

SEYM Administrative Calendar 2018/2019

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

JUNE 2018

YM Fiscal Year begins June 1
Directory finished, printed, and mailed June
Gathering work begins June
 letter of agreement w/Walton Lecturer
 LEC contract & deposit due
SUMMER EXECUTIVE COMMITTEE MEETING a Saturday in June, Tampa MM June 9

JULY 2018

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 29

AUGUST 2018

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

SEPTEMBER 2018

FIBM DIAs sent out *1 week prior to Sept. MMfB* Sept. 4
HYM registration form & flyer information due in office Sept. 17
HYM flyer sent out Sept. 25
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays* Sep. 30

OCTOBER 2018

HYM Registration begins *7 weeks prior to HYM* Oct. 4
FALL EC MEETING Oct. 5
FALL INTERIM BUSINESS MEETING *1st Saturday in October* Oct. 6
Call for WIBM DIAs sent out *6 weeks prior to deadline* Oct. 15

NOVEMBER 2018

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 flyer mailed out *2 months before event* Nov. 15
HALF-YEARLY MEETING *Thanksgiving weekend Thur-Sun.* Nov. 22-25
WIBM DIAs deadline *2 weeks before December MfB* Nov. 27
FY 2nd quarter ends Nov. 30

DECEMBER 2018

WIBM DIAs mailed *to reach MMs one MfB prior to WIBM*. Dec. 3
HYM final payment to camp *week after HYM*..... Dec. 3
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays*..... Dec. 30

JANUARY 2019

Gathering: 2nd LEC deposit dueJanuary
Gathering: Flyer & Registration information due in office; Registration form finalized Jan. 7

WINTER EXECUTIVE COMMITTEE MEETING Orlando MeetinghouseJan. 18

WINTER INTERIM BUSINESS MEETING, Orlando. *Saturday of MLK Holiday weekend*.....Jan. 19

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. 20

FEBRUARY 2019

YBM DIAs sent out *to reach MMs 2 Meetings for Business before YM*.....Feb. 4
YM Gathering program & flyers mailed out.....Feb. 4

YM GATHERING REGISTRATION BEGINS *7 weeks before end of registration*.....Feb. 11

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 2019

Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays* Mar. 31

APRIL 2019

YM Gathering Registration Deadline *2 1/2 weeks before Gathering* April 1

YM Gathering Registration data due in to Camp *2 weeks before YM, per LEC contract*..... April 3

YEARLY MEETING GATHERING *Wed. - Easter Sunday* **April 17-21**

Gathering: Final lodging counts & payment to LECApril 22

LEC reservation for 2020 made *week after Gathering*

After Yearly Meeting, as soon as possible:

YBM Minutes, news & photos posted to website

Epistles sent out to other YMs & organizations

Remind Treasurer or Registered Agent of Corporate report filing deadline

HYM Contract Signed & 1st Payment Due..... HYM Clerk Contacts Camp

MAY 2019

Corporation annual report to State of Florida due with revised officers, payment May 1

FIBM host Meeting contacted *prior to 2nd Sunday in May*
End of 4th quarter & Fiscal Year May 31