

Sessions Committee

Internal Handbook

Updated and Approved January 2017

Table of Contents

Sessions Committee NYYM Handbook Page	4
Typical Committee Meeting Agendas	6
Sessions Committee Job Descriptions & Responsibilities	7
Clerk, 7	
Assistant Clerk, 8	
Recording Clerk, 8	
Spring Fall Sessions Coordinator & Liaison, 8	
Summer Sessions Liaison, 8	
Subcommittees of Sessions Committee	9
Arrangements Subcommittee for Summer Sessions, 9	
Finance Subcommittee, 9	
Handbook Subcommittee, 9	
Internal Nominating Subcommittee, 10	
Summer Program Subcommittee, 11	
APPENDIX I, Sessions Committee Finances	11
APPENDIX II, Spring Fall Sessions Coordinator & Liaison.....	12
APPENDIX III, Summer Sessions Liaison	14
APPENDIX IV, Arrangements Subcommittee at Summer Sessions	15
APPENDIX VII, Sessions Committee Policy Minutes	18
• Equalization Fund Charter	

History

The current Sessions Committee evolved from the former Administrative Committee.

Purposes & Objectives

Sessions Committee has responsibility for organizing the logistics of Spring, Summer, and Fall Sessions of New York Yearly Meeting (NYYM). Sessions Committee stewards the right use of the Equalization (EQ) Fund, sets sessions registration fees, and manages the committee's line in the NYYM Operating Budget.

Functions & Activities

The functions and activities for Sessions Committee are so detailed as to require two separate committee handbooks; one for the committee, subcommittees and appointments, and one for Spring and Fall Sessions. Both handbooks, which include job descriptions of committee members, subcommittees, and volunteer coordinators for various Summer Sessions activities, can be found on the NYYM website, along with the committee's minutes, and the schedule of upcoming NYYM Sessions.

In summary, the committee works with the NYYM Clerk, YM staff and the NYYM regions to handle all operational details of each session including, but not limited to:

- Research, contact, negotiate and contract services with venues.
- Arrange for the printing and distributing of advance publicity.
- Invite guest speakers and arrange for their needs.
- Set session themes and schedules and distribute.
- Set all registration fees.
- Update sessions forms, including registration, medical forms for youth, evaluations, etc.
- Assist the Liaison Committee and General Services Coordinating Committee when requested.
- Respond in a timely manner to concerns and changes in process, focus, and requirements for NYYM sessions.

Organization & Method of Appointment

The membership of the Sessions Committee includes the clerk and assistant clerk of Yearly Meeting; one or two Yearly Meeting staff; the Junior Yearly Meeting Coordinator(s); one representative each from General Services, Ministry, Nurture, and Witness Coordinating Committees; and nine at-large members. The latter are appointed by the YM for three year terms, approximately one-third named each year, upon the recommendation of the YM Nominating Committee. Sessions Committee names representatives to General Services Coordinating Committee, Junior Yearly Meeting Committee, and Young Adult Concerns Committee.

All members of the committee, both those serving by reason of their office (except the YM clerk) and those appointed as at-large members, are expected not only to attend meetings of the entire Sessions Committee, but also to serve on one or more subcommittees.

Sessions Committee is an open committee, and all Friends are welcome and invited to attend as led, including Junior Yearly Meeting high school clerks.

Meeting Times & Places

The committee meets in early fall, mid-winter, early spring, and at all NYYM sessions.

Finances

The committee is funded from the Operating Budget.

Expenses covered include: committee travel; venue fees; room, board and travel for invited speakers to Summer Sessions, and other expenses relating directly to Summer Sessions (excluding Junior Yearly Meeting) including, but not limited to, room and board for the Summer Sessions Liaison at the conference venue, compensation for the YM Office Assistant, copying of materials for sessions and a gift to the venue; expenses for Spring and Fall Sessions including, but not limited to, deposits for and donations to venues, registration and meals for the Spring Fall Sessions Coordinator & Liaison, and any costs not covered by the collection of registration fees.

The Sessions Committee Internal Handbook

Sessions Committee has the general responsibility for the three gatherings of New York Yearly Meeting (NYYM); Spring, Summer, and Fall Sessions. While the Yearly Meeting Clerk determines the agenda for the business of the Yearly Meeting, Sessions Committee works to ensure that the logistics of each event are conducive to the worship and work of the Yearly Meeting.

Sessions Committee Meeting Agendas *(All agendas are fluid, but these are the main items to consider)*

Early Fall

- Evaluate Summer Sessions based on evaluation forms and other sources. Discuss potential issues and changes.
- Receive report from JYM Coordinators for current year Summer Sessions.
- Approve Internal Nominating Subcommittee (INS).
- Receive a report from Spring Fall Sessions Coordinator & Liaison.
- Discuss coordination of Summer Sessions 'save the date' publicity.
- Approve theme for upcoming YM Summer Sessions in time to announce at Fall Sessions.
- Review current expenses.
- Plan for future Spring, Summer, and Fall Sessions.
- Allow time for all subcommittees to meet and report.

NYYM Fall Sessions

- Review and discuss the current Fall Sessions including a report from the Host Task Group.
- INS brings forward names for all subcommittees, except Arrangements Subcommittee.
- Announce theme for upcoming Summer Sessions.
- Bring to GSCC the publicity plan, including the use of the NYYM email and mailing lists.
- Be sure to report SESSION PARTICIPANT NUMBERS at final business meeting.

Winter *(typically in January as part of Coordinating Weekend)*

- Evaluation of Fall Sessions.
- Review and coordinate plans for the three upcoming YM Sessions.
- Summer Program Subcommittee reports, including recommendations for speaker and Week-at-a-Glance (WAAG) for approval.
- INS brings forward all nominations for Arrangements Subcommittee for Summer Sessions.
- Report from Finance Subcommittee on NYYM Fall Sessions income and expenses, and draft budget for the upcoming year for approval.
- Ask for approval for the clerk to answer and submit the Accountability Queries.
- Choose ad hoc team to write Advance Report.
- Begin process for updating Summer Sessions Program – YM Clerk's Welcome, description of theme, Plenary Speaker photo and bio, etc.
- Allow time for all subcommittees to meet and report if possible.

NYYM Spring Sessions

- Review and discuss the current Spring Sessions including a report from the Host Task Group.
- Report from Finance Subcommittee on year-end committee expenses vs. approved budget.
- Be sure to report SESSION PARTICIPANT NUMBERS at final business meeting.

NYYM Summer Sessions - three to five meetings, as needed

- **If necessary, the Clerk brings forth two names for the Naming Committee at the first meeting.**
- Review and discuss the current Sessions, and approve selection of gift to host venue.
- Internal Nominating Subcommittee brings forth names for Clerk, Assistant Clerk, Recording Clerk, Summer Sessions Liaison, and Spring Fall Sessions Coordinator & Liaison.
- Set a date for the Sessions Committee meeting in early fall and discuss the winter meeting.
- Finance Subcommittee reports on NYYM Spring Sessions income and expenses, and general budget issues.
- At final business meeting, be sure to report SESSION PARTICIPANT NUMBERS and ALL FUNDS RAISED via the Fun(d) Fair, Tagless Tag Sale, Café Night, etc.

Sessions Committee Job Descriptions / Responsibilities of Officers and Liaisons

CLERK

Generally, the clerk is responsible for working with the subcommittees to create Sessions Committee agendas, distributing the agenda, and for clerking Sessions Committee meetings. The clerk is also the primary responder through-out the year to all Sessions-related concerns. The clerk is an *ex officio* member of all subcommittees.

The clerk confers with staff at NYYM office and subcommittee clerks on past agendas and minutes before setting the agenda. The agenda and all written materials that require careful reading should be sent at least two weeks before each meeting and should include reminders to people who are expected to give a report. A reminder should be sent to all Sessions Committee members and include where/when the committee will meet and any special arrangements that need to be made for housing and food. The clerk ensures that all committee minutes and appropriate reports are made available to the yearly meeting via the NYYM website.

The clerk of Sessions Committee and the NYYM Associate Secretary are responsible for negotiating and signing the contracts for all locations of the Sessions of the Yearly Meeting on behalf of New York Yearly Meeting.

Specific tasks include:

- Welcome new members to the committee.
- Maintain contact with clerks of the subcommittees and keep apprised of current projects.
- Follow up on decisions of the committee.
- Ensure the YM website has updated information for all YM Sessions, including the youth medical form.
- Once the Summer Sessions Week-at-a-Glance (WAAG) is approved, advise Coordinating Committee clerks of any interest or study groups times that are available, when coordinating committees will meet and when committees will meet.
- Assist YM staff with proofreading issues of Spark having to do with YM Sessions, along with the Summer Sessions Program.
- Ensure the YM is kept apprised of committee officers and proofread the Yearbook text for this committee.
- Serve as representative from Sessions to General Services or Junior Yearly Meeting Committee, as needed.
- Approve requests for travel reimbursement as appropriate.
- Invite regions to host Spring/Fall Sessions, at least three if not four years in advance. Work with the Spring Fall Sessions Coordinator & Liaison (SFSC&L) to ensure that all aspects of these sessions receive proper attention.
- Negotiate and sign contract for Summer Sessions location, in consultation with the committee, of course.
- Work with the SFSC&L and YM Associate Secretary to ensure all Sessions participation numbers are recorded in the NYYM minutes – total number of participants (adults/youth) – typically included in the last business meeting's minutes. Also at Summer Sessions, report on funds raised via the Fun(d) Fair, Café Night, etc.
- Sign and or send out "thank you" notes to regional Host Task Group members, sessions venues, folks who donate to the Equalization Fund (letters and stamped envelopes provided by NYYM staff), etc.
- Work with the Finance Subcommittee and the committee as a whole to create, approve, distribute, and honor each year's committee budget (typically created in January, approved by Spring Sessions, and submitted to the NYYM Financial Services Committee by Summer Sessions).
- Attend NYYM Budget Saturday to support the committee's proposed budget and be part of any decisions to change the request.
- Work with the YM Treasurer and Associate Secretary to approve all charges to the committee budget.
- A complete description of committee finances can be found in Appendix I.

ASSISTANT CLERK

- Clerks meetings in absence of the clerk.
- Serves as representative from Sessions to General Services or JYM Committee, if needed.
- Serves as clerk of the Summer Program Subcommittee.
- Serves as a sounding board and confidant for the clerk.

RECORDING CLERK

- Records minutes of each meeting of the Sessions Committee.
- Works with the clerk to send the approved minutes to the committee, the coordinating committee clerks, and the YM office for posting on the NYYM web site.

SPRING FALL SESSIONS COORDINATOR & LIAISON (SFSC&L)

In order to best serve the Spring and Fall Sessions host regions, Sessions Committee names and approves a Spring Fall Sessions Coordinator & Liaison (SFSC&L) whose term may be renewed.

The clerk of Sessions sends the actual invitations to regions, asking them to host a specific Spring or Fall Sessions and providing the dates of same. Once a region accepts their invitation, the SFSC&L takes over and, using the Spring Fall Sessions Handbook, coordinates with the Host Task Group all the basic needs and requirements of the session, from finding a venue to ensuring the final reports are submitted. The work of the SFSC&L is about 60% email, 30% real time at Spring or Fall Sessions and follow-up, and about 10% updating and distributing the SFS Handbook.

The SFSC&L (or an informed representative) is expected to attend all Spring and Fall Sessions, and for their service, they attend for free (no registration or meal fees). While the SFSC&L is expected to pay for their own transportation and overnight accommodations, such costs are negotiable with the clerk of Sessions.

Find a complete SFSC&L description in Appendix II.

SUMMER SESSIONS LIAISON (SSL)

In order to best serve the NYYM Summer Sessions, Sessions Committee names and approves a Summer Sessions Liaison (SSL) whose term may be renewed. While the clerk of Sessions negotiates and signs any contracts with the Summer Sessions venue (in consultation with the SSL and others), the SSL responsibilities include;

- Clerk the Arrangements Subcommittee.
- Is the primary representative from NYYM (other than YM staff) to work directly with the Summer Sessions conference center administrative staff.
- Once the Summer Sessions WAAG is approved, works with the conference center to manage the needs of committees, interest groups, and other activities, i.e. dates, locations, # of participants.
- Work with conference center to ensure appropriate a/v is available as needed.
- Room and board at Summer Sessions is paid by the committee for this position.
- Find a complete SSL description in Appendix III.

Subcommittees of Sessions Committee

The Sessions Committee Clerk serves ex officio on all subcommittees.

Arrangements Subcommittee for Summer Sessions

The Internal Nominating Committee recommends names for all the coordinating positions to Sessions Committee at the committee's January meeting. The Summer Sessions Liaison (SSL) is clerk of this subcommittee, which meets as a whole at the discretion of the SSL. The subcommittee works with the conference center regarding food, space, and equipment requirements. Some of the Arrangements Subcommittee positions are:

1. 12 Step Program Coordinator
2. Displays Coordinator
3. Evaluations Coordinator
4. Food Coordinator
5. Golf Cart Coordinator *
6. Interest Group Coordinator *
7. Letters to Absent Friends Coordinator
8. Microphone Runner Coordinator *
9. Newcomer/Welcome Table Coordinator
10. Off-Campus and Camping Liaison
11. Tagless Tag Sale Coordinator *
12. YM Office Assistant (on recommendation of YM Associate Secretary)
13. JYM Coordinators, ex officio

Full descriptions of these positions are in Appendix IV. Also, the positions with a "*" have supporting documentation and forms online at nyym.org, on the webpage for Sessions Committee. The "*" coordinators are responsible for keeping their forms updated, working with the Handbook Subcommittee, and properly used at Summer Sessions.

The day before Summer Sessions begins, the SSL meets with conference staff, NYYM staff, JYM Coordinators, the clerk of Sessions and any arrangements coordinators able to attend to review, in detail, the conference arrangements as collated with the printed Program. At the close of Summer Sessions, the SSL arranges a debriefing meeting with the same group for evaluation.

Finance Subcommittee

Has 2-3 members whose primary responsibilities include: [1] create a budget for presentation and approval, typically starting in January for the next year's budget; [2] working with the YM Treasurer and Associate Secretary, report on committee spending; [3] disburse money from the YM Equalization Fund to people requesting assistance to attend Spring, Summer or Fall Sessions, and [4] set registration fees for all YM Sessions. Note: the registration fees for each Spring and Fall Session (SFS) are collected in the YM treasurer-controlled Fall/Spring Sessions Fund. The Treasurer and Associate Secretary ensure that all expenses of the SFS are paid for out of this fund prior to any balance being moved into the operating budget. The Sessions Committee budget covers any deposits for sessions venues (and committee expenses), and the SFS registration fees "should" cover all other SFS expenses, such as childcare workers, materials (nametags, copying, etc.), Youth Program expenses, speaker fees, and registration refunds.

Find a full description of committee finances in Appendix I.

Handbook Subcommittee

Has 2-3 members and is responsible for keeping all of the Sessions Committee Handbooks up-to-date and distributed to the Sessions Committee; currently the NYYM Handbook page, Internal Handbook, and the Spring Fall Sessions Handbook. Works with the NYYM Communications Director to ensure the latest versions of these documents are available online.

Internal Nominating Subcommittee (INS)

Has 2-3 members who recommend to Sessions Committee for approval: Clerk, Assistant Clerk, Recording Clerk, Summer Sessions Liaison, Spring Fall Sessions Coordinator & Liaison, and representatives to General Services Coordinating Committee, JYM Committee, and Young Adult Concerns Committee. INS names committee members to all Sessions Committee subcommittees. INS names all Summer Sessions Coordinators needed for the Arrangements Subcommittee. Finally, while the entire committee is responsible for keeping an eye open for new members—such names should be suggested to the NYYM Nominating Committee by the INS.

All Sessions Committee members and representatives must serve on at least one subcommittee, while the committee clerk is *ex officio* on all subcommittees.

The Summer Sessions Liaison is an *ex officio* member of INS. Nominations for the other 1-2 subcommittee members are made by a Naming Committee of two members of the Sessions Committee who are appointed, for one “term” only, by the Clerk of the Sessions Committee. The Naming Committee brings its INS nominations to the next meeting of Sessions Committee. Once approved, the new INS should begin serving immediately, and should suggest subcommittee assignments and assignments to other positions as soon as possible thereafter. All INS-nominated and Sessions Committee approved assignments are for the duration of one year, starting and ending on the last day of Summer Sessions, but all terms are renewable without limitation.

It is critical that all members of the Arrangements Subcommittee be named and approved well before April of each year, so that all coordinators can be listed in Summer Sessions announcements and advertising, not to mention begin coordinating and organizing their tasks well before Summer Sessions!

SUMMARY OF NOMINATIONS:

Committee Officers and Representatives

- Clerk
- Assistant Clerk
- Recording Clerk
- Summer Sessions Liaison
- Spring Fall Sessions Coordinator & Liaison
- Representative to General Services Coordinating Committee
- Representative to Junior Yearly Meeting Committee
- Representative to Young Adult Concerns Committee

Arrangements Subcommittee

1. 12 Step Program Coordinator
2. Displays Coordinator
3. Evaluation Coordinator
4. Food Coordinator
5. Golf Cart Coordinator
6. Interest Group Coordinator
7. Letters to Absent Friends Coordinator
8. Microphone Runner Coordinator
9. Newcomer/Welcome Table Coordinator
10. Off Campus / Camping Liaison
11. Tagless Tag Sale Coordinator
12. YM Office Assistant (on recommendation of YM Associate Secretary)

Finance Subcommittee (3-4 members)

Handbook Subcommittee (2-3 members)

Summer Program Subcommittee (6-7 members, including the Sessions Committee Assistant Clerk, the JYM Coordinators, and the YM Clerk and Assistant Clerk *ex officio*)

Summer Program Subcommittee

Has 5-6 members, including the Sessions Committee Assistant Clerk, JYM Coordinators, and the NYYM Clerk and Assistant Clerk, ex officio. The Sessions Committee Assistant Clerk serves as Clerk of this subcommittee. It develops, under the guidance of the Sessions Committee, the overall program for YM Summer Sessions, proposes the schedule, and invites speakers. The subcommittee clerk, in concert with the Sessions Committee clerk and the Finance Subcommittee, is authorized to offer the speaker room, board and travel expenses for attendance at Summer Sessions. In addition, sometimes an honorarium is offered.

In choosing speakers, it is important to: a) consider the theme of Summer Sessions, and b) consult with people who have heard a potential speaker addressing a large group, and c) be mindful that speakers are encouraged to host an interest group and spend time with JYM teens and Young Adult Friends. Names of speakers can come from evaluation forms from Yearly Meeting sessions, committees, or staff. Generally, the proposed speaker's name and qualifications should be brought to the Winter Sessions committee meeting for approval. The subcommittee is then responsible for all facets of the speaker arrangements, including but not limited to: introduction, photograph and biography for *Spark*, expenses for travel, registration, room and board (covering all costs), and/or an honorarium. Please note, the Yearly Meeting budget only assists the speaker in attending Summer Sessions — family members, elders, etc., are welcome to attend, but must do so at their own expense.

The Summer Program Subcommittee sets the schedule for Summer Sessions by proposing a "Week-at-a-Glance" (WAAG) for approval by the Sessions Committee at the Winter Sessions committee meeting. The committee clerk and the subcommittee clerk are then responsible for following up with coordinating committees, etc., on the WAAG details.

APPENDIX I: SESSIONS COMMITTEE FINANCES

Sessions Committee is under the care of General Services Coordinating Committee and its line is found under GSCC in the NYYM Operating Budget. The budget is broken down into three major sections, below.

Spring & Fall Sessions; This line is used primarily to pay for deposits and rentals for SFS venues. If no rental fee is required (Friends Academy, for instance), this line is used to send a donation to the venue. This line is also used to pay the registration fee and meal costs for the Spring Fall Sessions Coordinator & Liaison. If transportation and or overnight accommodations are also to be covered, they are paid from this line. Please note; each SFS collects registration fees and meal payments — and those are first deposited into the **Fall/Spring Sessions Fund** under the Yearly Meeting Managed Funds. All subsequent SFS expenses (meals, child care, materials such as name tags and signs, etc.) are paid for out of that fund. Any balance is transferred to **Registration Fees in the Operating Budget**. If enough money is not collected to cover the overall expenses for a Spring or Fall Sessions, the remaining unpaid expenses are covered from this committee line.

Summer Sessions; This line is used to pay for expenses specific to the running of Summer Sessions (with the exception of Junior Yearly Meeting, which has its own budget). Summer Sessions items include, but are not limited to: venue deposit, cost for the printing of pages included in *Spark* to advertise and announce Summer Sessions, cost of printing the Summer Sessions Program (WAAG and schedule), room & board and possible honorarium for the plenary speaker, room and board for the Summer Sessions Liaison, compensation for the YM Office Assistant, any materials rented for the gathering (golf carts, tents, etc.), any foods requested for a speaker reception or special event, using the services of the venue for the copying of sessions materials, and giving the venue a "thank you" gift.

General Committee Expenses; This line is used for expenses that are specific to committee work, including, but not limited to: member travel, administrative expenses (Survey Monkey membership, for instance), expenses related to committee meetings outside of NYYM Sessions (food and/or donation to Fall meeting space, for instance), any expenses related to surveys (postage paid return envelopes for paper copies of surveys, for instance), and stamps for Letters to Absent Friends.

The committee is also responsible for the proper use of the Equalization Fund (EQ).

Currently, the Equalization Fund (EQ) has a line on all registration forms, and registrants can either request assistance from the EQ or make donations to the EQ, which is under the Yearly Meeting Managed Funds. Requests are currently handled by the NYYM Associate Secretary (who also serves on the Sessions Committee Finance Subcommittee) and can be made at any time in the sessions registration process. Currently, requestors are required to also request funds from their Monthly Meeting and show proof of that request to the Associate Secretary. There is a great deal of thoughtful and faithful "inside understanding" involved in the distribution of funds from the EQ, stemming from a historical understanding of who asks for assistance, how Monthly Meetings typically respond, and maintaining a delicate balance of encouraging new participants while honoring the history of Friends who have requested financial help in the past. These requests are held confidential, known only to Friends who have made decisions about financial compensation from the EQ in the past, and cannot be explained or replaced! Find the charter minutes for the EQ in Appendix V.

APPENDIX II; SPRING FALL SESSIONS COORDINATOR & LIAISON (SFSC&L)

The SFSC&L has an overall responsibility for organizing all the logistics of each Spring and Fall Sessions, starting with finding and reserving a venue (or two) and ending with receiving the final reports. The SFSC&L works with the Host Task Group, YM Clerk and staff to ensure that the details outlined in the SFS Handbook are followed. The SFSC&L also facilitates communications between Sessions Committee and the Host Region/Task Group. The SFSC&L should register and attend all Spring and Fall Sessions. Their entire registration costs are covered by Sessions Committee (registration fees and meal charges). Transportation and overnight accommodations can be negotiated with the clerk of Sessions. Finally, the SFSC&L is responsible for working with the Handbook Subcommittee on updating the SFS Handbook and making sure the latest version is available online.

Starting about two years before each session

- Once the Sessions Committee clerk has sent out the invitation to host, follow up with the clerk of the region and be sure the region has accepted responsibility for hosting on the dates requested and is working on creating a Host Task Group (HTG).
- Get the name and contact information for the HTG clerk(s) and the Youth Program Coordinator(s) (YPC). Send them the Spring Fall Sessions (SFS) Handbook. Be sure to note this is online also!
- Keeping past experience in mind, work with the HTG to reserve venues and negotiate rental contracts. Provide additional information about such matters as space needs and budget as needed.
- Work with the NYYM Associate Secretary who will sign any contract and submit any down payments.

About ten months before each session

- Check in with the HTG clerk. Is the task group being formed, most especially for hospitality and the day-to-day volunteers? Encourage the HTG clerk and other task group members to share the work among a number of Friends.
- Check in with the NYYM Clerk on the details of the schedule. Confer with the HTG on a Friday evening event and if so, ensure that it is an intergenerational event.
- Check in with the YPC. Have the Powell House Youth Directors and the Children and Youth Field Secretary been contacted regarding the Youth Program? (Perhaps the Youth Committee will be a resource also!) Re-send the handbook if necessary.
- Using the last issue of Spark at which the region hosted, update the text to include sustainability text, Youth Program information, etc., and send to the HTG and YM Clerk to update the various details.

About six months before each session

- Check that the HTG has selected a registrar*, hospitality coordinator, display table coordinator and room assignments coordinator. **HTG names will be needed for Spark and the deadline for this issue is three months before the sessions.** Remind them that doubling up on jobs is not advised. ***NOTE:** The YM Associate Secretary often serves as Registrar and now is the time to work that out!
- Review other aspects of the work with the HTG to ensure that other preparations are being made in a timely fashion.
- Work with the venues on preliminary menus that include vegan and gluten-free options, and lots of coffee.
- Communicate with the YM clerk to be sure that the HTG is informed about the schedule of meetings for the plenary sessions and any possible agenda items that might be of interest to the Youth Program participants.
- Review the *Spark* article when the committee is ready to send it to the YM office.
- Double check that the information online matches the information in Spark.
- Working with the YM Clerk and staff, ensure that at least TWO email invitations / announcements are sent to the global list — one for the session in general (where, when, schedule, registration, etc.) and one specific to the Youth Program.

ONE WEEK BEFORE THE REGISTRATION DEADLINE OF EACH SESSION

- Ensure that ONE to TWO email **REMINDERS** are sent to the global list – one for the session in general (where, when, schedule, registration, etc.) and one specifically for the Youth Program.

Immediately after the registration deadline

- Once registrations are received, fine tune the menus for the entire session.
- Trouble shoot as needed by the HTG!

During each session

- If the SFSC&L cannot attend the Session, they must find a suitable and informed replacement!
- Make sure a member or two of the HTG report to Sessions Committee on their experience.
- Trouble shoot as needed by the HTG!
- Be prepared to report to the body on Sunday regarding the participant numbers – adults and youth – and be prepared to thank the Host Task Group, Host Region, and Host Venue (if appropriate). ALSO! Announce the next NYYM Sessions dates and place.

Within a week after each session

- Remind the HTG to submit THREE final reports; a Youth Program summary, a financial report and a statistical report. Remind the HTG that the report templates are in the SFS Handbook. The HTG must submit these reports ideally within one month of their session.
- Remind the Sessions Committee clerk to disperse any donations approved for the host venue and “personally” thank all the members of the Host Task Group!

After each session

- Continue to email a friendly reminder to the HTG to submit the final reports until the reports are submitted!

SFS HOST COMMITTEE YOUTH PROGRAM SUMMARY

A summary of each days events and who took part – both youth and adult. Include any advice for future youth programs!

SFS HOST COMMITTEE FINANCIAL REPORT

The full and complete costs for each Spring or Fall Sessions should be documented, including costs absorbed by individuals or the host Meeting, and in-kind donations. This will make future planning more accurate. The Host Task Group Treasurer is responsible for maintaining all this information, which must be reported to the SFSC&L after the event. After all the monies have been collected and bills have been paid, any remaining balance is added to the YM Operating Budget. If the monies collected are not sufficient to pay the bills, the host may request reimbursement from Sessions Committee. The complete expense and income report should be submitted to Sessions Committee within thirty days of the event.

SFS HOST COMMITTEE STATISTICAL REPORT

Collect information on the logistics of the Sessions to report back to SFSC&L — what worked well at the location, what needs improvement — for next time that region hosts. A participant evaluation form may be available on line from previous sessions or the committee may create its own. Collect all the statistics regarding registration, housing, committee rooms, etc. Sessions Committee will want to know the number of registrations (people) postmarked by the deadline / the number who registered after deadline / the number who registered at the door. Sessions also needs to know the overall total number of adults and youth / the number of people requesting hospitality, by night / the overall number of people served at each meal / the number of room requests for committee meetings, for each session that committee meetings were held / the number of display requests and tables needed for same.

APPENDIX III: SUMMER SESSIONS LIAISON (SSL)

The Summer Sessions Liaison serves as a funnel so that requests and questions can be handled by one person rather than having multiple Friends approach the YM office and the conference venue. Ideally the SSL is the contact for arrangements of any kind. The purpose is to streamline and organize communications between the venue, the YM office staff, Sessions Committee, JYM, and anyone who might have needs to be met during Summer Sessions.

The SSL develops a friendly working relationship with the venue conference staff and is in touch throughout the year with questions, comments, evaluation reports.

Prior to Summer Sessions, the SSL will prepare a list of all the arrangements requests for NYYM, including pre-conference setup and daily needs. The Week-At-A-Glance (WAAG) provides the basic information for the daily sheets, which are the daily set up instructions to the venue. The NYYM Program, published by the NYYM Office and distributed to all attendees, has information about when and where groups will be meeting.

Summer Sessions Liaison meets with the venue staff the day prior to the start of sessions to go over the weekly and daily plans. At this time, the SSL will get keys to office space, JYM space and distribute them to the NYYM staff and JYM coordinators. Each morning during sessions the SSL and conference staff meet to go over each day's schedule, and the SSL communicates changes or last moment needs to the venue.

The Yearly Meeting office handles space assignments, so it is important to keep in close contact with office staff to track changes and requests as they arise. Summer Sessions Liaison should assist NYYM office staff as they are able, and help to keep the office running smoothly.

The SSL oversees the Arrangements Subcommittee. Coordinators for food service, campus transportation, interest group/spiritual study group, letters to absent friends, displays, newcomers table. The SSL helps Coordinators to understand their job descriptions and makes sure that they are compliant with the venue rules regarding each of those efforts.

At present, the audio visual needs are handled by the conference center support staff. The SSL keeps track of managing those needs and handles any problems that might arise.

The SSL position is compensated by receiving full room and board paid to the venue. The SSL must register and pay the NYYM registration fee, but all reasonable expenses from then on are covered by Sessions Committee, including travel reimbursement if requested.

APPENDIX IV: ARRANGEMENTS SUBCOMMITTEE FOR SUMMER SESSIONS

1. 12 Step Program Coordinator

The 12 Step Program Coordinator should bring with them literature from various 12 step programs (pamphlets from AA, Al-Anon, NA and or OA). Put the materials in a box together with a few copies of the actual 12 Steps and 12 Traditions of Al-Anon. Mark the box "12 Step Materials" and leave the box in the room that will be used for the meetings thru-out the week. At the first meeting of this fellowship, provide a signup sheet so folks can sign up to chair a meeting. If no one signs up to chair a particular meeting, the coordinator should. There are typically ten meetings over the week, five in the morning and five in the evening, in a private (or as private as possible) room.

2. Displays Coordinator

Any NYYM committee or wider body of Friends with which NYYM is affiliated, or to which NYYM names representatives, may reserve display space at yearly meeting sessions. Groups that arise from concerns or from other Friends' organizations must be sponsored by a NYYM Coordinating Committee or receive display approval from the clerk of Sessions Committee.

The Displays Coordinator:

- Is familiar with the fundraising policy for NYYM events.
- Is responsible for using and keeping the DISPLAY REQUEST FORM updated online, working with the Handbook Subcommittee.
- Receives approved display requests in advance of Summer Sessions.
- Places a sign for each group on the appropriate table on Sunday evening for Monday set-ups.
- Checks frequently to see if any group isn't using its display space, or whether unauthorized displays have been wedged in, and removes any unauthorized displays.
- Reminds display providers to break down and remove displays on Friday night.
- Works with the responsible person / committee and the yearly meeting staff on any abandoned displays.

3. Evaluations Coordinator

- Designs the Summer Sessions and Spring/Fall Sessions evaluation processes and tabulates the results.
- Reports to the Early Fall meeting of Sessions Committee and disseminates the evaluations to the Coordinating Committee clerks.

4. Food Coordinator

- Requests and reviews menu sent from conference center before Summer Sessions, paying special attention to menus for balance, nutrition and variety.
- Receives any special food needs as requested by the Summer Sessions registrants.
- Acts as the only liaison between participants and conference staff on any food issues.
- Meets as necessary with conference center food service to discuss any issues.

5. Golf Cart Coordinator

- Assigns people to the different Golf Cart shifts and works to ensure that the drivers have all been vetted and are in compliance with the conference center rules (valid driver's license, over 21, etc.).
- Makes sure that golf cart drivers have had their drivers' licenses copied at the front desk. These copies are destroyed at the end of the Sessions or the end of their stay. The Coordinator may want to keep a copy of the driver's license as well.
- Is available via walkie with drivers while carts are in service to answer questions or cover shifts.
- Responsible for using and keeping the GOLF CART forms updated online, working with Handbook Sub.

6. Interest Group Coordinator(s)

- Meets with the Summer Program Committee when considering Week-at-a-Glance for presentation at the Winter meeting of Sessions Committee - *to be considered by Sessions Committee in January*
- Works with Summer Sessions Liaison to advertise and collect interest group submissions, assign meeting space and assure provision of necessary equipment required by the facilitators of those groups.
- Works with Interest Group facilitators to meet firm deadlines for *SPARK* publication, along with maintaining uniform length of group descriptions.
- Computer literacy and access to e-mail are critical.
- Responsible for using and keeping the INTEREST GROUP information updated online, working with the Handbook Subcommittee.

7. Letters to Absent Friends Coordinator

- Brings to Summer Sessions about 100 envelopes and appropriate letter paper or large note cards. The YM Associate Secretary provides postage stamps and NYYM return address labels. In the designated area, posts names of "absentees" (those who are usually in attendance at Summer Sessions or who were for years but no longer attend).
 - Check the attendance lists and current / past Yearbooks for the prior two years for ideas on absent friends.
 - Leave plenty of empty cards with envelopes for others to add names.
 - Submit an appeal for names in the Monday or Tuesday *Minute*. (All *Minute* articles must be approved by the Sessions Committee Clerk)
- Addresses envelopes and starts the letter to each person.
- Before leaving the conference, puts the letter and a copy of the YM epistle (if available) in each envelope, and mails them.
- This coordinator may request reimbursement from the Sessions Committee clerk for expenses.

8. Microphone Runner Coordinator

- Works with the Clerk of NYYM to determine those sessions and events at which microphone runners are needed during Summer Sessions.
- Organizes volunteers to run microphones during the agreed upon sessions and creates a schedule that includes the names of the runners and times of service.
- Ensures that microphone runners attend their assigned sessions.
- The Microphone Runner Coordinator is NOT responsible for the technical aspects of the sound system, and does not need technical knowledge; however, the coordinator works with conference a/v staff to ensure coverage in case of technical difficulties.
- Responsible for using and keeping the MICROPHONE RUNNER information updated online, working with the Handbook Subcommittee.

9. Newcomer/Welcome Table Coordinator

- Works with the Sessions Committee Clerk and NYYM staff to announce the Welcome Table during the registration period in the May *Spark*.
- Works with the Summer Sessions Liaison and NYYM Clerk to gather appropriate materials, i.e. maps, schedules, agendas, and advance readings, and sets up the welcome table with the welcome banner at least one hour prior to the start of registration.

10. Off-Campus and Camping Liaison

- Serves as the communicator between people staying off campus and campers staying on site and the conference venue,
- Provides campers with information on facilities for meals and bathroom amenities.
- Works with the Summer Sessions Liaison to be sure on-campus campers are aware of the venue's expectations for the use of campsite and any services provided by the venue.
- Be a friendly presence at on-campus camping sites.

11. Tagless Tag Sale Coordinator

- Advertise the Tagless Tag Sale (TTS) via Spark, email, InfoShare, etc. Collect donations before Summer Sessions if necessary in whatever way fits the situation. (i.e., you do not have to drive across state to gather donations, but you may make the option available to your Monthly Meeting or any committees you are on, and therefore will be attending anyway.)
- Work with Conference Services Liaison and NYYM office to provide a donation site at Summer Sessions. There are signs and a box of supplies (price tags, jewelry stand, clothes line and clothes pins, etc.) which need to be discovered and used! (Start by contacting last year's TTS Coordinator.....)
- Solicit TTS volunteers to set up the sale prior to the Fun(d) Fair, staff the sale tables during the Fun(d) Fair, and pack up any remaining donations after the Fun(d) Fair.
- Make sure the money raised is safely transported to the proper person (worked out with the NYYM Treasurer), and make sure the remaining donations are delivered to the proper place (a local charity).
- Responsible for using and keeping the TAGLESS TAG SALE forms updated online, working with the Handbook Subcommittee.

12. YM Office Assistant (on recommendation of YM Associate Secretary)

This person shares responsibilities with the NYYM Associate Secretary in covering the on-site NYYM Office during Summer Sessions. The office is staffed during hours that do not include Meeting for Business, meals, and morning Worship Sharing — typically closing at 9:00 p.m. at night. The Summer Sessions Liaison also helps cover the hours when the desk is open.

The YM Office Assistant (YMOA) helps to set up and dismantle the office at the beginning and end of sessions, attends the desk, answers questions, helps with late and mid week registrations, keeps track of the paperwork on the tables and keeps the hand outs current and tidy (daily Minutes, advance reports, letters to absent friends, etc.). The YMOA should stay familiar with the daily schedule and know where to find answers if they don't have them on hand. The YMOA offers and/or arranges for conference support such as, making copies, providing computer and internet access for Friends who don't have their own device, set up and maintain the ride board and the message boards. Generally, the YMOA is a warm friendly presence and does whatever the Associate Secretary asks of them! The YMOA is expected to arrive the day before Summer Sessions starts in order to assist with set up and stay later on the last day to help pack everything away.

Sessions Committee compensates this person by ensuring their first (early) night accommodations, and paying for their room and board at the current price of a 3rd floor Inn room. The YMOA must register to attend Summer Sessions and pay their NYYM registration fee.

APPENDIX V: Sessions Committee Policy Minutes

GSCC-2010-04 General Services CC approved establishing the following fund; NYYM Equalization Fund

This fund is established to help members and attenders of Monthly Meetings within New York Yearly Meeting attend NYYM Sessions which they would otherwise be unable to afford. Like other NYYM Treasurer-Managed Funds, the Equalization Fund is able to receive contributions, disburse money, and carry over balances from year-to-year. The Fund is outside the operating budget and may receive transfers from the operating budget, contributions from individuals, session registrants and other sources. It will be reported in the yearly accounting of funds, and fully audited in the usual fashion.

The disbursements of scholarship or other financial assistance from the Equalization Fund will be the responsibility of Sessions Committee, which will assign a member to work with a representative of the Advancement Committee and with the NYYM Associate Secretary. They will establish guidelines for the Fund's use, and create a process for receiving applications and notifying applicants of the amount of support determined. Sessions Committee will review yearly (fall or winter) the need and effectiveness of the fund, current guidelines (or proposed changes), and the need for raising additional contributions.