

## CALENDAR OF ANNUAL WRITTEN REPORTS TO QUARTERLY MEETING BUSINESS MEETINGS

The following schedule for written annual reports is recommended for committees doing the work of the Quarterly Meeting on its behalf. Reports are given during business meeting at Quarterly Meeting sessions, which occur four times per year. Written reports can be e-mailed to [coordinator@westernquarterquakers.org](mailto:coordinator@westernquarterquakers.org), and they will be forwarded to the Quarterly Meeting Clerk. You may also directly e-mail reports to the Quarterly Meeting Clerk at [clerk@westernquarterquakers.org](mailto:clerk@westernquarterquakers.org) and snail-mail reports as follows: Pamela Leland, Clerk, c/o Western Quarterly Meeting Office, P.O. Box 693, Kennett Square, PA 19348.

The report may be brief and should include how often the committee has met, how well the meetings were attended, and what was and was not accomplished. This is a good time to request action by the Quarter on any committee concerns.

Monthly Meetings may submit a report to Business Meetings on their activities at any time following the same procedure as above (or something similar). Monthly Meetings also usually submit a response to one of the twelve queries during Quarterly Meetings. To learn which query will be considered at the *next* Quarterly Meeting, you can [click here](#).

JANUARY	Outreach Committee London Britain Property Western Quarter, Inc. Penns Grove Property
APRIL	Trustees of Friends Home in Kennett Square Inactive Meetinghouses of Historic Interest Finance and Budget Committee Nominating and Organization Committee
JULY	Auditors Fallowfield Orthodox Burial Ground Youth Activities Committees
OCTOBER	Records Committee Friends Support Committee (John Woolman Traveling Ministers Fund and William Jackson Education Fund) Parkersville Property