

SEYM Administrative Calendar 2016/2017

EVENTS in uppercase bold 2016/2017 date
Deadlines with generic date in italics 2016/2017 date

JUNE 2016

YM Fiscal Year begins June 1
Directory finished, printed, and mailed June
Gathering planning begins; letter of agreement w/Walton Lecturer June
FIBM host Meeting contacted *prior to 2nd Sunday in June* June
HYM Site Reservation Contract Signed & 1st Payment Due HYM Clerk Contacts Camp
Reports for EC due in office & e-mailed out before EC June 7
SUMMER EXECUTIVE COMMITTEE MEETING *3rd Saturday in June, Tampa* June 18

JULY 2016

Begin work on HYM program & registration July 1
YM Gathering Reservation, Contract, Deposit: Gathering Clerk Contacts LEC July
Call for FIBM DIAs sent out *6 weeks before deadline* July 10
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays* July 31st

AUGUST 2016

YM Gathering Reservation: Contract & Deposit Due August
FIBM DIAs due in office *3 weeks prior to Sept. MMfB* Aug. 21
FY 1st quarter ends Aug. 31

SEPTEMBER 2016

HYM registration form & flyer information due in office Sept. 6
FIBM DIAs sent out *1 week prior to Sept. MMfB* Sept. 6
HYM flyer sent out Sept. 22
FALL EC MEETING Sept. 30

OCTOBER 2016

FALL INTERIM BUSINESS MEETING, Palm Beach Meetinghouse. *1st Saturday in October* Oct. 1
HYM Registration begins *7 weeks prior to HYM* Oct. 6
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays* Oct. 30

NOVEMBER 2016

Guide One Insurance policy renewal deadline Nov. 1
Budget requests due in to Finance Cte. Clerk *per handbook* Nov. 1
Call for WIBM DIAs sent out *6 weeks prior to deadline* Nov. 7
Michener Lecture brochure information from W&M Cte. & OMM due Nov. 1
Michener brochure mailed out *2 months before event* Nov. 15
HALF-YEARLY MEETING *Thanksgiving weekend Thur-Sun* Nov. 24-27
FY 2nd quarter ends Nov. 30

DECEMBER 2016

HYM final payment to camp *week after HYM* Dec. 8
WIBM DIAs deadline *3 weeks before January MfB* Dec. 18

JANUARY 2017

Gathering: 2 nd deposit payment to LEC.....	January
YM WIBM DIAs mailed to reach MMs one MfB prior to WIBM.	January 2
Reports for EC due 1 week before EC.....	Jan. 6
WINTER EXECUTIVE COMMITTEE MEETING Orlando Meetinghouse	Jan. 13
WINTER INTERIM BUSINESS MEETING, Orlando. Saturday of MLK Holiday weekend.....	Jan. 14
Membership lists due in Office byWIBM.....	Jan. 14
YBM DIAs deadline by WIBM.....	Jan. 14
Input on SEYM donations to organizations budget due in to Finance Cte. by WIBM	Jan. 14
MICHENER LECTURE & SEMINARS Sunday of MLK weekend	Jan. 15
YM Registration form finalized.....	Jan. 18
Gathering information due in to office	Jan. 22
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! Fifth Sundays.....	Jan. 29

FEBRUARY 2017

YM GATHERING REGISTRATION BEGINS 7 weeks before end of registration.....	Feb. 5
YM Gathering program & flyers mailed out.....	Feb. 6
FY 3 rd quarter ends	Feb. 28
Spiritual State of the Meeting Reports due.....	Feb. 28
Directory statistics due in to Finance Committee (per 12FIBM02)	Feb. 28

MARCH 2016

YM DIAs sent out to reach MMs 2 Meetings for Business before YM.....	March 6
YM GATHERING REGISTRATION DEADLINE 2 1/2 weeks before Gathering.....	Mar. 26
YM Gathering Registration data due in to Camp 2 weeks before YM, per LEC contract.....	Mar. 29

APRIL 2017

YEARLY MEETING GATHERING Wed. - Easter Sunday	April 12-16
Gathering: Final lodging counts & payment to LEC	April 21
After Yearly Meeting, as soon as possible:	
YMB Minutes, news & photos posted to website; eNews	
YMB Minutes & Directories mailed	
Epistles sent out to other YMs & organizations	
Remind Treasurer or Registered Agent of Corporate report filing deadline	
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! Fifth Sundays.....	April 30

MAY 2017

Corporation annual report to State of Florida due with revised officers, payment	May 1
End of 4 th quarter & Fiscal Year	May 31