



Miami Friends Meeting House  
Waynesville, Ohio  
1811

## Ohio Valley Yearly Meeting OF THE RELIGIOUS SOCIETY OF FRIENDS



Fall Creek Meeting House  
Pendleton, Indiana  
1857

April 2018

Dear Clerks of OVYM Committees, Representatives to wider Quaker circles or OVYM ministries,

Spring is here, and Yearly Meeting Sessions are approaching in June! It's time to submit a report of your group or committee's activities for inclusion in "*Reports in Advance*" in preparation for our **198th annual sessions June 13<sup>th</sup> to June 17<sup>th</sup> at Earlham College. The theme is "Sharing the Light: Radical Love for the World."** These reports inform Friends of your work during the past year and will then be included in our annual Minute Book for posterity.

### **Submission instructions to Deborah Jordan and David Pfaltzgraff-Carlson:**

1. If your report is simply text that does not require special formatting, please copy & paste that text into an email and send it to Deborah at [ovymsec@fuse.net](mailto:ovymsec@fuse.net) and our Publications Coordinator: David Pfaltzgraff-Carlson at [davidpc@gmail.com](mailto:davidpc@gmail.com)
2. If your report includes tables, charts or other graphical elements, please send it as a PDF file, along with the original spreadsheet or other files.
3. If your report requires special text formatting, it can be sent as an attachment in Microsoft Word format.

**When to submit: May 1st (by midnight ☺)** so we can actually publish them to the website **in advance**. In terms of late reports, let us know how late. It's much easier to have one document (**Reports in Advance**) at Annual Sessions than lots of extra papers floating around. Thanks for your cooperation!

**Reports on the floor of Yearly Meeting from committees or other group representatives:** If you are one of several representatives to a wider Quaker body, please contact the other members (if you haven't already done so) and decide who will take responsibility for the report and also for summarizing the program's work on the floor of yearly meeting. The Presiding Clerk usually reminds Friends that these written reports are for reference during Yearly Meeting and for the Minute Book but not to be read on the floor of the Yearly Meeting.

**Questions about your scheduled time to present at Yearly Meeting:** By the end of May, you will be receiving an agenda for the business sessions which will indicate your scheduled time for presenting. If you have any questions, you can contact our Presiding Clerk Betsy Neale at [bneale@twc.com](mailto:bneale@twc.com) or 859 277-6101

In loving service,

Deborah Jordan, OVYM Administrative Secretary

David Pfaltzgraff-Carlson, OVYM Publications Coordinator

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