

SEYM Administrative Calendar 2022/2023

EVENTS in uppercase bold 2022/2023 date
Deadlines & dates for all Friends in bold with generic date in italics 2022/2023 date
Administrative/committee deadlines *with generic date in italics* 2022/2023 date

JUNE 2022

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 *via Zoom* June 18

JULY 2022

Begin work on HYM program & registration July
Call for FIBM DIAs sent out *6 weeks before deadline* July 24
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays* July 31

AUGUST 2022

FIBM DIAs due in office *2 weeks prior to Sept. MMfB* Aug. 28
FY 1st quarter ends Aug. 31

SEPTEMBER 2022

Call for W&M and OMM for Michener Lecture brochure information Sept. 1
FIBM DIAs sent out *1 week prior to Sept. MMfB* Sept. 4
FALL EC MEETING Sept. 30

OCTOBER 2022

FALL INTERIM BUSINESS MEETING *1st Saturday in October* Oct. 1
Notice to Clerks, MMs, and WGs, budget requests due Nov 1 Oct. 1
HYM registration form & flyer information due in office Oct. 7
HYM flyer sent out Oct. 14
HYM Registration begins *7 weeks prior to HYM* Oct. 28
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! *Fifth Sundays* Oct. 30

NOVEMBER 2022

Guide One Insurance policy renewal deadline Nov. 1
Budget requests due in Finance Cte. Clerk per handbook Nov. 1
Michener Lecture brochure information from W&M Cte. & OMM *due Nov. 1* Nov. 1
Call for Membership List edits/send spreadsheets to clerks/worship group conveners Nov. 1
Call for WIBM DIAs sent out *6 weeks prior to deadline* Nov. 21
Michener flyer mailed out *2 months before event* Nov. 15
FY 2nd quarter ends Nov. 30

DECEMBER 2022

Call for Spiritual State of the Meeting Reports (due Feb. 28) Dec. 1
Half-Yearly Meeting Registration Deadline Dec. 10
WIBM DIAs deadline Dec. 15
HALF-YEARLY MEETING Dec. 16-19
RESERVE WEKIWA SPRINGS STATE PARK YOUTH CAMP FOR HYM 2023 **Dec. 23**
HYM final payment to camp *week after HYM* Dec. 26
HYM Contract Signed & 1st Payment Due *HYM Clerk Contacts Camp* December

JANUARY 2023

Gathering: 2 nd LEC deposit due <i>see contract</i>	January
WIBM DIAs mailed <i>to reach MMs one MfB prior to WIBM</i>	Jan. 2
Gathering Flyer & Registration information due in office; Registration form finalized.....	Jan. 9
WINTER EXECUTIVE COMMITTEE MEETING Orlando Meetinghouse.....	Jan. 13
WINTER INTERIM BUSINESS MEETING, Orlando <i>Saturday of MLK Holiday weekend</i>	Jan. 14
Membership lists due in Office <i>by WIBM</i>	
Input on SEYM donations to organizations budget due in to Finance Cte. <i>by WIBM</i>	
MICHENER LECTURE & SEMINARS <i>Sunday of MLK weekend</i>	Jan. 15
YM Gathering program & flyers mailed out.....	Jan. 23
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! <i>Fifth Sundays</i>	Jan. 29

FEBRUARY 2023

YM GATHERING REGISTRATION BEGINS <i>8 weeks + 2 days before end of registration</i>	Feb. 6
YBM DIAs deadline.....	Feb. 12
Spiritual State of the Meeting Reports due	Feb. 28
Directory statistics due in to Finance Committee (<i>per 12FIBM02</i>)	Feb. 28
FY 3 rd quarter ends	Feb. 28

MARCH 2023

Contact Tampa MM re date for June EC.....	Mar. 1
YBM DIAs posted and sent out <i>to reach MMs & WGs 2 Meetings for Business before YM</i>	Mar. 7
Spiritual State of the Meeting reports posted and sent out to MMs & WGs	Mar. 7
YM Gathering Registration Deadline <i>2 1/2 weeks before Gathering</i>	Mar. 20
YM Gathering Registration data due in to Camp <i>2 weeks before YM, per LEC contract</i>	Mar. 22

APRIL 2023

YEARLY MEETING GATHERING <i>Wed. – Easter Sunday</i>	Apr. 5 - 9
LEC reservation for 2023 made <i>week after Gathering</i>	
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	
Intervisitation Sunday: visit another SEYM Meeting or Worship Group! <i>Fifth Sundays</i>	April 30

MAY 2023

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 8
Call for Agenda Items for Summer Executive Committee Meeting.....	May 8
End of 4 th quarter & Fiscal Year	May 31