

MONTHLY MEETING INFORMATION
for the year 2013-2014

Meeting Clerk

Name: _____

Address: _____

Phone: _____

Email: _____

Membership Recorder (maintains membership records):

Name: _____

Address: _____

Phone: _____

Email: _____

Meeting IYM Representative:

Name: _____

Address: _____

Phone: _____

Email: _____

Meeting Treasurer:

Name: _____

Address: _____

Phone: _____

Email: _____

REPORT OF MEMBERSHIP TO IYM

For the year ending May 31, 2013

MEMBER AND ATTENDER STATISTICS:

Average attendance on First Day:

Adults _____

Under 18 years _____

MEMBERSHIP STATISTICS:

Resident Adult Members _____

Resident Young Friend Members _____

Non-resident Adult Members _____

Non-resident Young Friend Members _____

TOTAL _____

Total Adult Members _____

Total Young Friend Members _____

NEW MEMBERS:

By Birth or adoption _____

By request _____

By certificate of transfer _____

TOTAL _____

LOSSES OF MEMBERS:

Deceased _____

Released or withdrawn _____

Transferred _____

TOTAL _____

PLEASE LIST BY NAME:

NEW MEMBERS

By Birth/Adoption:

Name _____ Date _____

By Request:

Name _____ Date _____

By Transfer:

Name _____ Date _____

From: _____ Mtg.

From: _____ Mtg.

From: _____ Mtg.

PLEASE LIST BY NAME:

LOSSES

By Death:

Name	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By Release or Withdrawal:

Name	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By Transfer:

Name	Date
_____	_____
To: _____	Mtg. _____
_____	_____
To: _____	Mtg. _____
_____	_____
To: _____	Mtg. _____

REPORT OF MEMBERSHIP GUIDELINES

1. Each Meeting appoints a Recorder who will keep accurate records of the Meeting's membership from year to year so reports are consistent and up to date.
2. A **Resident Adult Member or Resident Young Friend Member** is a member of your meeting who lives within "attending distance" of your Meeting. A **Non-resident Adult or Young Friend Member** is a member who may have moved too far away to attend your Meeting but has not transferred membership—thus remaining a formal member of your Meeting. A Friend who attends college or boarding school can be counted as a non-resident since the Friend spends more time away from Meeting than at Meeting.
3. **Young Friends** are defined here as below the age of 18.
4. Meetings have differing procedures on membership. Please report statistics according to your Meeting's definitions.
5. Last year's statistics spreadsheet is enclosed for your information.

Here is a helpful formula to use:

- Take the TOTAL number of Members from last year.
- ADD the TOTAL number of New Members from this year.
- SUBTRACT the TOTAL number of Losses from this year.
- The resulting number should be your TOTAL for this year.

If you have questions, please contact the Administrative Coordinator:

Sharon Haworth
605 W. Washington Street
Urbana, IL 61801
217-384-9591
shaworth@sbcglobal.net

2013

**ILLINOIS YEARLY MEETING
MINUTE BOOK INFORMATION**

**Please complete and return this form
as soon as possible along with your
Monthly Meeting's:**

- **2012-2013 State of Society**
- **Memorials** (Approved by a monthly meeting. Please assign someone to read these at ILYM – usually read at the Saturday morning Meeting for Worship)
- **Current Meeting Directory**

Official name of Meeting:

Meeting location address, zip: _____

Phone: _____

Website: _____

Mail to (meeting contact) address/phone:

Worship time: First Day at: _____

Bus. Meeting (Day and Time) _____