

2016 Spring Continuing Committee Meeting

03/05/2016

St. Louis Friends Meeting, St. Louis, Missouri

Present: Wil Brant (assistant recording clerk), Jeff Brotemarkle, Janice Domanik, David & Nancy Finke, Cathy Garra (assistant clerk), Mariellen Gilpin, Jan Goodman, Marsha Heck, Chris Jocius, Andrea Kintree, Ted Kuhn, Jan Mullen, Fariba Murray, Sarah & Noel Pavlovic, Maurine Pyle, Chip Rorem, Dawn Rubbert, David Shiner (presiding clerk), Steve Tamari, Bobbi Trist, Judy Wolicki, and David Wixom.

Minute 1 The Spring 2016 Continuing Committee session began with opening worship.

Minute 2 Presiding Clerk David Shiner welcomed Friends to Continuing Committee and reviewed the function of the Continuing Committee.

Minute 3 Ted Kuhn reported in his capacity as Co-Treasurer. Financially, the yearly meeting is in similar shape as it was a year ago and it is in accordance to what has been budgeted. Report accepted.

Minute 4 Cathy Garra gave a report for the Finance Committee. The committee is working on technical issues to better understand finances including the concept of pledges, handling the property improvement fund, budgeting for Annual Sessions, refining the system for sending thank-you notes to donors, and working with issues around the Records Retention Policy and the handling of other yearly meeting documents. Report accepted.

Minute 5 Cathy Garra presented the report for the Development Committee. The annual appeal for individual contributions has met its goal. Thank you letters are now being sent promptly to contributors. Fund-raising for the two approved property improvement projects (bathhouse renovation and Clear Creek House addition) has not yet been initiated. Fund-raising for these projects will begin after probable starting dates, appropriate plans, and reasonable cost estimates are available. Nominating Committee has been informed about the need for additional members. Report accepted.

Minute 6 Chip Rorem presented the report for the Stewards. It has been a relatively quiet three months with no major problems to report. This past summer the Stewards consolidated the lawn care service of the meetinghouse, Clear Creek House grounds and campground under one person, Mitchell Wilson. This has resulted in cost savings. There are four major topics to present. 1) Siding on the west side of the Clear Creek House is overdue for repair. Realizing that shower house renovation has been given the next funding priority, Clear Creek Meeting has offered to fix this at their expense pending approval by Yearly Meeting. 2) The garage door opener on the Clear Creek House garage is not working. Clear Creek seeks guidance on this issue. 3) In view of the on-the-spot decision for mosquito treatment at last year's Annual Sessions, should treatment options be explored in advance of Annual Sessions so that a plan can be in place if needed? 4) Neil Mesner has been working on the water hemlock infestation on the ILYM campus. He is looking for someone willing and able to continue and finish this work. The committee is compiling a history of spending to sustain the campus and is working on estimating costs for sustainability. Report accepted.

Minute 7 Continuing Committee discussed the issues presented in the Stewards report. Continuing Committee realizes that the siding and broken door are undesirable; however the garage side and door may be removed during renovation. A primary need is making sure the shell of the building is preserved and not deteriorated, for example by water penetration, for its future use. Continuing Committee does not know the future of the garage in terms of how that it will fare in renovation and is concerned about funding repairs, whether from the yearly meeting or Clear Creek Meeting, that might be of short term use.

Minute 8 Continuing Committee requests that Stewards who are from Clear Creek Friends to consult with Maintenance and Planning Committee regarding whether the garage door opener should be replaced or repaired. If moved forward, funding for the repair or replacement of the garage door opener would come from the ILYM Deferred Maintenance Fund. Approved.

Minute 9 Continuing Committee authorized Clear Creek Friends to move forward on repair of the west side siding of the Clear Creek House garage repair as they see fit according to their offer to fund, realizing that the future of garage is undetermined. Approved.

Minute 10 Continuing Committee defers the discernment of addressing the mosquito issues at Annual Sessions to the Stewards with our gratitude, and supports their investigation of options and costs for treatments at future Annual Sessions.

Minute 11 David Shiner summarized the report submitted by the Maintenance and Planning Committee. The committee has not met since the fall workday. At that time the committee completed all jobs on the "To Do List." Scrap metal from the Clear Creek garage and the agricultural chemicals from the barn were hauled away. The next two workdays will be Saturday, May 28, 2016 and Saturday, October 8, 2016.

Minute 12 Chip Rorem presented the report for the Site Envisioning Committee. The contractor the yearly meeting has been working with in the past is moving on to other things so will no longer be doing construction work. The committee is looking for new contractors and will be interviewing them and getting new pricing for the bathhouse project. The committee is looking into pricing for removal and hauling away of the concrete wall/foundation and walks that remain at the demolished portion of the long shed. Pricing will also be explored for arresting further deterioration of the wood barn and removing portions of the dairy shed that should be demolished. Pricing for the accessible bedroom/bathroom addition at Clear Creek House will be updated with the new contractors including options of using the existing garage and another arrangement that might be more effective for incorporating energy saving and sustainable energy collecting. Barn stabilization and concrete wall/foundation and walk removal have not been incorporated into the priority list of property improvement projects that had been previous approved (see Minute 57, 2013). Report accepted.

Minute 13 Cathy Garra presented the report for the Ministry and Advancement Committee. The committee had agreed that the proposed policy on Sexual Abuse and Misconduct needed more work and that the subcommittee working on the policy would need to bring it back for consideration to the committee's February meeting. The committee spent a substantial amount of time reflecting upon ideas for ministry to develop the strength of the ILYM monthly meetings. The committee agreed to pursue offering a planning group to develop a retreat with the goal of nurturing ministry within ILYM. The committee agreed to make use of the Ministry and Advancement travel policy to include those willing to travel on behalf of M&A or offer programs on its behalf in accordance with that policy. Report accepted.

Minute 14 Judy Wolicki reported in her capacity as Field Secretary. She reflected on being incited by the Spirit to speak regarding her report. Realizing the viewpoint that our work will not be completed in our own lifetimes, Judy noted that her work as the Field Secretary happens in relation to being nurtured and supported by the members of the yearly meeting. She suggested that monthly meetings and the yearly meeting explore programs and discussions on leadership and gifts, especially in an intergenerational context, and to explore the query “Do you know who you are, weighty and experienced Friends?” A detailed list of topics of concern and places visited are in her submitted report. Report accepted.

Minute 15 Janice Dominik on behalf of the Ministry and Advancement subcommittee on the Sexual Abuse and Misconduct Policy read the proposed Sexual Abuse and Harassment policy. Janice took notes on comments and discussion about the proposed policy and will take these notes back to the subcommittee.

Minute 16 David Shiner gave a brief overview of the Religious Education committee report that was contained in the Advanced Documents. The committee is working with the Annual Sessions FUN planning group regarding children's program at Annual Session and will be working on a proposal for a job description for a part-time Children's Religious Education coordinator. Report accepted.

Minute 17 Janice Dominik presented the report for the Faith and Practice Committee. The committee hopes to present at Annual Sessions a new section on the yearly meeting, revisions of “Recognizing Spiritual Gifts and Leadings,” and “Meeting for Worship.” A glossary and a section on Friends and the State are being worked on. Janice and Sarah Pavlovic read the revised section on “Recognizing Spiritual Gifts and Leadings.” Janice took notes on comments and discussion about the section and will take these notes back to the committee. Report accepted.

Minute 18 Jan Mullen presented the report for the Peace Resources Committee. Discussions of the complex issues surrounding the Peace Tax Fund are continuing. Concerns have been raised related to police brutality and racial profiling. Programming and community group involvement by monthly meetings has been done or is planned related to these concerns. The committee invites monthly meetings to write a minute regarding these issues of police brutality and racial profiling and to send to them to Peace Resources Committee as well as to be in conversation with the committee regarding their work on these issues. The committee also ask monthly meetings to let them know how they welcome those who are not like them to their worship. The Facebook page is attracting new members and is looking for people's feedback on its use. The committee would like to meet with as many monthly meeting peace committees as possible and possibly hold a joint meeting for all monthly meeting's peace committees and other Friends at a centralized location. Report accepted.

Minute 19 David Shiner reported for the Naming Committee, Chris Goode, and Margie Haworth-Davis. On behalf of the committee, David presented the names of Barbara Harroun (Macomb Worship Group) and Steve Tamari (St. Louis Friends Meeting) to serve on the Nominating Committee. They will begin their three-year term at the rise of Annual Sessions. Approved.

Minute 20 Wil Brant presented the report for the Publications and Distribution Committee. The 2015 Plummer Lecture has been printed. The only backlogged lecture to be printed is the 2012 lecture. A pricing estimate was given to the Faith and Practice Committee for budgeting for the printing of Books of Faith and Practice. The website is in the process of being updated. Report accepted.

Minute 21 David Shiner reported for the Personnel Committee. According to the Consumer Price Index calculator, there has been basically no inflation to the cost of living in this past year. Therefore the committee is not asking the Finance Committee for any pay increases for staff for next year.

Minute 22 David Shiner presented a report received from Adult Young Friends co-clerks, Mason George and Brittney Koresch. Potlucks were held in December and January. The AYF page on the ILYM website has been updated. Report accepted

Minute 23 Continuing Committee expresses its gratitude to Adult Young Friends for organizing the Blue River Quarterly fall program. Approved.

Minute 24 Judy Wolicki on the behalf of the Ad-hoc Property Use Committee read a draft of the ILYM Caretaker job description. David Shiner took notes on comments and discussion about the job description and will take these notes back to the committee.

Minute 25 Reports from representatives to Friends Committee on National Legislation (FCNL), Friends General Conference (FGC), Friends World Committee for Consultation (FWCC), and Olney School were included in the Advance Documents. Janice Domanik presented an overview of the report from the representative to the Friends General Conference highlighting the issue of facilitating collaboration between yearly meetings, the work and resources related to building right relationships, and the spiritual deepening program. David Shiner presented an overview of the report from representatives to the Friends World Committee for Consultation. David reflected on his experience at the recent gathering in Peru in a context of worship and fellowship with Friends outside of unprogrammed Liberal Friends. David Wixom reported for the representatives to Quaker Earthcare Witness. He brought to our attention the amount of CO2 in our atmosphere and the damage that it causing to the world around us, as well as reminding us of our spiritually-grounded responsibility to take care of the earth.

Minute 26 Reports from the Planning Groups are included in the Advance Document. Chicago South Planning Group, which is overseeing FUN (Friends Under Nineteen), proposed that the name of it be changed to Children's Sessions with the responsibilities remaining the same. Continuing Committee approved the name change.

Minute 27 David Shiner reported on the issue of the dates of Annual Sessions, especially in relation to the end of the Chicago Public School year. According to the CPS calendar for 2016-2017, an Annual Sessions start date of June 21, 2017 (third Wednesday of June) will be after the end of the CPS school year.

Minute 28 The Meeting offered its gratitude to St. Louis Friends Meeting for hosting today's Continuing Committee. Approved.

Minute 29 The Continuing Committee session concluded with closing worship.

David Shiner
Presiding Clerk

Wil Brant
Assistant Recording Clerk

Reports to Spring 2015 Continuing Committees

Treasurers Report

Illinois Yearly Meeting - Statement of Financial Position/Balance Sheet Fiscal Year Ending June 30, 2016

	To Date 2/18/2016	Opening Balance 7/1/2015
Assets		
Cash		
Checking Account	209,904.08	207,685.84
Friends Meetinghouse Fund	10,000.00	10,000.00
PayPal	0.00	0.00
Total Cash	219,904.08	217,685.84
Undeposited funds	0.00	0.00
Total Assets	<u>219,904.08</u>	<u>217,685.84</u>
 Liabilities		
Loans from Individuals	1,000.00	1,000.00
Accounts Payable	932.67	0.00
Total Liabilities	1,932.67	1,000.00
 Net Assets		
Unrestricted Undesignated	34,364.92	42,874.85
Unrestricted Designated	137,034.94	127,239.44
Restricted	46,571.55	46,571.55
Total Net Assets	217,971.41	216,685.84
Total Liabilities & Net Assets	<u>219,904.08</u>	<u>217,685.84</u>

Note: Because it is difficult to appraise, the value of the McNabb site (land and buildings) is omitted from the Assets section of this report. An additional tract including six acres with a house and outbuildings was purchased June 2009

Illinois Yearly Meeting – Statement of Fund Activity

For the period 7/1/2015 – 6/30/2016 as of 1/1/2016

	A	B	C	D	E	F
	Balance 7/1/2015					Balance 2/18/2016
ASSESTS						
UNRESTRICTED		Income	Expenses	Budgeted Transfers	Other Transfers	
1. General Operating	42,874.85	60,587.03	(55,596.96)	(2,000.00)	0.00	45,864.92
DESIGNATED						
2. Special Gifts	42,361.24	0.00	0.00	0.00	0.00	42,361.24
3. Current Projects	1,122.17	0.00	0.00	0.00	0.00	1,122.17
4. Payroll Reserves	36,000.00	0.00	0.00	0.00	0.00	36,000.00
5. FWCC World Meetings	5,000.00	0.00	(3,704.50)	2,000.00	0.00	3,295.50
6. Maintenance Reserve	42,756.03	0.00	0.00	0.00	0.00	42,756.03
RESTRICTED						
7. Property Improvement	46,571.55	0.00	0.00	0.00		46,571.55
TOTAL ASSEST	216,685.84	60,587.03	(59,301.46)	0.00	0.00	217,971.41
LIABILITIES						
Loans from Individuals	1,000.00					1,000.00
Accounts Payable	0.00					932.67
TOTAL CASH	217,685.84					219,904.08

<u>Fund</u>	<u>Name</u>	<u>Purpose</u>	<u>Oversight Committee</u>
1	General Operating	Our general operating fund, where we organize our annual budget	Finance
2	Special Gifts	A reserved fund to receive larger unrestricted contributions, used for special projects	Finance
3	Current Projects	Unrestricted donations to be used for renovation projects, as approved at 2013 Annual Sessions	Site Envisioning
4	Payroll Reserves	A reserve fund that would be used for payroll only during unexpected financial circumstances	Finance
5	FWCC World Meetings	A reserved fund to provide travel assistance to ILYM's reps to FWCC World Gatherings	Finance
6	Maintenance Reserve	Used to save for and pay for irregular site maintenance, repair & upgrade projects	Maintenance & Planning
7	Property Improvement	Restricted by donors to be used for new building projects	Site Envisioning with Development

Illinois Yearly Meeting – Net Assets by Fund/Income-Expense Statement
For the period 7/1/2015 – 6/30/2016 as of 2/18/2016

	UNRESTRICTED						RESTRICTED	
	1	2	3	4	5	6	by Donors	
	Not Designated	Special Gifts	Current Projects	Payroll Reserves	FWCC WorldMtgs	Maintenance Reserve	7	Total
							Property Improvement	
Beginning Balance Net Assets 6/30/2015	42,874.85	42,361.24	1,122.17	36,000.00	5,000.00	42,756.03	46,571.55	216,685.84
Income								
Contributions-IND	24,510.00							24,510.00
Contributions-MTG	35,225.00							35,225.00
AM 15 Income								
Other Registrations	314.00							314.00
Interest	483.03							483.03
Other	55.00							55.00
Total Income	60,587.03							60,587.03
Expenses								
Operating								
Personnel ¹	(31,878.76)							(31,878.76)
YM Travel Support ²	(175.10)				(3,704.50)			(3,879.60)
AM 16 Expenses	(761.25)							(761.25)
Other Programs								
Facilities ³	(7,679.60)							(7,679.60)
Committees ⁴	(5,552.25)							(5,552.25)
Support to Others ⁵	(9,550.00)							(9,550.00)
Building Projects								
Legal/Professional								
Total Expenses	(55,596.96)				(3,704.50)			(55,301.46)
Net income (loss) before transfers	4,990.07				(3,704.50)			1,285.57
Transfers								
For Special Gifts (#2)								
For Payroll Reserves (#4)								
For FWCC World Mtgs (#5)	(2,000.00)				2,000.00			0.00
For Maintenance Reserve (#6)	(11,500.00)					11,500.00		0.00
For Property Impr (#7)								
Total Transfers	(13,500.00)				2,000.00	11,500.00		0.00
Ending Balance Net assets 1/1/2016	34,364.92	42,361.24	1,122.17	36,000.00	3,295.50	54,256.03	46,571.55	217,971.41

	<u>Column</u>	<u>Purpose</u>	<u>Oversight</u>
1	Unrestricted	Our general operating fund, where we organize our annual budget	Finance
2	Special Gifts	A reserved fund to receive larger unrestricted contributions, used for special projects	Finance
3	Current Projects	Unrestricted donations to be used of bathroom renovation, as approved at 2013 Annual Sessions	Site Envisioning
4	Payroll Reserves	A reserve fund that would be used to pay staff only on a fiscal emergency	Finance
5	FWCC World Meetings	A reserved fund to provide travel assistance to ILYM's reps to FWCC world gatherings	Finance
6	Maintenance Reserve	Used to save for and pay for irregular site maintenance projects	Maint & Planning
7	Property Improvement	Restricted by donors to be used for new building projects	Site Envisioning

Stewards Report

It has been a relatively quiet 3 months, with no major problems to report. We have had several “pick-up-branches” workdays to clear both south campuses of tree limbs that fell due to ice and wind. At least one more pick-up will probably be done in February. This past summer we consolidated our lawn care service. Mitchell Wilson had been mowing the meetinghouse grounds for the past three years, but this year he and a friend also mowed the campground and the Clear Creek House grounds. They did a very good job and we saved about 15% over each of the last three seasons.

As of this writing, we have four major topics to ask about.

- 1) We have a question about the siding on the west side of the garage. As you know, the east and south sides have been repaired during ILYM work days. We at Clear Creek Meeting are used to the appearance of the west side and accept it knowing that it WILL get better eventually. However, when we have “guests” who are seeing it for the first time, and perhaps the only time, it is not a very pleasant welcoming appearance. We understand that the shower house has priority as funds become available. Clear Creek would proceed to have it fixed at our expense, if we knew ILYM would agree. We would like to have Continuing Committee start a discussion on this.
- 2) Along with that area, the garage door opener is not working, so a nuisance when we want to open that door. Is that in the works to get fixed—or again is it being put off for future plans, which will not make use of that large door? Or perhaps Clear Creek people are the only ones who realize it is not working. We would like to proceed to fix that problem if it is approved.
- 3) Last June, we made the “executive decision” during Site Prep to treat our mosquito problem. It was expensive, but we felt it was needed. There is always the possibility of this occurring again this year. Have we heard pros and cons about this decision? Were people glad that we did it? Did they disapprove but forgive us? Will we be allowed to make that same decision in 2016 if the need arises? We were not able to work outside and we can not expect ILYM attenders to accept the number of mosquitoes that we dealt with. We will plan to research ahead of time—see what options we have and compare costs. A discussion about this would be helpful.
- 4) Neil has been working on the eradication of the water hemlock infestation on the ILYM property for the past dozen years or so. Most of the area seems to be free of the weed, but needs continued surveillance. The biggest problem area left is behind the old barn. As far as he knows, none of the hemlock has gone to seed the past two years and another year or two of stopping the seed maturing should eliminate most of the problem. Neil is willing to continue working on this project as long as he is able, but if need be, he hopes there is someone willing and able to finish the job.

Grayce Mesner, for the Stewards

Field Secretary’s Report

The last four months have been busy and eventful. I continue to be honored to serve the yearly meeting, and joyful in service to you, my Friends.

In connection with a reflection upon losing weighty Friends who have moved or will be moving

away, the following appeared in my report for the 10.10.15 Continuing Committee:

In this Yearly Meeting there are many Friends who are experienced, weighty elders. How can we facilitate their passing along their wisdom and knowledge to our younger or less experienced members? Would those experienced, weighty Friends be willing to take on the task of mentoring less experienced Friends? [Do you know who you are, weighty and experienced Friends?] I invite all Friends' thoughts and suggestions about how I might help to further this goal.

This request has led to suggestions for programs and discussions on Leadership and Gifts. I would like to propose that individuals and Meetings consider these possibilities—especially the issues of

- 1) recognizing one's own gifts of encouragement, leadership and mentoring,
- 2) willingness to identify other leaders (especially young ones), and
- 3) helping others to recognize and nurture their own gifts.

For more than a year, my reports have included lists of topics of interest to Friends that have come up in my visits and in emails and other correspondence from meetings and individuals. Previously reported and new topics being raised include:

- Issues of race and privilege
- Welcome and integration of children, youth, and young adults into the full life of their Monthly Meetings and our Yearly Meeting
- Connecting individually and between meetings
- Building and nurturing community
- Fostering better communication, resolution of conflicts, and reconciliation
- Help and encouragement for small meetings
- Gender identity and acceptance
- The use and efficacy of prayer
- Individuals' Gifts and the use of one's gifts in service of Meeting(s)
- Satisfying our desire for joyfully deep and spiritual lives in spite of individual differences
- Outreach and welcome to those seeking deeper spiritual experience

Travel and Visits

During the months of October, November and December, 2015, and January and February 2016 I drove 3,203 miles for the Yearly Meeting. I have visited with Friends in Bloomington Normal, Peoria, Carbondale, Clear Creek, Downers Grove, Hyde Park, Evanston, Lake Forest, Northside, Oak Park, Duneland (Valparaiso), Spoon River (Monmouth), Rolla and St Louis. I offered a second-hour program at Northside and facilitated OPFM's Direction of the Meeting discussion.

I attended the spiritually-nurturing and great-fun meeting of the Chicago Friends Gathering group (formerly MCGM), the "Snow Quake" that gathered lots of children and adults for worship, worship-sharing, potluck, and ice skating in February.

As time permits, I continue to correspond by notes, email and phone calls with those I am unable to visit in person.

As I attempt to keep up with newsletters and email messages from those meetings that have been kind enough to add me to their email lists, I've been inspired by the reports I have read of Friends' commitments to each other, their communities, and to justice issues in the world. As I visit, I try to report on meetings' efforts, to connect meetings to each other.

Future Visits

I hope to visit Rolla again on 3/6 and the Iowa worship group (under the care of Clear Creek) the weekend of 3/13-14. I plan to visit Spoon River meeting the last weekend of March or the first weekend of April.

Friends' suggestions of places that you think might want a visit or a program are appreciated. And I am always delighted to have the chance to develop new programs as requested.

Judy Wolicki, Field Secretary

Development Committee Report

The good news is that the annual appeal for individual contributions has met its goal. More than \$23,000 has been raised and more contributions are expected to arrive before Annual Sessions.

Other good news pertains to efforts made to have certain financial and development operations handled more quickly and reliably.

Tax letters for contributions made in 2015 have been sent by the Treasurers to all individual contributors.

Thank you letters are now being sent promptly to contributors. Efforts are being made to get the information regarding these letters delivered to the Presiding Clerk in a more timely fashion. The expenses for these thank you letters are being paid out of the Development Committee budget.

Thank you notes for Monthly Meeting contributions will be sent out after the conclusion of the Annual Sessions.

Fund-raising for the two active property improvement projects (bathhouse renovation and Clear Creek House addition) has not yet been initiated. Fund-raising for these projects will begin after probable starting dates, appropriate plans, and reasonable cost estimates are available. Funds are not immediately needed because it does not seem likely that either of these projects will be started before the Annual Sessions.

Finance Committee has agreed to discuss the proper procedures for making expenditures from the Property Development Fund. Also needed is information regarding how the oversight of the projects will be handled.

In anticipation of the additional fund-raising tasks expected during next year, the Nominating Committee has been informed about the need for additional members on the Development Committee.

Frank Young, Clerk

Faith and Practice Committee Report

The Faith and Practice Committee has met four times since the 2015 sessions of Illinois Yearly Meeting. We have been working on several texts:

1. A new text on the yearly meeting, including discussion of its Annual Sessions, committee structure, relation to monthly and quarterly meetings, property, and other matters. We hope to submit this text at Annual Sessions this year, proposing adoption for a provisional period.

2. The section "Recognizing Spiritual Gifts and Leadings": This was initially submitted to the Yearly Meeting last year, but in light of concerns of some Friends, the proposal to adopt it was

withdrawn so we could continue working on it. We have consulted with interested Friends on how to improve the text and made revisions accordingly. We now ask Continuing Committee for additional seasoning and comments. We hope to resubmit a version of this text to the Yearly Meeting this summer, proposing adoption for a provisional period.

3. The section “Meeting for Worship”: This was approved in 2013 for a 3-year provisional period. We have made some revisions in response to suggestions received during this period, and plan to submit the revised version this summer, proposing adoption for an indefinite period.

4. The section “Worship Groups and Preparative Meetings”: This was approved in 2011 for a 5-year provisional period. We have made some relatively small revisions to this section, and plan to submit the revised version this summer, again proposing adoption for an indefinite period.

5. A glossary: This is still incomplete and in draft form; we plan to circulate it soon for comments and suggestions.

6. A section on Friends and the state: This is also still very incomplete and preliminary, but we hope to have a draft available for initial circulation by the time of ILYM Annual Sessions.

In addition to our work on these texts, the committee requested and received from Publications Committee a report discussing issues pertaining to the eventual printing and distribution of the book, and estimating the number of copies that will be needed and likely publication costs. We are grateful to Publications Committee and especially Wil Brant for the work performed. We will continue to work with Publications Committee to fine-tune these estimates, so that we can report on likely publication costs to Finance Committee.

In addition to the texts just listed, we plan to develop texts on pastoral care, religious education, the history of Illinois Yearly Meeting, addiction and addictive behavior, clearness committees and related topics, and wider Quaker organizations. As always, we solicit comments on all existing texts, as well as suggestions for any other topics to be addressed.

Recognizing Spiritual Gifts and Leadings – November 2015

All Friends are called into a ministry sooner or later, whether public or private, in word or deed or silent prayer, of long duration or short.

Lloyd Lee Wilson, 1993

All Friends are called to minister to others, but not all are called to do so in the same way. Offering a vocal message during meeting for worship is the best-known form of Quaker ministry, but it is far from the only one. Ministry may involve caring for those who are ill, teaching First Day school, or helping with hospitality for meeting events. These forms of ministry rarely call for formal recognition, but they serve to deepen the covenant community that is at the core of every Friends meeting.

Ministry is most effective when it takes place in accordance with one’s gifts and leadings. In Quaker parlance, a “gift” is a God-given ability that is intended to be used for spiritual purposes, while a “leading” is a call to action based on a Friend’s sense that God has “led” her or him to take on a particular cause, for example pastoral counseling or chaplaincy in a prison or hospital. Such leadings typically emerge as a result of prayerful consideration of a concern, and they often reflect the gifts of the person who is led to act on them.

In some cases, a gift or leading may call for special recognition and/or support from a Friend’s home meeting. Historically, this occurred when a meeting formally acknowledged that one of its members had a gift of spoken ministry and saw fit to “record” that ministry. Meetings also “released” certain members to travel based on recognized leadings of those members. Early Quakers felt called to support such members spiritually and practically for the benefit of the entire Religious Society of

Friends. While this practice occurs less frequently today, a number of Quaker meetings continue to formally recognize leadings, and some also record ministries.

Recognition of Leadings

Monthly meetings are occasionally called upon to discern whether to formally recognize the leading of an individual Friend. Such recognition means that the meeting agrees to take that leading under its care. A Friend who wishes to have the meeting take a leading under its care engages in the meeting's processes of spiritual discernment, which normally involve Care and Counsel or a similar committee. As part of the discernment process, that committee might discuss with that person queries such as the following:

- What is the nature of this leading? What gifts are necessary to follow the leading?
- Why do you believe you are being called? Is this the right time for you to follow this leading?
- Are there aspects of the leading that you are still seeking to clarify?
- What challenges do you expect to face? How do you intend to handle those challenges?
- If the meeting provides formal recognition, how will that help to advance the leading?
- How will following this leading affect your spiritual journey? How will it deepen the spiritual life of the meeting community?
- How will following this leading affect your other responsibilities?
- What kind of spiritual and practical support will you need in order to follow this leading?
- Will travel be involved in following this leading?

Once the committee has completed its discernment process, it provides recommendations about the leading to the monthly meeting. The meeting as a body is responsible for discerning whether to take the leading under its care. If the meeting minutes its recognition of the leading, it should be prepared to provide aid to the "led" individual as necessary and appropriate. This aid involves spiritual nurturing and might also include measures such as financial support, communication to bodies for which recognition of the leading may serve as a professional endorsement, and/or release of the Friend from responsibilities to the monthly meeting for a period of time. The individual whose leading has been formally recognized is expected to confer regularly with a support committee appointed by the meeting and to offer a report on the leading to the meeting on at least an annual basis.

Recorded Ministry

The recording of ministers, once common among Friends, has become less prevalent over time. Illinois Yearly Meeting has not made use of this practice since the early 20th century, but monthly meetings within ILYM are welcome to decide whether they are led do so. In undertaking discernment on this issue, monthly meetings may wish to consult with other meetings, particularly those within ILYM, that have already undertaken such discernment.

As with the recognition of leadings, procedures concerning the recording of ministers involve spiritual discernment of God's will on the part of the meeting community. Unlike recognition of leadings, however, it is the meeting itself rather than the "led" Friend who initiates the proposal that a Friend's ministry be recorded. The recording of a minister does not confer greater status or more privileges upon that Friend than on any other. On the contrary, it involves significant responsibility, for the recorded minister should expect to be held to a high standard.

[W]e do believe and affirm that some are more particularly called to the work of the ministry, and therefore are fitted of the Lord for that purpose...and that...there is something more incumbent upon them in that respect than upon every common believer.

Robert Barclay, 1678

As with recognized leadings, recorded ministers should confer regularly, preferably in person, with a support committee appointed by their meeting, and should offer the meeting regular reports on their ministry.

Preparing for Discernment of Gifts and Leadings

Monthly meetings are strongly advised to prepare themselves for requests involving leadings and ministries. While general procedures for discernment concerning leadings are outlined in the “Recognition of Leadings” subsection above, those procedures might not be adequate for all meetings and all types of leadings. For that reason, meetings without formal processes regarding requests for recognition of leadings are advised to consider developing and adopting such procedures. In so doing, Care and Counsel or a similar committee should consider asking other ILYM meetings whether they have approved procedures on those matters so that those can be used as appropriate in developing their own.

If a meeting discerns that it is willing to record ministers, it is strongly encouraged to adopt formal procedures for initiating and terminating the recognition of ministries. Such procedures should include consideration of requests of those who have been recorded as ministers in other Quaker meetings or churches. The meeting will then be prepared for such situations if and when they arise. Again, consulting with other ILYM monthly meetings about their approved processes for discernment concerning the recording of ministries is highly recommended.

Travel Minutes, Letters of Endorsement, and Letters of Introduction

Under special circumstances which are often related to spiritual gifts and leadings, a monthly meeting may see fit to issue a letter to an individual Friend. The types of letters are indicated below.

Travel Minutes. If a recognized leading involves travel outside of one’s home meeting, the monthly meeting must first approve of that travel. If it chooses to do so, a designated member of the meeting, usually the clerk, is expected to provide the individual with a *travel minute*. A travel minute is a brief letter that indicates the meeting’s approval of the leading and requests that “hosting” Friends offer loving care to the visitor.

It is customary for travel minutes to be read aloud in the meeting that is being visited, usually directly after Meeting for Worship. The clerk or representative of the visited meeting then endorses the travel minute, noting the date of the visit and offering a return greeting to the issuing meeting. The endorsement should attest to the faithfulness of the traveling Friend. Travelers are expected to return their travel minute to their meeting when they return home.

Letters of Endorsement. A special case of leadings involves Friends who wish to serve in a professional capacity for which they need an endorsement from a recognized religious community (in addition to other credentials). This occurs most regularly in the case of pastoral counselors, chaplains, and others who provide psychological and theological guidance in settings such as hospitals, prisons, nursing homes, rehabilitation facilities, and residential care facilities, usually in an interfaith environment. In such cases, the monthly meeting’s discernment with respect to the Friend’s leading must take into account the type of endorsement that is required, recognizing that the endorsement does not certify or imply professional qualification but rather supports the Friend in undertaking the formal certification process. The meeting should be sensitive to any deadlines involved with respect to the role in question, treating the request in a manner that recognizes those deadlines while maintaining Quaker processes of discernment.

If the meeting elects to take under its care the leading of a Friend wishing to serve in a professional capacity, it will authorize the issuing of a *letter of endorsement* to that Friend. The

endorsement of this sort of leading should be given for a specific length of time, after which it can be considered for renewal at the Friend's request.

Letters of Introduction. Friends or regular attenders who plan to visit another Friends meeting(s), whether as part of their travel plans or due to relocation to another area, are welcome to request a *letter of introduction* from the clerk of their monthly meeting even if they are not visiting the other meeting(s) on the basis of a recognized leading or recorded ministry. A letter of introduction identifies its bearer as a member of a meeting community, extends greetings from that community to the receiving meeting, and asks that "hosting" Friends cordially welcome the traveler. (See also Sojourning Members, Transfer of Membership, and Isolated Friends, xx-xx.)

Finance Committee Report

The Finance Committee met twice by conference calls in January. We are working on several issues to better understand the Meeting's finances:

Both Finance and Development Committees recognize that the issues surrounding pledges are complex, and do not wish to use them at this time for our fundraising.

We are studying the Property Improvement Fund and its proper use for our prioritized projects—updates to the campground bathhouse and adding accessible rooms and baths to Clear Creek House.

We are working on having a better understanding by all of how to plan for and budget our annual session expenses, and ways to pass that information along to the annual planning groups.

The Review Committee process and those currently serving on it need to be clear in each Minute Book.

We have refined our system to promptly send out personal thank you notes to our contributors.

We see wider issues in the yearly meeting's records retention—there are legal, historical and spiritual issues. We believe it would be good to get technical input from our archivist (at the University of Illinois) and inspiration from other yearly meetings. Work and coordination on this will be ongoing this spring with the ad hoc committee on records retention.

Maintenance and Planning Committee Report

Maintenance and Planning Committee has not met since the fall workday. At that time the committee completed all jobs on the "To Do List." Soon after, we arranged for a local man to haul the scrap metal from the Clear Creek garage and the agricultural chemicals from the barn.

Future projects include installing the required range hood in the kitchen, as required for bringing the kitchen up to code, and repairing the east door of the chicken house so it closes.

M&P wants to expand the intergenerational aspect of fall and spring workdays and will hold the next two workdays on Memorial Day Saturday and Columbus Day Saturday to coincide with the HS Quakes on those weekends. As always, people are welcome to come make an ILYM weekend out of the Saturday workdays. The next M&P meetings and workdays will be Saturday, May 28, 2016 and Saturday, October 8, 2016.

Meredith George, clerk

Ministry and Advancement Committee Report

Ministry and Advancement met on the first weekend of November 2015. We plan to meet prior to Continuing Committee on February 26 and 27.

At our last meeting we clarified a number of ILYM activities and policies and our currently assigned monthly meeting visitors. Judith Jager regrettably informed us she would not be joining our committee as planned. The committee agreed that our proposed policy on Sexual Abuse and Misconduct needed more work and our subcommittee, Janice Dominick, Cathy Garra, and Bridget Rorem will bring it back for consideration at our February meeting.

The committee spent a substantial part of our time reflecting upon ideas for ministry to develop the strength of our meetings offered by Maureen Pyle. We will continue to season our role in ILYM in more depth at our upcoming meeting. We agreed to pursue offering a planning group to develop a retreat with the goal of nurturing ministry within ILYM.

Our field secretary reported on her work. We reflected upon concerns regarding small meetings and the need for greater visitation in the southern part of ILYM. We agreed to use our travel policy to include those willing to travel for us or offer programs on our behalf in accordance with that policy.

At our February ILYM retreat we are reconsidering the role of Ministry and Advancement and will be responding to the Personnel Committee's request for an annual evaluation of the Field Secretary's work.

Beth Burbank, clerk

Draft of Sexual Abuse and Harassment Policy

Illinois Yearly Meeting of the Religious Society of Friends, in keeping with Friends historical spiritual concern for equality and justice and responding to the dignity of all children of God, is committed to providing an environment free from discrimination and harassment. Sexual abuse of a minor or other criminal sexual actions will not be tolerated. Demeaning actions, words, jokes, or comments based on an individual's gender, sexual orientation, abilities, race, ethnicity, appearance, or age that occur during a Yearly Meeting or Continuing Committee session will not be tolerated.

Sexual Abuse

Any alleged sexual abuse of a minor as well as any other criminal sexual action will be immediately reported to appropriate legal authorities. Any individual who becomes aware of sexual abuse of a minor or any other criminal sexual action is responsible to make sure it is reported to the appropriate legal authorities*.

Harassment

Harassment, whether overt or subtle, is demeaning and oppressive, and Illinois Yearly Meeting will investigate any allegations of it thoroughly and fairly. This will be carried out by the Harassment Investigation Committee of the yearly meeting.

Before an investigation by the yearly meeting, anyone who feels they are being subjected to discrimination or harassment is asked to try to follow gospel order (Matthew 18:15-16) and tell the person(s) doing the harassing clearly that they find this behavior objectionable and to ask him/her to

stop it. If the aggrieved person feels unable to speak with the person(s), or finds that that person(s) repeats the objectionable behavior despite the request to stop it, the aggrieved person is encouraged to bring their concern to the ILYM Harassment Investigation Committee. Anyone who witnesses a situation involving discrimination or harassment, but who is unwilling or unable to resolve it, is likewise encouraged to report what they have witnessed to the Harassment Investigation Committee.

The Harassment Investigation Committee will be made up of the Presiding Clerk, the Clerk of Ministry and Advancement or their designee, another member of Ministry and Advancement, the Field Secretary, and one at large Friend appointed by the Presiding Clerk. If any of the people in those roles is directly involved in the actions that led to the investigation, that person(s) will be excluded from the Harassment Investigation Committee for the purpose of that particular investigation. In such cases, the remaining persons will carry out the investigation.

Members of the Harassment Investigation Committee will be announced in the advance documents of the Yearly Meeting Sessions and included in the minute book. Those members will serve for one year, from the convening of one Yearly Meeting Session to the next. An allegation can be brought to any member of the committee. Complaints will be handled promptly and confidentially.

*Illinois Child Abuse and Neglect Hotline – 1 800 252-2873

Illinois Department of Child and Family Services

Indiana Child Abuse and Neglect hotline – 1 800 800-5556

Indiana Department of Child Services

Missouri Child Abuse/Neglect hotline – 1 800 392-3738

Missouri Department of Social Services

Cases involving other criminal sexual action require contacting local law enforcement officials

Peace Resources Committee Report

Committee members: Kent Busse, Mark McGinnis, Contessa Miller, Jan Mullen (clerk), Dave Moorman, Naoki Nakamura and Dan Stevens

New Members: We are pleased to welcome Dave Moorman, who is also a member of the subcommittee on the Peace Tax Fund, and Contessa Miller to the Peace Resources Committee and are grateful for their enthusiasm for issues of peace. The PRC has held two meetings since the Fall Continuing Committee, with another scheduled for Feb. 27th , and is moving ahead on several issues:

Peace Tax Fund: We continue to discuss the complex issues of the Peace Tax Fund. Kent Busse has excused himself from these discussions due to a conflict with his position as an attorney, of being an officer of the court. He has however provided us with some reading material on this issue, called “Is it ethical to evade taxes in an evil or corrupt state?” We are coming to appreciate the complexity of this issue, and are working on identifying an attorney who is experienced in these ethical issues and the current laws who might give us pertinent advice. We have also reached out to another yearly meetings who had been known to have such a fund in the past, to see how they are managing it. There is a question of how long members of the PTF oversight subcommittee can serve in this capacity; this question will be raised with Nominating Committee. This continues to be a concern, since the specific information about the PTF is confidential, and it would be best to not have to rotate many people through this position.

Concern for Police Brutality and Racial Profiling: Contessa Miller has been attending meetings of the Chicago Alliance Against Racist and Political Repression, an organization which has

been around for 42 years and which is advocating for an elected Civilian Police Accountability Council (CPAC) in Chicago. She has been invited to speak to the Lake Forest Friends Meeting along with representatives of CPAC. 57th Street Meeting recently held a conference about law enforcement and the community. The 57th Street PRC members will share resources for this type of workshop. PRC is encouraging other meetings to consider inviting these speakers to present at their meeting, or for meetings in areas other than Chicago, to seek out speakers for these issues.

In DuPage County, the Downers Grove Friends Meeting has joined DuPage United, a large community organization having a membership of other organizations, which has recently advocated for the training of the police of the county in nonviolent crisis intervention. It is hoped that having this training will reduce the use of force in police handling of the mentally ill and hopefully also reduce police reactivity to minority persons.

The unfortunate presence of racism in some Quaker meetings was also discussed. PRC offers this query to meetings, which covers welcoming from many perspectives: racial minorities, sexual minorities, or anyone who doesn't fit the typical Quaker profile.

Query: How do we welcome those who are not like us to our worship?

Action for Monthly Meetings: PRC invites monthly meetings to write a minute regarding these issues and to send it to PRC for publication on the ILYM website. Meetings are also encouraged to become informed on this issue and how it impacts local communities as well as other areas in the country. PRC can suggest speakers who would come to monthly meetings.

Communications: The Facebook page continues to attract new members. PRC developed a policy that members of ILYM who wish to be members will be included automatically. Other requests will be considered on an individual basis. The caution is that, while the page is 'closed' so that only members can post, the postings of members can be read by anyone. Thus, we need to be cautious that members will choose their posts wisely to reflect Quaker thought and values. Two members of PRC are administrators of the page and can remove unwanted posts. PRC plans to provide a link to the ILYM website, particularly the page which pertains to the Peace Resources, so that interested persons can access more in-depth information on peace issues.

Feedback from ILYM would be appreciated, with regard to who we wish to reach through these efforts - the broader public, Quakers, or only members of ILYM, and what purpose is envisioned for this kind of activity.

Monthly Meeting Peace Committees: PRC envisions holding in-person meetings with as many monthly meeting peace committees as possible. We would like to hold one or more events where representatives from monthly meeting peace committees gather to meet one another and develop plans which PRC can facilitate for ongoing intercommunication and support. As PRC has been energized by our in-person meetings, we also envision that peace committees can have the same experience as venues are created for intercommunication. To that end, an email request has been sent to all clerks of monthly meetings asking for the name of a contact person from their peace concerns committee. To date, we have had five responses from the 24 meetings or worship groups. When we have identified as many contacts as possible, we will proceed with developing plans for meetings, leading to decisions on what format(s) would be most helpful for meetings to share peace resources, communicate what projects are occurring, ask for support, or offer programs.

Request from Monthly Meetings and Worship Groups: PRC is asking all clerks who have not yet responded to send information to Jan Mullen about who would be a contact for developing peace committee communications.

Jan Mullen, clerk

Publications and Distribution Committee Report

Print

1. Plummer Lectures
 - a. 2012 - Mark Mattaini
 - i. Looking to have this printed and available for distribution at Fall 2016 Continuing Committee.
 - b. 2015 – Fernando Freire
 - i. Should be printed and available for distribution at the Spring 2016 Continuing Committee meeting.
2. Among Friends
 - a. Winter 2016 has been printed and shipped.
3. ILYM's Faith & Practice
 - a. Peter Lasersohn requested a cost estimate for the eventual ILYM Faith and Practice publishing.
 - b. Wil Brant provided Peter with a detailed answer outlining different options but the short answer is: For about \$1700-\$2000 we can print and distribute 400 copies of a 6x9 softcover book of 152 pages and have it available in eBook formats of ePUB and PDF. Subsequent short runs under 100 can increase the price per book significantly but we can probably maintain our stock by doing a mid-size run of 100 books every five years at a reasonable price.

Web

1. ILYM.org
 - a. The current website and extensions have all been brought up to date.
 - b. Sean West will start working to update ILYM.org over spring break and hopes to have the project completed by this year's ILYM annual sessions.

Sean West, clerk

Religious Education Committee Report

The Religious Education Committee did not meet since the last Continuing Committee, but plans to meet at Blue River Quarterly, 2016.

Some of the committee is part of FUN planning and in that capacity we are assisting FUN coordinator Joy Duncan with coordinating the afternoon and evening activities and adding a First Day School program on Sunday morning during the worship time.

We will work on a proposed job description for a part-time Children's RE coordinator at the next meeting.

Monica Tetzlaff, Clerk,

Site Envisioning Committee

The committee met on Saturday, January 30, 2016 by conference call. In attendance were Bill Howenstine, Dick Ashdown, Sandra Bales, Chip Rorem and Christopher Goode, clerk. The committee discussed the following items:

Campground Bath House Renovation: Paul Ebener, our contractor on several projects, who had given us prices for the Bath House Renovation, has taken a job with a company that manages

assisted living facilities involving a lot of travel, and will no longer be doing construction work. He has offered to give us names of other contractors in the area that might be able to provide pricing and work with us in a similar way. Chip Rorem will also talk with Joe Bell of Key Builders, who did the campground cabins, to see if he might also be interested, or can give us some additional contractor names. So we will have to interview some new contractors and get new pricing for the Bath House project. The Scope of Work is organized into several separate projects which can be done all at once or one or more in at a time, much like a menu. We also will be going over the scope of work to see where we can bring pricing down and which menu items are most important to move forward with if enough funds are raised to begin to do work.

Other Site Work: Dick Ashdown and Paul Ebener also know some folks who may be able to provide a price to remove and hauling away the concrete wall/foundation and walks remaining at the demolished portion of the long shed. Removing this concrete would open a large area of the ridgetop and allow the area to be mowed and be better taken care of. We also need to talk with contractors about measures and prices to arrest further deterioration of the wood barn and to remove portions of the dairy shed that should be demolished.

Accessible Bedroom/Bathroom Addition at Clear Creek House: We will also work with new contractors to update pricing for this addition (originally estimated ~5 years ago at about \$120,000). While we have a schematic plan that attempts to reuse the existing garage in order to be most economical, we will also investigate the cost of a different arrangement that might be more effective for incorporating energy saving and sustainable energy collecting. The committee feels strongly, along with the Environmental Concerns Committee, that this is one area where we should make use of sustainable energy and green design technology. Other locations may include the meetinghouse.

Caretaker: Our committee continues to work with the Property Use Committee on establishing a formal caretaker arrangement for our campus with the goal of bringing a proposal to the full yearly meeting for consideration.

Christopher Goode, clerk.

Ad Hoc Property Care Committee Report

Following is the most recent draft of the job description for the ILYM campus caretaker.

Title: Caretaker

Committee with Oversight: Stewards plus Maintenance and Planning

Supervisor: Stewards

Last Revised: 3/3/2016 DRAFT

Purpose and Background.

The expanding campus and number of buildings has become too much work for the all-volunteer Stewards and Maintenance and Planning Committee alone. ILYM's Continuing Committee responded by tasking the Ad Hoc Property Use Committee with "the development of a recommendation concerning a caretaker or contracted arrangement for overseeing the care of the campus." This job description is based on the "List of Caretaker Tasks performed by Dick Ashdown" prepared by Chris Goode, based on an interview with Dick Ashdown. It also considered recommendations from the property use community with representation from across ILYM. The job description for the function we are calling "caretaker" has been explicitly written so that it could be done by a part-time hire, a

contractor, and/or a management firm that would accomplish the work. They will not live on-site, but should be in close proximity to it.

Qualifications.

- Ability to work with Dick Ashdown, other Stewards, and the Clerk of Maintenance and Planning to learn what is required and as quickly as possible take over most of that work.
- Two or more years' experience doing maintenance and the range of responsibilities described below.
- Ability to check on the property and be on call in the event of an emergency or special event.
- Should ideally be someone who would share our Quaker values and can work well with the ILYM community; being Quaker is not required.

Responsibilities.

- a. Facility oversight and alerts to Stewards plus the Clerk of Maintenance and Planning.
- b. Mowing and snow removal.
- c. Checking and getting fuel delivered when needed.
- d. Turning on and off utilities for buildings at proper times.
- e. Minor repairs and maintenance, some painting, some cleaning.
- f. Opening Clear Creek House and the Meetinghouse to visitors.
- g. Bidding on or helping to get bids on more extensive work (e.g., rebuilding steps, painting meeting house exterior, work on sump pump).
- h. Working with stewards to coordinate delivery of materials or subcontractor work.

Evaluation. Reports to and is evaluated by Stewards with input from the Clerk of Maintenance and Planning.

Compensation.

The Caretaker is compensated approximately \$12,000 per year, plus reimbursement for any supplies or expenses accrued on behalf of ILYM. Hours of work will vary from month to month based on needs and scheduled events. If a part-time employee, this work will be paid at the prevailing rate paid to all ILYM staff (currently ~\$15/hr). If a subcontractor, we will seek a bid for the proposed work.

Estimated Hours by Task.

- 50% Mowing and snow removal
- 30% Facility maintenance (including fuel and opening/closing facilities)
- 10% Coordination of deliveries, bids, and other work
- 10% Meetings and communication with Stewards and Maintenance and Planning

Ad Hoc Records Retention Committee Report

Following is the proposed policy in its most recent edition. Questions or comments regarding the policy may be directed to Wil Brant or Nancy Wallace. The following policy or a slight revision of it will be presented at 2016 Annual Sessions for approval.

Illinois Yearly Meeting Records Retention and Preservation

ILYM records are defined as documents in any form that are made or received and maintained by ILYM, the committees of ILYM, or appointees and employees of ILYM for the work or operation of ILYM.

Types of Records

Active records are records currently being use for the work or operation of ILYM.

Semi-active records are records that are not in current use, but might be for future use or reference for the work, operation or legal concerns of ILYM.

Inactive records are records that are no longer being used for the work or operation of ILYM.

Types of Records Storage/Preservation

Archives are for permanent records of historic value. The ILYM archives are held in the Illinois History and Lincoln Collections at the University of Illinois-Champaign.

Repositories are libraries that receive items published and/or distributed by ILYM.

Record Retention is a process through which semi-active records are retained to help aid the work or operation of ILYM.

Administrative Coordinator oversees records retention and the Records Librarian oversees sending items to the ILYM Archives and designated repositories.

The ILYM Records Librarian handles sending items to defined repositories and to the ILYM Archives in the Illinois History and Lincoln Collections (formerly called the Illinois Historical Survey) of the University of Illinois at Urbana-Champaign. These items may be a combination of active, semi-active, and inactive records. The receiving institutions handle access to submitted items as well as determining the types of items that they will receive.

The Administrative Coordinator handles the filing, storage, and access to records being retained. These items would only be semi-active records. Types of semi-active records to be retained are defined by the Yearly Meeting. Electronic files will be maintained with an off-site backup.

Active records should be maintained by the person or committee using those records.

When records are no longer being actively used, they should be given to the Administrative Coordinator. Some people might find it good to review records around the end of the Yearly Meeting fiscal/appointment year and turn over records no longer in use at or soon after Annual Sessions.

	Retention	Archives	Repositories
Corporate Records			
Minute Books	permanent	X	X
Continuing Committee Minutes & Reports	permanent	X	X
Articles of Incorporation	permanent**		

	Retention	Archives	Repositories
Constitution and bylaws	permanent	X	
Contracts	7 years*		
Committee Minutes	5 years	as submitted by committee	
Qualifications to do business	permanent		
Reorganization records	permanent		
Insurance			
Accident reports	7 years		
Insurance claims	7 years		
Insurance policies	7 years		
Miscellaneous Legal			
Claims & Litigation files	10 years*		
Copyright, patent & trademarks	permanent		
Personnel			
Applications	2 years after hiring process		
Employee earnings/payroll records	7 years		
Employee files	7 years* after termination unless there is ongoing litigation		
Employee benefit records	6 years		
Employee contracts	7 years		
IRS 941, W-2s	7 years		
I-9 Forms	3 years after date of hire or 1 year after termination- whichever is later		
Pension, profit sharing plan documents	permanent		
Time cards/sheets	7 years		
Independent Contractor IRS 1099s	7 years		
Real Estate			
Deeds	permanent**		
Property surveys, topology reports	permanent**		
Building blueprints (current)	permanent***		
Building blueprints (past)		X	
Leases	10 years*		
Purchases	20 years*		
Taxes			
Income tax returns and canceled checks (federal, state & local)	permanent		
Payroll tax returns	7 years		
Property tax returns	permanent		
Sales and use tax returns	7 years		

	Retention	Archives	Repositories
General			
Supporting documents, correspondence, and notes regarding patents, copyrights, licenses, agreements, Bills of sale, permits, liabilities, property improvement*, etc.	The life of principal document which it supports.		
Accounting			
Accounts receivable & payable	7 years		
Annual financial statements	Permanent if there is no audit to replace them		
Auditors reports	permanent		
Bank deposit slips	7 years		
Bank statements, reconciliations	7 years		
Budgets	7 years		
Canceled checks	7 years		
Cash disbursements journal	7 years		
Depreciation records	permanent		
Employee expense reports	7 years		
Cash receipts journal (includes donation information)	7 years		
Trial balance and General ledger	permanent		
Inventory lists	7 years		
Invoices	7 years		
Payroll Journals Petty cash vouchers	7 years		
Publications			
Annual Publications (<i>Among Friends</i> , Plummer Lectures, directories)	permanent	X	X
Occasional Publications (<i>Faith & Practice</i> , pamphlets)	permanent	X	X

*The retention period begins after final payment, settlement, expiration, termination, sale, pending project laid down, etc.

**Original copy stored in safe deposit box in addition to an electronic copy, when available

***Blueprints for buildings that are removed or torn down will be sent to the ILYM Archives

Annual Session Planning Groups

Food Planning Group - Blue River Quarterly

The cooks have been rehired for 2016 and work on the menu will take place later in the spring. All coordinator positions are filled with the exception of the Dinner Coordinator. Those who agreed to fill these roles have recently confirmed their ability to do so. If anyone would like to serve as Dinner Coordinator, please contact Beth Carpenter.

Beth Carpenter, overall coordinator

Program Planning Group, Blue River Quarterly

We have finalized four speakers for the evening program

Wed. "Undoing Racism in Quaker Meetings: Experiences from Philadelphia Yearly Meeting" with Lucy Duncan and Noah White

Thurs. "Bringing Children into the Heart of Meeting" (tentative title) with Melinda Wenner Bradley, New York and Philadelphia Yearly Meetings, Godly Play trainer, co-founder, Quaker Religious Education Collaborative

Sat. From Empire to Beloved Community: Acting on the Call to Radical Faithfulness" with Steve Chase, Director of Education, Pendle Hill

We would like to set up a place where books recommended by the speakers will be available for sale. Steve Chase, author of *Letters to a Fellow Quaker*, may be persuaded to sign copies.

Budget: \$1,200 has been committed to honoraria; we anticipate spending roughly \$400 per speaker on transportation, roughly \$1,600 total; probably around \$1,000 for housing for a total of around \$4,000 for the program.

Fri. Square Dance will be organized by Grayce Mesner

Sun. Plummer lecture will be delivered by Nancy Duncan

Workshops: proposals are coming in with a deadline of March 13.

We have not started planning for worship sharing queries but will do so closer to ILYM time.

Steve Tamari, overall coordinator

FUN Planning Group, Chicago South

The FUN planning group met on 2/6/16 and we are moving forward with all the ambitious plans that were outlined in our report to fall continuing committee.

The only additional change that we are planning is the format for our babysitters. In the past, we hired local high school students to do this for us. This is how it will look this year. There are 11 child care slots. We are proposing that filling a slot is worth \$25. For the sake of continuity, which is very important for children, we are asking interested Friends to do 2-3 slots for a \$50-\$75 reduction in registration fees. We will be asking for references in order to make sure that there are no concerns about these Friends and working with children. These babysitters will also help with supervising children in the play area and will assist with other children's programming if there are no children 2 and under to babysit. We have been working closely with Wil Brant, the administrative coordinator, and Bruce Kanarek, convener of the Finance Committee.

The benefits of this plan are:

1. It will provide more support to the children's program at annual sessions.
2. It will save money.
3. It will increase Quaker involvement and Quaker involvement between adults and children, which is the main focus of the FUN planning group.

The FUN planning group is working very hard to plan an intentional, meaningful experience for our youngest Friends. We hope that you will strongly encourage families with children in your meetings to attend annual sessions this year!

Joy Duncan, FUN overall coordinator

Adult Young Friends Report

In December, Claire Goode hosted a potluck where attendees constructed a chocolate gingerbread house. In the following month, Christina Timme hosted a potluck that was also very fun.

The co-clerks updated the AYF page on the ILYM website, adding links to the AYF's social media pages and updating the description.

AYF plans on attending Blue River Quarterly in Springfield in April.

Brittany Koresch & Mason George, co-clerks

FCNL Representatives Report

The Friends Committee on National Legislation (FCNL) met in annual session between Eleventh Month 12 and Eleventh Month 15, 2015. Approximately 400 individuals attended the Annual Session and/or the accompanying Quaker Policy Institute. Illinois Yearly Meeting was formally represented by several of its appointees.

FCNL's meeting for worship began just minutes after a deadly terrorist attack in Paris and a day after those in Beirut. Friends came together in prayerful concern for those touched by violence. A minute was approved which reads, in part, "We hold you in Light and Love at this time of senseless loss of life and the deep trauma to your community. We hope you will be better able to carry this sorrow, knowing you do not carry it alone."

We proudly note that Illinois' senior senator, Richard Durbin, was given FCNL's Edward F. Snyder Peace Award for "successfully organizing Senate support for the Joint Comprehensive Plan of Action to peacefully resolve the dispute over Iran's nuclear program; leading the effort to increase U.S. humanitarian and resettlement support for Syrian refugees; and advancing criminal justice reform through bipartisan action." Northside Monthly Meeting has written to Senator Durbin to congratulate him for this award, and we encourage other monthly meetings to do likewise.

FCNL works hard to ensure that its positions and activities are aligned with Friends. To that end, FCNL is seeking input from monthly meetings and other Friends organizations on its lobbying priorities for the next Congress (January 2017 – December 2018). Meetings are encouraged to participate in this discernment process and to return their responses by April 15, 2016.

FCNL formally launched its \$15 million capital campaign. As always, support from individuals and organizations is appreciated. FCNL reminded participants that contributions from Friends Meetings should be made to FCNL rather than to the FCNL Education Fund. While contributions to FCNL are not tax deductible, this benefit is meaningless to religious gatherings that do not pay taxes. Moreover, contributions to FCNL allow the organization the flexibility to spend its resources on lobbying activities.

Kevin Brubaker for the FCNL Representatives

FGC Representatives Report

The following epistle from Friends General Conference was submitted in lieu of a representatives report:

Epistle from Friends General Conference, Central Committee October 25, 2015

To Friends Everywhere;

This weekend, over 130 Friends from fifteen yearly meetings and several directly affiliated monthly meetings gathered at the Pearlstone Retreat Center in Reisterstown, Maryland, to discern the future direction of Friends General Conference. We had hard choices to make. We had hoped to be talking about extending and expanding our programs. Instead, we spent the weekend deciding how to strengthen our fiscal foundations in the wake of a feasibility study that lifted up questions about how we use our resources.

We have come to realize that Friends General Conference cannot continue to rely on infusions of wealth from periodic fundraising campaigns, and must learn to make do with what comes in each year to our annual fund, supplemented by prudent spending from our reserves. Although this lesson has been a painful one, we feel confident in moving forward that we are approaching solid ground. We have agreed on program cuts that will bring us closer to a balanced budget, and are committed to living into a long-term sustainable budget. We know that the process of periodically pruning programs and refining goals is normal and natural, and we have seen other Quaker organizations go through a similar process in the past few years.

We have chosen to focus on three main goals: fostering and nourishing collaboration among yearly and monthly meetings, growing and strengthening the Religious Society of Friends, and fostering more inclusive community. We are regretfully laying down our Traveling Ministries Program, and will be unable to continue Quaker Quest and New Meetings, which were funded by grants that have now run out. We will be discontinuing our self-publishing program, QuakerBridge. Couple Enrichment, which has been under FGC's care for 47 years, will continue as a largely independent project. We have approved these changes with a heavy heart, understanding the impact these decisions will have on Friends who use the programs, the devoted volunteers who provide ministry and witness through them, as well as the impact on our beloved staff who have helped coordinate and carry out the work.

Nevertheless, we face the future with faith and hope. Most of the services offered by FGC are still available to Friends, as are the resources developed by past programs. QuakerBooks required less of a subsidy than expected this year and seems to be growing stronger in its new premises at Pendle Hill. In addition to the traditional book tables, it is partnering with Quaker and Fair Trade vendors to offer new kinds of merchandise. Our new Spiritual Deepening program will soon be available to monthly meetings everywhere. The Quaker Cloud is beginning to reach its potential as a Quaker web collaborative, responsive to Quaker needs, and is providing services to a growing number of meetings. The FGC Gathering this past summer attracted far more Friends than expected, and our 2016 Gathering in St. Joseph, Minnesota promises to be just as wonderful. Our diversity work also continues, and we are actively preparing for the White Privilege Conference in Philadelphia in 2016 as part of the hosting team. This year at Central Committee, we devoted an evening to exploring and reflecting on the continuing destructive impact of the Doctrine of Discovery and the efforts that are being made by people of faith, including a number of our yearly and monthly meetings, to have it renounced.

As the governing body of Friends General Conference, we are committed to shepherding FGC to a sustainable future, so that it can serve the Religious Society of Friends for years to come. We might think of FGC as a blanket of many colors, knitted by many hands. Though some colors of yarn are added over time and others dropped, the work is never lost, and the blanket warms us all. We have been humbled and strengthened by our experience this weekend, and look forward to faithfully carrying forward the work and ministry of Friends General Conference.

Olney School Representative Report

In October 2012 the Olney School Board made a decision to refuse to allow fracking on the school owned property, even though a positive decision would bring in much needed financial benefits. A June 2013 letter stated that the Board of Trustees was reconsidering whether or not to lease the

school's interest in subsurface gas and oil to extraction companies, motivated solely by its determination to act in the best interests of the students and the future of the school.

Enclosed with that letter was a survey asking recipients if the decisions they make on this question would have any impact on peoples' continuing support of Olney. Evidently they did! In the December *Olney Current* it was stated again the decision NOT to permit the drilling and hydraulic fracturing on their land. One of the survey questions asked if you would be willing to donate more than your present donation if those rights were not sold. I checked yes—to double what I annually give. They sent out brochures to Quaker meetings with the hope that people would be inspired to support them in their decision and contribute financially.

I immediately doubled my donation (my first husband, Dick Haworth graduated from Olney in 1953) but I find no paper trail to show me that I had asked ILYM to do the same. For at least the last 10 years, ILYM has donated \$100, except for 2013 which was \$50.

I am now requesting that ILYM consider increasing our donation to Olney from \$100 to \$200.

In an AFSC statement, "Friends strive to use God's gifts wisely, with gifts conceived in the broadest of terms. These gifts include our talents and our possessions, as well as our natural environment. Friends believe that such gifts are not ours alone. To Friends good stewardship means taking care of what has been given, not just for ourselves, but for the people around us and for future generations as well."

Grayce Haworth Mesner, Olney Liaison

FWCC Representatives Report

The acronym "FWCC" stands for Friends World Committee for Consultation, the organization which brings together Quakers from all over the world. While much of this "bringing together" happens as a result of small group travel, FWCC also hosts World Plenary Meetings every few years in venues around the world. The most recent World Plenary Meeting took place in scenic Pisac, Peru, on January 19 -27, 2016. The gathering was attended by some 320 Friends from all over the world, plus an additional 60 Peruvian and Bolivian who joined us for the weekend in the middle of the gathering.

The diversity of those in attendance at Pisac was impressive. Friends came to the plenary from 37 countries, representing 77 yearly meetings, 8 independent monthly meetings, and 2 worship groups. Almost 100 of those present were Young Adult Friends (under the age of 35), the largest number in the history of those gatherings. All three ILYM representatives to FWCC, Nancy Duncan, David Shiner, and Nancy Wallace, attended the World Plenary on behalf of the Illinois Yearly Meeting.

The theme of the plenary was Living the Transformation: Creation waits with eager longing for the revealing of the children of God (Romans 9:19). That theme was realized beautifully during our time together, as all branches of Friends—programmed, unprogrammed, semi-programmed, Christocentric, universalist—met and bonded remarkably well. Participants truly came to know and appreciate each other in that which is eternal.

The two Nancys and I will present a full report of the plenary at Annual Sessions in June. For now, we would like to express gratitude for the generous support of the yearly meeting on behalf of FWCC in general and the three of us in particular. We hope that we will be able to share the spirit of unity in diversity that nourished us at the plenary.

David Shiner, ILYM Representative to FWCC