

>>>	>>>	Fiscal year 2020	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	Fiscal year 2021	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	>>>	Section Meeting					
April 2019	Month	May 2019	June	July	August	September	October	November	December	January 2020	February	March	April 2020	Month	May 2020	June	July	August	September	October	November	December	January 2021	February	March	April	Month	Beyond		
Executive	Meetings	call 5/30		call		in person		call			call		in person	Meetings	call		call		in person		call		call	call	in person		Meetings			
	Self evaluation				form EXeCom Self eval subcommittee	initial workplan				EC self-survey			ExeCom self-evaluation	self-evaluation							call					self-evaluation				
	Planning & evaluations	assignment of new liaisons All Clerks call	Clerk/Liaison/staff calls										Implementation Review: Visitation, Connections, Fundraising & Finance	Planning & evaluations	assignment of new liaisons call All Clerks	Clerk/Liaison/staff calls								FY22&23 workplan consolidation	All Clerks webinar		Report to Section	Planning & evaluations	New Clerks webinar	
	Nominations	SM Clean up approvals				new job descriptions?	(Nom survey)				appoint Naming and internal nomination Subcommittee			Interim nominations?	new slate to approve				new job descriptions?	(Nom survey)				appoint Naming and internal nomination Subcommittee				new WG nominations	Nominations	
	Personnel	formation of ES Review Subcommittee		Design short ES eval						Short ES review	talk with ES and Report to EC				formation of ES Review Subcommittee											Report to Section		Personnel		
	Fundraising			Appeal letter (signed by new Clerk)						DWG retreat? Annual Report TY notes					accompany ES on visits (could be throughout the year)											Appeal		Fundraising		
	Fiduciary	conflict of interest forms			FYE19 report finance & fundraising				Q2 report				name Audit committee member						Q1 report & AUDIT review							Q3 report & new budget review		Fiduciary		
	Events				approve location of SM21?				WQD				Decision on theme for SM 2021	Events							WQD					Section Meeting		Events		
Finance Committee																														
	Meeting	Zoom			Zoom			Zoom			Zoom			Meeting	Zoom		Zoom		In person		Zoom		Zoom	Zoom	in person		Meeting			
	Financial Report review	Begin FY19 YE Review		Finalize FY19 Reports	Q1 2020 Reports			Q2 2020 Reports			Q3 2020 Reports			Financial Report review	Begin FY20 YE Review		Finalize FY20 Reports	Q1 2021 Reports			Q2 2021 Reports		Q3 2021 Reports			Financial Report review				
	Budget	Final Budget revision for EC Approval									Meet to revise budget for FY21		Final Budget revision for EC Approval	Budget								Begin budget prep	Meet to prepare budget	Meet to prepare budget	Present Final Budget to SM		Budget			
	Investments		Zoom					Review investments & recommend changes						Investments		SkypeZoom						Review investments & recommend changes				Investments				
	Audit												YE prep	Audit	Prep	Prep	Auditors		Report							Audit				
	Handbook self-evaluation	Distribute latest revision		Approve handbook									Revisions	Handbook	Distribute latest revision		Approve handbook									Handbook				
	Planning	FY20 workplan review									FY21 workplan revisions			Planning	FY21 workplan review				2022 & 2023 initial workplan overview											
Nominating Committe																														
Post SM Zoom	Meetings		Zoom		Zoom	Eng & Span		in person	Zoom	Zoom			Zoom	Meetings		Zoom	Zoom		Zoom	Eng & Span	in person	Zoom	Zoom	Zoom	in person		Meetings			
	Surveys				English									Surveys					English							Surveys				
Update website	Publish slate		post SM noms							report to ES	Publish to website	EC approval	website	Publish slate	website update				Call Clerks	Review needs	1st slate developed		report to ES	website	Approvals	update website	Publish slate			
	Policy review													Policy review												Policy review				
sent	Beneplacito letters										send			Beneplacito letters									send			Beneplacito letters				
	Planning	FY20 workplan review												Planning	FY21 workplan review				2022 & 2023 initial workplan overview							Planning				
	Communications self-evaluation			Calls		email	Contact Clerks				Letter to YMs		Thank yous	Communications	Invite to YMs								change letters		ty for service	Communications				
Naming Committee																														
	Meetings						Call		Call		Calls			Meetings						Call		Call		Call	in person		Meetings			
	Post slate						Review need				website	EC approval	website updated	Post slate						Review need				website			Post slate			
	Planning	FY20 workplan review												Planning		FY21 workplan review			2022 & 2023 initial workplan overview											
	self-evaluation																													
Development WG																														
	Meetings		Zoom	Zoom	Zoom	In person	Zoom	Zoom	Zoom	Zoom	Zoom			Meetings		Zoom		Zoom	In person?	Zoom	Zoom	Zoom	Zoom	Zoom	In person	Zoom	Meetings			
	self-evaluation													self-evaluation												self-evaluation				
recruiting new m	Onboarding													Onboarding		recruiting new members									recruiting new members			Onboarding		
	Budgeting/feasibility													Budgeting/feasibility		Review 2020			Plan for FY 22&23				Review for 22&23			Budgeting/feasibility				
	YTD results			YE		Q1	Revisions for FY 20&21			Review for 20&21				YTD results			YE		Q1		Q2			Q3		YTD results				
Annual Fund			Appeal-Ind	New TY letter		Appeal-Mtgs & l	New TY letter	Appeal-IN	New TY letter	New TY letter		Appeal - Ind	New TY letter	Annual Fund	Appeal-IN	New TY letter		Appeal-Mtgs & l	New TY letter	Appeal-IN	New TY letter	New TY letter		Appeal-IN	New TY letter	Annual Fund				
Tyson report	Grants		D'Olier report		Shoemaker repo	D'Olier proposal	Shoemaker LOI						Shoemaker proposa	Grants	D'Olier report				D'Olier proposal	Tyson application						Grants				
	Articles													Articles												Articles				
	Planning		FY20 workplan review				2020 & 2021 workplan review							Planning	FY21 workplan review				2022 & 2023 initial workplan overview							Planning				
	Cultivation			YM reports			Annual Reports							Cultivation			YM reports		Annual Reports							Cultivation				
	EC & rep training													EC & rep training												EC & rep training				
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Representative	Engagement Program	Group						In person						Meetings							In person				in person		Meetings		
	Meetings																						webinars for Section Meeting						
	New Rep Orientation	New Reps list		Phone calls		Rep Survey		New Reps list		Phone calls				New Rep Orientation	New Reps list		Phone calls		Rep Survey		New Reps list				in person		New Rep Orientation		
	World Quaker Day						10/6/19							World Quaker Day						10/4/20							World Quaker Day		
	Statistical Forms												https://www.fwccam	Statistical Forms													Statistical Forms		
	Planning													Planning							2022 & 2023 workplan					Planning			
	Rep Handbook							Review		2020 Edition				Rep Handbook							Review		2021 Edition				Rep Handbook		
	Evaluation							self-review						Evaluation							self-review						Evaluation		
Traveling Ministry Corps Program	Group							In person - location TBD													In person - location TBD								
	Meetings	Joint call	2 calls	Joint call	2 calls	Joint call		Joint call	2 calls	Joint call	2 calls		2 calls	Meetings	Joint call	2 calls	Joint call	2 calls	Joint call		Joint call	2 calls	Joint call	2 calls	in person		Meetings		
	Applications		Available			Due	Review & choose ministers for coming year	Notification of new corps members & unsuccessful candidates					revise	Applications		Available			Due	Review & choose ministers for coming year	Notification of new corps members & unsuccessful candidates						Applications		
	Training						Planning for the upcoming trainings	Initial online communication with new ministers		Spanish	English			Training					Planning for the upcoming trainings		Initial online communication with new ministers				Bilingual		Training		
	Visits													Visits													Visits		
	Evaluation																												
	Publicity												New plan	Publicity													Publicity		
	Planning													Planning		FY19 workplan review					2020 & 2021 initial workplan overview								
Convocations Program	Group																												
	Meetings	post SM call				Zoom		Zoom		Zoom		in person		Meetings		call		call	call	call	call	call	call	2 calls	2 calls	weekly calls, in person	Zoom	Meetings	
	Registration													Registration				Fees set	Questions define	page design	Opens						Registration		
	Preparation Guide													Preparation Guide		assign organizer		Review materials	Translation			publish to website					Preparation Guide		
	Home groups													Home groups		assign organizer		Review materials	Translation								Home groups		
	Workshops													Workshops													Workshops		
	Interest & affinity groups													Interest & affinity groups													Interest & affinity groups		
	Worship planning													Worship planning													Worship planning		
	Interpreters													Interpreters													Interpreters		
	Advance Docs													Advance Docs								clerk mtg	visas	post 2/22			Advance Docs		
								seek local arrangements coordinators																					
	Site Selection	discuss options				narrow selections						onsite visit		Site Selection	announce for 2021 enews	request to YMs	collect suggestions				narrow options				request YM invitations for 2023		Site Selection		
	publicity											theme ideas	Theme selected	publicity	announce theme		announce speakers							registration campaign			publicity		
	Planning	FY20 work review										FY22&23 plan		Planning	FY21 work review												Planning		
	evaluation													evaluation											survey attendees	post SM debrief	evaluation		
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