

SEYM Administrative Calendar 2019/2020

EVENTS in uppercase bold.....2019/2020 date
Deadlines & dates for all Friends in bold with generic date in italics 2019/2020 date
Administrative/committee deadlines *with generic date in italics*..... 2019/2020 date

JUNE 2019

YM Fiscal Year begins June 1
Directory finished, printed, and mailed.....June
Print in time for June EC meeting; mailed after EC
Gathering work begins.....June
Memorandum of Understanding w/Walton Lecturer
LEC contract & deposit due; *call camp*
SUMMER EXECUTIVE COMMITTEE MEETING *a Saturday in June, Tampa MM*..... June 8

JULY 2019

Begin work on HYM program & registration..... July
Call for FIBM DIAs sent out *6 weeks before deadline* July 14

AUGUST 2019

FIBM DIAs due in office *2 weeks prior to Sept. MMfB*.....Aug. 26
FY 1st quarter endsAug. 31

SEPTEMBER 2019

FIBM DIAs sent out *1 week prior to Sept. MMfB*.....Sept. 3
HYM registration form & flyer information due in officeSept. 19
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays*.....Sep. 29

OCTOBER 2019

HYM flyer sent out Oct. 1
FALL EC MEETING..... Oct. 4
FALL INTERIM BUSINESS MEETING *1st Saturday in October* Oct. 5
HYM Registration begins *7 weeks prior to HYM* Oct. 10

NOVEMBER 2019

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* Nov. 1
Call for WIBM DIAs sent out *6 weeks prior to deadline* Nov. 3
Michener flyer mailed out *2 months before event*.....Nov. 19
HALF-YEARLY MEETING *Thanksgiving weekend Thur-Sun* Nov. 28-Dec. 1
FY 2nd quarter endsNov. 30

DECEMBER 2019

HYM final payment to camp <i>week after HYM</i>	Dec. 5
WIBM DIAs deadline	Dec. 15
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! <i>Fifth Sundays</i>	Dec. 29

JANUARY 2020

Gathering: 2 nd LEC deposit due <i>see contract</i>	January
Gathering Flyer & Registration information due in office; Registration form finalized	Jan. 4
WIBM DIAs mailed <i>to reach MMs one MfB prior to WIBM</i>	Jan. 6

WINTER EXECUTIVE COMMITTEE MEETING Orlando Meetinghouse..... Jan. 17

WINTER INTERIM BUSINESS MEETING, Orlando. *Saturday of MLK Holiday weekend* Jan. 18

Membership lists due in Office *by WIBM*

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. 19

FEBRUARY 2020

YBM DIAs sent out <i>to reach MMs 2 Meetings for Business before YM</i>	Feb. 4
YM Gathering program & flyers mailed out	Feb. 4
YM GATHERING REGISTRATION BEGINS <i>7 weeks before end of registration</i>	Feb. 11
FY 3 rd quarter ends.....	Feb. 28
Spiritual State of the Meeting Reports due	Feb. 28
Directory statistics due in to Finance Committee (<i>per 12FIBM02</i>).....	Feb. 28

MARCH 2020

Contact Tampa MM re date for June EC	March 1
YM Gathering Registration Deadline <i>2 1/2 weeks before Gathering</i>	Mar. 23
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! <i>Fifth Sundays</i>	Mar. 29
YM Gathering Registration data due in to Camp <i>2 weeks before YM, per LEC contract</i>	Mar. 31

APRIL 2020

YEARLY MEETING GATHERING *Wed. - Easter Sunday* **April 8-12**

LEC reservation for 2020 made *week after Gathering*

After Yearly Meeting, as soon as possible:

YBM Minutes, news & photos posted to website

Epistles sent to other YMs & FWCC

Remind Treasurer or Registered Agent of Corporate report filing deadline

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

MAY 2020

Corporation annual report to State of Florida due with revised officers, payment.....	May 1
FIBM host Meeting contacted <i>prior to 2nd Sunday in May</i>	May 3
End of 4 th quarter & Fiscal Year.....	May 31