



Office of the Conference Secretary
California-Pacific Annual Conference of
The United Methodist Church

Resident Bishop – Bishop Mary Ann Swenson
Conference Co-Secretaries – Rev. J. Daniel Lewis and Leanne Nakanishi
c/o P.O. Box 6006, Pasadena, CA 91102-6006
(909) 451-1812 (Dan) / (310) 266-2393 (Leanne)
Secretary@cal-pac.org
www.secretary.cal-pac.org

Date: March 1, 2012
To: Chairpersons of Conference Boards and Agencies, Conference Staff, District Superintendents
From: Dan Lewis and Leanne Nakanishi, Conference Co-Secretaries
Re: Procedures for submitting Preliminary Reports to Annual Conference 2012

CONFERENCE SESSION: Thursday, June 14 – Sunday, June 17, 2012
The Cup Overflowing: Global Health – Weaving Communities of Shalom & Wholeness

**In an effort to be good stewards of God's creation,
the Preliminary Report will NOT BE PRINTED,
but for those who want a printed copy,
PRE-ORDERS will be taken until April 15, 2012 for \$ 15.00.
Please go to our website at <http://secretary.cal-pac.org> for the order form.**

1. REPORTS – DUE APRIL 15, 2012

- Edit all Reports per the enclosed STYLE SHEET.
- E-mail Reports in a MICROSOFT WORD document to secretary@cal-pac.org
- Place all RECOMMENDATIONS at the end of the Report. A Statement of Fiscal Impact should be included either within or attached to the body of the Recommendation.
- *A copy of the Recommendation and Fiscal Impact Statement must also be mailed to the CFA Fiscal Impact Committee, P.O. Box 6006, Pasadena, CA 91102-6006*
- Include name, phone number, and other contact information of the person who prepared the report.

2. **RESOLUTIONS – DUE APRIL 15, 2012**

- E-mail Resolutions in a MICROSOFT WORD document to **secretary@cal-pac.org**
- Use same format as found in *The 2011 Journal* or use the example of headings as shown below:

SUBJECT:

SUBMITTED BY:

ESTIMATED FISCAL IMPACT:

SOURCE OF STAFF TIME:

WHEREAS...

THEREFORE, BE IT RESOLVED

- NOTE: Agencies who wish action of the Conference regarding policies and practices should submit Recommendations (i.e. Equitable Compensation, Pensions, etc.) as a part of their report rather than as separate resolutions.
- Include name, phone number, and other contact information of the person who prepared the resolution.
- Resolutions will be assigned numbers in order of date received.
- Please take care to avoid duplicating existing resolutions. The list of existing resolutions can be found at the end of the Report Section H of *The 2011 Journal*.

3. **FLYERS, BROCHURES, HANDOUTS, ETC. are to be distributed at the booths.**

- NO flyers, brochures, handouts, etc. will be handed out or available at the registration area.
- Only approved Annual Conference Business items will be distributed on the plenary floor.
- Handouts on the plenary floor are severely restricted due to the shortened schedule.

REPORTS STYLE SHEET

California-Pacific Annual Conference

CONTENT AND TITLE

- The report should cover the calendar year 2011 and up to March 2012.
- Any ACTION items referred to your agency or your group by the previous Annual Conference should be reported.
- Save your document with this TITLE:
“2012Prelim.GroupName.doc” (i.e. 2012Prelim.Trustees.doc)
Your GROUP NAME MUST be in the document title.

PAGE FORMAT

- Set MARGINS at **.75** for all margins.
- Bullets may be used to set off points.
- To maximize space, **tabs**, and **indents** should **NOT** be used.

CHARACTER FORMAT

- Use **TIMES NEW ROMAN** – **Size 12** only.
- **Bold** may be used for emphasis of word or sentence, but not whole paragraph.
Underlining should not be used for emphasis.
- Graphics are discouraged and may be removed if they do not enhance understanding of the subject or to save space.
- No Footnotes. Place references within the body of the report.