

North Pacific Yearly Meeting Ad Hoc Committee on Event Planning Report to Coordinating Committee, Fall 2019

At the end of the 2019 Annual Session, former General Arrangements Clerks and Physical Arrangements Clerks agreed to share thoughts on what would constitute the duties of a paid Event Planner and consider if 200 hours was an adequate estimate of the time required to plan and run an Annual Session gathering. Contributors to the discussion were Kathryn Willard, Kathy Hyzy, John Etter, Lew Sholls, Dave Ek, and Ted Etter.

The discussion among the participants was mainly conducted via email. The following are points of consensus:

- The Event Planner should take on the major duties of the former General Arrangements and Physical Arrangements Clerks. There was a significant amount of coordination required between those two positions, and they existed to distribute the work load of event planning and staging. Combining those roles shouldn't require the Event Planner to need more than the 200 hours estimated as a likely maximum for planning and staging the event.
- Hiring the Event Planner from within North Pacific Yearly Meeting offers some significant advantages over hiring someone from the outside. An internal hire would have access to the NPYM directory and be able to contact potential coordinators for positions that were previously the responsibility of the General Arrangements Clerk to fill.
- Some of the assistant coordinator positions should be redefined to assist the new role of the event planner. One position could be an Audio-Visual Coordinator who is trained by the host facility in the operation of public address systems and computer video displays. Another could be someone who lives in the vicinity of the gathering site and can visit the site conveniently to save the Event Planner frequent travel to the site. There doesn't appear to be a job description for an Assistant Registrar at this time, but we have had one for several years—not just as a registrar-in-training, but someone to take on specific tasks like assembling the Annual Session information booklet.

One discussion that we may need to conduct is whether we need a contingency set of job descriptions if we hire an event planner from outside of the Yearly Meeting. At the very least, we need a revised job description for the internal hire.

Respectfully submitted,

Ted Etter, Convener