SAYMA Administrative Assistant's Report to Yearly Meeting
May 30, 2012

1. Yearly Meeting Registration
In my second and hopefully last year entering SAYMA registrations, I once again spent countless hours creating a database that could be used for all manner of reports, including meal counts, housing requests, workshop counts, nametag creation, JYM lists, volunteers, and all financial information. Although an earlier deadline meant I was not quite as pushed for time in getting counts to Warren Wilson as last year, I continue to be frustrated by Friends apparent inability to be timely and communicate well.

2. Directory
I had planned to have a draft directory available at yearly meeting for Friends present to correct. However, losing ten productive days at the beginning of May with a mild transient brain trauma/concussion and recovery, coupled with not receiving the files from most of the larger meetings until just at or after the deadline is making this less likely. Drafts will be sent to meeting contacts with a short turn around, and the directory will be published on schedule in July, albeit not quite as thoroughly reviewed.

3. Faith & Practice Revision
Six hundred copies of the newly revised *Guide to Our Faith and Practice* were ordered from Lulu, the print on demand publisher chosen by the ad hoc publishing committee. I spent over 4 hours unpacking the books and packaging them for meetings as pre ordered. I also received and deposited advance payments for most of the orders, thus eliminating any cash flow issues for the yearly meeting.

4. Other duties

A complete a possible census is attached to this report. I monitor the list serves, answer routine emails, forward requested materials to Friends, solicit and distribute State of the Meeting reports, and coordinate hospitality requests for rep meeting with the host meeting. I submit an expense report to the treasurer each month, including all receipts for debit card purchases.

In service,

Liz Perch