

SAYMA Administrative Assistant's Report to Rep Meeting September 3, 2015

It has been another routine summer for the SAYMA office.

The bill from Warren Wilson was reviewed. The Positions of Responsibility roster been updated and will be circulated at Rep Meeting for corrections. Wider Quaker Organizations have been sent names of new representatives. In other words, lots of post yearly meeting routine work has occurred.

The minutes from Yearly Meeting were not received by the office until the very end of August, and are complete and formatted but awaiting one attachment as of this writing. Minutes from Rep meetings have been signed and sent to three archival libraries (Guilford, Haverford, and Swarthmore colleges) and filed in the office and with the SAYMA archivist.

The directory has been completed, and distribution is ongoing. Both print and CD copies are on request only this year. Digital copies were emailed to all meeting clerks and on request to anyone else who has requested one.

At the request of Errol Hess, I prepared and mailed a letter to Friends in meetings who volunteered on behalf of a donor campaign. This has resulted in a few more trips to the bank. Beginning immediately, deposits will be made only once a week unless volume demands more frequent trips. This may mean a slight delay before a check clears your account. You may check with the office or the treasurer to find out if it was received.

The week following Rep Meeting(September 14-17) the SAYMA office may be in a bit of an upheaval: the carpet in my home office, as well as in the spare bedroom, the hallway, and on the stairs, is being pulled up and replaced with wood.** This will necessitate moving the contents of said office into other rooms and disconnecting the modem and the printers/scanners. We're checking for an alternate jack for the modem, but ask for patience for a few days during these renovations.

In service,

Liz Dykes

**Mike had the downstairs, the sewing room, and our bedroom done before I moved in!