

# Monthly Mailing – March 2018

for clerks of area meetings, General Meeting for Scotland,  
Meeting of Friends in Wales, and Young Friends General Meeting



## Welcome to your March 2018 mailing.

There are two items for area meetings only on this separate sheet. You will also find enclosed a copy of the letter sent to local meetings – items relevant to area meetings have an 'A' icon next to them and you will find enclosed any printed material relevant to these items.

Please send any updates or queries to Gaby Scott: [gabys@quaker.org.uk](mailto:gabys@quaker.org.uk), 020 7663 1045.

NB: The next monthly mailing, for **April 2018**, will be sent out on 27 March 2018.



action required by clerk for meeting business



printed material is included relating to this item (number of sheets to right of icon)



this item is relevant to area meetings



All PDF documents for this mailing are at [www.quaker.org.uk/mm-mar18](http://www.quaker.org.uk/mm-mar18)

## Items for area meetings only

### Governance

#### 1. Trustees' Annual Report & Accounts for Quaker Stewardship Committee

Please remember to send a copy of your Trustees' Annual Report and Accounts 2017 to Helen Griffith at Friends House for Quaker Stewardship Committee (*Qf&p* 4.10m refers). If you are a charity registered with the Charity Commission, please also send a print out of your annual return. It makes QSC members' job looking at the TARAs so much easier if you have also completed a copy of the checklist – available on [www.quaker.org.uk/trustees](http://www.quaker.org.uk/trustees) or from Helen.

Helen Griffith, [heleng@quaker.org.uk](mailto:heleng@quaker.org.uk), 020 7663 1161



Please pass to the clerk of area meeting trustees.

### Online course

#### 2. Free webinar series: Writing Brilliant Annual Reports

22 March – 5 April Each Thursday 7pm – 8.30pm

This free three-week online course is an opportunity to learn best practice for meeting the Charity Commission and Britain Yearly Meeting requirements for an area meeting Trustees' Annual Report. Anyone involved in producing trustees' reports is welcome to join, including area meeting trustees and clerks to area meetings.

The course will be run as a series of three webinars each Thursday between 7pm and 8.30pm and will start on 22 March.

To book your free place please visit:

[www.woodbrooke.org.uk/item/writing-brilliant-annual-reports](http://www.woodbrooke.org.uk/item/writing-brilliant-annual-reports)



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Pass to area meeting trustees and clerks.