailed with the registration form. Scholarship recipients may also want to volunteer in some capacity or other during YM.

Hopefully most of this will come clear when you look at last year's budget, and last year's budget may look more comprehensible, once you have read this explanation!

Thinking about the YM schedule:

1. Over many years we have arrived at a schedule that works fairly well in its broad outline. However, in response to special considerations for the upcoming year or to feedback on the evaluation forms about last year's meeting, it may be appropriate to tweak it here and there.
2. One thing to remember is that YM is really only two full days: Friday and Saturday. Thursday afternoon is taken up with opening worship and the introductory business meeting, while Sunday morning is occupied with the warp-up business session, closing worship, packing and checking out.
3. It may be useful to distinguish between 1) activities designed for everyone, 2) breakout groups, and 3) activities designed for a specific few:
 - Everyone:** Opening & Closing Worship; Meeting for Business; Evening Plenary sessions
 - Break-out:** Worship Sharing; Workshop Sessions
 - Special interest:** Committee meetings; Morning, Evening, and Late Night Worship; Worship for Remembrance; Play & Sing; Chat & Chew

Although SAYMA does not want to schedule anything to conflict with activities in the first list, there does not seem to be any compelling reason not to double-schedule activities during break-out or special interest sessions. We began moving in that direction in 2007.
4. Our big success in 2006 was giving workshops enough time to complete their work. Scheduling only one time slot for workshops on Friday and just one time slot on Saturday meant Friends could choose only one workshop each day, but Friends told us they felt less rushed each afternoon and were glad to have the time they felt they needed for the workshop they did attend.
5. The Worship Sharing schedule is constrained by the following:
 - a. There is not enough time in the Thursday afternoon schedule or the Sunday morning schedule for worship sharing.
 - b. That leaves just Friday and Saturday. Friends like morning worship sharing better than after lunch.
 - c. A full hour is best, if possible.
6. Remember, YM starts at 1 p.m. on Thursday. The early check-in on Wednesday is designed so the planning committee and SAYMA staff can set up Yearly Meeting Central; it can also accommodate Friends traveling long distances. Any activities on Wednesday night and Thursday morning are impromptu and unofficial and should not be listed on the printed schedule.
7. Thus you may be happy with the schedule pretty much as it is at present.

Setting Deadlines

Several deadlines have to be met through-out the year so that everything comes together in June. These will fall into the same time frame each year, but the exact day should be expected to change as the calendar dictates.

By end of January: send out

Request for workshop proposals

Save the Date email – Liz Perch will forward it for you

End of February: deadline for workshop proposals to come back in

First of March: deadline for getting information for the Advanced Program to the layout editor

End of March: deadline for getting copy for the Advanced Program to the SAYMA Administrative Assistant for printing and mailing.

Early April: Advanced Program is mailed and posted on the website.

Mid-May: Deadline for getting registration forms to the registrar.

End of May:

- final program needs to be pulled together and finalized – it is distributed only at Yearly Meeting
- Deadlines for . . .
 - WQOs reserving display space at SAYMA
 - late registration: last day to reserve room or meals
 - last day to cancel with refund

Published materials

YM Planning committee is responsible for three publications: early notice (sent via email), an Advanced Program, and a Final Program.

1. **Early notice:** Friends like to know when yearly meeting is scheduled so they can mark their calendars. We used to send out a pre-mailer; then we changed it to a poster; then we just sent email notices – more than one at regular intervals starting in January.
2. **The Advanced Program:** This consists of 10 pages of information printed front and back with a 2-sided registration form attached. That makes a total of 12 pages printed on 6 sheets. It is mailed to member meetings for distribution around the beginning of April and posted at the same time on the SAYMA website. Collecting and organizing the information is the responsibility of the layout editor. Obviously we don't have to reinvent the wheel every year. The place to start is with last year's Advanced Program, any comments from the evaluation report for last year, and decisions made by YMPC for the upcoming year.
 - a. The information needs to be complete, correct, and clear.
 - b. **Complete:** topics covered include:
 - i. letter of welcome from YM Planning Clerk
 - ii. info on important deadlines: registering, display space, refunds.
 - iii. YM schedule
 - iv. description of plenary speakers and programs
 - v. description of worship opportunities
 - vi. description of workshops
 - vii. info on SAYF at SAYMA and JYM
 - viii. info about YAF, invited guests, bookstore, etc.
 - ix. detailed information about how to register
 - x. the Registration form.
 - c. **Correct and closely proof-read:** This involves lots of email back and forth between the Layout Editor and the other members of the committee.
 - d. **Clear and comprehensible:** Friends often feel the information they needed wasn't there. It's all there, but it is hard to highlight everything. The best thing we can do is encourage Friends to read it!
 - e. **SAYMA website:** email the Advanced Program to the SAYMA web manager for posting on the SAYMA website. If you don't know who that is, ask Liz Perch.

- f. **Distribution:** The advanced program is also mailed by the SAYMA Administrative Assistant to member meetings. Numbers may vary, but this is what we sent out in the years 2005-2007:

Anneewakee Creek 5	Crossville 4
Asheville 50	Foxfire 6
Athens 8	Greenville 16
Atlanta 70	Gwinnett 2
Auburn 4	Huntsville 9
Berea 5	Memphis 15
Birmingham 15	Murfreesboro 3
Boone 7	Nashville 25
Brevard 6	New Moon 3
Canton 2	Oxford 7
Celo 15	Royal 6
Charleston 15	Sevier 2
Chattanooga 13	Sewanee 2
Clarksville 4	Swannanoa 50
Clemson 4	West Knoxville 25
Columbia 15	Unaffiliated Friends 2
Cookeville 9	Visitors and guests 12

- g. Draft a cover letter to accompany the mailing with instructions to the meetings about how to get the Advanced Program into the hands of their members and attenders. Something like . . .

Dear Friends,

We need your help getting these Advanced Programs into the hands of Friends who might be interested in attending Yearly Meeting. We'd particularly like to encourage Friends who have never come before to give it a try. Once someone comes, they often come back – even year after year.

It might be a good idea to talk with the members of your meeting who are regular attenders at Yearly Meeting and encourage them to encourage others.

You may want to place these program booklets in a prominent spot or even pass them around at the end of worship when announcements are heard. It might help to discuss yearly meeting in your meeting for business. If you publish a newsletter, perhaps someone who has attended yearly meeting might be inspired to write something about it. You might also want to remind Friends that this information is available on the SAYMA website.

And, of course, we have deadlines: to avoid the late fee, Friends must register by May 15.

In Friendship,

The Final Program: This is the booklet we hand out at YM in June as people arrive and register. It contains schedule details, locations, agendas, etc.

- h. The booklet is 16 half pages printed front and back on 4 sheets of letter size paper. The cover is a separate piece and adds another sheet of paper and 4 more half-pages. The cover is a different color every year and should contain the SAYMA logo, the YM theme, and the YM logo.
 - i. There is a program on MicroSoft Word for making folded booklets. It presents the pages to you on the computer screen in numerical order as you are used to seeing documents, but when it is printed it prints page 14 and 3 on a single side, backed up with 2 and 13. Unless you've done this before, it can be confusing.
 - j. If you use the booklet program you will need two files – one for the interior pages and one for the cover – that's so the interior pages will be numbered correctly and the cover will have no page numbers at all.
 - k. So hopefully your lay-out editor has some experience with this kind of formatting and has access to a fairly up-to-date computer and printer.
3. As for the content, however, there is no need to reinvent the wheel. Start with last year's program and make a first pass by updating it from the current year's Advanced Program. Then have your committee review the rough draft and make changes. You will probably have to do that by email.
4. Either the facilities coordinator or the Administrative Assistant can tell you what restrictions we have on campus this year. However, there are lists of rooms available for us to use for workshops and we use the same ones every year. All that needs doing is to fill in a room for each workshop making sure you don't assign more than one workshop to each room.
5. The SAYMA Administrative Assistant will oversee the printing, but this publication is not mailed out and is not posted on the SAYMA webpage. It is distributed only at Yearly Meeting in June.
6. Number to print: Check with the registrar to see how many people are coming. Print one program for each attender (including SAYFers) plus some extra.

WQO Display space at Yearly Meeting

Each year we provide space for Wider Quaker Organizations to set up displays at Yearly meeting. Space is limited and is assigned on a first come/first served basis. Each organization is assigned a half table in Yearly Meeting central (i.e. the same room as the registration desk and Chat & Chew.)

Information about how to reserve display space should be included in the Advanced Program. Most likely that will be to contact the facilities coordinator by email, but proactively we can send emails directly to those who participated in the near past. The Facilities Coordinator will then mark the spaces for each participating WQO when we set up for Yearly Meeting.

Important note: someone from the organization needs to be present on campus to set up the display at the beginning of Yearly Meeting and to take it down on Sunday.

SAYMA	Kristi Estes, quakerkristi@aol.com
QEW & ECN	Roy Taylor III, wrltpeas@mindspring.com
Friends Peace Teams	Sharon Phelps, Sharon@shortmtn.com
AFSC-SERO	Samir Moukaddam, smoukaddam@afsc.org
Pendle Hill (mat'ls send to WW)	Becky Ingle; Nancy Diaz ndiaz@pendlehill.org
Quaker House	Chuck Fager
Earlham School of Religion	Paul Buckley, paul.buckley1@sbcglobal.net
Arthur Morgan School	Joyce Johnson; Jennifer Sword info@arthurmorganschool.org
RSWR	Jackie Speicher, Jackie@rswr.org
William Penn House	Errol Hess, errol@kitenet.net
FCNL	Carol Nickle, carolnickle@comcast.net
Oakridge Environmental Peace Alliance	Carol Nickle carolnickle@comcast.net
RSVP	Herb Walters hwalters@yaney.main.nc.us
FGC – two 8' spaces	Deborah Fisch, friends@fgcquaker.org .
OREPA	Carol Nickle carolnickle@comcast.net
FWCC	Tim Lamm tlamm@chpl.net
School of the Spirit	
Quaker International Villages	Heidimarie Huber-Feely HuberFeely@yahoo.com
Arthur Morgan School	Joyce Johnson joycewiddie@gmail.com
Oak Ridge Environmental & Peace Coalition	Todd Shelton olepopup@comcast.net
Quaker International Villages	Heidimarie Huber-Feely HuberFeely@yahoo.com
ORAIARH	
(Our Roles as Individuals in America's Racial History)	
Friends Journal	Bert Skellie bertskellie@mindspring.com
Earlham School of Religion	Mary Ann Downey madowney@mindspring.com
Friends Committee on Outworld Connections	Sue Axtell axtelsu@earlham.edu
Farm and Wilderness Camps	Phil Neal jpneal@buncombe.man.nc.us
William Penn House	George Oberst red@kih.net

Facilitates Needs for Yearly Meeting

(This has not been vetted by the committee, but hopefully is fairly complete.)

Overnight accommodations

- 100 + bedrooms
- access to one dorm kitchen for SLO (limited to 20 participants)
- separate dorm space for SAYF program – 50-60 kids
 - kitchen and large meeting space
- separate dorm space for YAF – perhaps 20
- cafeteria serving breakfast, lunch, and dinner
- parking

Rooms for sessions

- a large room for plenary sessions seating 200-300 people.
 - sound system and bulletin space and/or overhead projector
- a large room for dancing
- spaces for breakout groups
 - 12 + classrooms for workshops of up to 40 people
 - audio/visual may be requested
 - one room with a piano desired
 - spaces for up to 20 worship sharing groups
 - spaces for committees to meet, including some at mealtime
- large, open space for JYM
 - kitchen, indoor gym, outdoor play area desirable
- space to show videos, DVDs
- spaces for special groups: men, women, FLGBTQ

Space for...

- a permanent registration table including room for...
 - bulletin board, sign-up sheets, nametag materials, key deposits, receipts of balance due, YM programs, maps of campus
- display space for WQOs – perhaps as many as 20 groups
 - posting state of meeting reports
- bookstore
- Chat & Chew

Other...

- transport for those with mobility issues
- first aid availability
- phone/internet available for attenders
- communication for conference organizers

Invited guests, uninvited guests, speakers, etc.

Airport/bus terminal pick-ups: These tend to be few, so they are handled on an ad hoc basis, depending on who needs the service. For example...

- An invited guest might be the responsibility of the person or committee extending the invitation.
- Speakers would come under the responsibility of the Adult Program Coordinator.
- Attenders requesting pick-up might be handled by the Registrar, the Site Coordinator, or some other person designated by the YMPC.

The SAYMA Clerk (not the YM Planning Clerk) has taken responsibilities in recent years for inviting visitors from Wider Quaker Organization on a regular rotation. Only invited guests receive a subsidy. The registrar needs to know who they are by name ahead of time! The budget lays our policy out pretty clearly but does not name names.

In addition, other (paying) visitors to SAYMA have been known to contact...

- the SAYMA office
- the SAYMA Clerk
- the Workshop Coordinator
- some other SAYMA committee
- a SAYMA representative to their organization
- or you as YM Planning committee clerk

You should find some way of collecting this information since it needs to get to the clerk so s/he may welcome them during Business Meeting.

- Names
- organization represented
- roles within those organizations
- what part they will play in Yearly Meeting
 - display space
 - action items or announcements for business meeting
 - lunchtime discussion group
 - workshop presentation
 - other

Requests for a spot on the agenda to address business meeting should be forwarded to the SAYMA clerk.

Anyone may schedule one of the meeting rooms off the cafeteria (Dining A, B, and C) for impromptu meetings. This is usually done during YM through a sign-up system kept at the Registration desk.



Electronic files

Everything talked about in this manual – including this manual – is available electronically. Just send me an email carolciscel@bellsouth.net and I'll send whatever files you want electronically as attachments. Some files you may need include...

Excel files

SAYMA Registration form
SAYMA Registration data spreadsheet

Word files

YMPC manual
Evaluation Reports by year
Evaluation feedback to Warren Wilson
Numbers attending by year
Theme & plenary speakers by year
Proposed budget to update
Schedule for Yearly Meeting – landscape file
Workshop proposal form – on Google.docs
Workshop and Worship locations
Overview of workshops
WQO rotation for inviting guests
Content for email reminders
Advanced Program
Final program
Final program cover

JPG files

Campus Map
SAYMA logo for print B&W

SAYMA Travel Expenses Record

The following expenses were incurred for:

Travel to Representative Meeting in _____ DATES _____

Travel to Wider Quaker Organization Body as Delegate:

WQO _____ DATES _____

TRAVEL: _____ Air _____ Car _____ Bus _____

Ticket \$ _____

Milage _____ Current rate 0.14 Per mile

Food _____

TOTAL _____

Amount you wish to Donate to SAYMA _____

Amount you wish to have Reimbursed _____

Please attach receipts if available and submit to SAYMA Treasurer

Signed _____ Date _____

Address _____