

SEYM Administrative Calendar 2017/2018

EVENTS in uppercase bold 2017/2018 date
Deadlines with generic date in italics 2017/2018 date

JUNE 2017

YM Fiscal Year begins June 1
Directory finished, printed, and mailed June
Gathering work begins June
 letter of agreement w/Walton Lecturer
 LEC reservation, contract & deposit due
FIBM host Meeting contacted *prior to 2nd Sunday in June* June
HYM Site Reservation Contract Signed & 1st Payment Due HYM Clerk Contacts Camp
SUMMER EXECUTIVE COMMITTEE MEETING *3rd Saturday in June, Tampa* June 17

JULY 2017

Begin work on HYM program & registration July
Call for FIBM DIAs sent out *6 weeks before deadline* July 16
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays* July 30

AUGUST 2017

FIBM DIAs due in office *2 weeks prior to Sept. MMfB* Aug. 27
FY 1st quarter ends Aug. 31

SEPTEMBER 2017

FIBM DIAs sent out *1 week prior to Sept. MMfB* Sept. 2
HYM registration form & flyer information due in office Sept. 18
HYM flyer sent out Sept. 25

OCTOBER 2017

HYM Registration begins *7 weeks prior to HYM* Oct. 5
FALL EC MEETING Oct. 6
FALL INTERIM BUSINESS MEETING, Sarasota Meetinghouse. *1st Saturday in October* Oct. 7
Call for WIBM DIAs sent out *6 weeks prior to deadline* Oct. 16
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays* Oct. 29

NOVEMBER 2017

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 Cte. & OMM due Nov. 1
Michener brochure mailed out *2 months before event* Nov. 15
HALF-YEARLY MEETING *Thanksgiving weekend Thur-Sun* Nov. 23-26
WIBM DIAs deadline *2 weeks before December MfB* Nov. 27
FY 2nd quarter ends Nov. 30

DECEMBER 2017

WIBM DIAs mailed *to reach MMs one MfB prior to WIBM.* Dec. 4
HYM final payment to camp *week after HYM*..... Dec. 4
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays*..... Dec. 31

JANUARY 2018

Gathering: Flyer & Registration information due in office; Registration form finalized Jan. 2
WINTER EXECUTIVE COMMITTEE MEETING Orlando Meetinghouse Jan. 12
WINTER INTERIM BUSINESS MEETING, Orlando. *Saturday of MLK Holiday weekend*..... Jan. 13
 Membership lists due in Office *byWIBM*
 YBM DIAs deadline *by WIBM*
 Input on SEYM donations to organizations budget due in to Finance Cte. *by WIBM*

MICHENER LECTURE & SEMINARS *Sunday of MLK weekend* Jan. 14
YM Gathering program & flyers mailed out..... Jan. 16
YM GATHERING REGISTRATION BEGINS *7 weeks before end of registration*..... Jan. 21
Gathering: 2nd LEC deposit due..... Jan. 27

FEBRUARY 2018

YBM DIAs sent out *to reach MMs 2 Meetings for Business before YM*.....Feb. 5
FY 3rd quarter endsFeb. 28
Spiritual State of the Meeting Reports due.....Feb. 28
Directory statistics due in to Finance Committee (*per 12FIBM02*)Feb. 28

MARCH 2018

YM Gathering Registration Deadline *2 1/2 weeks before Gathering* Mar. 11
YM Gathering Registration data due in to Camp *2 weeks before YM, per LEC contract*..... Mar. 14
YEARLY MEETING GATHERING *Wed. - Easter Sunday* **March 28 - April 1**

APRIL 2018

Gathering: Final lodging counts & payment to LECApril 2 - 4
After Yearly Meeting, as soon as possible:
 YBM Minutes, news & photos posted to website; eNews
 YBM 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 29

MAY 2018

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