

Sessions Committee

MANUAL

Updated and Approved January 2017

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SEE SESSIONS COMMITTEE ONLINE FOR THE FOLLOWING DOCUMENTS:

- Youth Medical Form
- Fundraising Policy for NYYM Sessions
- Display Space Request Form (download .doc file)
- PAY-AS-LED Proposal for 2018 Report (Summer Sessions 2017)
- 2016 Alternate Sites for Summer Sessions (Summer Sessions 2016)

History

The current Sessions Committee evolved from the former Administrative Committee.

Purposes & Objectives

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

Functions & Activities

For Summer Sessions, the committee works with the NYYM staff to handle such operational details as:

- negotiating services with the chosen venue to best accommodate those attending,
- ensuring suitable living arrangements for attendees,
- arranging for printing and distributing of advance publicity, including *Spark*,
- inviting guest speakers and arranging for their hospitality, honorarium, and other needs,
- setting the session theme and schedule,
- checking and updating registration fees and forms,
- working with the chosen venue on food, meeting space, and equipment requirements,
- working with YM staff on the sessions Program content and printing of schedule,
- assisting the Liaison Committee when requested, and
- responding in a timely manner to changes in process, focus, and requirements for organizing Summer Sessions.

For Spring and Fall Sessions, the committee invites and confirms host regions up to four years in advance. In addition, the committee advises the host task group as needed on:

- arranging for suitable locations,
- setting up programs (youth programs, Friday evening events, etc.) and schedules,
- arranging for printing and distributing advance publicity, and
- submitting final statistical and financial reports for the yearly meeting records.

Organization & Method of Appointment

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

Sessions Committee names representatives to General Services Coordinating Committee, Junior Yearly Meeting Committee, and Young Adult Concerns Committee.

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

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

Meeting Times & Places

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

Finances

The committee is funded from the Operating Budget.

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

The Sessions Committee Manual

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

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

Early Fall

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

NYYM Fall Sessions

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

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

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

NYYM Spring Sessions

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

NYYM Summer Sessions - three to five meetings, as needed

- **If necessary, the Clerk brings forth a name for the Naming Committee at the first meeting.**
- Review and discuss the current Sessions, and approve selection of gift to host venue.
- Internal Nominating Subcommittee brings forth names for Clerk, Assistant Clerk, Recording Clerk, Conference Services Liaison, and Spring Fall Sessions Coordinator & Liaison.
- Set date for early Fall Sessions **Committee** meeting and discuss winter meeting.
- Finance Subcommittee reports on NYYM Spring Sessions income and expenses.

Sessions Committee Job Descriptions / Responsibilities of Officers and Liaisons

CLERK

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

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

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

Specific tasks include:

- Welcome new members to the committee.
- Maintain contact with clerks of the subcommittees and keep apprised of current projects.
- Follow up on decisions of the committee.
- Ensure the YM website has updated information for all YM Sessions, including the youth medical form.
- Once the Summer Sessions Week-at-a-Glance (WAAG) is approved, advise Coordinating Committee clerks of any interest or study groups times that are available, when coordinating committees will meet and when committees will meet.
- Assist YM staff with proof reading issues of Spark having to do with YM Sessions.
- Ensure the YM is kept apprised of committee officers.
- Serve as representative from Sessions to General Services, if needed.
- Approve requests for travel reimbursement as appropriate.
- Work with the SFS Coordinator and YM Associate Secretary to ensure all sessions participation numbers are recorded in the NYYM minutes – total number of participants (adults/youth).
- Work with the YM Treasurer and Associate Secretary to approve all charges to the committee budget.
- Sign and or send out “thank you” notes to Host Task Group members, Sessions venues, folks who donate to the Equalization Fund (letters and stamped envelopes provided by NYYM staff), etc.
- A complete description of committee finances can be found in Appendix I.

ASSISTANT CLERK

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

RECORDING CLERK

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

SPRING FALL SESSIONS COORDINATOR & LIAISON (SFSCCL)

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

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

The SFSCCL (or an informed representative) is expected to attend all Spring and Fall Sessions, and for their service, they attend for free (no registration or meal fees). The SFSCCL pays for their own transportation. The cost of overnight accommodations is negotiable with the Host Task Group and the clerk of Sessions.

Find a complete SFSCCL description in Appendix II.

SUMMER SESSIONS LIAISON (SSL)

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

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

Subcommittees of Sessions Committee

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

Arrangements Subcommittee for Summer Sessions

Has up to a dozen members whose names are brought forward by the Sessions Committee Internal Nominating Subcommittee at the committee's January meeting. The Summer Sessions Liaison (SSL) is clerk of this subcommittee, which meets as a whole at the discretion of the SSL. The subcommittee works with the conference center regarding food, space, and equipment requirements. Some positions of the Arrangements 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. Off-Campus and Camping Liaison
11. Tagless Tag Sale Coordinator *
12. YM Office Assistant (on recommendation of YM Associate Secretary)

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

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

Finance Subcommittee

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

Find a full description of committee finances in Appendix I.

Handbook Subcommittee

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

Internal Nominating Subcommittee (INS)

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

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

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

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

SUMMARY OF NOMINATIONS:

Committee Officers and Representatives

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

Arrangements Subcommittee

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

Finance Subcommittee (3-4 members)

Handbook Subcommittee (2-3 members)

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

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 of the Sessions Committee, the overall program for the Yearly Meeting Summer Sessions, proposes the schedule, and invites speakers. The subcommittee clerk, in concert with the Sessions Committee clerk and the Finance Subcommittee, is authorized to offer the speaker room, board and travel expenses for attendance at Summer Sessions. In addition, sometimes an honorarium is offered.

In choosing speakers, it is important to: a) consider the theme of Summer Sessions, and b) consult with people who have heard a potential speaker addressing a large group. Generally, the name of the proposed speaker should be brought to the Winter Sessions committee meeting for approval. Names of speakers can come from evaluation forms from Yearly Meeting sessions, committees, or staff. 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. Yearly Meeting does not pay for family members, but they are welcome to attend at their own expense. Speakers are encouraged to host an interest group and spend time with JYM teens and Young Adult Friends.

The Summer Program Subcommittee sets the schedule for Summer Sessions by proposing a "Week-at-a-Glance" (WAAG) for approval by the Sessions Committee at the Winter Sessions committee meeting.

APPENDIX I: SESSIONS COMMITTEE FINANCES

Sessions Committee is under the care of General Services Coordinating Committee and its line is found under GSCC in the NYYM Operating Budget (line 6500). The budget is broken down into three major sections, below.

Spring & Fall Sessions (SFS, 6510); This line is used primarily to pay for deposits and rentals for SFS venues. If no rental fee is required (Friends Academy, for instance), this line is used to send a donation to the venue. Please note; each SFS collects registration fees and meal payments – and those are first deposited into the **Fall/Spring Sessions Fund** under the Yearly Meeting Managed Funds. All subsequent SFS expenses (meals, child care, materials such as name tags and signs, etc.) are paid for out of that fund. Any balance is transferred to **Registration Fees in the Operating Budget**. If enough money is not collected to cover the overall expenses for a Spring or Fall Sessions, the remaining unpaid expenses are covered from this committee line (6510).

Summer Sessions (6520); 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, room and board for the Summer Sessions Liaison, compensation for the YM Office Assistant, any materials rented for the gathering (golf carts, tents, etc.), any foods requested for a speaker reception or special event, using the services of the venue for copying of sessions materials, and giving the venue a "thank you" gift.

General Committee Expenses (6530); This line is used for expenses that are specific to committee work, including, but not limited to; member travel, administrative expenses (Survey Monkey membership, for instance), expenses related to committee meetings outside of NYYM Sessions (food and/or donation to Fall meeting space, for instance), any expenses related to surveys (postage paid return envelopes for paper copies of surveys, for instance), and stamps for Letters to Absent Friends.

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

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). Currently, requestors are required to also request funds from their Monthly Meeting and show proof of that request to the Associate Secretary. There is a great deal of thoughtful and faithful "inside understanding" involved in the distribution of funds from the EQ – a balance is sought for young families, disabled persons, young adult Friends – and that cannot be explained or replaced!

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

First and foremost, the SFSCCL has an overall responsibility working with the Handbook Subcommittee to ensure the Spring & Fall Sessions Manual is kept current and is online at NYYM.org. The SFSCCL should register and attend all Spring and Fall Sessions. Their entire registration costs are covered by Sessions Committee (registration fees and meal charges).

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 additional information about such matters as space needs and budget as needed.
- Sign any venue contracts, working with the NYYM Associate Secretary to submit any down payments.

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 the 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 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 there will be 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 SFSCSCL 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

- Remind to the HTG to submit the two final reports. Remind them that the report templates are in the SFS Manual. The HTG must submit these reports, ideally within one month of their session.
- Remind the Sessions Committee clerk to disperse any donations approved for the host venue.

After each session

- Continue to email a friendly reminder to the HC to submit the two final reports to the SFSC, until the reports are submitted!

SFS HOST COMMITTEE FINANCIAL REPORT

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

SFS HOST COMMITTEE STATISTICAL REPORT

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

APPENDIX III: SUMMER SESSIONS LIAISON (SSL)

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

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

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

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

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

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

At present the audio 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. 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 would 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 yearly meeting sessions. Groups that arise from concerns or from other Friends' organizations must be sponsored by a NYYM Coordinating Committee.

The Displays Coordinator:

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

3. Evaluations Coordinator

- Designs the Summer Sessions evaluation process and tabulates the results.
- Reports to the Early Fall meeting of Sessions Committee.

4. Food Coordinator

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

5. Golf Cart Coordinator

- Assigns people to the different Golf Cart shifts and works to ensure that the drivers have all been vetted and are in compliance with the conference center rules (valid driver's license, over 21, etc.).
- Makes sure that golf cart drivers have had their drivers' licenses copied at the front desk. These copies are destroyed at the end of the Sessions or the end of their stay. The Coordinator may want to keep a copy of the driver's license as well.
- Is available to be in communication with drivers while carts are in service to answer questions or cover shifts.
- See complete description in Appendix V.

6. Interest Group Coordinator

- Meets with the Summer Program Committee when considering Week-at-a-Glance for presentation at the Winter meeting of Sessions Committee - *to be considered by Sessions Committee in January*
- Works with Summer Sessions Liaison to advertise and collect interest group submissions, assign meeting space and assure provision of necessary equipment required by the facilitators of those groups.
- Works with Interest Group facilitators to meet firm deadlines for SPARK publication, along with maintaining uniform length of group descriptions.
- 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.
- Detailed processes and procedures are contained in Appendix VI.

7. Letters to Absent Friends Coordinator

- Brings to Summer Sessions about 100 envelopes, stamps, and appropriate letter paper or large note cards. In the designated area, posts names of "absentees" (those who are usually in attendance at Summer Sessions or who were for years but no longer attend).
- Checks the attendance list for the prior two years for ideas. Leaves a place for others to add names, and appeals for names in the Monday or Tuesday *Minute*.
- Addresses envelopes and starts the letter to each person.
- Before leaving the conference, puts the letter and a copy of the YM epistle (if available) in each envelope, and mails them.
- This coordinator may request reimbursement from the Sessions Committee clerk for expenses.

8. Microphone Runner Coordinator

- Works with the Clerk of NYYM to determine those sessions and events at which microphone runners are needed during Summer Sessions.
- Organizes volunteers to run microphones during the agreed upon sessions and creates a schedule that includes the names of the runners and times of service.
- Ensures that microphone runners attend their assigned sessions.
- The Microphone Runner Coordinator is NOT responsible for the technical aspects of the sound system, and does not need technical knowledge; however, the coordinator works with conference a/v staff to ensure coverage in case of technical difficulties.
- Appendix VII outlines the runners' responsibilities and MUST be shared with each volunteer.

9. Newcomer/Welcome Table Coordinator

- Working with NYYM staff, announce the Welcome Table during the registration period in the May Spark.
- Working in concert with the Summer Sessions Liaison, gathers appropriate materials, i.e. maps, schedules, agendas, and advance readings, and sets up the welcome table with the welcome banner at least one hour prior to the start of registration.
- Recruits volunteers to mingle with registrants and encourage them to take advantage of the Welcome Table. Typically joined by the YM clerk for periods of time to welcome conference attendees.

10. Off-Campus and Camping Liaison

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

11. Tagless Tag Sale Coordinator

Advertise the Tagless Tag Sale (TTS) via email, InfoShare, etc. Collect donations before Summer Sessions if necessary in whatever way fits the situation. (i.e., you do not have to drive across state to gather donations, but you may make the option available to your Monthly Meeting or any committees you are on, and therefore will be attending anyway.)

Work with Conference Services Liaison and NYYM office to provide a donation site at Summer Sessions. There are signs and a box of supplies (price tags, jewelry stand, clothes line and clothes pins, etc.) which need to be discovered and used! (Start by contacting last year's TTS Coordinator.....)

Solicit TTS volunteers to set up the sale prior to the Fun(d) Fair, staff the sale tables during the Fun(d) Fair, and pack up any remaining donations after the Fun(d) Fair.

Make sure the money raised is safely transported to the proper person (worked out with the NYYM Treasurer), and make sure the remaining donations are delivered to the proper place (a local charity).

See Appendix VIII for details on coordinator duties and Tagless Tag Sale forms.

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

This person shares responsibilities with the NYYM Associate Secretary in covering the on-site NYYM Office during Summer Sessions. The office is staffed during hours that do not include Meeting for Business, meals, and morning Worship Sharing — typically closing at 8:00 p.m. at night. The NYYM Communications Director and the Summer Sessions Liaison also helps cover the hours when the desk is open.

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

Sessions Committee compensates this person by ensuring their first (early) night accommodations, and paying for $\frac{3}{4}$ 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, pay their NYYM registration fee, and their (currently) 25% room deposit. Travel reimbursement can be negotiated with the clerk of Sessions Committee.

APPENDIX V: Sessions Committee Policy Minutes

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

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

The disbursements of scholarship or other financial assistance from the Equalization Fund will be the responsibility of Sessions Committee, which will assign a member to work with a representative of the Advancement Committee and with the NYYM Associate Secretary. They will establish guidelines for the Fund's use, and 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.