

**MONTHLY MEETING INFORMATION**

**For the year 2011-2012**

**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 ILYM**

For the year ending May 31, 2011

**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Released or withdrawn \_\_\_\_\_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 who lives within "attending distance" of your Meeting. A **Non-resident Adult or Young Friend Member** is one 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

**2011**

**ILLINOIS YEARLY MEETING**

**MINUTE BOOK INFORMATION**

**Please complete and return this form as soon as possible along with your**

**Monthly Meeting's:**

- **2009-2010 State of Society**
- **Memorials** (Please assign someone to read them at the ILYM sessions—usually at the Saturday morning Meeting for Worship)
- **Current Meeting Directory**

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**Official name of Meeting:**

\_\_\_\_\_

Meeting location address, zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Mail to (meeting contact) address/phone: \_\_\_\_\_  
\_\_\_\_\_

Worship time: First Day at: \_\_\_\_\_

Bus. Meeting (Day and Time) \_\_\_\_\_