

SAYMA Administrative Assistant's Report to Rep Meeting March 17, 2018

Winter and spring this year have been busy in the SAYMA office. In addition to assisting the Personnel Committee with the search for my successor (I wouldn't use the word "replacement" here!) I was also faced with moving SAYMA World Headquarters somewhat sooner than I had imagined when our house sold after only four days on the market. Mike and I now have a small and sparsely furnished townhouse in Savannah while we finish up our jobs. On the weekends (and sometimes during the week) we are painting and unpacking and generally improving our retirement home in Florida. Because of all this moving around, SAYMA's current mailing address is P O Box 76, Pooler, GA 31322. This will be the address for Yearly Meeting registration.

I've devoted several hours working on a document outlining what I do all year. This will be a resource for the new Administrative Assistant. There are a lot of places where it says, "remind," "remind again," or "follow up." In all cases, these are Friendly words for "nag."

The initial draft of the annual SAYMA census is attached to this report. I am missing data from 8 meetings at this writing. A final report will be presented at Yearly Meeting.

State of the Meeting reports were due on March 15. At this writing, I had forwarded eleven to Ministry and Nurture Committee.

Directory spreadsheets will be sent to each meeting for corrections and updates in the next few weeks. Directory data must be returned by May 30 to be included in the draft directory that will be available for proofing at Yearly Meeting.

I've been depositing checks, assisting with committee work as needed, tidying files in preparation for transfer, and resting up for Yearly Meeting registration to begin. That would be in APRIL. Yes, you can register sooner rather than later. Tell your friends!!

136 days to go.

In service,

Liz Dykes