

YEARLY MEETING GUIDELINES

These are general guidelines to enable you to decide whether your meeting can host a Yearly Meeting.

There are folders containing the experience of previous Yearly Meetings which will be sent to the organizing committee of the host meeting containing feedback forms, programme guidelines and suggestions etc which may prove helpful. Ask the previous YM MM to pass them on to you.

Keep an open ear to what has happened at the last YM for things that were good/ not so. You may not be able to put any of them but?

Suggested Timeline:

2 years	<p>Find venue.</p> <ul style="list-style-type: none"> ● Able to sleep 100 -120 people ● Has communal space ● 2 – 3 small meeting spaces [Standing Committee/Trust Board et al. room for 20 people] ● Heating ● Good showers ● Not too spread out. ● Access by public transport ● Contact last yrs committee for thoughts/ideas? <p>Arrange deposit from YM treasurer</p> <p>Find a cook IF you need one. Allocate someone on the team to liaise with your cook or venue cook. (Those special diets can be really tricky!)</p>
1 year	<ul style="list-style-type: none"> ● Allocate a site liaison person. ● Open bank account (charity account, no fees). Have 3 signatures, but only need 1 or 2. Arrange float from YM treasurer. ● Talk to Quaker web manager about updating space on web – take photos of site etc and put them up. ● Check deadlines for NZ Friends Newsletter – registration form should be in the First issue of year of YM ● Write a budget and set fee rates (if having different accommodation areas – motel/bunk et al) ● Get written contract with venue to confirm dates and costs
8 months	<ul style="list-style-type: none"> ● Agree committee's process for enquiries and registrations ● Agree process for committee expenses and other financial issues ● Do you need to close enrolments by a specific time? ● Should you offer disincentives for later enrolment?
7 months	<ul style="list-style-type: none"> ● Design and lay out poster and initial advertising ● Send advert and registration form to NZ newsletter ● Make friends with one contact at your venue – you will have things to ask them in the next few months. ● Monitor registrations
6 months	<ul style="list-style-type: none"> ● Send out advertising to all meetings and take posters to YM etc. Advertise at YM verbally and visually. ● Ask the previous organizers if they have any left over resources and arrange to get them to you. ● Check with YM Clerk[s] as to what they require re resources/needs

	<ul style="list-style-type: none"> • • {you do not have to organise the agenda or any of the committee agendas /timetables – this is the YM Clerks job}
5 months	<ul style="list-style-type: none"> • As above • Organize rest of timetable – meal times et al
4 months	<ul style="list-style-type: none"> • As above again. • Write 'info pack' with maps, things to bring etc. •
3 months	<ul style="list-style-type: none"> • Monitor registrations. • Answer enquiries from participants • Write receipts, pay money in to the bank
2 months	<ul style="list-style-type: none"> • Start sending out info packs if appropriate. • Ask for help with transport, pre and post accommodation etc from your meeting • Send reminders to NZ Friends Newsletter, local meeting newsletters and website about registration
1 month	<ul style="list-style-type: none"> • Check numbers of participants • Try not become overwhelmed by the planning..... • Ask your meeting again for helpers. • Make sure all registered participants have received confirmation • Begin preparing welcome information • Start rooming lists – make sure you don't have too many people! • Keep the cooks informed of numbers and diets
Last week	<ul style="list-style-type: none"> • Check everyone has paid their fees • Make name badges
2 days - On the day	<ul style="list-style-type: none"> • Meet to make labels for doors/bedrooms/wall fun stuff etc. • Get there early. Make sure you have food/tea supplies to keep you going. • Get petty cash/float for unexpected shopping (and keep all receipts) • Have helpers there early to place notices, welcome people and show them round, welcome newcomers etc
Afterwards	<ul style="list-style-type: none"> • Check all fees have been paid in • Pay all expenses • Issue refunds if necessary • Complete accounts against original budget • Return YM deposit (unless spent!) • Hold follow up meeting to review accounts • Liaise with YM treasurer and next committee • Pass it on!

