

Yearly Meeting Organisation Guidelines

1. Seek venue one year in advance

2. Venue requirements

- Seating for 100 in one room
- Separate meeting room for Standing Committee
- Space for registration/displays
- Power points for raised dais
- Supply of electronic/display aids as requested
- Supply of roving microphone/ address system
- Tables available for displays e.g. bookstall
- Location near road/rail/air terminals
- Residential option/near accommodation
- Wheelchair accessible, preferably all on ground floor
- Minimal distances between session rooms, dining room, accommodations and toilets (for disabled access)
- Catered provision of all meals with vegetarian option [*refer min 26 YM 2011 see below*]
- Separate dining room and kitchen

Note: Yearly meeting pays the venue booking deposit

3. Finance

- LAC is responsible for costs of the site, accommodation and catering. YM is responsible for the cost of the meeting rooms, equipment and materials, and the registration/accommodation of the YM Clerk, YM Treasurer and official visitors (Australia and AWPS).
- See Finance Guidelines advising opening a bank account specifically for the Yearly Meeting
- Provide account details on registration form so registrants can make direct credits to the account
- Start record of all receipts, payments and correspondence
- Purchase numbered receipt book of duplicate forms
- Purchase labels for registrants
- Costing for each day/ meal/ registration for YM
- NOTE the aim is for a self-funding event

4. Registration form in consultation with YM Clerk/Treasurer with following elements

- Name, address, telephone number of venue
- Dates of Yearly Meeting
- Map with venue/road/rail/air terminals
- Name and address with telephone/email for each registrant
- Name, address, telephone/email for event organiser
- Arrival and departure times
- Point of arrival
- Desire to be met/ not met
- Check list for each day/ meal/ overnight accommodation
- Registrations need not necessarily be the responsibility of the host meeting.

5. Visitors

- The registration fee/meals cost and booking for visiting speakers is organised by Yearly Meeting Clerk
- Australia Yearly Meeting representative accommodation and registration fee

These are both a charge on Yearly Meeting and are paid for by YM Treasurer.

6. Allocation of responsibility

- Venue, meals, and welfare of those attending: the host meeting
- Mounting of Yearly Meeting/displays: Yearly Meeting Clerk
- Yearly Meeting programme: Yearly Meeting Clerk
- Funds for travel to Yearly meeting by Monthly Meeting Representatives are allocated to Monthly Meetings on distance-to-YM basis. Monthly Meetings make application to Yearly Meeting Treasurer (sometimes a MM doesn't need this because they have no representative).

Other guidelines for Local Arrangements Committees

Before YM

- Email address: There is an email address that can be used by a LAC.
ymlocalplanning@quaker.org.nz
- Visitors: YM Clerk sends info about the AWPS visitor and the Australia YM rep to the LAC. YM Clerk let LAC know if YM is inviting any other visitor.
- Assistant Clerk: There are several options including the local Monthly Meeting Clerk, someone else nominated by the local MM or the incoming YM Clerk (when it is the last YM responsibility for the existing Clerk).
- List of those attending: To help Standing Committee nominate people to do jobs during YM they need to know who will be there for the whole time. A list of those enrolled (including when they plan to be at YM) to be sent to YM Clerk ten days out from YM.

Food

- Part of YM 2011 minute 26 is below for consideration/action.
Minute 26 Shared Carbon Responsibility
We encourage all Friends events to become vegetarian or vegan bearing in mind those with special diets who need meat for their protein.

Meal times and Session times

Meal times to be negotiated with site and YM Clerks. YM Clerks will set the session times.

Preparation Day

This time is organised by the Quaker Learning and Spiritual Development Committee with a focus for Friends to begin Yearly Meeting with 'hearts and minds prepared'. It usually begins mid Thursday (before or after lunch) and ends after launch on Friday.

Friday of YM

The minimum required is:

- early afternoon for 2 hours Standing Committee meets (no other committee meeting during that time. Preparation day or equivalent could continue.).
- mid/late afternoon Elders and Overseers
- after dinner the start of YM in session

At start of Opening session

- Welcome from host MM
- housekeeping such as Fire instructions/briefing

During YM

- Time for a photo. Photographer organised by host MM.
- A place for paper recycling by Friends.
- Internet access for clerks, for everyone?
- Housekeeping notices etc. to be done before first session of the day.

After photo is taken or at the latest at the end of YM

- Photo sent to YM Clerks
- Names of those in the photo plus all others who attended sent to YM Clerks

Equipment

- Microphone and one or two hand held ones preferably.
- Data projector.

Quaker Lecture

LAC to make all arrangements with the lecture committee. Timing is usually Saturday evening but could be Sunday. YM Clerk will need to know well in advance for the programme that goes into Documents in Advance or White Papers.