

SESSIONS COMMITTEE MANUAL

Updated May 2020 and Approved June 2020

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SEE SESSIONS COMMITTEE ONLINE FOR MANY SUPPORTING DOCUMENTS:

<https://nyym.org/committee/sessions-committee>

History

NYYM Sessions Committee evolved from the former Administrative Committee. A major change was made to the constitution of the committee when Nurture Coordinating Committee was laid down in 2018. Subsequently, the Junior Yearly Meeting Committee was put under the care of Sessions Committee and is now incorporated into the committee structure.

Purposes & Objectives

Sessions Committee is responsible for organizing the logistics of Spring, Summer, and Fall Sessions of Junior Yearly Meeting (JYM) and New York Yearly Meeting (NYYM). Sessions Committee stewards the right use of the Equalization (EQ) Fund and the process of Pay as Led (PaL), sets sessions registration fees and forms, and manages the committee's finances in accordance with the NYYM Operating Budget.

Functions & Activities

The functions and activities for Sessions Committee are detailed in three separate committee manuals; one for the committee, subcommittees and appointments, one for Spring and Fall Sessions, and one for the JYM Program. All manuals, which include job descriptions of committee members, subcommittees, and various volunteer positions for YM session activities, and timelines and forms for JYM, 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, as appropriate, with the NYYM Clerk and Assistant Clerk, the YM staff (Associate Secretary, Communications Director, Digital Communications Director, and General Secretary), YM treasurer, General Services Coordinating Committee (GSCC), NYYM Trustees, Liaison Committee, and the NYYM regions to handle all operational details of each session including, but not limited to:

- Research, negotiate, and complete appropriate contract services with venues, following current yearly meeting guidelines for processing contracts.
- Update NYYM sessions forms, including registration, evaluations, etc.
- Update JYM forms including registration, parental approvals, medical forms for youth, etc.
- Invite f/Friends to serve as Junior Yearly Meeting (JYM) volunteers, and arrange for the needs of the JYM Program and its participants.
- Administer, track, and update the Child Protection Policy form that must be completed by anyone working, in person, with the NYYM youth.
- Arrange for the printing and distributing of advance sessions publicity.
- Set all registration fees and assist the YM staff in creating all registration forms.
- Set policy for session schedules and distribute session themes.
- Invite guest speakers and arrange for their needs.
- Assist and report to the NYYM Liaison Committee and GSCC when requested.
- Respond in a timely manner to concerns and changes in process, focus, and requirements for all yearly meeting sessions.
- Ensure that all sessions-related expenses are accounted for and paid in a timely manner, keeping within the parameters of the YM-approved Sessions Committee budget.

Organization & Method of Appointment

Sessions Committee includes four routes to membership; [1] at large members, [2] *ex officio members*, [3] representatives named by the YM Coordinating Committees, and [4] the persons named by the committee to be coordinators and liaisons, who may not be part of any of the other three options.

[1] at large; nine to twelve at-large members appointed for three-year terms, approximately one-third named each year, upon the recommendation of the YM Nominating Committee and the approval of NYYM.

[2] *ex officio members*; the clerk and assistant clerk of Yearly Meeting, and one or two Yearly Meeting staff, currently the Associate Secretary and General Secretary.

[3] representatives; one representative named by each of the NYYM Coordinating Committees, currently General Services, Ministry, and Witness.

[4] finally, Sessions Committee names a Spring Fall Sessions Coordinator & Liaison, a Summer Sessions Liaison, and the JYM Coordinators (two) and JYM Registrar (one). These five persons do not need to be part of the other three options above.

All Session Committee members, listed in these four categories, are expected to not only attend meetings of the entire Sessions Committee, but also to serve on one or more subcommittees. Current subcommittees (2020) include Finance, Handbook & Manuals, Internal Nominating, Junior Yearly Meeting, Summer Sessions Arrangements, and Summer Program. For the good functioning of the committee as a whole, Sessions Committee names a clerk, assistant clerk, recording clerk, and a representative to General Services Coordinating Committee. Again, see the committee manuals for the complete descriptions of the subcommittees and individual job descriptions.

Sessions Committee is an open committee and all Friends are welcome and invited to attend as led.

Meeting Times & Places

Sessions Committee typically meets in early fall, mid-winter, early spring, and at all NYYM sessions. Subcommittees meet as necessary. The clerk of Sessions Committee will especially ensure time is allotted for subcommittees at the fall and mid-winter committee meetings.

Finances

The committee is funded from the YM Operating Budget. Expenses covered include, but are not limited to: committee expenses and travel; venue fees; costs for session needs (advance reports, JYM program materials, name tags, Summer Sessions Programs, etc.); room, board and travel for invited speakers to Summer Sessions; financial support for Junior Yearly Meeting volunteers, the Sessions Committee clerk, the Summer Sessions Liaison and the YM Office Assistant; copying of materials during sessions; a thank you gift to the venue. Expenses for Spring and Fall Sessions include, but are not limited to, deposits for and donations to venues, volunteer support for the Spring Fall Sessions Coordinator & Liaison, and any Spring or Fall Sessions expenses not covered by the monies collected via registrations.

See the Sessions Committee Manual for a comprehensive description of the Sessions Committee budget and expenses.

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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 YM, Sessions Committee works to ensure that the logistics of each event are conducive to the worship and work of the YM, including Junior Yearly Meeting (JYM).

This manual covers the majority of responsibilities and concerns for Sessions Committee, but is not comprehensive, cannot be comprehensive, because circumstances are always shifting and changing. The coronavirus, COVID-19, alone has taught us this. However, even with the sometimes seismic shifts Sessions Committee must work with, the Quaker processes and principles in this manual must be adhered to, as closely as possible. Committee members are encouraged to read this manual on a regular basis to remind themselves of the committee's approved policies – and to bring to the committee suggested updates and changes to those policies for discernment.

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

Early Fall *(typically a full weekend in October at Powell House)*

- Welcome and orient new members.
- Evaluate Summer Sessions based on evaluation forms and other sources, including Junior Yearly Meeting considerations. Discuss potential issues and changes.
- Report on Pay as Led and master billing; processes, statistics, and financial summary. Consider end-of-year finances.
- Budget considerations for following year, either in preparation for Budget Saturday, or based on outcome of Budget Saturday.
- Approve Internal Nominating Subcommittee (INS) if necessary and review all subcommittee assignments.
- Receive reports from the appropriate officers (JYM, Spring Fall Sessions Coordinator & Liaison, etc.).
- Approve theme for upcoming YM Summer Sessions in time to announce at Fall Sessions.
- Summer Program Subcommittee report; including recommendations for the plenary speaker(s) based on the theme, and Week-at-a-Glance (WAAG).
- Confirm due dates for all Spring and Summer Sessions information.
- Begin process for updating Summer Sessions Program; YM Clerk's Welcome, description of theme, Plenary Speaker photo and bio, JYM Program, etc.
- Plan for future Spring, Summer and Fall Sessions.
- Allow time for all subcommittees to meet and report.

NYYM Fall Sessions *(typically over one meal at 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 year, especially Summer Sessions.
- Ensure subcommittees and SFSC&L are working on all Spring and Summer Sessions information.
- Be sure to report SESSION PARTICIPANT NUMBERS at business meeting.

Winter / Early Spring (*typically over one afternoon before or after Coordinating Committee Weekend*)

- Evaluation of Fall Sessions, including income and expenses.
- Review and coordinate plans for the three upcoming YM Sessions.
- INS brings forward all nominations for Arrangements Subcommittee for Summer Sessions.
- Draw up draft budget for the upcoming year, based on YM Treasurer's end-of-year report.
- Answer Accountability Queries and choose ad hoc team to write Advance Report.
- Allow time for all subcommittees to meet and report.
- Receive reports from the appropriate officers (JYM, Spring Fall Sessions Coordinator & Liaison, etc.).

NYYM Spring Sessions (*typically over Sunday lunch and afternoon at Spring Sessions*)

- Review and discuss the current Spring Sessions including a report from the Host Task Group.
- Discuss any issues or concerns for Pay as Led and mastering bill for Summer Sessions.
- Follow up with subcommittees to make sure Summer Sessions is on track.
- Be sure to report SESSION PARTICIPANT NUMBERS at business meeting.

NYYM Summer Sessions -- three to five meetings, as needed

- If necessary, the Clerk brings forth names for a Naming Committee at the first meeting for approval.
- Early in the week, Internal Nominating Subcommittee brings forth names for Clerk, Assistant Clerk, Recording Clerk, Summer Sessions Liaison, Spring Fall Sessions Coordinator & Liaison, JYM Coordinators, and JYM Registrar. These appointments must be approved by the end of the week for the coming year.
- Review and discuss the current Summer Sessions, including the financial summaries for Pay as Led and master billing. Also, Finance Subcommittee reports on NYYM Spring Sessions income and expenses, and presents a draft budget for approval for the upcoming year.
- Receive reports from the appropriate officers (JYM, Spring Fall Sessions Coordinator & Liaison, etc.).
- Approve selection of gift to host venue.
- Set date for early Fall Sessions Committee meeting and discuss winter meeting.
- Be sure to report SESSION PARTICIPANT NUMBERS at business meeting, including but not limited to; overall total, adults/young adult friends/teens and youth, first time attenders, coming back after while attenders, plus money raised from the Fun(d) Fair, Tagless Tag Sale, and Café Night.

SESSIONS COMMITTEE JOB DESCRIPTIONS & RESPONSIBILITIES OF OFFICERS AND LIAISONS

CLERK (*One-year term for an unlimited number of terms*)

The clerk is responsible for clerking all Sessions Committee meetings at NYYM sessions and all committee weekends, plus representing the committee at Coordinating Committee Weekend, Budget Saturday, etc. The clerk is also the primary responder through-out the year to all sessions-related concerns, especially from the YM Clerks and the Liaison Committee. The clerk is an *ex officio* member of all Sessions subcommittees.

The clerk works with the assistant clerk and the subcommittees to create Sessions Committee agendas, then distributes those agendas, and clerks all committee meetings. If unable to clerk any given meeting, the clerk is responsible for assuring that the assistant clerk or another member of the committee takes on that responsibility. Review past agendas and minutes while setting an 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 works with the recording clerk to ensure that all committee minutes are made available to the committee first, for corrections, and once approved, to the YM via the Sessions Committee website.

The clerk works with the appropriate committee members and or subcommittees to submit reports as requested, typically by the NYYM Clerk. Reports include, but are not limited to; annual reports on the committee's work (on behalf of NYYM and JYM), advance reports for items to be brought to the yearly meeting during a session, answers to the Accountability Queries, financial reports on expenditures, budget requests for coming years, etc.

Specific tasks include:

- Attend all three of the main NYYM sessions—Spring, Summer and Fall—plus Coordinating Committee Weekend and NYYM Budget Saturday.
- Welcome and orient new members, including sharing this manual and recent minutes.
- Maintain contact with clerks of the subcommittees to keep apprised of current projects.
- Ensure the JYM Coordinators gather Child Protection Forms from all volunteers, including the coordinators and registrar – follow up on any missing forms before any YM session.
- Ensure that decisions of the committee are carried out.
- Ensure the YM website has updated information for all YM Sessions.
- 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 proof reading issues of Spark having to do with YM Sessions.
- Ensure the YM Office is kept apprised of committee officers.
- Serve as representative from Sessions to General Services Coordinating Committee.
- Approve requests for travel reimbursement or committee expense as appropriate.
- Ensure all sessions participation numbers are recorded in the NYYM minutes.
- Work with the YM Treasurer and GSCC clerk to approve all charges to the committee budget.
- Sign and or send out “thank you” notes to Host Task Group members and Sessions venues.
- Ensure that donations to venues, approved by the committee, are in fact donated!
- Work with the YM Treasurer and YM staff to properly acknowledge all contributions and donations made to NYYM sessions. (This process changes regularly, just roll with it.)
- Room and board at Summer Sessions is paid by the committee, including any extra nights necessary.
- Expenses for other required meetings are negotiable depending on the year's budget outlook.
- A complete description of committee finances can be found in Appendix I.

Regarding Venue Contracts:

- The clerk of Sessions Committee is responsible for working with the Spring Fall Sessions Coordinator & Liaison (SFSL) or the Summer Sessions Liaison (SSL) and the intended venue to create and negotiate contracts for all sessions' locations to the benefit of New York Yearly Meeting.
- Once the initial details of a venue contract are settled, the clerk of Sessions Committee shares the contract with the clerk of General Services Coordinating Committee (GSCC) and the clerk of NYYM Trustees for review, especially legal review.

- Once any revisions are settled with the intended venue, the contract is signed
 - By the clerk of GSCC if under \$20,000,
 - By the clerk of GSCC and the clerk of the NYYM Trustees if \$20,000 or more.
- Signed contracts become the responsibility of the clerk of Sessions Committee to implement, ensuring that all details are honored – again working with the SFSCCL and SSL.

ASSISTANT CLERK *(One-year term for an unlimited number of terms)*

- Clerks meetings in absence of the clerk.
- Serves as clerk of the Summer Program Subcommittee.
- Serves as a sounding board and confidential support for the clerk.

RECORDING CLERK *(One-year term for an unlimited number of terms)*

- Records minutes of each meeting of the Sessions Committee or finds an appropriate substitute.
- Sends approved minutes to the clerk for final editing and proof reading. The clerk is then responsible for disseminating the minutes, but the recording clerk should follow up to make sure the minutes go out to the committee and are posted online if appropriate.

JYM COORDINATORS (2) *(One-year term for an unlimited number of terms)*

Named by the Sessions Committee Internal Nominating Subcommittee with recommendations from the JYM Subcommittee, the JYM Coordinators take the lead in coordinating and organizing the JYM Program at Summer Sessions by setting up the appropriate age groups for the youth and assigning leaders to each age group. They solicit volunteers and resource people, starting with submitting the invitation text for the September Spark, and invite the Summer Sessions plenary speaker to meet with the JYM groups (most especially the two oldest groups at least). They take the lead on all things financial (i.e., making sure Powell House is paid for JYM Planning, drawing up the overall anticipated expenses for the volunteers to attend Summer Sessions, etc.). They organize and host the JYM Planning Weekend. They attend all JYM Subcommittee and Sessions Committee meetings. Working together at Summer Sessions, they attend all the morning JYM volunteer meetings, plus the NYYM Liaison Committee meetings and / or the daily Silver Bay Check-Ins (these latter two meetings typically happen at the same time).

JYM Coordinators are ex officio members of the JYM Subcommittee. Also, one coordinator often serves on the Finance Subcommittee.

Compensation for the JYM Coordinators includes full coverage of room and board at Planning Weekend and Summer Sessions, including any extra nights necessary for proper organization.

See the JYM Coordinators Manual for detailed expectations, procedures, and schedules on all aspects of the JYM Program. See Appendix I for details on JYM budget, including details on volunteer support for the JYM Coordinators, Registrar, Group Leaders, and JYM HS Clerks.

JYM REGISTRAR *(One-year term for an unlimited number of terms)*

Named by the Sessions Committee Internal Nominating Subcommittee with recommendations from the JYM Subcommittee, the JYM Registrar attends JYM Planning Weekend and collects group letters, editing them if necessary, for consistency and clarity. Receives completed youth registration forms from the NYYM office, creates a master roster of JYM participants and sends the appropriate group letter to parents along with the most current medical form information, keeping track of whether or not the Silver Bay Morning Program requires an additional medical form. The registrar communicates with Silver Bay staff to determine the requirements for Summer Sessions children to attend the morning Silver Bay program and includes any necessary forms in the mailing to parents of children under three years old.

Once all registrations are received, creates master rosters for each age group, creates attendance sheets for each sub-group, registers JYM participants at Summer Sessions, collecting their medical form and SB address during Sunday and Monday registration time slots, records late registrations, as well, during the week. At all registration sessions, the registrar must make sure that JYM has a cell phone number for at least one parent or sponsor who is responsible for the youth at Silver Bay.

The Registrar provides preliminary attendance sheets for Monday groups. Updates rosters with Youth Medical Form information and SB address. Provides each grade attendance sheets for Monday morning. Provides finalized attendance sheets, including medical alerts and dates of attendance (if not full week) by Tuesday morning. Provides full roster list with attendance numbers to the JYM Coordinators. May help staff JYM office during the week.

Compensation includes full coverage of room and board at Planning Weekend and Summer Sessions, including any extra nights necessary for proper organization.

See Appendix I for details on JYM budget, including details on volunteer support for the JYM Coordinators, Registrar, Group Leaders, and JYM HS Clerks.

SPRING FALL SESSIONS COORDINATOR & LIAISON (SFSCL) *(One-year term for an unlimited number of terms)*

In order to best serve the Spring and Fall Sessions host regions, Sessions Committee names and approves a Spring Fall Sessions Coordinator & Liaison (SFSCL) whose term is unlimited.

The clerk of Sessions sends the actual invitations to regions, asking them to host a specific Spring or Fall Sessions, providing the dates of same. Once a region accepts their invitation, the SFSCL takes over and, using the Spring Fall Sessions Manual, coordinates with the Host Task Group all the needs and requirements of the session, from booking a venue* to ensuring the final reports are submitted. The work of the SFSCL is about 60% email, 20% real time at Spring or Fall Sessions, and about 20% updating and distributing the SFS Manual.

The SFSCL is expected to attend all Spring and Fall Sessions, and for their service, Sessions Committee covers their expenses including meals, transportation, and any extra nights necessary for proper organization. The cost of overnight accommodations is negotiable with the clerk of Sessions.

Find a complete SFSCL description in Appendix II.

* As a reminder, see the section titled “Regarding Venue Contracts” under the Clerk description.

SUMMER SESSIONS LIAISON (SSL) *(One-year term for an unlimited number of terms)*

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

- Clerks the Arrangements Subcommittee.
- Is the primary representative from NYYM (other than the Sessions Committee clerk and the YM staff) to work directly with the Summer Sessions conference center administrative staff.
 - Summer Sessions participants are continuously encouraged to talk to the Summer Sessions Liaison FIRST with any logistical concerns of the venue. This is to do our best to give the venue one consistent voice and one source of information and requirements for the needs of the Yearly Meeting.
- Once the Summer Sessions WAAG is approved, manages the needs of committees, interest groups and other activities, i.e. dates, location, # of participants, accessibility.
- Room and board at Summer Sessions is paid by the committee for this position, including any extra nights necessary for proper organization.
- Find a complete SSL description in Appendix III.

* As a reminder, see the section titled “Regarding Venue Contracts” under the Clerk description.

SUBCOMMITTEES OF SESSIONS COMMITTEE

The Sessions Committee Clerk serves as ex officio to all subcommittees.

ARRANGEMENTS SUBCOMMITTEE FOR SUMMER SESSIONS *(All one-year terms for an unlimited number of terms)*

Has up to a dozen or more members whose names are brought forward by the Sessions Committee Internal Nominating Subcommittee. 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 SSL and the conference center regarding food, space, and equipment requirements. Some positions of the subcommittee 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. Reading Clerks
11. Tagless Tag Sale Coordinator *
12. Whisper Buddies Coordinator *
13. YM Office Assistant (on recommendation of the YM Associate Secretary)

Full descriptions of these positions are in Appendix IV. Also, the positions with a "*" have supporting documentation and forms online on the Sessions Committee page. Each of these Arrangements Coordinators is responsible for keeping their forms updated, working with the SSL and the Handbook Subcommittee.

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.

Members of the Arrangements Subcommittee do not need to be members of Sessions Committee.

FINANCE SUBCOMMITTEE

Has 2-3 members, plus the YM Associate Secretary *ex officio* and one member of the JYM Subcommittee *ex officio*. Primary responsibilities include: [1] create a budget for presentation at the Early Spring Meeting and subsequent approval by Spring Sessions; [2] work with the YM Treasurer to report on committee spending; [3] disburse money from the YM Equalization Fund, and [4] recommend registration contribution levels for all YM sessions, for Sessions Committee approval.

- Find a full description of committee finances in Appendix I.
- See the minute in Appendix VI in which the YM Staff are put in charge of Pay as Led and Master Billing issues for Summer Sessions.

HANDBOOK SUBCOMMITTEE

Has 2-3 members and is responsible for keeping all of the Sessions Committee manuals up-to-date and distributed to the Sessions Committee; this currently includes the NYYM Handbook entry, Sessions Committee Manual, the Spring Fall Sessions Coordinator & Liaison Manual, the Spring Fall Sessions Manual for Host Task Groups, and the Junior Yearly Meeting Coordinators Manual. Works with the NYYM Communications Director to ensure the latest versions of these documents are available online at nyyym.org.

INTERNAL NOMINATING SUBCOMMITTEE (INS)

Has 2-3 members including Summer Sessions Liaison *ex-officio*. The INS must be well versed in the Sessions Committee entry in the NYYM Handbook, most especially the descriptions of membership.

Primary responsibilities:

- a. During Summer Sessions, recommends to Sessions Committee for approval officers, liaisons, coordinators and representative nominations summarized listed below;
- b. Sends to NYYM Nominating Committee suggestions for new members to be nominated for Sessions Committee in the spring of each year;
- c. Names committee members to all subcommittees, especially Arrangements Subcommittee. Note again, 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 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 1st of each year, so that all coordinators can be listed in Summer Sessions announcements and advertising, not to mention can begin to coordinate and organize their tasks for the summer.

SUMMARY OF NOMINATIONS:

Committee Officers and Representatives: Clerk; Assistant Clerk; Recording Clerk; JYM Coordinators (2); JYM Registrar; Summer Sessions Liaison; Spring Fall Sessions Coordinator & Liaison; Representative to GSCC

Arrangements Subcommittee

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. Reading Clerks
11. Tagless Tag Sale Coordinator
12. Whisper Buddies Coordinator
13. YM Office Assistant (on recommendation of YM Associate Secretary)

Finance Subcommittee (3-4 members)

Handbook Subcommittee (2-3 members)

JYM Subcommittee (7 or more members, including the JYM Coordinators and Registrar *ex officio*)

Summer Program Subcommittee (5-6 members, including the YM Clerk and Sessions Committee Assistant Clerk *ex officio*)

JUNIOR YEARLY MEETING (JYM) SUBCOMMITTEE

Junior Yearly Meeting is a nurturing morning program with Quaker content that is provided for children through high school, who attend the annual residential Summer Sessions of New York Yearly Meeting. At Spring Sessions 2018, NYYM approved the laying down of Nurture Coordinating Committee and placed Junior Yearly Meeting (JYM) under the care of Sessions Committee. Sessions Committee created the JYM Subcommittee.

The JYM Subcommittee has 7-9 members from whom they name a Clerk, Recording Clerk, and a member of Finance Subcommittee (typically one of the JYM Coordinators). The subcommittee is responsible for recommending JYM policies to Sessions Committee for approval and ensuring those policies are followed in the Junior Yearly Meeting programming at Summer Sessions. The subcommittee is also responsible for providing general support for the JYM Program, Group Leaders, JYM Coordinators and Registrar.

All JYM Subcommittee members, including the JYM Coordinators, are expected to attend all Sessions Committee meetings and participate fully in the good functioning of Sessions Committee. In addition, the subcommittee meets over the year as needed and always during NYYM Summer Sessions.

JYM HIGH SCHOOL CLERKS; The JYM HS Clerks are appointed by the two high school groups (typically two clerks each for the 7-8-9 and 10-11-12 groups) and are considered JYM volunteers. They are eligible for financial assistance also, per the arrangements of the JYM Coordinators.

See the JYM Coordinators Manual for detailed expectations, procedures, and schedules on all aspects of the JYM Program. See Appendix I for details on JYM budget, including details on volunteer support for the JYM Coordinators, Registrar, Group Leaders, and JYM HS Clerks.

Typical Agendas for JYM Subcommittee *(All agendas are fluid, but these are the main items to consider)*

JYM Subcommittee Agenda for Early Spring Sessions Committee Meeting

1. Coordinators Report – volunteer status and updated schedule for Summer Sessions
2. Advance report to the Sessions Committee Clerk
3. Silver Bay policy issues – any changes? Silver Camp?
4. JYM Planning Weekend – any changes or issues?
5. Preliminary JYM finance report for the year (volunteer support, supplies, etc.)
6. Propose a preliminary budget for the coming year
7. Submit minutes to the Sessions Committee clerk

JYM Subcommittee Agenda at Planning Weekend

1. Coordinators report, especially regarding Group Leaders
2. Financial report
3. Submit minutes to the Sessions Committee clerk

JYM Subcommittee Agenda at Summer Sessions *(typically two meetings, at least, during the week)*

1. Registrar's and Coordinators' reports
2. Recommendation of JYM Coordinators to Sessions Committee INS—either continuing or new
3. Budget recommendations for next year and financial report for current year
4. Gather contact information and announce JYM Junior and Senior High clerks (at 2nd meeting)
5. Working with the coordinators and registrar, ensure that graduating seniors are appropriately honored at the Friday evening reading of the JYM Epistles – so everyone can help them celebrate!
6. Submit minutes to the Sessions Committee clerk

JYM Subcommittee Agenda for Sessions Committee Early Fall Weekend

1. Coordinators Report on recent Summer Sessions, including updates to JYM Coordinators Manual
2. Budget update – Budget Saturday, deficit, Summer Sessions expense wrap-up
3. Assist the JYM Coordinators in beginning the Group Leader recruitment for the coming year
4. Submit minutes to the Sessions Committee clerk
5. Meet with Sessions Committee as a whole to report

SUMMER PROGRAM SUBCOMMITTEE

Has 5-6 members, including the NYYM Clerk, *ex officio*. The Sessions Committee Assistant Clerk serves as Clerk of this subcommittee. It develops, under the guidance and with the approval of the Sessions Committee, the overall program for the Yearly Meeting Summer Sessions, including the theme and speakers. The subcommittee sets the schedule for Summer Sessions by proposing a "Week-at-a-Glance" (WAAG) for approval by the Sessions Committee at the October committee weekend. 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. Names of speakers can come from evaluation forms from Yearly Meeting sessions, committees, or staff. The name of the proposed speaker(s) must be brought to Sessions Committee for approval before they are actually invited to speak. Once approved, the subcommittee clerk, in concert with the Sessions Committee clerk and the Finance Subcommittee, is authorized to invite the speaker(s) and offer them room, board and travel expenses for attendance at Summer Sessions. In addition, sometimes an honorarium is offered.

Once an approved speaker has accepted the invitation, the subcommittee is responsible for all facets of the speaker arrangements, including but not limited to, introduction, photograph and biography for *Spark*, expenses for travel, registration (covering all costs), and/or an honorarium. As appropriate, speakers are encouraged to host an interest group and spend time with JYM teens and Young Adult Friends. Sessions Committee does not pay for the family members or elders of the speaker(s), but they are welcome to attend at their own expense.

Finally, the Summer Program Subcommittee is responsible for recommending policies for Pay as Led and master billing, and for ensuring the YM Staff honor those policies. The clerk of the subcommittee is responsible for ensuring the clerk of Sessions Committee is kept apprised of all developments in PaL and master billing as each Summer Sessions progresses from the opening of registration to final reconciling.

APPENDIX I: SESSIONS COMMITTEE FINANCES

Sessions Committee is under the care of General Services Coordinating Committee and its budget is found under GSCC in the NYYM Operating Budget. Note that currently, all sessions collect payment for registration, meals, room and board, etc., and those monies are deposited into the NYYM Operating Budget. However, all sessions expenses are paid for out of Sessions Committee budget, so Friends must be encouraged to look at both sections of the YM Operating Budget or it will look like Sessions Committee always operates at a loss.

The Sessions Committee budget is currently broken down into five sections, detailed below.

Spring & Fall Sessions (SFS); This line is used to pay for deposits and rentals for SFS venues. If no rental fee is required (Friends Academy, for instance), this section is used to send a donation to the venue. If the money collected for an SFS is not enough to cover the session expense, the difference is paid for from this line.

Summer Sessions; This line is used to pay for expenses specific to the running of Summer Sessions. Such items include, but are not limited to; 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(s), room and board for the Sessions Committee clerk and Summer Sessions Liaison*, compensation for the YM Office Assistant, any materials rented for the gathering (golf carts, tents, etc.), cards and stamps for Letters to Absent Friends, any foods requested for a speaker reception or special event, using the services of the venue for copying of sessions materials, and giving the venue a "thank you" gift. * Please note that room and board for these persons (speaker(s), clerk, liaison) is typically at the Silver Bay rate of an Inn Room Double, Second Floor, Private Bath. If the person chooses a less expensive option, they do not get to use the difference in some other fashion (to assist a family member for instance). The less expensive option is simply a savings for Sessions Committee. If a person chooses a more expensive option, they are responsible to cover the added expense.

General Committee Expenses; This line is used for expenses that are specific to committee work, including, but not limited to; member travel, administrative expenses, expenses related to committee meetings outside of NYYM Sessions (members attending Coordinating Committee Weekend, food and/or donation to Fall meeting space, for instance), any general expenses related to sessions registration and evaluations (postage paid return envelopes for paper copies of surveys, for instance), etc.

Junior Yearly Meeting Planning; This line is used by the JYM Subcommittee – with the approval of Sessions Committee – to pay for any expenses related to Planning Weekend held for all JYM volunteers. JYM Planning Weekend is typically held in May at Powell House. Note that the subcommittee often meets during Planning Weekend and their expenses (meals and mileage) may also be covered via this line, if the budget allows.

Junior Yearly Meeting Summer Sessions; This line is used by the JYM Subcommittee – with the approval of Sessions Committee – to pay for all expenses related to the good functioning of the JYM Program at Summer Sessions. Such expenses include, but are not limited to, full room and board for the JYM Coordinators and Registrar, volunteer support for the JYM volunteers (aka Group Leaders), volunteer support for the JYM High School clerks, supplies and materials (for the Fun(d) Fair, for instance), and any copying needs for the week.

DETAILS ON JYM VOLUNTEER SUPPORT*: **JYM Volunteer Support** is only provided for the volunteers themselves. Due to federal tax law, family members cannot receive any support via JYM. Because attendance at the JYM Planning Weekend is mandatory, JYM will cover most of the cost of the event. Volunteers may be asked to pay some small amount, again based on that year’s JYM budget. However, Summer Sessions is currently Pay as Led, so volunteers and their family members are welcome to work with the YM on an affordable experience. The specifics of volunteer support are decided each year by the JYM Coordinators working within the approved JYM Summer Sessions budget. Whatever amount is offered to the JYM volunteer must clearly come with the requirement to use the money in good faith on Summer Sessions costs. The volunteer cannot camp and then collect a check for the difference, for instance. The volunteer cannot register as Pay as Led AND collect the full JYM volunteer support, if the two together are more than the volunteer’s cost for Summer Sessions.

* **Note that JYM Volunteer Support** is not the same as the full room and board provided for the JYM Coordinators and Registrar by virtue of their heavier volunteer workload.

Sessions Committee is also responsible for the proper use of the Equalization Fund.

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) keeping the clerk of Sessions Committee apprised of all decisions. There is a great deal of thoughtful and faithful “inside understanding” involved in the distribution of funds from the EQ – a balance is sought for young families, disabled persons, young adult Friends – and that cannot be explained or replaced!

See the minute in Appendix VI in which the YM Staff are put in charge of Pay as Led and Master Billing issues for Summer Sessions.

APPENDIX II: SPRING FALL SESSIONS COORDINATOR & LIAISON (SFSCCL)

First and foremost, the SFSCCL has a responsibility for organizing and prioritizing all the logistics for NYYM Spring and Fall Sessions, working with the appropriate region, and keeping the clerk of Sessions Committee well informed of decisions and arrangements. The SFSCCL should register and attend all Spring and Fall Sessions. Their entire registration costs are covered by Sessions Committee (mileage, registration fees and meal charges). Reimbursement for overnight accommodations can be discussed with the Sessions Committee clerk and decided based on the current state of the committee budget. Finally, the

SFSCCL works with the Handbook Subcommittee to ensure the Spring & Fall Sessions Manual for Hosts and the Spring Fall Sessions Coordinator & Liaison Manual are kept current and updated online at NYYM.org.

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.
- Get the name and contact information for the Host Coordinator (HC) of the Host Task Group (HTG) and the Youth Program Coordinator (YPC). Send them the Spring & Fall Sessions (SFS) Manual. 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 information about such matters as space needs and budget as needed.
- Work with the clerk of the NYYM Trustees so they sign any venue contracts, and work with the NYYM Associate Secretary to submit any down payments to those venues.

About ten months before each session

- Check in with the HC. Is the task group being formed? Has the NYYM Clerk been consulted on the schedule? Have the Powell House Youth Directors and the Children and Youth Field Secretary been contacted regarding a Youth Program? (Perhaps the Youth Committee will be a resource also!) Re-send the Manual if necessary.
- Encourage the HC and other task group members to share the work among a number of Friends.

About six months before each session

- Check that the HTG has selected a registrar, hospitality coordinator, display table coordinator, and committee room assignments coordinator. Remind them of the critical **Spark** deadline. **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!
- Review other aspects of the work with the HC to ensure that other preparations are being made in a timely fashion. Arrange for preliminary menus that include vegan and gluten-free options.
- Communicate with the yearly meeting clerk to be sure that the HC 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.
- Find out if the HTG has decided to hold a Friday evening program. Ensure that it is an intergenerational event.
- Review the *Spark* article when the committee is ready to send it to the YM office.
- Ensure that at least TWO email announcements are sent to the global list – one for the session in general (where, when, schedule, registration, etc.) and one specifically for the Youth Program.

Before the registration deadline of each session

- Ensure that at least 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.

Within a month of each session

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

During each session

- If the SFSCCL cannot attend the Session, they must find a suitable and informed replacement!
- 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

- Write up the reports required by Sessions Committee (see details below).
- Remind the Sessions Committee clerk to disperse any donations approved for the host venue.
- Work with the YM Treasurer to ensure all the finances have been logged correctly.

SFSCS 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 SFSCS is responsible for maintaining all this information, which must be reported to Sessions Committee 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.

SFSCS STATISTICAL REPORT

The SFSCS is responsible for collecting information on the logistics of the Sessions to report back to Sessions Committee — what worked well at the location, what needs improvement — for next time that region hosts. Collect all the statistics regarding registration (adult and youth), housing, committee room requests, 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. The SFSCS should also collect and write up a few evaluations of the weekend from the Host Task Group and or any volunteers who assisted.

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, etc. 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 video 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 (at Silver Bay, Inn second floor private bath). The SSL must register and pay the NYYM registration fee, but all reasonable expenses from then on are covered by Sessions Committee.

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 could sign up to chair the different meetings. If no one signs up to chair a particular meeting, the coordinator should step in. 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) location.

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 Summer Sessions. Groups that arise from Friends' concerns or from other Friends' organizations must be sponsored by a NYYM Coordinating Committee and or approved by the clerk of Sessions Committee in order to have display space. It is the responsibility of the Displays Coordinator to ensure such approval is documented.

The Displays Coordinator:

- Is familiar with the fundraising policies for NYYM events in order to apprise all those requesting display space of those policies. (See Appendix VI for complete fundraising policies.)
- Works with the YM staff to receive display requests in advance of Summer Sessions. Confirms that all are on the approved list or have approval.
- Works with the Summer Sessions Liaison to have the appropriate number of tables available for displays, and once those tables are set up, places a sign for each group on the appropriate table.
- Checks regularly to make sure groups are using their display space according to the fundraising policies and within their requested space limits (i.e., those who requested ½ a table should be using ½ the table).
- Is prepared to deal with unauthorized displays that have been wedged in, including removing those unauthorized displays and notifying the person responsible of the reasons for its removal.
- Reminds display providers to break down and remove displays on Friday or early Saturday.
- Works with the Summer Sessions Liaison on resolving any abandoned displays.

3. Evaluations Coordinator

- Designs the Summer Sessions evaluation process and tabulates the results.
- Works with the Summer Program Subcommittee and the Summer Sessions Liaison to draw up the best

questions to ask that reflect the particulars of the session (plenary speaker, theme, etc.).

- Makes sure the evaluation is made available to the Summer Sessions participants via several media options.
- Provides PAPER copies of the evaluation at Summer Sessions for those without internet access.
- Collects the completed paper evaluations at the end of Summer Sessions.
- Reports the evaluations and comments to Sessions Committee. (Does not have to be in person. A PDF of the evaluations and comments will suffice.)

4. Food Coordinator

- Works with the registration team to collect dietary requests from Summer Sessions participants.
- Works with the Summer Sessions Liaison to
 - Request and review menus from the conference center before Summer Sessions and sends any comments – paying special attention to allowances for dietary concerns, balance, nutrition, and variety.
 - Bring to the appropriate conference staff any on-site participant concerns regarding food.
 - Meet as necessary with conference center food service to discuss any issues.

5. Golf Cart Coordinator

First, ALL golf cart drivers, including the Golf Cart Coordinator, must be over 21 years of age and have a clean drivers' license, which must be provided to the Golf Cart Coordinator and confirmed by the Summer Sessions Liaison. Copies of the golf cart drivers' licenses are kept secure at the YM Conference Office. These copies are destroyed at the end of the Sessions or the end of the driver's stay. Because the licenses include personal and confidential information, the Golf Cart Coordinator is only allowed to keep a master list of names of drivers with submitted copies of their driver's license.

The Golf Cart Coordinator:

- Looks over the Summer Sessions Program and works up a list of shifts for drivers.
- Works with the registration team to contact anyone who has volunteered to drive.
- Gathers the volunteers at the beginning of the week to go over the rules, regulations, and golf cart logistics. First time volunteers must be given a hands-on golf cart driving lesson with the Golf Cart Coordinator.
- Assigns people to the different Golf Cart shifts and or makes sure folks volunteer and fill out the shift sheets.
- Is available to talk with drivers while carts are in service to answer questions or cover shifts. Walkie talkies are provided by the conference venue.
- Find a complete description and relevant forms online on the Sessions Committee website.

6. Interest Group Coordinator

- Works with the Summer Sessions Liaison and YM staff 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 the Interest Group facilitators to collect interest group descriptions for publication.
- Ensures that the number of groups scheduled for each day at Summer Sessions does not exceed the number of suitable meeting spaces.
- Computer literacy and access to e-mail are critical.
- Find detailed processes and procedures online on the Sessions Committee website.

7. Letters to Absent Friends Coordinator

- Works with the YM staff to bring to Summer Sessions about 100 blank note cards and envelopes, and postage stamps.
- Checks the attendance list for the prior two years for ideas of "absentees" (those who are usually in

attendance at Summer Sessions or who were for years but no longer attend). Start a list of names and ask the Summer Sessions Liaison and YM staff to confirm and add more names.

- The coordinator may pre-address envelopes with the names listed above, starting a card to each person with an appropriate – we miss you! – kind of message. The coordinator should also have a lot of blank notecards and envelopes so that folks can start cards to new names.
- Works with the NYYM Communications Director to inform folks in the Sunday newsletter of the site of the Letters to Absent Friends and to appeal for new names. Recommend that friends check all the cards before starting a new notecard, to cut down on duplicates.
- At the designated location at Summer Sessions, the coordinator sets out the notecards and envelopes, and plenty of pens.
- Before leaving the conference, puts the notecard 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 Sessions Committee and the Clerk of NYYM to determine those sessions and events at which microphone runners are needed during Summer Sessions.
- Works with the registration team to contact anyone who has volunteered to run mikes. Creates a contact sheet including cell phone numbers.
- Prior to Summer Sessions, emails the volunteers with the Runners' Responsibilities pdf* and the schedule, asking them to begin choosing their sessions. Updates the schedule with the names of the runners and times of service. Shares the list with the Summer Sessions Liaison, just in case.
- 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 that technical knowledge; however, the coordinator works with the Summer Sessions Liaison so both know who to contact in case of technical difficulties.
- * The online form outlines the runners' responsibilities and MUST be shared with each volunteer.

9. Newcomer/Welcome Table Coordinator

- Prior to Summer Sessions, makes sure there are plenty of lanyards on hand for First Time Attenders (blue), Sessions Committee (red), and the Circle of Care and Concern (green). Works with the YM treasurer to order more if more needed. The treasurer can charge the order directly to the YM.
- Works with the NYYM staff to announce the location and purpose of the Welcome Table.
- Works in concert with the Summer Sessions Liaison and YM staff to gather appropriate materials and handouts, i.e. tables, tablecloths, campus maps, Programs, etc.
- Asks the day-of registration team to send folks to the Welcome Table once they are done registering.
- Recruits volunteers, typically from Sessions Committee, to sit at the Welcome Table during the main Sunday registration, to mingle with registrants and encourage them to take advantage of the Welcome Table. Often joined by the YM clerks for periods of time to welcome conference attendees.
 - It is especially important to spend focused, happy time with each First Time Attender to ensure they feel welcomed and informed. For this reason, there needs to be three or four volunteers at the Welcome Table at all times during Sunday Registration.
- Often provides fun items such as a colorful selection of stickers and Sharpies so anyone can decorate their name badges. (Sharpies are recommended here and below since they work on any surface!)
- Often provides a large poster (3-foot x 4-foot) of the Yearly Meeting agreements and expectations and a colorful selection of Sharpies so that folks can sign on if they wish.

- Assists First Time Attenders by
 - Adding their blue lanyard to their name badges (note that Silver Bay lanyards MUST stay on the name badges too).
 - Making sure they get a Program and write their name on it. Have an open Program to show them the things to look for inside.
 - Encouraging them to check the YM Conference Office to gather other Summer Sessions materials. Be sure to tell them where the office is! Point them in the right direction.
 - Noting if they have or are JYM youth and making sure they know to stop next at JYM Registration. Be sure to tell them where that registration is! Point them in the right direction.
 - As noted above, it is especially important to spend focused, happy time with each First Time Attender to ensure they feel welcomed and informed.

10. Reading Clerks

As part of creating the Arrangements Subcommittee, the Summer Sessions Liaison and the Internal Nominating Subcommittee work with the registration team to identify participants who would be appropriate to ask to be Reading Clerk. The NYYM Clerk may be included in the naming of these volunteers also. One Reading Clerk is needed for each Meeting for Worship with a Concern for Business, and each Reading Clerk may serve at more than one meeting. They should have good, clearly projected speaking voices, be familiar with Friends' vocabulary, and have a good knack for pronouncing Friends' names and the names of Meetings and other entities.

Under the direction of the NYYM Clerk and or Assistant Clerk, the Reading Clerk

- Sits on stage at the Clerks' Table during their assigned session, being sure to arrive ten minutes early.
- During a first meeting for business: Reads the roll call per the instructions of the YM Clerk. Sometimes the Clerk will ask that just the regions be called out. Sometimes the Clerk will ask that the regions and all their Meetings and Worship Groups be called out. Also be clear with the Clerk on the process for visitors and guests. Sometimes they are asked to sign in at the YM Conference Office for individual recognition at a later time. Sometimes the Clerk prefers to recognize them immediately. No matter what the process, remind Friends to stand and remain standing if they are so able and suggest Friends raise their hands if they are not able to stand, be respectful of each Meeting name called out (practice beforehand!), give Friends ample time to stand or raise their hands and be recognized, thank them all when you ask them to be seated again, and at the end of the YM list, ask anyone who had not yet stood – visitors and guests – to please stand or raise their hands to be recognized.
- Reads letters and other communications written to the Yearly Meeting.
- Reads memorial minutes, travel minutes, and other materials. Typically the YM Clerk will provide such materials ahead of time and it is a very good idea to practice reading those materials out loud before being on stage.
- During Meeting for Business, Friends may bring announcements to the Reading Clerk. When the NYYM Clerk indicates, the Reading Clerk reads these announcements and then hands them to the Recording Clerk in case any should be included in the minutes.
- Stays aware of the fact that they are on stage and in full view of the Yearly Meeting. An appropriately respectful attitude is therefore necessary during the entire meeting.

11. Tagless Tag Sale Coordinator

- Start with reading over the coordinator detail forms and Tagless Tag Sale forms that are online at the Sessions Committee page, nyym.org.
- Advertise the Tagless Tag Sale (TTS) via email, InfoShare, typically starting with the May Spark.

- Collect donations before Summer Sessions, if necessary, in whatever way fits the situation. (i.e., you do not personally have to drive across state to gather donations, but you may make the option available to Monthly Meetings or committees to connect with donors, so that Summer Sessions participants can pick up non-participant donations.)
- First thing upon arriving at Summer Sessions, work with the Summer Sessions Liaison and YM staff to provide a donation location site at Summer Sessions.
 - There are TTS signs and supplies (price tags, jewelry stand, clothesline and clothes pins, etc.) on Silver Bay campus, which need to be discovered and used! (Ask the Summer Sessions Liaison...)
- 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 carefully counted and then safely transported to the proper person (worked out the details with the NYYM Treasurer and the Summer Sessions Liaison).
- Work with the Summer Sessions Liaison to make sure the remaining donations are properly cared for (often divvied up by folks before they leave campus or donated by the venue to a local charity).

12. Whisper Buddies

- Whisper Buddies originated as a leading from Jillian Smith of New York Yearly Meeting and has now run successfully for many summers at Summer Sessions. It is an amazing and adaptable model for connecting across generations and passing down Friends' traditions.
- Basically, a group gets together and spends a little time in fellowship and low-pressure, getting-to-know-you facilitated conversation. Then, those present self-identify as "experienced Friends" or "learners," and the learners get to choose their Buddies from among the experienced Friends.
- Whisper Buddies sit together in business meetings and whisper or pass notes.
- See the full Whisper Buddies description online on the Sessions Committee page, nyym.org.

13. Yearly Meeting Office Assistant (on recommendation of YM Associate Secretary)

- This person shares responsibilities with the NYYM Associate Secretary in covering the on-site YM Conference Office during Summer Sessions. The office is staffed during hours that do not include Meeting for Business, meals, and Worship Sharing — typically closing at 8:00 p.m. at night. The NYYM Communications Director and the Summer Sessions Liaison may also help cover the hours when the desk is open.
- The Yearly Meeting 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 handouts current and tidy (daily Quaker Updates, 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, where to go to make copies, provide computer and internet access for Friends who don't have their own device, set up and maintain the ride board and the message boards, etc.
- Generally, the YMOA is a warm friendly presence and does whatever the Associate Secretary asks!
- The YMOA is expected to arrive the day before Summer Sessions starts in order to assist with set up and is expected to stay late on the last day to help pack everything away.
- Sessions Committee compensates this person by ensuring their first (early) night accommodations are booked and paid for, and paying for $\frac{3}{4}$ of their room and board at the current price of a second floor Inn room with private bath.
- The YMOA must register to attend Summer Sessions and pay their NYYM registration fee.
- Travel reimbursement can be negotiated with the clerk of Sessions Committee.

APPENDIX V: NEW YORK YEARLY MEETING SESSIONS COMMITTEE

Child Protection Policy to Reduce the Risk of Child Abuse

A. INTRODUCTION

This policy and form have been developed to ensure that our Yearly Meeting environment is a place of safety and security for our children. We hope the establishment and application of these policies will serve as a source of security and trust for all of New York Yearly Meeting (NYYM).

B. THOSE AFFECTED BY THIS POLICY, DURING NYYM CHILDREN / YOUTH PROGRAM HOURS ONLY:

(Parents are responsible for their children outside of program hours)

- All Junior Yearly Meeting coordinators and volunteers at Summer Sessions,
- Persons of any age providing any level of care for children of any age at NYYM Spring and Fall Sessions,
- Adults driving children (other than their own) in vehicles to or from NYYM-sponsored events at the request of NYYM event coordinators,
- Adult volunteers who supervise NYYM-sponsored overnight events, and
- Adults who may provide one-on-one counseling or mentoring to children via the Circle of Care and Concern, the Child Abuse Investigation Team, and or the Community Agreements Response Team. (Such adults may ask permission from parents to meet with their child outside of program hours.)

C. WHO IS RESPONSIBLE FOR ADMINISTERING THE POLICY?

The **NYYM Sessions Committee Clerk** and **Assistant Clerk** ensure that all adults working with children at YM sessions are aware of this policy document. They work with the **Spring Fall Sessions Coordinator & Liaison (SFSCCL)** and the **Junior Yearly Meeting (JYM) Coordinators** to disseminate this document. **Child Protection Registration Forms (CPRFs)** are primarily completed online with an electronic signature and submitted to a secure password-protected folder. Only the NYYM Sessions Committee Clerk and Assistant Clerk have access to this folder. At any time, the SFSCCL and or JYM Coordinators can ask if a certain person or list of people have submitted a form. Forms are kept until such time as a person indicates on their form; typically when they have completed their service to a Spring or Fall Sessions, or for a JYM volunteer, the person indicates that they will no longer be volunteering for JYM, so their form can be deleted.

Any allegations, concerns, or infractions regarding child safety are brought immediately to the **NYYM Child Sexual Abuse Investigation Team (AIT)** for response, and the AIT may require that the NYYM Sessions Committee Clerk and or Assistant Clerk share any appropriate completed CPRFs. The AIT will be identified before or at every NYYM session.

D. DEFINITIONS

- **Child, Children, Youth, or Minor:** Any person(s) seventeen years of age or younger.
- **Adult:** Any person(s) over eighteen years of age.
- **Child Abuse:** Child sexual abuse includes sexual activity explicit or implicit, sexual advances or insinuations towards children, and or sharing indecent material with a child; child abuse also includes any form of physical maltreatment.

E. CONFIDENTIALITY

All information collected in connection with implementing this policy will be kept in the strictest confidence, to the extent allowed by law. All CPRFs generated in furtherance of this process will be kept strictly confidential. None of these records will be distributed to any entity other than the Clerk and Assistant Clerk of Sessions Committee unless required by law. If after reading each CPRF carefully, a person is denied the opportunity to work with the NYYM children, the applicant will be informed, but the reasons for such a decision will not be publicly revealed. In the event of denied form or an allegation of impropriety against any registrant, that registrant has the right to inspect their own file in the presence of the Clerk and or Assistant Clerk of Sessions Committee and has the right to submit written refutation of any materials they deem to be inaccurate or misleading.

F. REGISTRATION PROCESS

1. All individuals who plan to work with children at a NYYM session must

- a) Fill out and sign a **CHILD PROTECTION REGISTRATION FORM (Appendix A)**;
 - b) Be known to NYYM as a member, attender, or a regular YM sessions or Powell House participant;
 - c) Be known to a NYYM member, Meeting or Powell House as a babysitter and or associated with child care for any NYYM entity;
 - d) Show a willingness to allow a national criminal background check by filling out **Appendix B**.
2. Anyone who has been convicted of a crime, specifically against children, but also any crime including physical violence, will not be allowed to participate in any immediate NYYM youth-oriented activities, but a discussion can be started to explain the circumstances of the crime for reconsideration at a later session.
3. Anyone involved in an active investigation of an alleged crime against a child or an alleged crime that includes physical violence will not be allowed to participate in NYYM youth activities until after the investigation is complete and found to have no basis.

G. CONDUCT OF MEETING ACTIVITIES INVOLVING CHILDREN

1. The principle of “No child left alone with an adult” will prevail. There should always be at least two adults or two children in any group. This principle applies especially in all secluded places including restrooms.
 - a. PLEASE NOTE: In the event that only one adult is present with a group, any doors to the room must be left open and the JYM Coordinators or Children’s Program Coordinator must be informed of the lack of adult presences.
2. Field trips or day excursions require the supervision of at least two adults who have been approved as a result of the registration process outlined above.
3. The Junior Yearly Meeting Coordinators will conduct a training session at least once a year for anyone wishing to volunteer for JYM, typically as part of the JYM Planning Weekend. Other adults are welcome to attend if they have completed the Child Protection Registration Form. Training will cover prevention, discovery, and reporting of child abuse incidents.

H. PROCEDURE FOR MAKING OR HANDLING A REPORT OF AN ALLEGED CHILD ABUSE INCIDENT

1. Upon hearing an allegation of child abuse, the LISTENER will listen fully and carefully to the complaint. They will reassure the child that they will be safe and that their complaint is being taken seriously.
2. The LISTENER will make a record of the time, the place, the persons involved, the general nature of the incident, and the exact words used. They will NOT conduct an investigation.
3. The LISTENER will inform any member of the NYYM Child Sexual Abuse Investigation Team (AIT) or the Clerk of Sessions Committee. The person receiving the report will follow up as outlined below.
 - a. An incident report form will be filled out documenting the complaint and the victim’s exact words in describing what happened as a record of the complaint.
 - b. AIT will discern if there is reasonable cause to make an immediate report to the state authorities.
 - c. In order to ensure confidentiality and prevent any suspicion that the written report has been tampered with or changed, the incident report form will be sealed in an envelope and signed across the closing flap by the individuals making the report to the state authorities. This envelope will be placed in the care of the Clerk of Sessions Committee for use by the State authorities in their investigation of the claim.
 - d. The AIT should inform the NYYM Trustees and insurance company agent of the incident.
 - e. AIT will seek the advice of Trustee legal counsel before responding to media inquiries.
 - f. AIT will review this policy statement to be sure all procedures are being followed and work with the insurance company or legal counsel as needed concerning the alleged incident.
 - g. The membership of the AIT will always be made available in each NYYM session’s description.

NEW YORK YEARLY MEETING CHILD PROTECTION REGISTRATION FORM

Complete this document and save with your LAST name first in the name of the file. Upload the completed form to the secure folder found online at <http://nyym.org/committee/sessions-committee>

In the event you do not have internet access, contact the YM Office to discuss other avenues of submission.

I wish to submit my name as a volunteer to work with youth and minors during the following session(s) of the New York Yearly Meeting of the Religious Society of Friends;

SESSION(S), including YEAR:

Last Name

First

Middle

Birth Name, if different from above

Current Address (Street, City, State, Zip Code)

Phone, including area code

Personal Email

If less than one year at current address: Previous Address (Street, City, State, Zip Code)

Current Occupation and Place of Employment RETIRED _____

PLACE AND JOB TITLE: _____

Work Phone, including area code

Work Email

Have you ever been arrested, charged, placed under probation for, or convicted of a crime against a child? Are there ANY criminal convictions against you in ANY jurisdiction? YES NO.

If yes, please explain AND provide documented record of the resolution of the crime(s).

Personal References (provide two) – Note: One reference should be able to speak to how you interact with children, and one reference should not be a family member or significant other.

Full Name Address and Telephone

[1]

[2]

NYYM Meeting where you attend or are a member OR your NYYM Connection, i.e., Meeting Child Care, Powell House, YM regional meeting, Quaker organization (FGC or AVP, for instance) etc.

Applicant's Signature:

Today's Date

Date to DELETE this form (if known):

**NEW YORK YEARLY MEETING CHILD PROTECTION REGISTRATION FORM
BACKGROUND INVESTIGATION CONSENT**

A note to those filling out this form:

It is not our policy to perform background checks on all our volunteers, but New York Yearly Meeting, and especially Junior Yearly Meeting, reserve the right to perform a background check on anyone volunteering to work with our children. We will always inform a volunteer that we have decided to request a background check on them, specifically – though we may not disclose the reason why and are not obligated to do so. In the event that a person is not allowed to volunteer due to the information obtained in a background check, the reasons for such a decision will not be publicly revealed. Any applicant has the right to inspect his or her own file in the presence of either the Clerk or Assistant Clerk of Sessions Committee – and has the right to submit written refutation of any material they deem to be inaccurate or misleading.

I, (applicant's complete name),

authorize NYYM Sessions Committee and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records, for the purpose of ascertaining that I have not been convicted of a crime against a child.

I release New York Yearly Meeting and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

By entering my name below, I accept and approve all terms and conditions of this policy, and further acknowledge that I have read and fully understand the policy.

Signature

Date

Social Security Number

(The applicant's social security number is required for the possible background check and will be kept in confidence by the Sessions Committee Clerk and Assistant Clerk. If the applicant wants a copy of this form signed below by the clerk, it is the responsibility of the APPLICANT to request that signed form by emailing sessions-clerk@nyym.org -- otherwise the signature is understood to be filed.)

UPLOAD YOUR COMPLETED FORM ONLINE AT

-----NON-DISCLOSURE STATEMENT-----

To assure the protection and preservation of the confidential information regarding the background records and reference check of current or potential volunteers, NYYM, its officers or assigns agree to release any of the obtained information only to the NYYM Sessions Committee Clerk and Assistant Clerk (see Section C: "WHO IS RESPONSIBLE FOR ADMINISTERING THIS POLICY under the NYYM Child Protection Policy) and to no one else, unless required by law. Confirmed on behalf of NYYM of the Religious Society of Friends by:

Signature

Full Name and NYYM Title

Date

APPENDIX VI: Sessions Committee Policies and Important 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 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.

PS, note that the Advancement Committee was suspended (minute # 2016-04-21.) and now the EQ is the responsibility of Sessions Committee alone.

Fundraising Policy for NYYM Sessions

Approved by Sessions Committee, April 2016

First, please note the following information from NYYM Financial Services Committee:

"All committees, groups or persons undertaking fundraising or spending within the Yearly Meeting, to the extent consistent with the directions and limits of any gifts or trust instruments, will coordinate their fundraising and spending activities with the Financial Services Committee so as to jointly further the implementation of the Leadings and Priorities."

As we gather in faith to conduct the business of New York Yearly Meeting (NYYM), it is with care and consideration that any fundraising is undertaken during our sessions, Spring, Summer and Fall. Anyone connected to a Quaker-related cause (e.g. AFSC, AVP, BQEF, ARCH, FCNL, Friends Peace Teams, NYYM Annual Appeals, and Quaker schools, meetinghouses and conference centers) is welcome to request display space to inform participants of their work and needs. Display space requests are sometimes received for non-Quaker-related causes and those will be decided on a case-by-case basis by the Sessions Committee Clerk and the session's Displays Coordinator.

All displays at YM sessions may include passive appeals such as envelopes that contain invitations to send or pledge money. Seeking cash donations at display spaces is actively discouraged, especially if the display space is not under constant supervision by a human presence. When supervised, display spaces may include active fundraising. Be sure to include in your displays request any need for internet

access in order to facilitate your active fundraising. Note that “fundraising” is not to be confused with actively selling items. See below for selling items.

The Development Committee and Sessions Committee will work together to balance the need of Development Committee to do fundraising, the need for yearly meeting sessions to remain spiritually grounded, and the need to implement the Leadings and Priorities.

There is a Display Space Request Form online, but each YM session may have its own, different process for requesting space. Please find this information in the announcements for each YM session.

Regarding Summer Sessions:

There are three events that raise money exclusively for Powell House and the Sharing Fund. These are the Fun(d) Fair, the Tagless Tag Sale, and Café Night. The Fun(d) Fair is organized and sponsored by Junior Yearly Meeting, and includes games and refreshments available with the purchase of Fun(d) Fair Tickets. During that time, we also hold a Tagless Tag Sale. If you have sale items (new or used items in good shape) to donate, please bring them to Summer Sessions with you and there will be more information in the first Daily Minute on where to place your donations. (Tax-deduction receipts for in-kind charitable contributions will be available upon request.) Folks are encouraged to showcase their talents during Café Night, also organized and sponsored by Junior Yearly Meeting. Bring your instruments and hula hoops and join the fun!

Often during Summer Sessions, a committee or group that is Quaker or Quaker-related asks to hold an ice cream social either to raise funds or to inform conference participants of the committee’s work. Ice cream socials must be approved by Sessions Committee, on a case-by-case, via a request sent to the clerk of the committee. Of course, all costs for the social must be paid for by the requesting committee or group and for as long as we meet at Silver Bay Association, ice cream and other food items must be provided by SBA. The clerk of Sessions, along with the Conference Services Liaison, will work with the requesting committee or group on the details if an Ice Cream Social is requested.

Finally, since Sessions Committee does not allow 'active' selling at display spaces — that is, having someone sitting at the display space actually selling items of any kind — the committee will arrange a two-hour “Quaker Crafts” event at some point over the Summer Sessions week. At that event, anyone connected to a Quaker-related cause may work with the Conference Services Liaison to request a table and then actively sell items. While 100% of any proceeds made during the “Quaker Crafts” event may be kept by the seller, it is a kindness to consider making a donation to any NYYM fund (Annual Appeal, Equalization Fund, Oakwood Friends School, Powell House, Sharing Fund, etc.).

From: Melanie Claire Mallison <msmellie@gmail.com>

To: Peter Phillips <fpeterphillips@aol.com>; Fred Dettmer <fdettmer@aol.com>; Brian Doherty <brianj.doherty@verizon.net>; K Johnson <keith_j@verizon.net>

Sent: Tuesday, July 12, 2016 6:25 PM

Subject: Questions Regarding NYYM Records & Liability

Dear friends:

As you may know, several groups have been carrying the concern of taking good care of one another at NYYM sessions. At the recent meeting of the "Dundee Kitchen Group*" -- we spoke about needing to keep some sort of confidential record of infractions and problem people, so that we are not blind-sided by

repeat offenders or unprepared should a problem become a legal issue.

Our thought is that what we are now calling the **Circle of Care and Concern** (see online description) should write up a sessions-end summary of events they consulted on, including names and meetings of those involved, and that record would then be kept confidentially and accessed only by the NYYM Associate Secretary and the NYYM Sessions Committee clerk. We name these two people because the Associate Secretary is the first person to see registrations to most all YM sessions and ergo, is the first person to see someone who is not welcome to attend those sessions, and because the Sessions clerk leads the committee with the responsibility to care for our sessions.

You were each suggested to contact because of your area of legal / insurance expertise and position in the NYYM structure. We are asking you to help us ascertain the legality of keeping such records, along with the level of actual liability the Yearly Meeting may be bound to -- with regard to insurance, if not moral reckoning -- should a harmful event occur of which we may have had prior knowledge of bad acts.

We appreciate and thank you for any guidance and clarity you may offer.

Melanie-Claire, Sessions Committee, clerk

* The Dundee Kitchen Group is comprised of Heather Cook, Karen Reixach, Irma Guthrie, Dawn Pozzi, Ellie Rosenberg, Angela Hopkins, Rebecca Wolf, John Cooley, and myself.

Back Ground Checks and NYYM Insurance

Sun, Apr 22, 2018 1:55 am

Subject: Back Ground Checks and NYYM Insurance

From: Melanie-Claire Mallison

Gentlemen:

I finally have found my notes from our long ago discussion regarding child protection concerns at NYYM sessions. One of the notes asks if our insurance requires us to get background checks on any person who works with the youth?

What I have from Keith is the following which details who is covered by YM insurance, but does not address whether or not our insurance requires background check on youth volunteers. I'd like to assume that would have been brought out in this earlier discussion, but I prefer to have something in writing!

Could we find the answer to this question? Thank you!

By the way, we have added the text to the JYM volunteer agreements, which they each sign off on, that we reserve the right to perform a background check if we so choose. Again, I assume that if our insurance *required* background checks we would have known this long ago, but I do prefer to have the answer in writing. Thanks again!

Melanie-Claire, Sessions Committee, clerk.

Back Ground Checks and NYYM Insurance

Keith Johnson keith_j@verizon.net via yahoo.com

Sat, Jul 23, 2016, 12:44 PM

TO: Melanie Claire Mallison <msmellie@gmail.com>, Peter Phillips <fpeterphillips@aol.com>, Fred Dettmer <fdettmer@aol.com>, Brian Doherty <brianj.doherty@verizon.net>

I reviewed the insurance policies of NYYM regarding the ramifications of this concern. What I found was that the meeting's liability, property, and sexual harassment cover activities by "employees" and "volunteers" (which are not categories which easily fit those who attend summer sessions or other NYYM functions). So I called the insurance broker and discussed the issue at length with her. The determination was made that as long as the parties involved in a dispute are registered participants of an NYYM event, the activities of these people would be covered by the meeting's insurance.

Keith Johnson, keith_j@verizon.net

From John Cooley

Apr 23, 2018

Subject: Back Ground Checks and NYYM Insurance

to MCM, fdettmer, Jephreyaaron, keith_j, John Cooley

Melanie-Claire,

Our insurance coverage will not be cancelled if we do not do automatic/universal background checks. It is wise, as you have done, to inform volunteers and employees that background checks may be done at our discretion.

It is possible that our insurance premiums would be somewhat lower if we had ideal protocols for the entire NYYM (not just Summer Sessions) to report in the insurance company's annual survey of our practices. The last time I was aware of this issue (which Helen brought to my attention), there was room for improvement, which I addressed incompletely. Powell House has a good protocol, that includes a statement similar to JYM's regarding background checks.

John C

From: Helen Garray Toppins <office@nyym.org>

To: Laura Cisar <landr@optonline.net>; Melanie Claire Mallison <msmellie@gmail.com>; Mary H Williams <maryhannonwilliams@gmail.com>; Steve Mohlke <smohlke@nyym.org>; John Cooley <jhcooley@aol.com>; Jeffrey Aaron <jephreyaaron@aol.com>; Helen Garay Toppins <office@nyym.org>

Sent: Thu, May 10, 2018 11:40 am

Subject: Silver Bay Will Count the Money

I spoke to Maletta Hourigan, the Silver Bay Comptroller, yesterday afternoon. She said that whoever told Mary Williams, at the front desk, that Silver Bay would not exchange our cash for check(s) was misinformed. She said that as the organization's chief financial officer, she makes these types of determinations, and that she agrees to continue the practice of receiving our cash in exchange for check(s), as we have done for so many years.

She did have some recommendations that she thought would improve our procedures. She would like to be personally introduced to our treasurer(s) and anyone else who will be interfacing with her, and her office staff, regarding any cash transactions. She also wants to set up a separate NYYM drop box in the Silver Bay safe for the duration of our stay. Maletta, or someone from her office, checks the special drop boxes each day as this spreads their counting throughout the week and makes the job easier for her staff.

In the past, NYYM has had two counters that agree on the amount of money that we place in each deposit envelope. The counters have been treasurer(s), or NYYM trustee(s), or the clerk of GSCC, or the clerk of Financial Services. Staff has never served as counters. Not that staff has ever been accused of any impropriety regarding the cash. This has never happened. It is just that staff often functions in the role of collecting the cash and two of the other above mentioned Friends are responsible for counting what we collect. After Silver Bay takes the money out of the safe they assign two Silver Bay counters to verify the NYYM count. If everyone agrees on the count no problem. If not, the Silver Bay counters speak directly with the NYYM counters.

I just want to conclude this email by saying that over the years, I really enjoy working with Maletta. I have found her to be a strong leader and an excellent team player - executing both roles at the same time. HGT

Sessions Committee's Policy for Scheduling during Rest & Renewal, Approved July 2018

Sessions Committee schedules a period of Rest and Renewal (R&R) each day while we are at Summer Sessions, so that f/Friends can decompress, take a break from committee commitments, enjoy their surroundings and enjoy family, friends and the blessed faith community around them.

To protect the concept of rest and renewal, Sessions Committee will NOT schedule during R&R any event that implies mandatory attendance (such as committee meetings) or requires childcare. Casual events CAN be scheduled and even assigned a space via the Summer Sessions Liaison or the NYYM Office at Silver Bay, but will not be listed in the Program. These events are made known through word-of-mouth, announcements either at Meeting for Worship with a Concern for Business and or in the daily Quaker Update, and signs around campus. Some examples of acceptable events during R&R are: opening the Healing Center, intergenerational games or discussions, Young Adult Friends events (such as soccer games with the EMPs), Afternoon Worship Sharing, etc. Any questions as to the appropriateness of activities to be scheduled should be addressed to the Clerk of Sessions, the Summer Sessions Liaison and/or the NYYM Associate Secretary.

On occasion, a Called Meeting of the YM has been required. Called Meetings will be scheduled at whatever time the Clerk of NYYM so chooses.

We hope that f/Friends will take this Rest & Renewal time to heart, listen to their bodies and their minds, and take care not to over-schedule themselves. The Blessed Community is best created when we put down our work and look up into the eyes of those around us.

Sessions Committee's Policy for Scheduling during NYYM Sessions, Approved April 2019

The following paragraph constitutes the scheduling policies for Sessions Committee:

Business meetings, plenary speaker(s) presentation(s), worship (Opening Worship, Worship Sharing, Community Worship, and Closing Worship), and Café Night are all considered NYYM-wide events. Other than Junior Yearly Meeting (JYM), nothing will be officially or unofficially scheduled during those times. In addition, nothing other than JYM will be officially or unofficially scheduled during the primary sections of Meeting for Discernment (M4D). Sessions Committee does schedule Interest Groups during the evening M4D Reflection, but this is with the approval of the M4D Steering Committee. During committee and coordinating committee meeting times, Sessions Committee will not officially schedule anything in conflict. Sessions does not currently schedule anything else during Bible Study. Finally, Sessions Committee has a long-held agreement with Junior Yearly Meeting to not officially or unofficially schedule anything at the same time as Café Night, hence its inclusion with the list of NYYM-wide events.

PLEASE NOTE: Keeping in mind that Friends will often do whatever they want whenever they want, Friends could work with office staff and/or the Summer Sessions Liaison to find space for unscheduled activities during any time other than NYYM-wide events – again, defined as business, plenary, worship, and Café Night. Such unscheduled activities will not be listed in the Program, but can be advertised via the Quaker Update, the Message Board, or putting up signs. Such activities cannot include mandatory attendance, nor include JYM-supported child care.

SESSIONS COMMITTEE MINUTES Powell House, October 2019

201910-05: At Budget Saturday, Financial Services Committee requested we consider raising the registration contributions for YM Sessions. Steve brought recommendations based on our experience with master billing this past summer (see attached General Secretary report). Steve clarified that the registration contributions help NYYM cover the cost of putting on YM Sessions. It was suggested that, on the registration form, the cost of meals be placed before the registration contribution, so that it doesn't seem so necessary for a registration to be acknowledged. (In the secular world, no registration fee means no registration!) Steve said such a change would be fairly easy to achieve.

After considering Steve's recommendations, Sessions Committee approved a suggested registration contribution for Spring/Fall Sessions of \$40.00 for adults, 18 and over; \$20.00 for youth (0-17); and after the registration deadline, adults \$55 (currently \$35/\$15/\$45, respectively); no added cost for youth after the deadline. We approved a suggested registration contribution for Summer Sessions of \$75.00 for adults 18 and over (currently \$60); \$40.00 for youth 0-17; with an upper limit for the family rate (group rate? registration package rate?) of \$150.00; no added cost for late registration. In advance literature, clarification of the reasons for registration contributions will be extremely important.

201910-06: Friends approved the following rates for Pay as Led (PaL) Summer Sessions 2020: 25% minimum of Silver Bay standard stay rate for all accommodations except Inn, Bayview and Trinity; 75% minimum for the Inn, Bayview and Trinity); Standard rate: same as what is contracted (see minute 201910-20 below for an update on this); Full rate: 30% over Silver Bay standard stay rate.

201910-14: One policy needs to specify a deadline after which no changes of room assignments can be made. The committee approved that the NYYM staff should work with Silver Bay staff to set a date each year when our final room assignment list will be submitted to Silver Bay. After that date, registrations and room assignments can be added, and cancellations can be processed, but room changes will not be considered except in very unusual cases.

201910-15: The committee approved recommending to the Yearly Meeting that we continue Pay as Led for Summer Sessions 2020. We recommend that for the moment, we approve PaL year by year until we have more experience and data.

201910-16: The committee approved that Sessions Committee sets policy for master billing, while the YM staff will organize and implement master billing for Summer Sessions.

201910-17: The committee approved changing the name of Summer Program Subcommittee to Summer Sessions Subcommittee. Recommending policies for PaL and master billing will be added to their charge.

201910-18: When Friends register for Summer Sessions, we will ask that they send a down payment or at least a response within two weeks after the Registrar has confirmed their room location. The committee approved.

201910-19: When Friends request that NYYM find a roommate for them at Summer Sessions, the Registrar will confirm the double rate. However, Silver Bay may charge the single rate if we are unable to assign a roommate. Sessions Committee will be sure that the individual is not obligated to pay the single rate – NYYM will absorb the difference in cost. The committee approved.

201910-21: Silver Bay has stated that anyone under 18 years old must be in a room with a parent / guardian / chaperone, or in a connecting room (of which there are few). Steve noted that this past Summer Sessions, the policy caused some difficulties for a family of color. Subsequently, in the evaluations, we found that the family was aware that other families ignored this rule, possibly out of a sense of white privilege. We need to be sensitive to cultural differences that can be misinterpreted, and we need to confirm with Silver Bay that this policy is still in place.