

# Newtown Monthly Meeting Clerks and Representatives

Meeting Appointment	Office or Committee	Current Clerk or Representative	Reporting Frequency	Reports
Monthly Meeting	Adult Religious Education	Judy Fellows	Annual	June
Monthly Meeting	Announcer	Dori Dugan, Bill Fellows, Joe Hulihan	None	
Monthly Meeting	Assistant Clerk	Susie Hoskins	None	
Monthly Meeting	Assistant Controller	Laura Kinnel	None	
Monthly Meeting	Auditing Committee	Laura Kinnel	Annual	October
Monthly Meeting	Building and Grounds	Marj Burton	Annual	February
Monthly Meeting	Care and Counsel	Ann Reece	Monthly	January - December
Monthly Meeting	Children's Religious Education	Nikki Loscalzo	Annual	June
Monthly Meeting	Clerk	Rich Richardson	Annual	November (Qtrly Meeting In November)
Monthly Meeting	Conference Grant	Judy Fellows	Annual	March
Monthly Meeting	Controller	Carolyn Evans	Quarterly	January, April, July, October
Monthly Meeting	Financial Oversight	Martin Ogletree	Monthly	January - December
Monthly Meeting	Friends Schools Tuition Assistan	Laura Kinnel	Annual	June
Monthly Meeting	Inreach / Outreach	Wendy Kane	Annual	February
Monthly Meeting	Library	Sharon Hulihan	Annual	December
Monthly Meeting	Newsletter	Ann D'Silva	Annual	April
Monthly Meeting	Newtown Friends School	Veronica Weatherill	Annual	May
Monthly Meeting	Nominating	Wendy Kane	Annual	December
Monthly Meeting	Peace and Service	Kathy Harr	Annual	May
Monthly Meeting	Recorder	Andy Rowan	Annual	January
Monthly Meeting	Treasurer	Ross Blair	As Required	
Monthly Meeting	Web Clerk	Tim Mammel	Annual	March
Monthly Meeting	Worship and Ministry	TBD	Annual	October
Quarterly Meetin	Budget & Nominating		As Required	
Quarterly Meetin	Friends Camp Association	Scott Hoskins	Annual	January
Quarterly Meetin	Friends Home and Village	Carol Ashton-Hergenhan	Annual	July
Quarterly Meetin	Outreach	Carol Richardson	As Required	
Quarterly Meetin	Oversight	Carol Richardson	As Required	
Quarterly Meetin	Quarterly Meeting Representati	Susan Thompson	As Required	

Meeting For Business Reporting Schedule				2016 Meeting Dates												2017 Meeting Dates														
Appointment	Office or Committee	Reporting Frequency	Reports	1/3	2/7	3/6	4/3	5/1	6/5	7/1	8/7	9/1	10/2	11/6	12/4	1/8	2/5	3/5	4/2	5/7	6/4	7/2	8/6	9/1	10/1	11/5	12/3			
				Date the Report is Due to the Assistant Clerk												Date the Report is Due to the Assistant Clerk														
				27	1	8	7	4	9	7/3	1	9/4	9/25	10/30	27	1/1	9	6	6	4/30	8	5	0	9/3	4	9	26			
Monthly Meeting	Care and Counsel	Monthly	Monthly	###	###	###	###	###	###	###	###	###	9/4	9/25	10/30	###	1/1	###	###	###	###	###	###	###	###	###	9/3	###	###	###
Monthly Meeting	Financial Oversight	Monthly	Monthly	###	###	###	###	###	###	###	###	###	9/4	9/25	10/30	###	1/1	###	###	###	###	###	###	###	###	###	9/3	###	###	###
Monthly Meeting	Controller	Quarterly	Feb, May, Sept, Nov																											
Monthly Meeting	Treasurer	Semi-Ann	Sept, Mar																###							9/3				
Quarterly Meeting	Friends Camp Association	Annual	January	###													1/1													
Monthly Meeting	Recorder	Annual	January	###													1/1													
Monthly Meeting	Building and Grounds	Annual	February		###													###												
Monthly Meeting	Inreach / Outreach	Annual	February		###													###												
Monthly Meeting	Conference Grant	Annual	March			###													###											
Monthly Meeting	Communications	Annual	April				###													###										
Monthly Meeting	Peace and Service	Annual	May					###																	4/30					
Monthly Meeting	Newtown Friends School	Annual	May																						4/30					
Monthly Meeting	Adult Religious Education	Annual	June						###																###					
Monthly Meeting	Childrens Religious Education	Annual	June						###																###					
Quarterly Meeting	Friends Schools Tuition Assis	Annual	June						###																###					
Monthly Meeting	Friends Home and Village	Annual	July							###															###					
Monthly Meeting	Auditing Committee	Annual	October											9/25													###			
Monthly Meeting	Worship and Ministry	Annual	October											9/25													###			
Monthly Meeting	Clerk	Annual	November												10/30													###		
Monthly Meeting	Nominating	Annual	November												10/30													###		
	Library	Annual	December											9/25		###													###	
Information On	Clerk's Meeting	Tri-Annual	October, February, June															###									###			

Annual Meeting Financial Oversight		September?	2016 Newsletter Due Dates												Dates											
			2/1	3/1		6/1	7/1	8/1	9/1			12/	1/1	2/1	3/1			8/1	9/1	10/	11/1	12/				
			1/8	2	1	4/8	5/6	0	5	2	6	10/7	11/11	9	3	0	0	4/7	5/12	6/9	7/7	1	5	6	0	8
			Date Articles Are Due To editors@newtownfriendsmeeting.org												Date Articles Are Due To editors@newtownfriendsmeeting.org											

# Committee Meal Hosting Responsibilities

**Committees are responsible for:**

- Setting up tables and chairs · Setting up tables and chairs
- Providing hot and cold beverages and cups · Providing hot and cold beverages and cups
- Bringing main dishes; chilling or heating food until the meal · Bringing main dishes; chilling or heating food until the meal
- Checking supplies · Checking supplies
- Cleaning up · Cleaning up

Please see the Assistant Clerk if you have any questions.

Month	2014	2015	2016	2017	2018
<b>January</b>	Library, Camp Onas, Inreach/Outreach	Nominating	NFS	Building and Grounds	Newsletter
<b>February</b>	Worship & Ministry	Library, Camp Onas, Inreach/Outreach	Nominating	NFS	Building and Grounds
<b>March</b>	Audit, Adult R.E., Tuition Aid	Worship & Ministry	Library, Camp Onas, Inreach/Outreach	Nominating	NFS
<b>April</b>	Financial Oversight	Audit, Adult R.E., Tuition Aid	Worship & Ministry	Library, Camp Onas, Inreach/Outreach	Nominating
<b>May</b>	Peace & Service	Financial Oversight	Audit, Adult R.E., Tuition Aid	Worship & Ministry	Library, Camp Onas, Inreach/Outreach
<b>June</b>	Religious Education	Religious Education	Religious Education	Religious Education	Religious Education
<b>July and August</b>	<b>No Shared Meals in July and August</b>				
<b>September</b>	Care and Counsel	Care and Counsel	Care and Counsel	Care and Counsel	Care and Counsel
<b>October</b>	Newsletter	Peace & Service	Financial Oversight	Audit, Adult R.E., Tuition Aid	Worship & Ministry
<b>November</b>	Building and Grounds	Newsletter	Peace & Service	Financial Oversight	Audit, Adult R.E., Tuition Aid
<b>December</b>	NFS	Building and Grounds	Newsletter	Peace & Service	Financial Oversight