

Minutes of the
Continuing Committee
of Illinois Yearly Meeting
Urbana-Champaign Meetinghouse, Third Month 7, 2009

1. The meeting opened in worship, with 30 Friends in attendance.
2. The clerk reviewed a tentative agenda.
3. Dawn Amos gave the Treasurer's Report. Net assets are \$136,039.28. The meeting has received an interest-free loan of \$1000 from an individual. Excess money has been moved from our general operating budget into the Special Gifts and Deferred Maintenance Funds.
4. Pam Kuhn and Sandy Huntley reported for the Finance Committee. The committee has prepared a manual to help ILYM committees in formulating budget requests. Copies will be distributed to committee clerks and posted on the ILYM website at www.ilym.org/finance. Budget worksheets are also available on the website to aid in committee budgeting.
5. It was announced that Dawn Rubbert has been appointed as the representative from St. Louis Monthly Meeting to the Continuing Committee.
6. Neil Mesner reported for the Maintenance and Planning Committee. The committee has selected Sam Marts as the firm to work with in developing the Capital Assets Management Plan; final negotiations for hiring Sam Marts are in progress. An ice storm this winter damaged several trees and ruined a small water heater, which is being replaced. Work is planned to finish the south room of the bunkhouse and close up holes in the walls. A number of other maintenance tasks have been identified and plans made for repairs.
7. Minutes 1-6 were read and approved.
8. Chip Rorem reported for the Site Envisioning and Development Committee. Fundraising has been adversely affected by the recent economic downturn. Enough funds have been raised to proceed with construction documents for the first dormitory and solicit bids for this building, but not enough to have the architectural and engineering firm produce construction drawings for the kitchen and complete its other work, or to begin actual construction on the first building. Current funds total \$104,623.32, much of which is restricted by donors to actual "bricks and mortar." The business plan is still being revised, to reflect the option of a "for profit" retreat center and incorporate information from the upcoming Capital Asset Management Plan. Land acquisition is still in progress.
9. Chris Goode, building architect, continued the Site Envisioning and Development Report. Four contractors have issued bids for constructing the first dormitory. Bids were substantially higher than expected, and range from \$650,000 to \$1,007,000, with three of

the four clustering near \$1,000,000. Features of the building which contributed to these high costs were reviewed. One major cost is the fire protection system, which Chris had believed was required by code. On further investigation it was determined that this system could be omitted if each bedroom were provided with its own exit door. Separate bids ranging from \$23,962 to \$45,480 were obtained for a solar hot water system; these costs might be substantially reduced through grants and state rebates. Adding solar hot water would benefit by changing the pitch of a portion of the roof.

10. Bob Bartles continued the Site Envisioning and Development Report. In addition to the \$104,623.32 on hand, the yearly meeting has approximately \$156,000 in pledges toward building costs, for a total of approximately \$260,000. Included in the pledges are \$15,000 for “green” construction and \$15,000 as a 50% matching grant. Potential major donors are being identified and approached. The committee welcomes the participation of more Friends in the fundraising effort.
11. It was reported that the Clear Creek Challenge has raised \$19,180 to date. The donation period will be extended until \$20,000 has been raised.
12. Friends authorize the Site Envisioning and Development Committee to continue their fundraising efforts. The committee may proceed with the steps already approved at Fall Continuing Committee as finances permit.
13. Bob Bartles agreed to arrange a workshop at our 2009 yearly meeting on structuring personal finances in support of faithful giving.
14. Minutes 7–13 were read and approved.
15. The clerk nominated David Finke and Sue Davison to the Naming Committee; Friends approve. The clerk will also serve ex officio.
16. The clerk announced that copies of the World Council of Churches Executive Committee statement on the Gaza war are available for Friends to pick up. The statement may also be obtained at the WCC website. The clerk also called notice to the “Abolish the Death Penalty Lobby Day,” including a rally and lobbying, to be held in Springfield, Illinois, 3/12/2009. The meeting then adjourned for lunch.
17. Friends reconvened in silent worship.
18. Elizabeth Mertic reported for the Nominating Committee. They recommend that Pam Kuhn be appointed as Assistant Recording Clerk, effective immediately with the intention that she serve as Recording Clerk at the conclusion of the ILYM 2009 sessions. They also recommend Nora Vera Godwin be appointed as Reading Clerk, effective immediately. Friends approve these appointments. Five Friends have been approached to serve as Editor of *Among Friends*; all five have declined. Friends are urged to consider who might be suitable for this position, and communicate their ideas to the Nominating Committee.

19. Dawn Rubbert reported for the Peace Resources Committee. The committee has created a blog devoted to peace issues. The Non-Violent Communication Workshop at the Winter Retreat was reported generally a success. In feedback from participants, however, some concerns were expressed whether the retreat was appropriately spiritual and specifically Quaker in its approach, and whether Camp Menno Haven was sufficiently accessible to Friends throughout the ILYM region. The committee is considering making a recommendation that Illinois Yearly Meeting establish an annual Peace Prize, to recognize groups or individuals engaging in peace work, and requests guidance from Continuing Committee on how to proceed. In ensuing discussion, a variety of views were expressed, including some enthusiasm, but also reservations on the part of some Friends about the idea of a “prize,” especially if a monetary award is involved. Friends are encouraged to communicate their views on this matter to the Peace Resources Committee as it continues developing its proposal.
20. Paul Buckley presented the Field Secretary’s report. He has visited both quarters and 14 particular meetings since beginning his position. Paul reports a concern that many meetings present obstacles to meaningful attendance by newcomers: inadequate signage for identifying meeting places, poor explanation of meeting for worship, practices which put visitors on the spot, stand-offish attitudes to newcomers. Paul has packets on the Quaker Quest outreach program which Friends may pick up.
21. Minutes 14–20 were read and approved.
22. Chris Goode reported for the Chicago South Planning Group. Food planning is progressing appropriately; coordinator positions have been filled.
23. Pam Kuhn reported for Chicago North. F.U.N. coordinator positions have been filled, but many volunteers are needed. Ideas are requested for a youth service project. The question was raised whether to continue movie night, or replace it with some other activity such as a game night.
24. Sharon Haworth reported for Blue River Quarterly Meeting that Mira Tanna will be overall site coordinator; a Sunday cleanup coordinator is still needed.
25. Roy Treadway reported for the Environmental Concerns Committee. The committee held a retreat at the yearly meetinghouse, during which a walnut tree was cut up, oaks and dogwoods were planted, and the site was cleaned up. The committee has made specific recommendations regarding the planned new buildings, and plans several activities, including a review of cleaning products used at ILYM, development of a map identifying memorial and other trees on the meetinghouse grounds, marking of trees on site, and development of a nature walk through the grounds.
26. Peter Lasersohn reported for the Faith and Practice Committee. The committee is working on the section called “Friends Manner of Decision Making” which will expire this summer. They are also continuing to work on the meeting organization and structure

section which they hope to submit for a 5-year provisional period in 2010. The sections “Concerning this Book of Faith and Practice” and “Membership” approved for an indefinite period last summer are being distributed today. Meetings should replace the old versions in their Faith and Practice binders. They are also distributing the draft of “Friends manner of Decision Making” with proposed changes indicated. These will be presented for action concerning indefinite approval this summer. The committee also is handing out drafts on “Communities of Friends” and “The Monthly Meeting.” The committee asks meetings to communicate ideas on these drafts to the Faith and Practice Committee. The committee continues to seek discernment on further additions as well as quotations and queries to be added. It is important that if this is to be a Faith and Practice of the yearly meeting, it needs to reflect the leadings and understanding of all ILYM Friends and not just an isolated committee.

27. Dawn Amos reported for the Publications Committee. They remind committees that the meeting website contains space where committees may post materials. Dawn is happy to assist committee contacts with the process.
28. Dawn Rubbert announced that the Peace Resources Committee will be holding a one-day planning retreat at 57th Street Meetinghouse on 3/14/2009, and a regular committee meeting 4/18/2009, at a location to be determined.
29. Elke Narkiewicz reported for the Religious Education Committee. Several Friends attended FGC’s Religious Educators Institute. The Yahoo! group REconnections has been loaded up with resources and materials for Friends to use in their religious education programs and curricula. The committee is planning a “Godly Play / Faith and Play” workshop with Michael Gibson, FGC Religious Education Coordinator, anticipated for Fall 2009.
30. Peter Albrecht presented the Youth Coordinators Report on behalf of Javaughn Fernanders. She reports a record number of youth attenders at yearly meeting last year; however, some rule-breaking was reported just as final packing was underway, which prevented appropriate application of our usual process for dealing with rule-breaking. A new process has been developed to allow a response to late-reported rule-breaking. An extra Quake was held in the fall, as well as a workshop on clerking.
31. Peter then reported for the Youth Oversight Committee. A successful gathering and workshop was held Labor Day weekend. The Quake that Rocked the Midwest was held at Evanston Meetinghouse over the Martin Luther King, Jr. Day weekend. Money was raised last summer through T-shirt sales; this money was used to support teen attendance at FGC Gathering and the Quaker Youth Pilgrimage. A Quake is planned for Memorial Day Work Weekend.
32. Minutes 21–31 were read and approved.
33. The clerk read a report from the ad hoc exploratory committee regarding a personnel committee. The committee recommends that a formal personnel committee be

established, and also makes eight specific additional recommendations on personnel matters. (See the attached report.) Friends minute their appreciation of the work of this committee, and leave the recommendations to be considered by the yearly meeting body at our annual sessions.

34. Sharon Haworth reported for the ad hoc records management committee. They have completed a survey of ILYM committees, officers and staff to determine what records are being kept and how they are being kept. A very light response has been obtained. Records may be forwarded for archiving if deemed appropriate by the meeting. Confidentiality issues will be dealt with on a case-by-case basis.
35. The yearly meeting is due to consider this summer whether to move to a June date for our annual sessions on an ongoing basis. Especially since Friends for whom a June date is problematic may not be able to be present when this decision is made, it is important that this item of business be well prepared beforehand. The clerk proposes the establishment of an ad hoc committee to make the appropriate preparations and investigations. Friends approve the establishment of such a committee and appoint Elke Narkiewicz (convener), Carol Zimmerman, Paul Buckley, Bridget Rorem and Sue Tursman to serve.
36. Friends express their gratitude to Urbana-Champaign Friends for their hospitality in hosting this meeting, including especially food and the arrangement of housing. Friends expressed appreciation for how the Urbana-Champaign Meetinghouse demonstrates the value of a well planned building.
37. Minutes 32–36 were read and approved.
38. The meeting closed in silent worship.

Maintenance and Planning Committee Report

Continuing Committee - March 7, 2009

The main item of business for M & P has been to choose the firm to work with on our Capital Assets Management Plan. We finally decided to go with Sam Marts and we are still in the process of finalizing that procedure. I have asked Tim Narkiewicz with his knowledge and experience in such matters to do the final negotiation. We are looking for a contract that will include the present facilities as well as the new buildings as future maintenance needs develop. The initial bid of the contract with Sam Marts was \$5500.

The December ice storms did some noticeable damage to the trees around the campus at Clear Creek, most of which is still needing to be cleaned up. The same storm caused a power failure in the area which left some of the plumbing in the Meeting House vulnerable to freezing.

The small instant water heater in the bathroom was ruined and is in the process of being replaced. There seems to be no other damage to the plumbing. Dick Ashdown has seen to the repairs that are being done by the local plumber, Grassers's located in McNabb.

One of the main line water heaters in the Meeting House is old and needs to be replaced. The question has arisen, would an instant water heater be a good replacement for the old one. Would that type of heater provide an adequate supply of hot water for the kitchen? We are deliberating on that decision.

A request has come from the Young Friends to do something for the walls in the south room, deemed their Holy Room, to plug all the holes and keep the bugs from invading their space. They had suggested using wall board. Maintenance and Planning members have suggested that ship-lap wood siding would be easier to work with, and be more in tune with the rustic character of the building. It would also be more durable and easier to care for. The middle room is already partially finished with ship-lap. We are planning to install insulation using a new material which is easier to install and is more environmentally friendly, made from recycled blue jeans. The idea of using the young people's skills and enthusiasm is a major consideration, and would be a work week-end project.

A walk on the campus this past Wednesday gave me a feel for some of the rudimentary needs. Some painting on the small buildings on the campground. The aforementioned fallen tree limbs are scattered over the area and need to be disposed of. Numerous brush piles, large and small, are an eye sore, more visible this time of year with the grass and weed camouflage gone.

The split rail fences near the Meeting House need repair. There are doubtless other tasks, big and small, that need attention.

Clerk of M & P Committee

Neil Mesner

03.07.09

Illinois Yearly Meeting Site Envisioning and Development Committee

Report to Continuing Committee at the meetinghouse in Urbana

We have been meeting on phone conference and over email during the period between Continuing Committees. The economic downturn in our national economy has seriously affected our activities. Our Development group has continued to reach out to key donors, but we have fallen seriously short of our goal to have raised sufficient funds to begin building our three buildings.

We have been compelled to cut back our pace. We struggled to raise the sufficient soft cost money to have our Architectural and Engineering team fully complete its work. The result is that we raised enough funds to proceed with the documents for the first dorm. Our "bricks and mortar" fundraising is also falling short of our goal and we do not have sufficient funds to begin construction on the first building.

Our business plan has still not been modified to reflect the “for profit” retreat center option. We would like to fold in the gathered information from the upcoming Capital Assets Management Plan and seek the time to review the recently completed architectural and engineering documents.

This report will be supported by several other reports. The first is a report from our architect, Chris Goode on the status of the construction documents and bidding. This report will contain copies of the current documents. The second is a report from Bob Bartles on our fundraising progress.

Our current status of funds on hand follows.

\$18,280 in the Clear Creek Challenge collection – for hard costs

\$18,280 from Clear Creek MM – matching the collection

\$18,063.32 in the PIF – for soft costs

\$50,000 from Clear Creek MM, their original pledge last summer -- for hard costs

\$104,623.32 (noting that most of this is restricted to bricks and mortar)

We regret the financial shortfall, but look to continue along our path. We have accomplished our goal for quantifying the shape and cost of our first building. We see that fundraising will be enhanced by that knowledge. We request that we continue with our fundraising efforts. We will forward the new building documents onto the Maintenance and Planning Committee for their use on the Capital Assets Maintenance Plan. We will look to update the Yearly Meeting at our annual session in June. We look forward to your comments, assistance, and guidance.

Respectfully submitted,

Chip Rorem
Clerk

New Facilities at Illinois Yearly Meeting
Architect’s Report to Spring Continuing Committee
Prepared by Christopher Goode, ALA
Architecture and Conservation P.C.
7 March 2009

Since the Continuing Committee Meeting in October Architecture and Conservation has engaged engineers for the Plumbing, Electrical and Fire Protection portions of the project and worked

with our structural and mechanical engineers to further develop the designs of both the Dining Hall and Dormitory One building into construction documents. In January the work paused for a few weeks as the committee chose how to proceed with limited funds for soft costs. In early February we moved forward again with the goal of completing construction documents for Dormitory One only and getting bid prices to present at Continuing Committee today. The Architectural and Structural documents and Specifications were completed and issued for bid on February 20th and the Mechanical, Plumbing, Fire Protection and Electrical documents and Addenda 1 were issued on 25 February with a bid due date of March 4th. Four contractors were selected to bid the project. Key Builders of Princeton – the contractor for the cottages and other recent work at the IYM buildings at McNabb. Trillium Dell of Knoxville – contractor for the Meeting House restoration. Apex Group – Contractor for the new building being built at Downers Grove Friends Meeting. Ebener Construction of Lasalle – a residential contractor interested and experienced in green and sustainable home construction and renovation.

All of the bids were higher than I had expected and three were substantially higher. Those three were fairly close to each other and all at around \$1,000,000. Trillium Dell was highest at \$1,007,000. Key was next at \$998,500. Apex followed at \$980,450. Ebener's bid was at \$650,000 but did not include the Fire Protection costs in their bid (ranged from \$40,000 to \$118,000 in the other bids). These bids do not include furniture, kitchen appliances, fireplace or stove, landscaping, or the solar domestic hot water system (but do include the back-up water heater and geothermal HVAC and ERV systems). It is interesting that the three high bids are so close to each other but that the individual line items of portions of the work are often so different.

I am not sure why the top bids are so much higher than the estimates we received in the Fall (from Key Builders). I am also not sure why those top bids approach \$240 per square foot of area (including the porches). This seems to me a very high number for new construction on an open rural site in a down economy. My experience with smaller scale additions and renovations on urban and near-in suburban sites in an up economy didn't often approach these figures. We have made choices that lead to a higher level of construction than average – Ten bathrooms, additional and relatively expensive (though very effective) insulation, high quality windows and doors, and a polished concrete slab which I thought would be economical but turned out to be more expensive than most floor finishes one would apply over a slab at close to nine dollars per square foot. There were two possible options for the electrical service, one of which was So there are many places to look at to try to bring these costs down. Perhaps substantially and we have already begun to do that work. Two of the higher contractors thought that it might be possible to drop as much as \$100,000 or more exclusive of the Fire Protection system. I hope that with the active advice and participation of the S.E.D. committee we can continue to review the bids with each of the bidders further and/or select a bidder to work with toward refining the costs and the construction details to provide the best building at the lowest cost.

The Fire Protection system has always been a large ticket item and one that didn't seem justified by the size of our project and the ease of exiting from a one story building with many doors but that I thought was required by code. While Putnum County does not have a building code we need to build to some kind of code standard to insure a reasonably safe building. I believed that the State of Illinois had adopted the International Building Code as a standard for commercial

construction in the State so was following the latest version, the 2006 IBC. This code calls for a sprinkler system for any residential construction other than one and two family dwellings in new construction and had no exceptions. After receiving the bids I decided to call the State Fire Marshall's office to see if there was any room for appeal given our situation. The person I spoke with told me that the closest thing to a State Code is the National Fire Protection Association (NFPA) 2000 Life Safety Code. This code allows a residential occupancy such as ours (similar to a hotel) to not have a sprinkler system if each sleeping room has a direct exit to the exterior at grade. We can change each of the sleeping room windows to exterior doors (an increase in cost of ~\$1,000 each) and eliminate the costly sprinkler system. While this may increase Ebener's bid to about \$660,000 (as he did not include a price for the Sprinkler system) it drops the other three bids

In the Owner-Agreement the architectural costs were projected as follows:

	Architects	Consultants	
Schematic Design	\$ 5,000	\$ 0	
Design Development	\$ 20,000	\$ 15,000	
Construction Documents	\$ 30-40,000	\$ 20-25,000	
<u>Bidding and Negotiations</u>	<u>\$ 3 - 5,000</u>	<u>\$ 0</u>	<u>Total – Both:</u>
Sub-Total:	\$ 58-70,000	\$ 35-40,000	\$ 93-110,000
<u>Construction Phase</u>	<u>\$ 10-15,000</u>	<u>\$ 3 - 5,000</u>	<u>Total - Both:</u>
Total:	\$ 68-85,000	\$ 38-45,000	\$ 106-130,000

Actual Expenses To Date and Projected Expenses are as follows:
(not including reimbursable expenses)

	Architects	Consultants	(Architects not billed)
Schematic Design	\$ 5,000	\$ 0	
Design Development	\$ 20,000	\$ 4500	\$ (5,825)
Const. Docs thru 1/21/09	\$ 17,000	\$ 13,500	
Const. Docs projected	\$ 18,000	\$ 23,500	
<u>Bidding and Negotiations</u>	<u>\$ 3-5000</u>	<u>\$ 500</u>	<u>Total – Both:</u>
Sub-Total:	\$ 63-65,000	\$ 42,000	\$ 105-107,000
<u>Construction Phase</u>	<u>\$ 10-15,000</u>	<u>\$ 4 - 6,000</u>	<u>Total - Both:</u>
Total:	\$ 73-80,000	\$ 46-48,000	\$119-128,000

The work of the consultants is turning out to be more expensive than was projected while The architects work should be less than the maximum. This will make the total bill for the Architects and Consultants work more than the minimum amounts projected but still less than the maximum projections.

Architecture and Conservation P.C. has been paid for the Schematic Design and Design Development Phases and will bill about \$30,500 for Construction Document Phase work done thru 21 January by ourselves and the consultants.

IYM Nominating Committee Report
March 7, 2009

The Nominating Committee met at Quaker House on Saturday, January 17, with four members present. Our first priority was to fill the vacancies for the following openings: **Assistant Recording Clerk, Reading Clerk and Among Friends Editor.**

We recommend Pam Kuhn, LFFM, as the Assistant Recording Clerk, effective today, with the intention that she will also serve as Recording Clerk beginning at the rise of the final business session in June, 2009.

We recommend Nora Vera-Godwin to serve as Reading Clerk, effective today.

We identified five people as candidates for Among Friends Editor. These five have declined, although one has indicated her willingness to be asked in 2010.

Our second priority was to look at the openings for service effective July 1, 2009. We have already begun the task of asking Friends about their availability and interest. We want to increase the membership of Ministry and Advancement from the current ten by adding two more.

Respectfully,
Elizabeth Mertic, Clerk of Nominating

Illinois Yearly Meeting Field Secretary

Report to March 2009 Continuing Committee

I have visited with both quarters and fourteen particular meetings so far this year – tomorrow, I will be at Springfield and that will make fifteen. It was my hope to attend all of the meetings during this year and I may come close, but I don't think I can reasonably do it.

One thing that I believe I can help meetings with is being open to the communities they are in. In my visits, I have been able to get a renewed sense of what it is like to come to our meetings for the first time.

The first impression I have from my visits so far is that we are remarkably adept at hiding. Finding our meeting places on a Sunday morning is frequently a challenge – even with turn-by-turn instructions from Mapquest or Google Maps. When a new comer arrives, the signage is nearly always inadequate – in many cases it is unreadable unless you stop directly in front of it, in some cases, even that is not sufficient. Some meeting places are entirely hidden from the road or fit in so well with other buildings that they may as well be.

The second impression comes when the visitor enters the front door. While some of our spaces appear welcoming – well-lit and uncluttered – this is not uniformly the case. Greeters are not always present to greet the visitor and give simple directions.

The third impression comes when meeting begins. Since many first-time attenders will know little or nothing of what our worship service entails (I didn't and was quite confused for most of my first meeting), some meetings have a pamphlet that explains what to expect. Generally, these are unattractive, black-and-white masses of text – only some of which is helpful. Generally, the text will be littered with jargon – e.g., “meeting for worship” and “First Day” instead of the more understandable “worship service” and “Sunday.”

At the close of meeting, visitors are frequently asked to introduce themselves and invited to say what brought them to meeting. It may be they are asking themselves the same question. While they are put on the spot, no one else is expected to justify their presence. Numerous jargon-filled announcements will follow.

Finally, meeting will end, and while the visitor may be mobbed, it is more likely that he or she will be left alone. In one meeting, it was explained to me that “_____ greets visitors and he's not here today.” In another, I was told that we don't want to put any pressure on newcomers.

In speaking to one visitor, I also realized that I could not easily answer what to her were simple questions with simple answers. Visitors are not looking for the full complexity of Quaker beliefs and practices, but I was tempted to launch into long and nuanced responses. It takes thought and practice to give an answer that is both accurate and meets the needs of the questioner.

Without exception, however, I have felt welcome at the meetings I have visited. I greatly enjoy my work with Illinois Yearly Meeting and I hope I have been of value to those that I have visited.

Chicago South Food Report

All positions are filled, thanks to everyone who has volunteered. Specific information about the duties for each position will be sent next month.

Patricia McMillen pattymac3ATAolDOTcom and Sue Styer, sstyerATimsaDOTedu.

Breakfast coordinators – The Pavlovics – Duneland

Lunch coordinator – Judy Erickson – Oak Park

Dinner coordinator – Sue Styer – Downers Grove

Dishwashing coordinators – David Finke and Roger Laughlin

Evening Snacks – Bob Cordova – Downers Grove

Singing Grace – Paul Buckley

Composting and Recycling Alice Howenstine – Upper Fox Valley

Selling Leftovers – the Treadways – Bloomington-Normal

Disposing of leftover food – the Treadways – Bloomington-Normal

Cleaning Dishtowels – Roxy Jacobs – Duneland

Kitchen cleanup – Valerie Lester – Oak Park

Cook – Zach Schobernd

Report for Continuing Committee, Illinois Yearly Meeting
Urbana, Illinois
2009 March 07

Environmental Concerns Committee

The Environmental Concerns Committee (ECC) met in retreat and work at the yearly meeting grounds in connection with Continuing Committee on 2008 October 17-18.

At that retreat, several members cut up a walnut tree, transplanted eight oak and dogwood trees, cleaned trash piles, and removed unwanted plants around the youth building and cabins.

On the plans for sustainable features of the proposed buildings at ILYM, we were pleased with the tight, insulated construction, use of overhangs, natural ventilation, natural lighting, and retention of water on the grounds and in a cistern. We agreed that some combination of geothermal heating and cooling, solar hot water, photovoltaics, and wind should be included in the buildings, and that dormitory 2 should be oriented east-west to take full advantage of the sun. We were prepared to help with planning landscaping and natural features of the grounds.

We also planned our activities until the 2009 annual yearly meeting sessions in June. The highlights of our activities are:

- Review the cleaning and other products used at ILYM, particularly during the annual sessions, and develop recommendations for environmentally-friendly or “green” products.
- Identify the memorial trees and other trees at the ILYM site and plan a nature - natural history walk around the grounds during the annual sessions, bringing a focus on the trees and the persons they memorialize. We also plan to label each tree physically with its common and botanical name and the person whom the tree memorializes, if it does. As part of this project, we hope to develop a map of the ILYM site with the trees identified.
- Continue to work on the natural features of the ILYM grounds and bring to life the natural heritage of our yearly meeting campus.

We will meet for a retreat and workday at the yearly meeting site on 2009 April 17-18. We invite others to join us.

Roy C. Treadway
Clerk, Environmental Concerns Committee

Faith and Practice Committee
Report to the Continuing Committee of Illinois Yearly Meeting
Third Month 7, 2009

The Faith and Practice Committee has met four times since our last yearly meeting. Most of our attention has been devoted to two tasks: revising the section 'Friends' Manner of Decision Making', whose 5-year period of provisional approval expires this summer; and continuing work on a section on meeting organization and structure. Our hope is that a revised version of the decision making section might be approved by the yearly meeting for an indefinite period this year, and that portions of the organization and structure section might be given an initial presentation, with an eye towards submitting a revised version to be considered for 5-year provisional approval in 2010.

We are distributing several documents at Continuing Committee here today. These include one or two copies for each meeting (depending on size) of the sections 'Concerning this Book of Faith and Practice', and 'Membership', on 3-hole paper. These sections were approved for an indefinite period at yearly meeting last year; the copies should be placed in the binders distributed to meetings in 2006, replacing the previous versions of the same texts, whose 5-year provisional periods expired last year. Additionally, each meeting will receive one copy of our current drafts of 'Friends' Manner of Decision Making', and the portions of the meeting organization and structure sections entitled 'Communities of Friends' and 'The Monthly Meeting'. We ask meetings and individual Friends to consider these drafts and communicate their comments to the Faith and Practice Committee well in advance of yearly meeting, so that we can take them into account in preparing text for presentation this year. Copies of these texts will also be submitted to *Among Friends* and placed on the ILYM website, and an announcement will be sent to the e-mail list.

As always, the Faith and Practice Committee seeks the discernment of Friends on what should be included in future sections, and reminds Friends also to send us quotes or queries which they feel would be appropriate for inclusion.

**Religious Education Committee Report
Spring 2009 Continuing Committee**

Religious Education Committee has continued to focus on encouraging Friends by providing resources and opportunities to learn about Quakerism and Christianity.

Religious Education Committee members have continued to serve- for the second year- as liaisons. While this role is loosely defined, liaisons are available to monthly meetings and worship groups in a supportive role. Some liaisons have led programs for their monthly meetings and have met with Friends to assist them with whatever needs they have had. If Friends are unsure who is serving as their liaison, please contact Elke Narkiewicz, Religious Education Committee clerk (309-734-7759 or enarkiewiczATyahooDOTcom).

In August many Friends from ILYM attended FGC's Religious Educators Institute (REI), an event which takes place only once every 4 years. It was an enriching and inspiring time for everyone who attended. Friends who were there certainly enjoyed networking with Friends from afar and learned new ways to approach religious education.

The new Yahoo! Group REconnections has been loaded up with many resources and materials for Friends to use in their religious education programs and curricula. There are links and files for Friends to use, and these address the needs of Friends of all ages. Friends can sign up by looking up "yahoo groups" on the internet and searching for "iymreconnections" (all one word with no punctuation). This yahoo group is intended as a way for ILYM Friends to share information and ideas, as well as to ask for help. It is an opportunity to work together more closely as a yearly meeting and to avoid reinventing the wheel with our religious education programs.

RE Committee is in the process of planning a Godly Play/ Faith & Play workshop with Michael Gibson, FGC Religious Education Coordinator. Many Friends have expressed an interest in learning more about this approach to teaching about scripture and Friends' faith & practice. We are anticipating this will most likely take place in the fall of 2009.

Elke Narkiewicz
Religious Education Committee clerk

IYM Ad hoc Personnel Committee Report

(Dawn Amos, Judy Yager, Valerie Lester, Michael Dennis)

In the fall of 2008 the ad hoc committee surveyed 10 people (2 staff and 8 other committee chairs/members) involved in hiring or working with IYM's 3 paid staff. In several cases it was clear that we had been inconsistent personnel issues and/or that people did not know what was expected. But there was also a general consensus that it was important to set some clear expectation regarding basic personnel issues. The committee recommends

1. IYM should solicit references, conduct background checks and solicit input from committee members, home meetings and others before hiring staff
2. The respective governing committees should each establish a clear job description for each position that spells out qualifications, roles, responsibilities, oversight, salary ranges, and evaluation expectations.
3. The respective governing committees should each have at least an annual dialogue on staff performance relative to the job description and basic behavior (e.g., reliability, timeliness), other gifts/contributions, and staff satisfaction/frustration with the job; a written summary highlighting key issues and goals for the coming year should be filed in committee and personnel records.
4. IYM should establish a policy on termination/discharge (warnings, corrective action, severance terms, grievance procedures)
5. Require respective committees to explicitly comment on staff changes, evaluation and needs in their annual reports to IYM presiding clerks and to be kept in personnel records.

6. Establish a general compensation goal of paying a wage that is comparable to others in the area and other yearly meetings and a policy for getting raises.
7. Provide a workman's compensation policy and insurance (we have recently added this as it is a legal requirement by the state of Illinois)
8. Look into allowing staff to buy Health Insurance through Friend Mutual Health Group policy (via Kathy Reilly at Philadelphia Yearly Meeting, 215-241-7205 or kathyrATpymDOTorg)

Given that all three positions are part time, there were also some things that the committee did NOT think were necessary. These include: retirement/pension benefits, life insurance, disability insurance. There was also some confusion about unemployment benefits. It would be useful to have a policy to clarify for staff that while IYM is self-insured (as are most churches), our employees are still (at the discretion of the state), eligible for unemployment benefits. It was not clear whether we were required to have an equal opportunity policy.

Current policy on travel expenses and sexual / unlawful harassment were generally considered clear and should be kept. But IYM should consider making more publicly accessible via website as all were not familiar with them. Other policies it was suggested we might need or want include ones on equal opportunity, conflict of interest, guidelines for travel on IYM business. We should also document policy on liability while driving your own car for IYM activities. But we really want to keep these policies pretty basic, not get into too much detail, and make it clear who they apply to (e.g., staff, officers, members, attenders). Some suggestions for proceeding with this included

- the creation of a formal personnel committee having an independent clerk/members as well as representatives from each of the respective committees over staff, and finance committee
- check with EYM, OVYM, WYM, NYM, (and possibly PYM, BYM, NEYM) which have part-time staff to review their policies and job descriptions
- posting this information on the website to make it more readily available to all (vs. a separate personnel manual)

4 March 2009

The Ad Hoc Records Management Committee surveyed Illinois Yearly Meeting Monthly Meetings and Committees to discover what records, if any, are currently kept by those bodies and how they are kept. The very light response tells us that at this time there are few concerns regarding the necessity of keeping records on a more permanent basis. Correspondence and minutes are the two recurring items which appear to be of concern. Copies of these records could be forwarded for archiving if deemed appropriate by the Meeting. Confidentiality is another issue of concern which could be handled on a case by case basis.

- Angie Reeks, Sharon Haworth, and Beth Schobernd