

North Pacific Yearly Meeting Annual Session Tasks and Timelines

The Annual Session Planning Committee (ASPC), NPYM Treasurer (T), NPYM Finance and Legal Committee (F&L), NPYM Event Planner (EP), NPYM Registrar (R), and NPYM Webkeeper (W) have responsibility for maintaining and updating this document and collaborate in implementing it.

October – January

- Negotiate and finalize contract with host site, including seeking legal advice (EP)
- Arrange insurance contracts for Annual Session (EP)
- Set Annual Session Planning Committee meetings (EP/PC)
- Distribute this document and other files and reports to the various Annual Session planners (EP/PC)
- Develop Annual Session budget (EP/R/T/F&L)
- Arrange Friend in Residence (PC)
- Appoint Friends to the following positions (ASPC)
 - Bookstore Manager
 - Daily Bulletin Editor
 - Food Coordinator
 - Transportation Coordinator
 - Sign Maker
 - Other positions as needed
- Evaluate Site (EP)
 - Rooms, Spaces, Supplies
 - Accessibility and handicapped needs
 - Identify on site contact person
 - What spaces need to be locked and unlocked
 - Are there rules that might restrict activities?

- Identify space and supply needs (ASPC)

January – April

- Set Annual Session Theme (ASPC)
- Develop and update registration process (R/W)
- Develop of registration packet (R/EP/W)
- Identify site-specific tasks related to facility, housing, meals, camping, and accessibility (EP)
- Finalize space and supply needs with site (As much as possible arrange to use spaces that we are already renting – for example lounges in dorms rather than spaces that will cost extra – like classrooms)

- Make arrangements for on campus accessibility needs – golf carts, or shuttles from one part of campus to another, elevator access, etc. (EP)
- Collaborate with Youth Committee, Youth Coordinator and Junior Friends Advisors regarding child and youth needs concerning space and programming at Annual Session (EP)
- Work with Finance and Legal Committee and Treasurer to finalize budgets (R/EP)
- Adjust settings in registration programs to reflect agreed fees, housing availability, work assignment schedule, and any other information required by the registration programs (R/W/EP)
- Obtain a site map that indicates where various functions of Annual Session will be held (EP)
- Update all registration forms (e.g. medical release, unaccompanied minor, camp release) to reflect session dates and venue.(R/W)
- Prepare a list of off-site recreational facilities and resources (ASPC)
- Create schedule for Annual Session (ASPC)

April to Annual Session

- Registration (R)
- Distribute Annual Session packets (ASPC/W)
- Prepare evaluation survey (ASPC/W)
- Work with Outreach and Visitation Committee to make sure registration material get out to isolated Friends and small worship groups (ASPC)
- Registrar compiles data on housing, food, children, Jr. Friends, Worship Groups, Interest Groups, financial aid requests etc., and forwards information to appropriate clerks (R)
- Work with Monthly Meetings to collect financial assistance coming from meetings (R)

Pre Annual Session into AS

- In consultation with site, make room assignments for lodging, interest groups, worship groups, etc. (R/ASPC); get food cards, etc. (ASPC)
- Prepare name tags and registration packets (R/ASPC).
- Sets up procedures for registration at AS. On the first day, registration should be open in time for committee members to register before their afternoon committee meetings (R)
- At a minimum, registration should be open first day of AS and during mealtimes (R)
- Train and use Volunteers to help with registration process (R)
- Registrar prepares statistical report for presentation at a plenary session. (Consult with presiding clerk for time of presentation) (R/ASPC)
- Post signs to direct Friends around campus (EP)
- Close Annual Session and pack up (ASPC)
- Initiate Annual Session evaluation process (ASPC)

Post Annual Session

- Facilitate refunds and or collect outstanding funds (R)
- Close the financial books for AS (by August 31) (R/T)
- Prepare Annual Session Report (by August 31) (ASPC/R/EP)
- Update this document (ASPC)