

INSTRUCTIONS FOR REPORTS

(These instructions are also available on the Conference website)

We need the report from your agency by **April 1, 2010**. Please limit your report according to the word limits schedule found below.

Submit reports as an email attachment in Times New Roman, font size 12, and do not use special formatting: "Word" is the preferred format. Reports are to cover the period from January 1 through December 31, 2009. Reports will be published on the Conference website, www.cnumc.org, and also in the 2009 Conference Journal.

Please mail or email to:

Kristin L. Sachen
Mt. Tamalpais UMC
410 Sycamore
Mill Valley, CA 94015
pastorkris@pacbell.net

The report should follow this form:

Name of board, agency, committee.
 Number on agency_____. Number present when voting_____
 Number voting for_____. Number voting against_____
 Number abstaining_____. Date adopted_____

Number of meetings held_____

2009 Achievements

(Brief statement of the past year's achievements/work including a report on the status of any recommendation brought to the 2009 Conference by your board, agency, or committee)

Name of chairperson, president, or secretary.

PLEASE KEEP YOUR STATEMENT WITHIN THE WORD LIMITS ASSIGNED. DO NOT INCLUDE RECOMMENDATIONS, RESOLUTIONS, STANDING RULE AMENDMENTS, OR PERSONNEL REPORTS. THESE SHOULD BE SUBMITTED SEPARATELY. IF YOU EXPECT TO MAKE A PRESENTATION OR REPORT TO THE CONFERENCE FROM THE PLATFORM, PLEASE SEE THE MEMO FROM THE AGENDA CHAIRPERSON.

PRELIMINARY REPORT WORD LIMITS:

Statistician	2000 words or 4 pages
Treasurer	1000 words or 2 pages
Board (except Pensions)	300 words for board chairperson 500 words for each committee, task force, chairperson or division
Board of Pensions	1500 words or 3 pages
Council on Ministries	1000 words for the council 300 words for the chairperson 500 words for each committee or task force
Finance and Admin	500 words, not including budget
United Methodist men	500 words
United Methodist women	500 words
All other agencies related to the CA-NV Annual Conference through Nominating Committee Responsibility	500 words
Agencies related to the Annual Conference, but for which the Conference does NOT have Nominating Committee Responsibility	250 words

REPORTS FROM OUTSIDE THE WESTERN JURISDICTION WILL NOT BE PRINTED.