

## Using a Yearly Meeting Report Skeleton

### General Instructions

(**This typeface** indicates a link on the yearly meeting web site. Click on it to open a document, a web page, or an e-mail account, as applicable in context.)

- Open the Iowa Yearly Meeting (Conservative) web site at [iymc.org](http://iymc.org).
- Click on "**Create Reports**" toward the top of the left side of the "home" page.
- **Download** (open and/or save) the applicable report skeleton document and save it to your local drive or device (as you would do with any document). If the report you seek does not appear anywhere on this web page, select **Generic Report**.

Except when renaming a Generic report, *please retain* each report skeleton's *original* file name as you work with the report and when submitting the completed report to the clerk.

- Open the Iowa Yearly Meeting (Conservative) web site at [iymc.org](http://iymc.org).
- Follow the guidelines inside of the report skeleton when entering your report. (Refer to questions and answers below for further explanations.)
- Review, share, rework the report as usual.
- Submit the completed report to the clerk via e-mail at [debdakin@gmail.com](mailto:debdakin@gmail.com).

**For assistance** with your report's skeleton, please contact the Publication Committee by one of the following means.

- Send an e-mail message to [iymcpubcomm@gmail.com](mailto:iymcpubcomm@gmail.com). (This account is checked irregularly. If you need a more prompt response, please use one of the following options.)
- Telephone Margie Haworth at (319) 643-5438, where she is available evenings and weekends. She is most familiar with the skeleton documents.
- Telephone Steve Deatherage at (608) 345-1241 for the most immediate response. He is most familiar with download procedures.

## Questions and Answers

(**This typeface** indicates a link on the yearly meeting web site. Click on it to open a document, a web page, or an e-mail account, as applicable in context.)

**Q: What does this process consist of and how is it different from before?**

**A:** This process should involve very little difference in how most report writers prepare and submit reports—except that the report is typed into a skeleton designed for that report that is available on the yearly meeting’s [website](#). A fresh report skeleton can be downloaded (opened and/or saved) from the website from any computer with Internet access.

Skeletons for all known reports are included there; those for new reports will be added to the web page as they become known.

Report skeletons on the web page are listed alphabetically within groups according to reports’ sources:

[Reports from Yearly Meeting Entities](#)

[Reports from Monthly Meetings](#)

[Query Response](#)

[State of the Meeting](#)

[Reports from Entities Outside Yearly Meeting](#)

[Epistles from IYMC](#)

[Reports from Scattergood Friends School](#)

Use of these skeletons for some reports (especially query responses) might need to be phased in over time. Please try this approach, if you are willing, and let us know how it goes.

**Q: Why is this process being introduced?**

**A:** This “skeleton” process is designed to help clarify and streamline the process of creating reports to yearly meeting, from initial authors’ entry through clerks’ handling and compilation into the published minute book. (A [graphic representation](#) of the overall process is available.)

The process is also intended to provide common understanding and written documentation to help these processes function smoothly through committee and appointee transitions.

**Q: Who can use this process?**

**A:** The skeleton system is available for use by anyone within or closely related to the yearly meeting who submits a report to the yearly meeting. Those who are unable to use the skeletons provided will submit material by other processes.

**Q: Will it work on my computer?**

**A:** The skeleton documents were prepared using Microsoft Word 2003 for Windows, and sample documents were tested on several Windows and Macintosh operating platforms. We hope they will be compatible for most users.

**Download instructions** (to open and/or save a skeleton document) are included for several common web browsers.

**Q: I submit a report that contains standard material based on the previous year's report. Must I always begin with a fresh "skeleton" document each year?**

**A:** Not as far as we know now, and that is certainly not intended to be the case. We hope that a skeleton document can be copied and "re-used," as with any Word document. We can't rule out a design change as we learn what works and what doesn't. If that must occur, we'll work to minimize disruption to users.

**Note:** Material from the previous minutes edition that might prove useful in preparing the upcoming report is retained in the skeleton document. This includes report title, closing, paragraph headings, bullets, text that might be standard or re-usable, and table structures (including row labels).

The attempt was made to increase year values by one from those published for last year. Individuals' names are retained from the previous year's report in some cases where at least some of the names might remain the same.

*All such material is included as a courtesy and should be revised or deleted as appropriate.*

**Q: I've already begun writing my report in another document. What approach would be most helpful from this point?**

**A:** The report will fit most cleanly into later phases of the process if it's text is typed into the document (beginning at the point indicated within the skeleton).

*However*, if the text of your report already exists in another word processing document, please *try* the following steps to copy and paste it into the skeleton before submitting the report to the clerk:

[**Please note** that format attributes such as bold, italics, etc. will need to be re-applied within the text after it is pasted—an unfortunate inconvenience that helps avoid other less obvious format-related problems that arise from pasting straight between Word documents.]

- Open the existing document and copy its content onto the "clipboard."

- Open the report skeleton and use these steps to paste the copied text at the location indicated within the skeleton document:
  - Edit
  - Paste Special
  - Choose 'Unformatted text' from the dialog box's list
  - Click OK or press Enter

If you have already submitted this year's report to the clerk, please begin using that report's skeleton next year.

**Q: What does “\_\_\_\_\_” in my report skeleton signify?**

**A:** In many report skeletons, this string of underline characters stands in for name of the person submitting the report, according to the convention used for the corresponding report in the 2010 minutes. Please replace the blank with appropriate name(s).

In occasional other reports, it alerts the writer to supply other variable but unknown information, which we hope is clear by context.

**Q: My report contains colored graphic objects that provide instructions to the report's writer. What should I do with these objects when I'm ready to submit my report?**

**A:** You may leave those objects as they are; they'll be addressed at a later stage.

**Q: Is there a special method for inserting bullets or subheading?**

**A:** If a report contains bulleted items or paragraph headings in the 2010 minutes, its 2011 skeleton also contains paragraphs formatted to receive this content, in case it's needed. (If such material remains unused and you elect not to remove it, the Publication Committee will do so.)

If you need to include bullets and the report's skeleton does not already contain any, then insert them using the method with which you're most comfortable.

**Q: I prepare a report with tabular material. How should I set that up?**

**A:** Skeletons for reports that contain lists (names of meetings and/or individuals) or tabular material (financial reports, recorder's data) contain table structures for receiving this information. These structures are based on the corresponding report in the 2010 minutes.

Static information such as meeting names, financial categories, or other row labels remain in the tables, and empty cells are provided for variable information (individuals names, quantities, or dollar amounts).

*Whenever possible*, please type variable material directly into these skeleton tables using the keyboard, rather than cutting and pasting multiple cells from another document or computer application. This allows the tables' formatting to remain the same throughout the stages of its development.

To add an additional row beneath a given existing row, place the cursor to the right of the row's right margin and press either [Enter] or [Tab].

If you need to include a table and the report's skeleton does not already contain one, please consider copying one from another report that contains a table. Otherwise, create one using the method with which you're most comfortable.

## Notes on Reports with Unique Features

### General

#### **Entertainment, Representatives, Treasurers, Trustees**

Refer to the question about **Tabular Material** above for general guidelines about working in these Word tables.

### Specific

(in alphabetical order)

#### **Nominating Committee**

Refer to the question about **Tabular Material** above for general guidelines about working in these Word tables.

Because of guidance that appointments often continue from one term into the next, most of last year's entries have been moved to the right-most column. This is done for your convenience only, and these names are to be replaced or deleted as appropriate.

**Note:** Due to the document's complex internal structure, this is the one report whose "skeleton" must be taken from the web site each year. After the minutes are published, the Publication Committee will prepare the Nominating Committee report skeleton for the following year and post it on the website for use the following year.

#### **Opening Quotations** (Assistant clerk)

A single document page is allotted for each day's opening quotation entries. Each page functions as a single "report," as the pages will be separated during yearly meeting sessions and in the published minutes.

Each quotation entry's skeleton contains two parts: the quotation and the attribution. Each quotation entry consists of two italicized paragraphs. If a given quotation entry requires more than two italicized paragraphs, press Enter to create another one following an existing such paragraph. If fewer are needed, delete the

unneded paragraph (if you're comfortable doing so) or leave it and the publication committee can address it during minute-book composition.

Each day's page contains a slot for two quotations. For any additional needed quotation entry (quotation + attribution), copy and paste a pair of the existing structures. If a single quotation entry is needed on a given day, delete the unneded entry (if you're comfortable doing so) or leave it and the publication committee can address this during minute-book composition.

### **Query Responses**

To prevent approved query text from being accidentally revised, each query is contained in a graphic image (rather than as individual characters). Each query's corresponding heading "Response:" is also contained in a separate graphic image. (Each graphic image is one object and essentially cannot be edited. However, they can be deleted accidentally. "Undo" reverses accidental actions.)

Begin entering the response summary immediately beneath "Response:" at the location of the text phrase "[begin here]".

### **Recorder**

Refer to the question about **Tabular Material** above for general guidelines about working in these Word tables.

Please attempt to either type entries from the keyboard or copy material into cells one cell at a time, without disturbing formatting present in the skeleton's cells. Edit, Paste Special, Paste, Unformatted text can be of use in the latter case.

A column titled YM Net Gain or Loss is added to the final table in the report, as requested during last year's session. This column is structured to receive a single value in the bottom row.

Due to the nature of the 2010 report, this report skeleton likely contains more variety and detail than would be needed most years. You're welcome to delete unneded table rows (if you're comfortable doing so) or delete any superfluous content (to not confuse the clerk or session reader) but leave the rows. The publication committee can perform any needed deletion during minute-book composition and can work with you to establish a more generally usable skeleton document.