

Fiscal Year 2016													
Visitation	May 2015	June	July	August	September	October	November	December	January 2016	February	March	April	
Planning & Evaluation	Planning Meeting								IRM				
North America									Recruitment				Local visitation
Central & Caribbean									Recruitment		Local visitation		
South America							Recruitment			Local visitation			
Publicity/Fundraising					grantwriting	WQD launch	Major Donors		IRM Displays	Major Donors			
Training & Materials				Develop materials									

Connections	Section Meeting 3/15	May 2015	June	July	August	September	October	November	December	January 2016	February	March	April
Planning & Evaluation	presentation of ideas											review	
Correspondence Training	recruitment of vol	develop new materials			conf call			conf call			conf call		
Representative Engagement	follow up from SM						follow up nomcom survey				call new reps		call Yms
Representatives Handbook	2015 edits	translation	emailing						printing	mailing			
Directory Update			hackathon										
World Quaker Day		YM displays				WQD				YM Displays			
Communications	calendar for the year												
New website	contract	consultant	design			soft launch	public launch						
Statistical Map						Planning	Collection of data			IRM census			
Bilingual communications	interpretations												

Funding Innovation	April 2015	May 2015	June	July	August	September	October	November	December	January 2016	February	March	April
Planning & Evaluation						QVS Alumni	Weekend planning retreat		Business Plan	Cttee mtg		Evaluation	
Publicity/Fundraising						Fellow begins work		research	writing	Fundraising			Fundraising
Social Enterprise													

Administration	May 2015	June	July	August	September	October	November	December	January 2016	February	March	April
Executive Committee												
Meetings					In Person						In Person	
Priority Setting & Evaluations					WP Review & Revisions							
Personnel			hire new Admin staff		Executive Secretary				Personnel Handbook	Revisions		Staff
Nominations											Mid course nominations	
Finance Committee												
Policy Considerations, incl handbook												
Meetings										Midcourse budget corrections		
Review Finances			Quarterly	Audit		Quarterly			Quarterly			End FY
Nominating committee												
Surveys & Reports		With Rep Engagement cttee	Policy consideration			Online survey	mid course evaluation			to Exec Cttee		
Meetings												
Fundraising												
Major Donors					Annual report		Appeal				Appeal	
Annual Fund		Appeal			Appeal				Sustainer receipts			
Legacy Campaign												
Planning	Working Group		Staff retreat	Working Group			Working Group		Staff retreat	Working Group		

Visitation	May 2016	June	July	August	September	October	November	December	January 2017	February	March	April	Visitation	
Planning & Evaluation	Evaluation/Training										Evaluation w/YM reps		Planning & Evaluation	
North America												North America		
Central & Caribbean									Recruitment				Central & Caribbean	
South America							Recruitment					South America		
Publicity/Fundraising	YM Displays		YM Displays	YM Displays	grantwriting	WQD push			YM Displays		Section Meeting		Publicity/Fundraising	
Training Materials	Refining										Eng & Span			Training Materials

Connections	May 2016	June	July	August	September	October	November	December	January 2017	February	March	April	Connections
Planning & Evaluation							review				Section Meeting		Planning & Evaluation
Correspondence Training	conf call			conf call			conf call						Correspondence Training
Representative Engagem	call Yms						follow up nomcom survey		call new Reps				Representative Engagem
Representatives Handbook							2017 edits	translation	printing	mailing			Representatives Handbook
Directory Update			hackathon										Directory Update
World Quaker Day		YM displays				WQD			YM Displays				World Quaker Day
Communications	calendar for the year												Communications
New website												4	New website
Statistical Map	verification of data				verification of data			design	printing		distribution		Statistical Map
Bilingual communications											Interpretation		Bilingual communications

Funding Innovtaion	May 2016	June	July	August	September	October	November	December	January 2017	February	March	April	Funding Innovation
Planning & Evaluation	Cttee mtg		Cttee mtg		Cttee mtg		Cttee mtg		Weekend evaluation & planning retreat		Evaluation w/YM reps Meeting	Cttee mtg	Planning & Evaluation
Planned Giving					New QVS								Planned Giving
Social Enterprise	Experiment				Alumni fellow								Social Enterprise
Administration	May 2016	June	July	August	September	October	November	December	January 2017	February	March	April	Administration
Executive Committee													Executive Committee
Meetings					In Person						In Person		Meetings
Priority Setting & Evaluations					SP Review				18&19 Workplan				Priority Setting & Evaluations
Personnel													Personnel
Nominations					Executive Secretary								Nominations
Finance Committee													Finance Committee
Policy Considerations, incl handbook													Policy Considerations, incl handbool
Meetings		In Person					Budget Development		18&19 Budget		In Person		Meetings
Review Finances			Quarterly				Quarterly		Quarterly			End FY	Review Finances
Nominating committee													Nominating committee
Surveys & Reports							Online survey			To Section			Surveys & Reports
Meetings	With Rep Engagement	Cttee	Policy consideration				In person				In person		Meetings
Fundraising													Fundraising
Major Donors					Annual report					new materials			Major Donors
Annual Fund		Appeal			Appeal		Appeal		Sustainer receipts		Appeal		Annual Fund
Legacy Campaign													Legacy Campaign
Planning	Working Group		Staff retreat	Working Group			Working Group		Staff retreat	Working Group			Planning