



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 2019

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

Yearly Meeting Sessions are approaching in June! It's time to plan to submit a report of your group or committee's activities for inclusion in "*Reports in Advance*" in preparation for our **199th annual sessions June 19th to June 23rd at Earlham College. The theme is "Navigating the Depths of our Sacred Connections."** These reports inform Friends of your work during the past year and will then be included in our annual Minute Book for a more permanent record.

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 and our Publications Coordinator: David Pfaltzgraff-Carlson at 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 15th (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 beginning of June, you should 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 Martha Viehmann at marthaviehmann@fuse.net or Deborah Jordan (see below).

In loving service,

Deborah Jordan, OVYM Administrative Secretary

David Pfaltzgraff-Carlson, OVYM Publications Coordinator

Email: ovymsec@fuse.net,

davidpc@gmail.com

Phone: 513-251-2558