

AGENDA PLANNING EXERCISE

You are clerk to a Local Meeting. You have been away on holiday and the next Local Meeting for Business is less than a week away.

A large amount of post, emails and phone messages have arrived in your absence. You need to go through it all and plan an agenda for the LMB accordingly.

Decide, for each item:

- (i) If it can be effectively ignored, in this case what should you do with it?
- (ii) If it can be passed on to someone else for action, say to whom it can be passed and how you expect it to be dealt with.
- (iii) If it can be given as a notice after Meeting for Worship.
- (iv) If it can be left for a future LMB.
- (v) If it must be dealt with at the forthcoming LMB.

Plan your agenda based on the 13 items below and note what preparation is required for the presentation of each item.

A mailing from Friends House with notices of the following:

- (a) A day conference on *Women in Prison* at Friends House inviting any interested Friend to attend.
- (b) Offers of speakers from QCEA on its work in Brussels.
- (c) *National Quaker Week Resources* catalogue and order form.
- (d) Leaflet 'Get Ready for the General Election' from CTBI.

A letter from the AM Clerk, informing you that the next AM agenda will include:

***LM's responses to the report from Friends appointed to look at and advise on ethical investments.**

***Consideration of guidance on the *Data Protection Act* requirements, for the next edition of the Membership List.**

There is a reminder that papers were circulated about these matters after a previous AM and now the Clerk asks LMs to forward their views to her, together with the names of Friends appointed to attend as soon as possible.

A letter from a local play scheme, asking the LM for help with funding for the project as one of their regular sponsors has withdrawn funding this year.

<p>Phone message from the Vineyard Church, a Christian evangelical group, who regularly use the Meeting House for worship because they do not have a church building of their own, asking if they can hold a wedding at the Meeting House in three months' time.</p>
<p>Phone message from an Attender, who wants to give a notice about a stall to raise money for Animal Welfare.</p>
<p>An email from Hazel Asty who says that she feels at one with Quaker ideals and would like to become a member. This person has attended Meeting for Worship twice.</p>
<p>An email from the Assistant Clerk of AM asking if the LM will be willing to host the AM on Saturday 14th January in place of Little Trumpton Meeting.</p>
<p>A phone message from Clerk of LM Premises Committee asking for time at next LMB to present a report on plans to refurbish the Meeting House kitchen. Phone message to inform you that Patience Goodbody, a longstanding member of the Meeting has died during the week.</p>
<p>An email request from the young Friend in the LM who has recently attended JYM and wishes to report on it.</p>
<p>A letter from a member who expresses his disquiet that after Meeting for Worship the previous Sunday two visiting Friends from a Kenyan YM had made an appeal to the Meeting for help in transporting to Kenya some computers, which had been donated to them during their stay in Britain. He asks why you had not informed the meeting beforehand of their visit and their request.</p>
<p>A phone call to remind LM Friends of the AM Peace Group meeting to be held in the following month. Leaflets have been distributed.</p>
<p>Appeal letters from Bricks for Botina and Falling Down Meeting House.</p>

Questions on next page ...

Don't forget to check the LM minutes book for matters arising and the Yearly Planner for matters due to be dealt with.

How will you present your agenda?

- verbally at the beginning of the LM
- circulate written agenda, with background information on some matters
- use of display board
- other ideas?