

Winter Interim Executive Committee Meeting Southeastern Yearly Meeting First Month 17, 2014

The following were present at the Winter Interim Executive Committee Meeting: Ann Jerome, Executive Committee and IBM clerk (Orlando MM); Joel Cook – YM and IBM assistant clerk (Palm Beach MM); Jan Dahm and Lisa Erasmus - SEYM Recording co-clerks (Tampa MM); Vicki Carlie – SEYM Secretary (Orlando MM); Peter Crockett and Davida Johns – Gathering Committee co-clerks (St. Petersburg MM); Phoebe Andersen – YM clerk (Tallahassee MM); Neil Andersen – Treasurer (Tallahassee MM); Nancy Triscritti – Worship and Ministry co-clerk (Tampa MM); Susan Taylor – Nominating Committee clerk (Tallahassee MM); Jack Braden (Palm Beach MM); Elaine Martin (Jacksonville MM); Dianne Langan - SEYM Bookkeeper (St. Petersburg MM); Nancy Fennell (Ft. Meyers MM); Tom Fennell (Ft. Meyers MM); Mimi McAdoo (Sarasota MM); Peter Schmidt – Finance Committee clerk (St. Petersburg MM); Caroline Lanker (Tampa MM attending Lake Wales WG); Warren Hoskins – Peace and Social Concerns Committee clerk (Miami MM); Andrea Walsh (Miami MM); Mary Jo Klingel – (Ft. Lauderdale MM); Nancy Corindia (Sarasota MM)

The meeting opened with silent worship in the Orlando Meetinghouse, Orlando, Florida.

Ann Jerome, Executive Committee (EC) clerk, made opening remarks out of the silence.

Clerk asked for changes, additions, or corrections to the agenda.

Phoebe Andersen, SEYM clerk, made an announcement regarding the FGC New Meetings Project. Another training session will be held in Indiana, 14-16 Third Month. Participating as a New Meetings mentor requires the formation of an anchor committee by that Friend's Monthly Meeting.

Ann Jerome, EC clerk, gave a brief report which brought forward the items on the agenda.

The Secretary's Report was submitted in writing (attached). The secretary made a specific request for Friends to consider the publication of an SEYM calendar on the website with upcoming due dates, Gathering information, events dates, etc. The calendar would be color-coded respectively for MM clerks, SEYM administration, et al. Friends approved the creation of this calendar. The secretary brought forward further proposals regarding the website committee and the design of the website. The proposal for the process was to have general input about the new website submitted by Friends to the committee, design details handled by the committee itself, and final approval for the website design being done by the Executive Committee. Friends were easy with this proposal. Funding concerns (see Secretary's Report) will be discerned by Trustees. Clerk suggested that solicitation of ideas about general website design be brought forward to the larger body at WIBM and YM Gathering. Friends were asked for comments or questions regarding this report. Friends accepted the Secretary's Report.

Susan Taylor (Tallahassee MM), clerk of Nominating Committee, brought forward the concern that there is a need for EC to appoint three people to serve on a child protection review committee. Peter Crockett (St. Petersburg MM) and Nancy Fennell (Ft. Meyers MM) have agreed to serve and EC names them as the review committee for the Child Abuse Prevention

Program. A third person is being discerned for this work. The following minute was brought forward and approved by EC:

14WEC01 Executive Committee of SEYM names Peter Crockett (St. Petersburg MM) and Nancy Fennell (Ft. Meyers MM) as the review committee for the Child Abuse Prevention Program. A third person is being discerned for this work.

Nancy Triscritti (Tampa MM) gave a report on the Naming Committee. Phoebe Andersen (Tallahassee MM), Ellie Caldwell (Palm Beach MM), and Nancy Triscritti (Tampa MM) served on this committee. Susan Taylor has agreed to continue serving for another year as Nominating Committee clerk. Naming Committee named Cheryl Demers-Holton (Gainesville MM), Kathy Hersh (Miami MM), and Andrea Hoskins (Miami MM) to serve on Nominating Committee. The proposal was made to stagger the terms of office for those serving on this committee. EC approved the following minute:

14WEC02 Executive Committee of SEYM approves the Naming Committee's recommendations of Cheryl Demers-Holton (Gainesville MM), Kathy Hersh (Miami MM), and Andrea Hoskins (Miami MM) to serve on Nominating Committee, with Susan Taylor having agreed to continue serving for another year as Nominating Committee clerk. Naming Committee will determine how to stagger the new members' terms of service, after which the Naming Committee will be laid down.

Susan Taylor gave the report for the Nominating Committee. The following clarifications were made to the report found in the DIA. Richard Frechette (Ft. Meyers MM) is serving as the Gathering Program Coordinator until 2015. Herb Haigh (St. Petersburg MM) will serve on the ProNica board until 2016. Faith and Practice Committee will be on sabbatical for a year. EC accepted the Nominating Committee report.

Neil Andersen (Tallahassee MM) gave the Treasurer's Report (attached). Friends were asked for comments or questions regarding this report. Friends accepted the Treasurer's Report.

Caroline Lanker – Acting Treasurer of Trustees (Tampa MM attending Lake Wales WG) gave a brief report on the finances of the Trustees.

Phoebe Andersen – YM clerk (Tallahassee MM) gave a report on the Proposed Five Year Communication Plan for SEYM (attached). This plan involves fostering the nurture and continued growth of SEYM. Friends were asked for comments or questions regarding this report. The following minute was brought forward and approved by EC:

14WEC03 Executive Committee of SEYM receives with appreciation the SEYM Draft Communications plan written by Phoebe Andersen, and approves following the procedures specified in it, beginning fall 2014.

Friends entered a period of worship prior to EC meeting as personnel committee.

Respectfully submitted,
Lisa Erazmus and Jan Dahm
SEYM Recording co-clerks

Numbered Minutes from EC Winter Interim Business Meeting 2014

14WEC01 Executive Committee of SEYM names Peter Crockett (St. Petersburg MM) and Nancy Fennell (Ft. Meyers MM) as the review committee for the Child Abuse Prevention Program. A third person is being discerned for this work.

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SECRETARY'S REPORT TO EXECUTIVE COMMITTEE, JANUARY 17, 2014

Things seem to be going well at the office.

- Our new **online registration** form service worked well for Half-Yearly Meeting, and will be used for Yearly Meeting.
- SEYM has a **business phone** account with unlimited talk for two phone numbers; one for the office, one for the bookkeeper.
- As directed by the Publications and Faith & Practice Cte. clerk, copies of the new **Faith & Practice** have been given to SEYM Meetings and Worship Groups, as well as 5 main Quaker libraries: Swarthmore College (Friends Historical Library), Haverford College (The Quaker Collection), Earlham College (The Quaker Archives), Guilford College (Friends Historical Collection), and the Henry J. Cadbury Library (PYM). The SEYM Archives Committee will also receive a copy for the SEYM collection at the UF Library.
- The Secretary has started an inventory of **publications** in the storage unit, and will work with publications Friends to establish a price system, marketing plan, and updated Publications webpage.
- **Calendar:** The Secretary recommends that each year the June Executive Committee approve a calendar for the upcoming year's important dates, which can then be published on the website. Please see a draft calendar attached to this report.
- **Communications:** *What* to send out and *When*, to publicize events and remind Friends of deadlines, is a topic in need of more discernment. In particular, as we try to lessen our impact on the environment and save money, deciding which paper documents should be 'snail-mailed' is a concern. Please see Phoebe Andersen's Communications Plan for discernment on this issue.
- **E-News:** a practice of (more or less) monthly editions of the e-News has been established--- which requires at least a monthly posting of news to the website for the eNews to link to.
- **Website:** Amy Carlie has agreed to continue to do the updating to the existing website for another year, giving us more time to create a new *seym.org* site. A Website Committee has been appointed: Andrew Jason, Steve Donachie, Steve Kinney, and Bill Mitchell have agreed to advise & approve the Secretary's work in setting up the new site, and have already provided several pages of information & ideas.

The Secretary has three proposals for Executive Committee regarding the Website:

- 1) While input from all SEYM Friends about the new website will be welcome, approval of the website design, process, and Website Cte. & Secretary's recommendations would best be the responsibility of the Executive Committee.
- 2) The new website will be a replacement for the existing *seym.org* website. The other existing domains, *seymmeetings.org* & *seympeace.org* may remain as they are, with the existing host, as long as Friends on those sites need them. Space will be provided on the new site and with the new host for the Peace Page, Meetings, and Worship Groups to move to the new site when they wish.
- 3) It is recommended that funding for the start-up and first year expenses be provided by the Trustees OR other arrangement as decided by EC. We do not have definite estimates of what the start-up or ongoing costs will be at this time, yet the budget process is underway. We (Secretary + Website Cte.) won't have good estimates until we have decided on the designer, scope of services, hosting plan, and ongoing support services. Since we plan on having a new website in 2014, these costs would be incurred in SEYM FY2014/2015.

I wish to thank Neil and Phoebe Andersen for always being available for guidance and discernment; and the Website Cte. for providing guidance & support.

Vicki Carlie, Secretary SEYM

SEYM ADMINISTRATIVE CALENDAR

Action/event, *generic date*.....2013/2014 DATE
Deadlines in bold

JUNE

YM Fiscal Year begins..... June 1
YM site reservation contract signed and 1st payment due *upon receipt from Camp*
Plan SEYM Calendar for the year ahead, send to EC
Reports for EC due in office & e-mailed out *at least one week before EC*
Summer EC meeting *Saturday, mid-June* June 15
Summer EC minutes posted on website, mailed to MMs, WGs, Ctes. *Asap after EC*
Contact FIBM host Meeting
Post SEYM Calendar on website
eNews *end of month*

JULY

Call for FIBM DIAs sent out *6 weeks before FIBM*
Reminder to HYM Cte. to begin work on HYM program & registration

AUGUST

FIBM invitation/publicity flyer posted to website, e-mailed
FIBM DIAs due in office *2 weeks prior to Sept. MMFB* Aug. 25
FIBM DIAs sent out *1 week prior to Sept. MMFB*
HYM registration form information due in office
FY 1st quarter ends Aug. 31
eNews *end of month*

SEPTEMBER

HYM flyer info due in office *3 weeks before publication* Sept. 17
HYM flyers & registration forms sent to printer/post on website *Before FIBM*
HYM online registration activated
HYM paper flier/reg. packets snail-mailed to MMs & WGs
Contact WIBM/ML Host Meeting *3 MM business meetings in advance of WIBM*.....
e-News with HYM, Circus McGurkis *before FIBM*.....

OCTOBER

Guide One Insurance: look for policy, get check out *Payment due Nov. 1* October
EC Meeting..... Oct. 4
FIBM 1st Saturday in October Oct. 5
e-News with HYM & FIBM news..... *asap after FIBM*
Youth Program flyer on website, out to Meetings, link in eNews *asap after FIBM*
FIBM minutes on website..... *asap after FIBM*
FIBM minutes e-mailed/mailed to MMs, WGs, SEYM Cte. **people** *asap after FIBM*
Call for WIBM DIAs *6 weeks prior to due date if snail mailing to MMs to reach by Nov. MMFB*..... Oct. 16
eNews *end of month*

NOVEMBER

Guide One Insurance policy renewal deadline..... Nov. 1
Budget requests due in to Finance Cte. Clerk *per handbook*..... Nov. 1
Michener Lecture brochure information from W&M/speaker due Nov. 1
 brochure & flyer formatted, posted on web, take to printer Nov. 15
 snail mail packets to MMs/WGs *2 months before event*..... Nov. 20
e-News with Michener Lecture announcement *2 months before event*..... Nov. 21
WIBM flyer posted on web, sent out
Reminder of Directory Meeting lists deadline sent to MMs & WGs
Reminder of State of Meeting reports due date, w/queries, sent to MMs & WGs
Reminder to Gathering Cte. of YM program info due date

Half-Yearly Meeting *Thanksgiving weekend thur-sun.* Nov. 28- Dec. 1
FY 2nd quarter ends Nov. 30
eNews

DECEMBER

HYM payments to camp *week after HYM, upon receipt of invoice*
WIBM DIAs due in 2 weeks before mailing Dec. 16
WIBM DIAs mailed out to reach MMs for one MMfB prior to WIBM. Dec. 23 – Jan.2
 Posted on website, linked in eNews
Reminder: YBM DIAs reports deadline
eNews

JANUARY

YM program information due in to Secretary: *4 weeks before print date* Jan. 2
Reminder #2 re: State of Meeting reports due date: *prior to Jan. MMFBs* Jan. 10
Reports for EC due in & e-mailed out: *1 week before EC* Jan. 10
EC Meeting Jan. 17
WIBM *Saturday of MLK Holiday weekend (3rd Monday in Jan.)* Jan. 18
Michener Lecture & Seminars: *Sunday of MLK weekend* Jan. 19
YBM DIAs due in DEADLINE: *1 week after WIBM* Jan. 27
YM Gathering Program & flyers to printer: *2 weeks before mailing date* Jan. 24
WIBM Minutes posted on website
eNews with WIBM news
Meeting & Worship Group Membership lists due to YM Membership Recorder per minute Jan. 31

FEBRUARY

YM Gathering program & flyers mailed out: *to be received 2 months before YM* Feb. 3
YM Gathering Registration begins: *at least 2 months before YM.* Feb. 14
 YM online registration form activated
 YM Program posted on website, announced in e-News
State of Meeting reports deadline: *for inclusion in DIAs* Feb. 22
Meeting statistics due in to Finance Cte. (from Membership Recorder) per minute Feb. 28
FY 3rd quarter ends Feb. 28
eNews

MARCH

YM DIAs sent out to reach MMs 2 MMFBs before YM Mar 1
YM Gathering Registration deadline *2weeks & 2 days before Gathering* Mar. 31
eNews

APRIL

Remind Treasurer or Registered Agent of Corporate report filing deadline Apr. 1
YM Gathering Registration data due in to Camp *2 weeks before YM, per LEC contract* Apr. 2

YEARLY MEETING *Wed. – Easter Sunday* Apr. 16 – 20

MAY

Corporation annual report to State of Florida due with revised officers, payment May 1
After Yearly Meeting, as soon as possible:

- Directory corrections & Meeting lists of officers & cte clerks due in to Membership Recorder
- Nominating Cte. final list of SEYM officers, committees, & representative due in to Membership Recorder
- Directory to Printer, posted on website
- YMB Minutes, news & photos posted to website; eNews
- YMB Minutes & Directories mailed
- Epistles sent out to other YMs & organizations

FY end of 4th quarter & Fiscal Year May 31

Proposed Five Year Communication Plan for SEYM

By Phoebe Andersen

There is a need to organize our communications with the members and attenders of our constituent meetings in SEYM. Since we divided the administrative secretary position in SEYM into two part time positions, job responsibilities and expectations have had to be reevaluated as they have occurred on the calendar. Recently, the office has received notification reminding SEYM that it is time to renew our bulk mail contract with USPS. After receiving a call to that effect from Vicki Carlie, I realized that the EC has an opportunity to take a moment and come up with a blue print for a comprehensive plan to handle communications both within and without SEYM. So . . . I started thinking about just what that communication plan would look like. Please take a moment to evaluate these ideas and come to EC at Palm Beach Meeting with your feedback.

I. ASSUMPTIONS

- A. SEYM will continue to produce and email out the quarterly (more or less) electronic SEYM News and will also snail mail the SEYM News to the meetings and worship groups, as well as the small list of Friends who are without easy access to a computer.
- B. SEYM will continue to produce the Documents In Advance before each IBM and YBM sessions. The DIAs will continue to be uploaded to the website for everyone to print themselves. The office will continue to print 30 copies (for FIBM), 50 copies (for WIBM), 50-75 copies (for YBM) to carry to each gathering for those who forgot to bring their own copies from home. In addition, we will print the extra copies needed to snail mail the DIAs to the meetings and worship groups, as well as the small list of Friends who are without easy access to a computer. Ideally, the number of office printed copies that are carried by the office to meetings will reduce as Friends get in the habit of printing their own copies. We all need to be reminded to print our own copies.
- C. SEYM will continue to produce the Yearly Meeting Annual Gathering Program and Registration package and upload it to the website for Friends to print themselves. Approximately 50-75 copies of the Gathering program will be printed and carried to YM in Leesburg. Also printed are the copies needed to snail mail the Yearly Meeting Annual Gathering Program and Registration package to the meetings and worship groups, as well as the small list of Friends who are without easy access to a computer.
- D. SEYM will continue to update the online calendar on the website with SEYM events and also add any regional gatherings and special celebrations that all Friends in SEYM are invited to attend. This includes the SE Florida gathering of Miami, Ft. Lauderdale and Palm Beach Meetings, the Florida Peace Churches Gathering, etc. We need to make better use of the SEYM calendar and our website.
- E. SEYM has minuted that all directory updates (additions, corrections, and deletions) should be reported to the membership recorder by WIBM. Consequently, the statistics report from the SEYM database will be sent to the Finance Committee on or before February 1st. The Finance Committee will have the apportionment calculations completed by February 15th and included

in the draft budget for the DIAs sent to the meetings before the Yearly Meeting Annual Gathering.

II. PROPOSED ACTIONS

- A. The office will track the expenses of producing the mailings, including the amount of office time spent producing and bundling the mailings, as well similar time keeping process for producing the electronic SEYM News. In addition, we need to explore ways to track the impact on SEYM (increased attendance, etc.) to help determine the overall effectiveness of the five year communication plan.
- B. We will renew the Bulk Mail contract with the USPS. This obligates SEYM to at least one mailing a year to ALL of SEYM households and meetings.
- C. We know that many Friends feel that their efforts (time and money) should only be given to their Monthly Meeting and they feel no connection to SEYM. To begin to improve that perception, SEYM needs to create some value added communication tools to generate some interest in the yearly meeting.
- a. We will create a special mailing to ALL MEMBER households and SEYM clerks, officers, committee members, representatives and other workers for SEYM. This special mailing is the SEYM Directory. We will add the narrative minutes of the YBM to the Directory. This necessitates updating the Directory before YM, bringing a draft to YM for proofing and making corrections (no additions or deletions) to the Directory. To the proofed and corrected Directory the office will add the narrative minutes of YBM, and a list of upcoming SEYM events for the coming year, including FIBM, Half Yearly Meeting, WIBM, Michener Lecture, Yearly Meeting and Walton Lecture and the following summer's EC meeting. This will be mailed before May 31st following the Yearly Meeting Annual Gathering. It is approximately a 250-piece mailing.
- b. We will create a new mailing tool that is mailed to every household in the SEYM directory, an approximately 750 to 800-piece mailing. This mailing will satisfy the requirements of the USPS Bulk Mailing contract. It will be an invitation to attend all of the lectures and opportunities for Quaker fellowship offered by SEYM in a given 12-month period. This tool is a general invitation to the fun and educational things that SEYM sponsors and is to be sent to everyone on the SEYM mailing list. The content of the Invitation mailing will also be included in the SEYM News calendar reminders. The invitation mailing should be completed, printed, and in the mail by Aug. 15th of each year. The mailing will include an invitation to:
1. A Fellowship Dinner (or similar opportunity for fellowship) at FIBM, as well as a possible Young Friends program outing.
 2. An Environmental Program at Half Yearly Meeting (content provided by the Committee for Earthcare?), as well as a Young Friends environmental learning experience and a fellowship experience for all who attend.

3. A spiritually enriching Michener Lecture at WIBM, as well as a possible Young Friends program outing.
4. A thoughtful and spiritually engaging retreat and Walton Lecture, as well as a full Young Friends learning and fellowship experience and program, at Yearly Meeting Annual Gathering.
5. An opportunity to envision the future of SEYM at the June Executive Committee meeting in the afternoon session. Bring your concerns and leadings and help us plan for the future of SEYM. Also, a possible Young Friends outing may occur.