

Spring and Fall Sessions Subcommittee Minutes, Feb. 4, 2012 (Oakwood School)

Here: Mary Eagleson, clerk, Helen Garay Toppins, Jeff Hitchcock, John Cooley, Margaret Lew

1. The committee discussed the Spring/Fall Sessions part of the Sessions Committee Handbook. The first item was where registration statistics from spring and fall sessions should be kept. We ask the YM staff and the spring/fall subcommittee to maintain these records. Helen volunteered to prepare a draft of a form for gathering and recording statistics.

The registrar's job description is amended by adding: "Sends registration and attendance and statistics report to the YM office and the Spring/Fall Sessions subcommittee." The list of duties listed under "Planning Spring/Fall Sessions" is amended by adding, as bulleted points, "Assigning guests to hosts and communicating assignments to both"; "Arranging for childcare for children under six years of age," "Communicating with the Youth Committee about providing a youth program for children 6 to 17 years old, and ensuring that the yearly meeting office is informed in advance of the plans"; "Sending a press release about evening programs, if appropriate, to local news media" and striking "Childcare and youth program coordination." The section headed "Information needed by the NYYM office for *Spark* in due time" is amended by changing the penultimate bullet to read "Childcare arrangements and youth program."

We recommend to the full committee that the draft as amended should be approved as the official version and given today's date.

2. The committee observed that the need of the Purchase Quarter host committee for microphones to be used at the School of the Holy Child is an unusual problem in its experience. The host committee is urged to borrow or rent them.

3. Regarding health forms, should we require health forms for spring and fall sessions? Should it be the same as for summer sessions? Could it be transferrable between sessions? Could we have one standard form for JYM and spring/fall sessions? Could the health forms be available online?

Helen will discuss health forms with Paula McClure, the NYYM insurance liaison. Helen will report back to the subcommittee when she has the information.

4. Purchase Quarter host committee is on track .The Shrewsbury-Plainfield host committee has signed a contract with the First Baptist Church in Somerset NJ for the Saturday session in November of 2012. The clerk will be in touch with Jeffrey Aaron for further information on this host region and with Herb Lape, who is the host committee liaison for Long Island quarter. He has indicated that Friends Academy will be available for the spring sessions in 2013. The clerk will serve as liaison with All Friends region, who have agreed to host in fall 2013, and John Cooley will serve as liaison with Farmington-Scipio region for spring of 2014. Margaret Lew will be liaison for the New York Quarter in fall of 2014, and negotiations are under way for the use of the 15th Street complex.

Minutes by Mary Eagleson, clerk