

Meeting Guidelines

Santa Cruz Friends

Updated 12/25

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Introduction

This is a brief guide to Santa Cruz Monthly Meeting's structure, policies and practices. It is tailored to our Meeting and meant to supplement, not supersede, Pacific Yearly Meeting's Faith and Practice. Many descriptions are taken directly from Faith and Practice. It should be revised as our practices, needs, and regulations change.

Committees of the Meeting

Click the link above to read what Faith and Practice says about this topic.

The Nominating Committee

The purpose of the Nominating Committee is to ensure that the committees and officer positions within the Meeting are appropriately staffed and to create and maintain a healthy Meeting structure and its documentation. It is selected by a small ad hoc committee who nominates individuals to serve overlapping terms. Names of Nominating Committee members are presented to the September Meeting for Business by the Naming Committee. These nominations are acted on in October. The new committee begins work at once, and presents a slate of nominations at the February Meeting for Business. The nominations are acted on in March, and the new people take office in April. The committee remains ready to fill vacancies if any should occur during the year.

Members of the Nominating committee should have a good knowledge of the structure of the Meeting: how the Meeting works, what are the functions of meeting officers and committees, and how things work in practice. They also need to be widely acquainted in the Meeting and to be familiar with the abilities, strengths, and weaknesses and experience of Meeting members and attenders.

The Nominating Committee maintains up to date descriptions of each office and committee. They advise committees and officers to review and update their job descriptions each year by November Meeting for Business. They review proposed updates and develop job descriptions of new offices and committees. New descriptions and updates to old descriptions are presented to the Monthly Meeting for review, amendment, and approval. Once approved, these descriptions are entered into the SCFM Guidelines.

Clerks of Committees/Convenors of Working Groups

- Convene and clerk committee/working group meetings in the manner of Friends.
- Attend Meeting for Business or designate another member of the committee /working group to be there.
- Ensure that suggested minutes have enough information so that an informed decision can be made in Meeting for Business when the committee/working group wishes the Meeting to take action.
- Keep track of committee/working groups budget and anticipate any need for Meeting for Business to increase it. If using personal funds for expenses, provide the

treasurer for a receipt for reimbursement. An alternative is to ask the treasurer to write the check or make an online purchase.

- Check the Meeting calendar, and consult the Clerk of the Meeting when scheduling meetings and events, in order to avoid conflicts.

- Ensure that committee/working group meetings, events and information get into the weekly email, and for some, the newsletter.

- Arrange childcare for committee/working group events, if it is needed.

- Arrange for cleanup for all committee/working group sponsored events.

- Have committee/working group members review and update their job description each year and give them to the Nominating Committee for review prior to the November Meeting for Business. If there are no changes, advise Nominating that is the case.

- Consider with the members of the committee/working group what the committee budget is and whether this amount is adequate. Recommendations for the next year's budget should reach the Clerk of Finance Committee prior to Meeting for Business in October.

- Keep a record of the committee/working group meetings (minutes) and decisions in electronic form. Send a copy to Communication and Records to be filed in the Meeting's Google Drive under "Committee and Working Group Minutes" so that the information will be available for future committees. Send a copy to the Clerk of the Meeting.

- When a committee/working group wishes to affiliate with a community organization, request permission from the Meeting.

- Convenors and Committee clerks send Reports for Meeting for Business to the Meeting Clerk in a timely manner.

Standing Committees:

Meeting Life (3 nominated members/3 yr staggered terms)

This committee supports the worship community through activities, programs and events that strengthen ties among us, and help newcomers become part of the community.

Members of this committee will familiarize themselves with newcomers and discern how to reach out to them for inclusion in our activities and inform them about our working groups. Welcoming and encouraging socializing with each other and visitors at the rise of Meeting are an important aspect of this work.

The committee will coordinate arrangements for special gatherings and events including spiritual life stories and meeting retreats.

The Committee tries to be of help in reconciling differences among people in the Meeting.

Worship and Ministry (4 nominated members/2 yr staggered terms)

The first responsibility of the committee's members is to deepen their own spiritual lives and their preparation for worship. By deepening their own experience of worship, and by their regular presence at Meeting for Worship, committee members contribute to the corporate experience of a centered Meeting for Worship.

Care for the meeting for worship: The Worship and Ministry Committee meets regularly to keep the Meeting for Worship under constant review, prayer, and care. Committee members should nurture the Meeting for Worship by giving appropriate attention to the quality of the vocal ministry and the ministry of stillness that springs from the centered silence. They should encourage all Friends to give adequate time to study, meditation, prayer, and other ways of preparing themselves for worship. Members' concerns about worship are directed to this committee for prayerful consideration and action. At times, the committee should open its meeting to all to share experience, search for insight and nurture the spiritual health of the Meeting for Worship.

Committee members should encourage those who show promising gifts and lovingly guide those who speak unacceptably, too often or for too long. They should endeavor to open the way for those who are timid and inexperienced in vocal ministry and should encourage all Friends to listen with tenderness. In trying to be helpful, they should not assume superior wisdom, trusting instead that all are sharing in the search for guidance.

Care for the meeting for worship for business: The Worship and Ministry Committee's responsibilities include nurturing Meeting for Worship for Business. At least a few members of this committee should be present at every Meeting for Business. The committee considers prayerfully how to contribute to the Meeting's faithful discernment of Truth. It works with the Presiding Clerk to develop his or her skills and to create a worshipful and faithful Business Meeting.

Care for individual lives: The committee seeks to strengthen the lives of the individuals in the Meeting by helping individuals discern and develop varied gifts for ministry and service. Committee members encourage vocal ministry, teaching and counseling, along with aesthetic, social, and practical modes of expression and regular spiritual disciplines. The Committee can support individual spiritual growth by circulating appropriate literature and arranging for study groups, spiritual sharing groups and retreats.

In nurturing others, the committee works to be responsive to the spiritual wellbeing of Friends. It sets up clearness committees for the purposes of membership or marriage, individual leadings, or when otherwise requested by a member or attender.

Committee members must be members of the Religious Society of Friends. The Clerk is an ex-officio member of this committee.

Property, Finance and Stewardship (2 nominated members/2 yr staggered terms)

This committee is responsible for managing the resources of the Meeting. It supports the worship community by handling the financial work of the Meeting including attention to the maintenance and enhancement of the property. It anticipates and plans for the future financial needs of the meeting. It provides counsel to committees or the Meeting for Business as they contemplate changes to the budget or anticipate additional spending that will have an impact on the financial health of the Meeting.

The committee prepares an annual budget and supports the treasurer to maintain accurate accounting records and reports, providing a yearly audit of those records. The committee has the responsibility to make sure that the Meeting has sufficient information about the budget to engage in their discernment and that the presentation of the information is both understandable and timely.

It manages and maintains the upstairs rental spaces and the Meeting's RV trailer. It is responsible for the landlord/tenant relationship. At its discretion it may assign any or all of these tasks to volunteers and/or hired contractors.

It receives and acts upon requests for scholarships and Caring and Sharing assistance. It manages the Quaker Center pass. It reviews bylaws and Meeting policies annually and updates as needed.

The Treasurer, and Convenor of Building and Grounds Working Group are ex-officio members of this committee.

Working Groups: [click link to learn about Working Groups](#)

Building & Grounds Working Group:

This Working Group is responsible for the maintenance of the property and buildings of the Santa Cruz Friends Meeting. One member of this Working Group (convenor) is an ex-officio member of the Property and Finance Committee.

B&G is called to be a listening group that will seek to involve the whole Meeting in an on-going visioning process for current and future improvements and uses of the Meeting House. B&G is also called to be a speaking group that will work to foster the attachment of the Meeting community to its Meeting House; to foster a sense of it being our home rather than just the place we meet on First Day.

It is responsible for seeing that everything in the Meeting House is in proper working order and that necessary repairs are made promptly. It establishes procedures for the use of the facilities by Meeting groups and outside organizations. It organizes work days and oversees all routine maintenance and operating expenses. Major maintenance or repairs such as repainting or other work involving considerable financial outlay are cleared with the Property and Finance Committee/Monthly Meeting for Business. Specific tasks are:

- Ongoing development and execution of a schedule of routine inspections and maintenance to ensure that the building and grounds are kept in good repair, are in compliance with all applicable codes and safety standards, and are as energy efficient and ecologically sound as is practical.

- Making sure that the work dictated by this schedule is done in a timely, safe, economical, and professional manner. B&G is specifically asked to always give consideration to the needs of those with environmental sensitivities or accessibility issues.

- Hiring, supervising, evaluating, and terminating employees and contractors involved with the maintenance, repair, and development of the Meeting's buildings and grounds.

- Management of the building keys and other building and grounds security concerns; the internet and WIFI system; use of storage space; and evaluation and acceptance of gifts of furniture, equipment, plants to the meeting.

- Stocking certain supplies: soap, detergent, toilet paper, and paper towels.

Children's Working Group:

The Children's Working Group is responsible for organizing and providing First Day childcare and children's programs.. The most basic purpose of Meeting childcare is to keep children safe and emotionally secure while their parents are at Meeting for Worship.

Beyond this basic goal, the Children's Working Group is responsible for creating in accordance with attendance a First Day School religious education program which will give children information about Quakerism, Christianity, and other religions. First Day School programs should be designed in ways which will help Meeting children to develop values, a sense of Quaker identity, and be open to spiritual experiences.

The Children's Working Group is encouraged to work with committees which have organized other Meeting events to develop appropriate child care at such events, but the Children's Working Group is not primarily responsible for organizing child care or programs at such events.

The Working Group may provide a hired childcare person and/or teacher. The convenor of the Working Group in consultation with the Clerk of the Meeting negotiates the contract and sees that all legal requirements are met. The convenor supervises the work of this person.

Communication and Records Working Group:

This Working Group supports the worship community by facilitating our use of technology, in print and electronically, to share our faith with each other and the wider world and to ease the way work of the Meeting is completed.

It is responsible for seeing that records of the Meeting are maintained and accessible to members. This includes Business Meeting minutes, Committee minutes, Membership lists, Meeting guidelines, Meeting directory, Policies, Treasurer's records, Committee and Working Group descriptions, and descriptions of how to perform specific duties.

It develops and maintains communication methods: Website, Group Email, Newsletter, Zoom scheduling, Meeting calendar, Meeting photographs and future mechanisms.

Community Care Working Group:

The working group will be of service to the meeting in the following areas:

- Meals
- Transportation
- Hospital/home visits
- Contacting absent members/attenders

They will contact members and attenders of meeting to assist with these tasks, allowing everyone in our meeting to contribute to community care.

Greeter Working Group:

This Working Group manages the [Greeter](#) role, taking care to be welcoming to newcomers. It has people sign the guestbook and note if they want further contact (monthly Newsletter and/or weekly email blast).

Hearth and Hospitality Working Group:

The purpose of this Working Group is to create an inviting atmosphere after rise of meeting where people feel drawn to get to know one another better while enjoying refreshments. It helps to facilitate the feeling that we are each other's hosts, each other's guests.

Members of the group organize such that one person accepts responsibility for hospitality on a given Sunday. All members and attenders should be welcome to participate in providing hospitality. While Friends who wish to provide refreshments at their own expense are free to do so, all hospitality providers can be reimbursed for their expenses by providing a receipt to the treasurer. Members recruit people to help with dishwashing and general cleanup.

Library Working Group:

The Library working group supports the spiritual life of the Meeting by supplying books on Quakerism, spiritual development, and children's books supporting Quaker values, which are not readily available from the public library.

It sees that publications are selected (Worship and Ministry will select and acquire books for Religious Education), acquired, prepared for use, and circulated. It trains members and attenders to self-check out books, and then encourages all members to help anyone who cannot do self-check out.

Meetinghouse Use Coordinator:

The Meetinghouse Use Coordinator is responsive to the Meeting's desire to share the space with other users and seek ways to integrate the multiple uses into a harmonious whole.

- Receives requests from outside groups for meetinghouse use and evaluates appropriateness of request in terms of available space, time, and group accord with Quaker Testimonies and principles. Consults with B&G working group and Clerk of Meeting.

- Secures a signed contract for each new group (see [Meetinghouse Use Agreement](#)), places the group on the Community Use calendar which is viewable on the website under Connect/Meetinghouse Use/[Community Use Calendar](#)

- Posts a copy of the monthly Community Use Calendar on the entrance doors and informs the Meeting for Business of any new group.

- Maintains contact with groups to ensure that the sharing of the Meeting House space goes smoothly. Replies to emails, phone calls, and texts. Deals with requests and any conflicts.

-Consults with B&G Working Group about any need for repairs or changes in Meeting House, or issues about how to accommodate a group's desire for storage space, use of kitchen, etc.

-Works with Treasurer regarding questions about group payments

Peace, Earthcare, and Social Witness Working Group

The Peace, Earthcare, and Social Witness working group's primary function is to facilitate Santa Cruz Friends Meeting's public witness for peace, justice, and environmental concerns. We use as a guide Friends' peace testimony that speaks to eradicating the causes of war. "Based upon love and concern for the wellbeing of all, Friends work for reconciliation and active nonviolent resolutions of conflict." (PYM Faith and Practice, 2001) We affirm that caring for the natural world is a natural extension of the Quaker commitment to peace and justice, and we recognize Earthcare Witness as a central concern of SCFM.

The working group serves the meeting as a center where, within the context of the historic testimonies of Friends, concerns and leadings for witness are received, considered, and seasoned through a process of discernment to help weigh their appropriateness for action within the Meeting.

Responsibilities:

- Be aware of peace, environmental, and social justice concerns that are raised in other forums within Meeting, including Meeting for Worship, Meeting for Business, Adult Education Sessions, Retreats, and other Meeting venues.
- Hear concerns of individuals within the Meeting on matters of the Peace Testimony, concern for Harmony with Nature, and social issues.
- Listen for promptings of the Spirit for how we are called to witness on matters of peace, social, and environmental concerns.
- Through a process of discernment, season proposals for witness by the Meeting within the working group, and bring written recommendations to Meeting for Business for consideration.
- For activities that become part of SCFM's corporate witness, the working group will facilitate this witness by providing leadership and support for action. This may include but is not limited to involving members and attenders in developing a strategy for carrying out the witness, and helping to organize cooperative activities, such as: collections, letter writing and other advocacy, demonstrations, vigils and other types of group witness around particular issues.
- Organize and/or sponsor educational programs and discussion forums related to particular peace, social and environmental issues that are open to SCFM members, attenders and others.
- For activities undertaken by individual members or attenders, provide ideas, information and links to resources, support, and feedback that may be of use in implementing their activities.
- Review the working group's job description every year.

Nature and Frequency of Activities

The full Peace, Earthcare & Social Witness working group usually meets monthly, and is open to any members/attenders of Meeting.

Reporting

The working group reports regularly about its activities to Meeting for Business, and about witness opportunities, and other information on peace, social and environmental issues and activities with the larger SCFM community via the Meeting Newsletter, postings on the Meeting website, in the blast, and other means.

Liaison

- The working group extends its witness for peace, social, and environmental concerns through communication and cooperation with other groups such as other Monthly Meetings, Quarterly Meeting, PYM Peace & Social Order and PYM Unity with Nature Committees, as well as selected religious and secular groups engaged in related activities in the community.

The working group ideally includes or has a relationship with several members who are SCFM's representatives to such organizations as: Friends Committee on Legislation of California, Friends Committee on National Legislation, American Friends Service Committee, and PYM-Unity with Nature. These members are responsible for keeping Peace, Earthcare and Social Witness informed about activities of the group they are involved with that are relevant to the functions of PESW.

Officers:

Clerk of Meeting for Business (or Clerking Circle) (2 year term)

The Presiding Clerk(s) has responsibilities in many dimensions of the life of the Monthly Meeting. The clerk(s) role is to:

- Be attentive to the whole of the Meeting, aware of its individual members and attenders, and alert to the activities and concerns of committees.
- Take special care regarding the spiritual, organizational and procedural aspects of Meeting life, and her/his own rightful place in those aspects.
- Preside, or arrange for an Alternate Clerk to preside at Meeting for Business.
- Prepare the agenda and encourage Committee Clerks to present written materials on complex subjects that are to come before the Meeting.
- Bring correspondence of importance to the Meeting's attention;
- Follow through faithfully on business items assigned to her/him, and encourage Committee Clerks and others to do likewise.
- Assure that annual responsibilities, e.g., budget, nominations, state of the meeting reports, etc. receive timely attention.
- Clear proposed events with those already scheduled so that possibilities of conflicts and overloads are minimized.
- Answer all inquiries not assigned to others within the Meeting.
- Sign official letters and statements of the Meeting as a whole, including certificates of transfer or removal, minutes of sojourn, travel minutes and letters of introduction, endorsements of similar minutes and letters brought by visiting Friends.
- Consult from time to time with each of the Committee Clerks and attend

committee meetings on appropriate occasions. Read committee minutes. The clerk is an ex-officio member of the Spirit and Witness Committee.

- Be conversant with Pacific Yearly Meeting's Faith and Practice and other relevant literature, and learn from other Friends as occasions arise. To be the Clerk of Meeting is not simply an opportunity to offer one's gifts to the Meeting here and now. It is also an opportunity to hone those gifts.

- Keep an eye on comings and goings in the wider world of Friends in which context the Monthly Meeting finds its full identity and strength.

- Maintain responsible contact with Quarterly and Yearly Meetings and coordinate Monthly Meeting actions with those of the wider Quaker community. This involves appointing and staying in communication with:

[Representative to Pacific Yearly Meeting](#) (2 year term)

[Representative to College Park Quarterly Meeting](#) CPQM (2 year term)

[Liaison to Ben Lomond Quaker Center](#) (2 year term)

[Liaison to American Friends Service Committee](#) (2 year term)

[Representative to Friends Committee on Legislation California](#) (2 yr term)

[Representative to Friends Committee on National Legislation](#) (2 yr. term)

The clerk(s) is a trustee and attends meetings of the corporation once a year.

Recording Clerk(s) (2 year term)

The Recording Clerk takes minutes of regular and called Meetings for Business. The minutes should constitute an accurate record of the items of business taken up and of the Meeting's decisions, with commentary sufficient to summarize key considerations and the bases of decisions. The minutes should be concise. They should convey the tenor and flow of the Meeting's deliberations, but remarks should seldom be recorded verbatim. The recording clerk(s) are trustees and attend meetings of the corporation once a year.

Treasurer (2 year term)

The Treasurer is an ex-officio member of Property & Finance Committee and an officer on the Corporation Board of Santa Cruz Friends Meeting.

Treasurer duties include the following:

- Receive, disburse, and maintain the funds of the Meeting in accordance with its direction (including property tax).

- Reconcile all Meeting accounts each month.

- Backup all financial records at least monthly.

- Maintain a file of voided checks. Every check number should be accounted for.

- Maintain a minimum balance in the checking account and move money to and from the savings account as needed.

- Submit a quarterly Expense and Cash Balance report to Meeting for Business by the second Meeting for Business following the end of the quarter.

- Review the Meeting's insurance policies and communicate with the insurance

company as needed. Obtain certificates of insurance as requested or needed.

-File governmental reports regarding the financial matters of SCFM as may be required by law (including California Statement of Information in May of odd years).

-In order to prepare the budget to take effect in January of each year, consult with clerks of standing committees, working groups, and any others having budgeted funds, concerning their needs for the coming fiscal year and assist the Finance Committee in the preparation of the budget.

The treasurer is a trustee and attends meetings of the corporation once a year.

Faith and Practice Procedures V

In instances where words “Oversight” or “Overseers” are used, responsibilities of a spiritual nature have been assumed by Worship and Ministry.

Friends Process for Making Decisions:

- [Principles](#)
- [Decision Making Practice](#)
- [Deferring Decisions](#)
- [In Times of Difficulty](#)
- [Threshing Sessions](#)
- [Clerks and Clerking](#)
- [Minute Taking in the Monthly Meeting](#)
- [Clearness and Clearness Committees](#)

Marriage:

- [Legal recognition of marriage](#)
- [Marriage and gender](#)
- [Marriage under the care of the meeting](#)
- [Marriage clearness committee](#)
- [Arrangements committee](#)
- [Meeting for worship on the occasion of marriage](#)
- [Marriage after the manner of friends](#)
- [Nurturing marriage](#)
- [Remarriage](#)
- [Separation and divorce](#)

Membership:

- [A brief history of membership](#)
- [The meaning of membership](#)
- [Preparation for membership](#)
- [Becoming a member](#)

- [Children and membership](#)
- [Special circumstances](#)
- [Non-member attenders](#)
- [Transfer of membership](#)
- [Ending membership](#)

Death in the Meeting:

- [Preparing for death](#)
- [Support of the dying and their loved ones](#)
- [Memorial meetings for worship](#)
- [Grieving](#)

Santa Cruz Friends Meeting Policies

Harassment Policy

Safe Child Policy

Sexual Offender Policy

Outreach and Communications

Mail:

225 Rooney St., Santa Cruz, 95065 is the permanent mailing address for the Meeting. The Clerk is responsible for seeing that the mail is collected and distributed but may delegate that task.

Telephone: 831-588-5414. This is the Meeting House Use Coordinator's private number (Mimi Edgar)

Meeting Email List:

The group email provides a quick means of providing important information to the meeting community. It advises of significant events or actions to be aware of or acted upon. scfm@santacruzquakers.org sends out meeting wide announcements every Friday at 5 p.m. This is also the email address people from outside our meeting send queries to, or request to receive our newsletter.

Meeting Website:

The Meeting website is hosted on Squarespace: santacruzquakers.org. Webmaster can be reached at scfm@santacruzquakers.org. It contains minutes of Meeting for Business, newsletters, Meeting and community use calendars, and information about our Meeting and the larger Quaker world.

Meeting Newsletter:

The newsletter is sent out monthly from scfm@santacruzquakers.org in both PDF and "web page" formats. It is also available in both formats on the webpage <https://santacruzquakers.org/newsletter>.

Meeting Directory:

Maintaining and revising the SCFM directory is the responsibility of the Communications and Records Working Group with updates approximately every six months. Corrections to the master list are made as they occur.

Typical Year's Calendar

January

The fiscal year begins, January 1st.

Winter College Park Quarterly Meeting, third Saturday no advance registration.

February

Nominating Committee presents recommended slate of new officers & committees to Business Meeting. The names are seasoned for one month.

Business Meeting decides the process for writing "State of the Meeting Report".

March

Business Meeting approves nominations of new officers and committees.

The Representative Committee of PYM meets 1st Saturday.

The State of the Meeting Report is read to the Business Meeting and revised.

Spring Meeting retreat is often held in March.

April

4/1 Year begins for new officers and committee members.

The State of the Meeting Report is approved and sent to the Quarterly M&O Committee.

May

Consider Business Meeting schedule since Mother's day is the second Sunday of the month.

Spring College Park Quarterly Meeting, third weekend, at Ben Lomond Quaker Center.

Representatives prepared to read the State of the Meeting Report.

July

Pacific Yearly Meeting

No Meeting for Business

August

Business Meeting appoints and approves without seasoning the Committee to Name the Nominating Committee.

September

Committee to Name the Nominating Committee presents proposed slate for Nominating Committee to the Business Meeting for seasoning.

October

Business Meeting approves the new members of the Nominating Committee. Committee begins work.

Fall College Park Quarterly Meeting, third weekend.

All committees give the Finance Committee/treasurer proposed budget for next year.

November

The Finance Committee presents the first report on the yearly budget.

By Business Meeting: Last date for Officers and Committees to give yearly revision of job descriptions to the Nominating Committee.

December

Business Meeting adopts the budget for the upcoming year.