

## **Planning a Joint Quarterly Meeting in July with Western Quarter**

Planning will be done by a Joint Quarter Planning Committee consisting of:

Concord Quarter Coordinator

Western Quarter Coordinator

Western Quarter Youth Coordinator

Representatives from the meetings whose turn it might have been, or a meeting who would like to take their “turn” in helping with a Joint Quarterly Meeting, or any others.

CQ Youth Program Planning Group

Meeting representatives from Concord Quarter:

2021: Normally it would be Willistown’s turn to host. Willistown will be asked to help plan the program and lunch if the session is in person. The location would be chosen by the Western/Concord Planning group. Locations should be accessible to both Quarters, and could alternate between locations in each Quarter. Previous locations have included Westtown School, Wilmington Friends School and Zoom! The Youth Program Planning Group could also be included.

2022: Normally it would be Concord’s turn to host, but the meeting has become so small they cannot host or take full responsibility anymore. They could be asked to help, as well as other volunteers from the Quarter, including the Youth Program Planning Group approved in 2020 to help plan children’s programming for Quarterly Meeting when needed.

**Tasks for the Planning Group:** choosing the location, program and planning for lunch and a children’s program and childcare.

**Location:** air-conditioned space for a July date – Concord Quarter has no air-conditioned meetinghouses that would be available for this, but Western Quarter does have Kendal. We could also explore using other space such as Westtown School or Wilmington Friends School which have been used for Joint Quarterly meetings before.

**Timeline:** 6-9 months out, the location should be determined, with the program shortly after. A flyer will need to be created with all information about program, youth program, schedule etc at least 6 weeks before the program (June 15, preferably earlier). A separate flyer could be made for the children’s program at the same time. In Concord Quarter a newsletter would be coming out July 1 and would feature the program and have the flyer embedded in it. An article about the program needs to be submitted to the CQ Newsletter editor by June 15.

**Program:** There is a history of having a special program which was in the afternoon. Highly successful programs for adults included Amanda Kemp on Unconscious Bias in 2019, and a Braver Angels workshop online on a Wednesday evening in 2020. In 2017 there was a well-attended ropes course program for the youth at Westtown.

**Cost:** A Membership Development Support Fund grant was received towards the cost of Amanda Kemp in 2019 (she cost \$1200), and there was expense involved for the 2017 program as well which was partly

covered by the Quarter. Contributions to Braver Angels were covered by the Quarters. (\$100 each). Applications to the MDS Fund for less than \$1000 can be submitted by the first of the month with approval that month. Larger grants require more time.

**Lunch:** In 2019 lunch was provided by Wilmington Meeting (who helped coordinate) and a meeting in Western Quarter. Wilmington purchased platters of sandwiches and the other meeting provided salads and drinks and dessert. It could also be more of a potluck, but with the planning group organizing some food. For 2020, the original plan was to have Birmingham and the WQ meeting provide food and Birmingham was all set to organize food. We had to cancel the in person event in the end and postpone the program until the summer when it was virtual, so no lunch.

**Children's Programming:** This should be planned by a group including the Western Youth Coordinator, and members of the Youth Program Planning group in Concord Quarter. They should also arrange for childcare. It may be that a meeting already uses someone for this role, and that person could be approached for the joint gathering. Ideas for the program need to be settled at least 6 weeks before QM so that publicity can start.

**Publicity and Outreach** would be done by each Quarter the way they usually do it. However, there would be one flyer that would include each Quarter's contact information. This could be created by the CQ Newsletter editor or the WQ Youth Coordinator at least 6 weeks before the program so that it can be included in monthly Announcements and the July Newsletter. The flyer usually highlights the program, but also includes the schedule and registration information if needed. A flyer highlighting the Youth program has also been created in the past to send to families. An article about the program is featured in the July newsletter as well. Posting on Facebook is also done, as well as the PYM website calendar.

Draft by Lynne Piersol, January 2021