

# PROGRAM PLANNING

## Speakers Coordinator

### Time Line

#### Fall/Winter:

- Invite speakers in designated order from list drawn up by Program planning group. Invitations are sent (by mail, email, or phone) at the earliest opportunity inviting speakers to participate  
Items to be included in this invitation are:
  - Dates of ILYM
  - Date and time of speaking
  - Assurance of hospitality and covering of expenses
  - Offer to accommodate travel such as meeting at airport/train/bus
  - Theme of ILYM
  - An invitation to also offer a workshop
  - Location of ILYM campus
  - Length of talk
  - Request for confirmation within a designated time period.
  - If the invitation is declined then the next person on the list is invited. The risk of allowing postponed decisions must be carefully calculated. Response to last minute cancellations may be made in consultation with the overall program coordinator.
- When an invitation is accepted a response is sent to the speaker giving and requesting information not already given such as:
  - Advising that requests for reimbursement of expenses must be received by the close of the sessions. These reimbursements should have been discussed before hand (the coordinator & planning group has input into what costs can be reimbursed as long as there is money available).
  - Length of stay at ILYM
  - Workshop offering should be submitted to workshop coordinator (include name and address)
  - Transportation plans
  - Need for equipment such as projector and screen
  - Hospitality being offered. On-site option are cabins, tent and in Clear Creek House (if the speaker has medical or accessibility needs). Off-site options are in home of a Clear Creek Friend (if available) or motel (information available in registration form or offer to make reservation). The Administrative Coordinator has current motel information.
  - Request permission to record the talk and to post it on the ILYM website. Ask if there might be a written version that could also be posted on the ILYM website (we can turn it into a PDF).
  - Plummer Lectures are printed. Inform the Plummer Lecture speaker and the person providing the introduction that the text of the lecture and introduction should be sent to the Administrative Coordinator by a month after Annual Sessions. Also ask for permission to record it.
- Decide on those who will introduce each of the speakers or ask speakers if they have a preference. The person doing the introduction should consult with the speaker as early as possible to assure a well-prepared introduction based on what the speaker wishes to share about himself or herself. If there are publications by the speakers, these may be profitably consulted.
- A question and answer period is provided for all speakers, except the Plummer lecturer, and is usually moderated by the person doing the introduction.

**Before Annual Sessions:** By early April, give the Administrative Coordinator a list of all invited speakers, their contact information (for sending registration form) and the arrangements for hospitality that have been made or are needed.

**During Annual Sessions:** Speakers are to be “cared for” by checking out their accommodations and inquiring about their well-being and other needs. Assign someone to provide water and cups for speakers during their talks.

**After Annual Sessions** Following the close of Annual Sessions, letters of thanks are to be sent to all speakers/guests as early as possible with whatever follow-up has been requested.

Verify that the Plummer lecture presenter and person giving introduction has sent the text of the lecture and introduction to the Administrative Coordinator by one month after Annual Sessions.

## DESCRIPTION OF SPEAKERS

**Note:** It is very important to guide speakers (with the exception of the Plummer lecturer) with what is specifically expected of them. The invitation to “speak to the theme” is subject to chance. **If we are clear about what we want we will probably be successful in getting it.** Providing an extended explanation of the theme and ways it can be addressed can be helpful. Evening speakers have generally been asked to talk between 40 and 60 minutes with additional time for discussion/questions. The evening program has been from 7:30 to 8:45 p.m. The Plummer Lecture has been from 10:00 to 11:00 on Sunday morning.

### **Keynote (usually Wednesday evening)**

This could be a person or persons (sometimes a couple) who will carry forward the theme. They may be from within or outside of ILYM. The theme itself may suggest potential speakers. If this is not clearly the case, then a selection may be based on those the planning committee determines are timely speakers.

### **Representatives from Quaker Organizations (usually Thursday evening)**

It has been customary to invite representatives from wider Quaker Organizations (e.g., the Great Lakes and Central Region of AFSC and the National FCNL, FGC and FWCC) to speak on the organization’s work in relation to the theme on Thursday evening. Alternatively, the speaker might be someone who may not be directly/currently affiliated with a Quaker organization, but who has done work related to the theme as a Quaker in the wider world.

Note: there has been an interest in having the Thursday evening program be an all-ages program. This may or may not involve a representative from a Quaker Organization

### **Saturday Night Speaker**

A national Quaker figure is expected to address his/her area of spiritual authority and encouraged to incorporate the Annual Sessions theme. The speaker could be invited to stay the week and maybe provide a workshop.

## **Plummer Lecturer**

The Plummer lecturer must be a member of an ILYM constituent meeting. They are encouraged to speak intimately out of their spiritual life's experience and to share their discoveries and insights. It is to be suggested that they incorporate the theme if it can be appropriately done.

The lecture is to be confined to not over fifty minutes and is to be spoken out of a period of quiet centering to be followed by a period of silent reflection. The lecture and introduction are to be electronically submitted for publication and a photo plus biographical material/text of introduction are to be provided. These are to be given to the Administrative Coordinator. This talk can be recorded.

In introducing this speaker, mention should be made of Jonathan Plummer in whose honor the lecture is named. Biographical information about Jonathan Plummer and the Plummer Lecture follows below.

## **Finances**

When inviting and budgeting for speakers, determine the speakers' needs for travel reimbursement, speaker fee or honorarium, accompaniment by an elder, and lodging if necessary. The speakers' registration fees are waived (see ILYM Invited Guest/Fee Policy), and they can lodge for free in a cabin bed or campsite or in Clear Creek House if there is a medical or accessibility concern. An accompanying elder may be offered registration fee waiver and some travel reimbursement. When a long distance or "expensive" speaker is invited for one talk, it could be advisable to invite local speakers for other talks, to balance out the overall program expenses. Be prudent yet imaginative and creative when selecting enticing speakers.

Inform the treasurers as program plans and financial commitments are made. Try to take advantage of early travel booking discounts, etc.

### **Past Practice:**

The overall program expenses (excluding tent rental, port-o-lets, dumpster and office) fluctuate from year to year in terms of speaker's costs (travel, honorarium, lodging)

- Guest speaker honoraria ranging from \$0-300 (particularly for Friends from outside ILYM); honorarium amounts of \$600 or more require a W-9 form to be completed by speaker.
- Guest speaker lodging \$0-300 (usually they can use a cabin bed or camping)
- Guest speaker travel \$0-650
- Friday night band \$500 (Jim Hicks)

## **ILYM INVITED GUEST/FEE POLICY**

1. People who are invited to come and speak should be paid. At the time they agree to speak, we should offer to pay reasonable travel and lodging costs; approximate amounts should be agreed on before the sessions, so we do not get any surprises we ca not handle. This applies to the speaker only. If invited guests bring others with them, these people will be expected to pay. Of course, as with all ILYM attenders, if finances are a problem, they can ask for a fee reduction.

The question has come forward concerning the expenses of a spiritual companion or elder traveling with a speaker. We have not paid for this in the past; however, we recognize that an elder is different from a guest. Coordinators when finding out the costs involved with bringing a speaker to the sessions also need to find out if there might be costs for traveling with an elder and what those costs may be. Expenses can be reduced by selecting an elder who need not travel too far, or who can accept a cabin bed or tent space in lieu of hotel reservations.

2. Representatives from Friends organizations and schools have their registration, travel and lodging costs paid by the sponsoring organization, if said organization SENDS them to us. Should ILYM invite someone from a Friends organization to speak, then ILYM should pay their registration and reasonable travel and lodging costs, as in #1 above.

3. Plummer lecturers should have their registration costs covered by ILYM. Their travel and lodging expenses will not be covered since they are regular attenders at Annual Sessions.

4. Since the Field Secretary and Administrative Coordinator are working during the Annual Sessions, and not just attending, they should not have to pay registration fees. Travel will be reimbursed at the going rate.

5. No one should hesitate to attend ILYM for financial reasons. Most monthly meetings have funding for financial assistance for individuals and families to attend Annual Sessions. ILYM has adopted a pay-as-led structure for covering registration costs.

## THE JONATHAN W. PLUMMER LECTURE

Beginning with the 1961 sessions, Illinois Yearly Meeting of Friends proposed to annually honor its first clerk by designating the principal or keynote address, the Jonathan W. Plummer Lecture.

Jonathan Wright Plummer, acknowledged by *Quaker Torch Bearers*, as the father of Friends General Conference, was born in 1835 at Richmond, Indiana. He died in 1918 at 83 years of age and lies interred at Graceland Cemetery in Chicago.

When he was 39, he moved to Chicago, where he was first with E. R. Burnham & Son, wholesale druggists. Later, this was the Morrison-Plummer Company, wholesale druggists, and is now known as McKesson & Robbins.

He introduced profit-sharing in his business and he practiced tithing, giving one-tenth of his private income and one-tenth of the income from his drug business. He also loaned money freely to people in need. He advocated prison reform.

“He did go to Meeting, headed committees of action, and notably in 1878 wrote letters which were albatrosses about the neck of pious epistolary correspondence. Illinois Yearly Meeting, which he helped to create in 1875, was housed in the country near McNabb, Illinois. Here he came once a year by train to meet with Friends from 10 neighborhoods of Nebraska, Iowa, Illinois, and Indiana, as well as with spiritual leaders from other Yearly Meetings.

“In 1878 he came with a project as clear as a blueprint. Its framework was a conference and its aim to co-ordinate widely scattered activities.... Jonathan Plummer desired a conference that would consider all the social testimonies of Friends. As a result, minute 52 of Illinois Yearly Meeting’s proceedings in 1878 set him at liberty to prepare an address of invitation to the several Yearly Meetings for holding a general conference once in five years or oftener.”

He gave the opening address at the World’s Parliament of Religions (held during the ‘93 Fair), expressing hope for greater helpfulness and for co-operation among all faiths.

“He was not a pronounced religious mystic, as were many earlier Quakers. He listened to the ‘still, small voice,’ and this prompted both charity and vocal ministry.

“He measured up to the test of greatness set by Goethe in that he expressed clearly what others felt but were unable to express. He lived in the midst of what shall not pass away. Whoever is the messenger of its truth brings surprises to mankind. Such was Jonathan W. Plummer.”

*(From Illinois Yearly Meeting Minutes, 1960, by Harold W. Flitcraft.)*