

## **Secretary's Report** **to EC 01/12/2007 to be held at Orlando Meeting House**

**This report** describes activities that have taken place since the EC Meeting, 10/06/2006.

### **General Office Activities:**

The previous three months have been extremely busy. Most notable, perhaps, is completing the *SEYM Operational Handbook Procedures & Job Descriptions* draft for your consideration for approval at this upcoming EC meeting. With the approval of this project, as assigned at the 06/11/2005 EC Meeting held at Sybil and Bud Brennan's, the ad hoc committee fulfills our obligation. This committee has given careful and complete attention to the accuracy of the content as is presently the practice of Southeastern Yearly Meeting.

05EC07 - EC approves the formation of an ad hoc committee to revise the SEYM Handbook. The committee members will be Nancy Fennell, Lyn Cope, Gay Howard, and Caroline Lanker.

Immediately following WIBM a second newsletter went out that included the HYM and the Michener Lecture information formatted as a removable centerfold. Do note that the youth section remains as the center-fold, but the last two issues have included the FIBM-DIA and the HYM/Michener Lecture information as tear-out sheets thereby saving postage. I am eager for feedback regarding this decision, but my hunch is that it is better to mail the HYM and Michener brochures directly to Friends since many are seemingly not regular attenders at their Meetings for Worship and therefore do not pick up brochures given in bulk to their clerks at FIBM, or later mailed to clerks not in attendance.

In addition to the regular office activities, I have assisted the Gathering Committee with the YBM & Gathering registration forms and programs. These are at the printers and hopefully will be bulk mailed to members and attenders prior to WIBM. Meeting clerks and/or Meeting representatives may pick up the extra copies for their meetings at WIBM and thereby save postage. ***I wish to remind Friends that March 1 is the deadline to reserve LEC lodging and meals. This includes the WWWillis Camp Lodge and the LEC RV-and-tent camping sites.***

### **Publishing:**

Continued work on the *SEYM Operational Handbook Procedures & Job Descriptions* with Caroline Lanker and Nancy Fennell via phone and email resulted in being able to provide you with this final draft for your approval. If approved (with only minor corrections required), it can go to press and be available at Yearly Business Meeting (YBM).

A decision needs to be made regarding distribution and funding to print this 122-page, 8.5 x 11 inch book.

Funding options are:

- 1) As an EC project, the printing could be funded from the general fund duplication budget.
- 2) As a publication project, the printing could be funded from the publications fund bank account.

Distribution options include:

- 1) Provide committee clerks, committee members, representatives to organizations, and officers as approved at YBM-2007 with complimentary copies. (This option would be funded from the general fund duplication budget.)
- 2) Treat the *SEYM Operational Handbook Procedures & Job Descriptions* as a publication to be sold to cover costs—approximately \$10.00/book(?). (This option would be funded from the publications fund bank account.)

- 3) A combination of the above could provide the YBM-2007 approved officers, clerks, and representative nominees with complimentary copies (request that committee clerks make copies of appropriate pages and distribute them to their committee members?). The remainder of the print-run would be available for purchase. The general fund duplication budget would fund the printing costs for complimentary copies and the publications fund bank account would pay the additional publication and distribution costs.

In due time, the *SEYM Operational Handbook Procedures & Job Descriptions* will be available to download free from the SEYM website. However, as a 122-page document, many might prefer to purchase a 3-hole punched copy rather than download that many pages to print.

Booklet/pamphlet sales continue at a rapid clip. Amazingly after printing four (4) booklets at the average cost of \$400/printing, the publications fund bank account shows a net profit of \$567.00 for this fiscal year! *Building the Life of a Meeting* by William & Frances Taber (Michener 1994) needs to be reprinted ASAP (last copy was just shipped).

The publications fund bank account will fund the publishing of the 2007 Michener and Walton Lectures in fiscal year 2007-2008.

### **Finances:**

Meetings are continuing to contribute regularly, thereby making the job of financial management much easier! I thank you.

I upgraded to QBP2007 with several additional patches installed as they became available. I am very pleased to have QBP on my faster computer and to have the ability to print pdfs directly from the software. This is more convenient than printing the report, scanning it, and saving the scan as a pdf.

The IRS mix-up (not crediting 2nd quarter 941 tax monies paid in two payments to accommodate SEYM's fiscal years) has finally been resolved with them correcting their error. This took entirely too much time. It seems that the IRS prefers to receive quarterly payments and cannot handle two payments in one quarter, so the Finance Committee and I will have to figure out a way to close the books, but to write the check in the new FY.

### **Website:**

Websites <[www.seym.org](http://www.seym.org)> and <[www.seymmeetings.org](http://www.seymmeetings.org)> are current with organizational detail including posting the YBM & Gathering registration and program materials. I anticipate having the on-line registration up and running by mid-week. It should be noted that with the Life Enrichment Center's billing re-organization, the on-line registration had to be re-written, re-organized, and the CGI script rewritten and tested in multiple web browsers. Even though I did the basic layout and design, it took SEYM website host Randal Perry another 16 hours @ \$75/hour to write and test the CGI script. He is donating \$375 as in-kind services toward this bill.

### **Continued and New Concerns:**

Continued: Archive materials and their location—to my knowledge (see my last report) no conclusions have been reached.

New Concerns: None at this time.

Respectfully submitted by Lyn Cope, 01/07/2007