

Illinois Yearly Meeting
Fall Continuing Committee

Tenth Month 10, 2015
ILYM Meetinghouse, McNabb, Illinois

Advance Documents

Index

[Continuing Committee Information](#)

<u>Agenda</u>	1
<u>Treasurers Report</u>	2
<u>Stewards Report</u>	8
<u>Field Secretary Report</u>	8

Committee Reports

<u>Development</u>	10
<u>Environmental Concerns</u>	10
<u>Handbook</u>	14
<u>Maintenance and Planning</u>	15
<u>Nominating</u>	16
<u>Peace Resources</u>	16
<u>Publications and Distribution</u>	17
<u>Religious Education</u>	18
<u>Site Envisioning</u>	21
<u>Ad Hoc Records Retention</u>	22

Other Yearly Meeting Reports

<u>Ad Hoc Records Retention and Preservation</u>	22
<u>Annual Session Planning Groups</u>	25

Representatives

<u>QEW</u>	25
----------------------------------	----

Fall Continuing Committee

October 10, 2015

ILYM Meetinghouse
14365 N. 350th Ave., McNabb, IL 61335

9:30 a.m.: Fellowship with coffee and snacks will be ready.

10:00 a.m.: Settling into Worship to seek Divine Guidance for business at hand will begin at.

Lunch will be provided by our hosts, Clear Creek Meeting Friends. There will be a basket for contributions to cover the modest costs of the meal.

Conclusion: The meeting usually concludes between 4:00 and 5:00 p.m.

Continuing Committee is open to all who have concern about the work of ILYM. Each person's presence (whether delegated or not) will enrich the meeting's deliberations.

[Return to index](#)

Illinois Yearly Meeting

5615 S. Woodlawn Ave.
Chicago, IL 60637-1622

www.ilym.org IllinoisYM@ilym.org 773-288-3066

Agenda

- 1) Welcome and Opening Worship
- 2) Treasurers – Ted Kuhn
- 3) Finance Committee – Bruce Kanarek
- 4) Development Committee – Frank Young
- 5) Stewards – Chip Rorem
- 6) Maintenance and Planning Committee – Meredith George
- 7) Site Envisioning Committee – Chris Goode
- 8) Environmental Concerns Committee – Noel Pavlovic
- 9) Field Secretary Report – Judy Wolicki
- 10) Religious Education Committee – Monica Tetzlaff
- 11) Faith and Practice Committee – Peter Lasersohn
- 12) Peace Resources Committee – Jan Mullen
- 13) Announcement: Naming Committee – David Shiner
- 14) Nominating Committee – Beth Carpenter
- 15) Handbook Committee – Pam Kuhn
- 16) Publications and Distribution Committee – Sean West
- 17) Personnel Committee – Mike Dennis
- 18) Ad Hoc Records Retention Committee – Wil Brant
- 19) Adult Young Friends (AYF) – Brittany Koresch
- 20) Report: Dates for Future Annual Sessions – David Shiner
- 21) Representatives to Quaker Organizations
- 22) Area Planning Groups for 2015 Annual Sessions:
 - Site (Chicago North)
 - FUN (Chicago South)
 - Program and Food (Blue River Quarterly)
- 23) Announcement of Date and Venue for Spring 2016 Continuing Committee
- 24) New Business
- 25) Closing Worship

[Return to index](#)

Treasurers Report

Illinois Yearly Meeting Statement of Financial Position/Balance Sheet Fiscal Year Ending June 30, 2015

	To Date 6/30/2015	Opening Balance 7/1/2014
Assets		
Cash		
Checking Account	205,513.80	169,175.83
Friends Meetinghouse Fund	10,000.00	10,000.00
PayPal	1,112.60	0.00
Total Cash	<u>215,513.80</u>	<u>179,175.83</u>
Undeposited funds	<u>0.00</u>	<u>16,335.52</u>
Total Assets	<u><u>215,513.80</u></u>	<u><u>195,511.35</u></u>
Liabilities		
Loans from Individuals	1,000.00	1,000.00
Accounts Payable	800.40	292.00
Total Liabilities	<u>1,800.40</u>	<u>1,292.00</u>
Net Assets		
Unrestricted Undesignated	39,902.41	39,436.47
Unrestricted Designated	127,239.44	113,739.44
Restricted	46,571.55	41,021.55
Total Net Assets	<u>213,713.40</u>	<u>194,197.46</u>
Total Liabilities & Net Assets	<u><u>215,513.80</u></u>	<u><u>195,489.46</u></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 7/1/2014 - 6/30/2015**

	A	B	C	D	E	F
	Balance 7/1/2014					Balance 6/30/2015
ASSETS						
UNRESTRICTED		Income	Expenses	Budgeted Transfers	Other Transfers	
1. General Operating	39,436.47	124,973.25	(111,007.31)	(13,500.00)	0.00	39,902.41
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	3,000.00	0.00	0.00	2,000.00	0.00	5,000.00
6. Deferred Maintenance	31,256.03	0.00	0.00	11,500.00	0.00	42,756.03
RESTRICTED						
7. Property Improvement	41,021.55	5,550.00	0.00	0.00		46,571.55
TOTAL ASSEST	194,197.46	130,523.25	(111,007.31)	0.00	0.00	213,713.40
LIABILITIES						
Loans from Individuals	1,000.00					1,000.00
Accounts Payable	292.00					800.40
TOTAL CASH	195,489.46					215,513.80

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

Illinois Yearly Meeting - Monthly Meeting Contributions
July 1, 2014 - June 30, 2015

	Unrestricted	Property	World Conference	Total
Blue River Quarterly	0			0
Bloomington-Normal	0			0
Clear Creek	5,000			5,000
Columbia	1,440			1,440
Downers Grove	7,500			7,500
Duneland	2,160			2,160
Evanston	14,280			14,280
57th Street	2,650			2,650
Lake Forest	16,500			16,500
Northside	1,323			1,323
Oak Park	2,880			2,880
Oshkosh	100			100
Rock Valley	400			400
Rolla	0			0
South Bend	4,800			4,800
Southern Illinois	1,320			1,320
Spoon River	540			540
St. Louis	9,120			9,120
Upper Fox Valley	0			0
Urbana-Champaign	6,300			6,300
Total	76,313	0	0	76,313

**Illinois Yearly Meeting
Operating Budget 2015-2016**

PROPOSED

	15-16	14-15	14-15
	<u>Anticipated</u>	Actual	Anticipated
Income			
Contributions from Meetings	82,000	72,693	81,800
Contributions from Individuals	22,450	24,924	20,000
Gatherings & Retreats	14,000	13,404	14,000
Fundraisers	0	33	0
Site Use Fee	0	250	0
AYF Income	0	286	0
YO Income (Quakes, etc)	0	440	0
Interest	600	548	600
<i>Total Income</i>	119,050	86,313	116,400
Expenses & Transfers			
Operating			
Personnel (Payroll, Staff Travel, Office)	(49,750)	(48,477)	(47,900)
YM Travel Support	(6,500)	(4,586)	(6,500)
Gatherings & Retreats	(13,000)	(10,218)	(13,000)
Site (Facilities & Deferred Maint)	(27,700)	(26,059)	(28,700)
Committees	(12,550)	(6,873)	(10,750)
Support to Others	(9,550)	(9,550)	(9,550)
<i>Total Expenses</i>	(119,050)	(105,762)	(116,400)
Budget Surplus (Deficit)	0	6,816	0

Expense Line Item Details

(1) Personnel			
Salaries & Payroll	(43,250)	(41,980)	(42,400)
Staff Travel	(5,500)	(5,304)	(4,500)
Office	(1,000)	(1,192)	(1,000)
<i>Total</i>	(49,750)	(48,477)	(47,900)
(2) YM Travel Support			
ILYM Committee Travel	(2,000)	0	(2,000)
ILYM Reps Travel	(2,500)	(2,586)	(2,500)
Transfer to <i>FWCC World Meetings Travel</i>	(2,000)	(2,000)	(2,000)
<i>Total</i>	(6,500)	(4,586)	(6,500)
(3) Site			
<u>Annual Facilities Expenses (Oversight: Stewards)</u>			
Insurance	(5,500)	(5,238)	(6,500)
Repairs	(1,200)	(1,199)	(1,200)
Mowing & Tree Trimming	(5,000)	(4,148)	(5,000)
Annual services (inspections, winterizing)	(1,500)	(1,420)	(1,500)
Utilities	(3,000)	(2,554)	(3,000)
Facilities Total	(16,200)	(14,559)	(17,200)
<u>Deferred Maintenance (Oversight: M&P)</u>			
Transfer to <i>Deferred Maintenance Fund</i>	(11,500)	(11,500)	(11,500)
<i>Total</i>	(27,700)	(26,059)	(28,700)

	15-16 Anticipated	14-15 Actual	14-15 Anticipated
(4) Committees			
Ad hoc	(100)	0	(50)
Development	(1,100)	(832)	(300)
Environmental Concerns	(200)	(12)	(200)
Faith & Practice	(150)	0	(150)
Finance	(450)	(265)	(550)
Handbook	(50)	0	(50)
Maintenance & Planning	(200)	(165)	(200)
Ministry & Advancement	(300)	0	(300)
Nominating	(250)	(230)	(300)
Peace Resources	(250)	(100)	(300)
Peace Tax Fund	(50)	0	(50)
Personnel	(150)	0	(200)
Publications	(6,000)	(3,399)	(5,000)
Religious Education	(300)	0	(400)
Site Envisioning	(200)	(13)	(200)
Adult Young Friends	(300)	(41)	0
Youth Oversight	(2,500)	(1,815)	(2,500)
Total	(12,550)	(6,535)	(10,750)

(5) Support to Others

<u>Pastoral Aid</u>			
Ken Ives Fund (QVS)	0	0	0
Sufferings (Oversight: M&A)	0	0	0
<u>Quaker organizations -ILYM assigns representatives</u>			
Friends General Conference (FGC)	(4,000)	(4,000)	(4,000)
Friends World Committee for Consultation (FWCC)	(2,500)	(2,500)	(2,500)
American Friends Service Cmte. (AFSC)	(400)	(400)	(400)
Friends Cmte. on Natl Legislation Edu. Fund (FCNL)	(400)	(400)	(400)
Friends Peace Teams (FPT)	(300)	(300)	(300)
Quaker Earthcare Witness (QEW)	(250)	(250)	(250)
Friends for Lesbian & Gay Concerns (FLGBTQC)	(50)	(50)	(50)
<u>Regional Quaker educational institutions</u>			
Chicago Friends School (CFS)	(300)	(300)	(300)
Scattergood School	(200)	(200)	(200)
Earlham College	(200)	(200)	(200)
Earlham School of Religion (ESR)	(100)	(100)	(100)
Olney Friends School	(100)	(100)	(100)
Right Sharing of World Resources (RSWR)	(300)	(300)	(300)
Project Lakota	(200)	(200)	(200)
Friends Journal	(200)	(200)	(200)
Quaker United Nations Office (QUNO)	(50)	(50)	(50)
Total	(9,550)	(9,550)	(9,550)

[Return to index](#)

Stewards Report

Four of our five Stewards (Dick Ashdown, Beth Carpenter, Grayce Mesner, and Neil Mesner) are members of Clear Creek Meeting. We trust that the site related work is in knowledgeable hands. Our fourth Steward, Chip Rorem is from 57th St Meeting.

We have a few projects to report.

1. Some minor repairs were finished on the porch of the meetinghouse.
2. Repairs were made on the screen door on the meetinghouse.
3. A new culvert has been installed on the middle drive of Clear Creek House.
4. On the evening of Thursday 09/24/2015, Chip gathered with Judy Jaeger and Ted Kuhn at the Evanston meetinghouse to work on the analysis of our spending on the ILYM campus over the last six years. We are collecting data and will reconvene on October 31, at Lake Forest meetinghouse.
5. Maintenance and Planning has an ambitious agenda for the work weekend of 10/03/2015. We trust that they will report those accomplishments verbally since written reports are due before the work weekend.

Respectfully submitted,
Dick Ashdown, Beth Carpenter, Grayce Mesner, Neil Mesner, and Chip Rorem

[Return to index](#)

Field Secretary's Report

As I reflect upon what has happened since Annual Sessions, I am aware that July through September 2015 have not been three easy months for ILYM Friends. We have felt sadness and concern as death, illnesses, and accidents have affected many in our yearly meeting. There have been joyous celebrations too—weddings, graduations, young Friends finding new ways to serve (and moving away to do it). A number of older Friends are also moving away. There is joy (for them) as well as sadness (for us) as we say farewell to long-time members who have already left or are getting ready to leave meetings that have relied upon them for many years. What will we do without them? And who will fill their shoes?

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.

For the past year, I have been reporting on topics that have come up in my visits and in emails and other correspondence from meetings and individuals. The following include some new topics as well as ones that I previously reported:

- Issues around gender acceptance
- 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

- Building communities that foster individual and corporate connections, better communication, resolution of conflicts and reconciliation
- Outreach and welcome to those seeking deeper spiritual experience
- Help and encouragement for small meetings
- Issues around meeting spaces: renewal, renovation, finding new space, intentionally using questions around space to strengthen community and commitment
- Quakers and money—balancing our testimony of simplicity (and our desire to be frugal) with our meetings’ needs
- Lessons in eldering, mentoring and encouraging one another
- Welcoming and education of those who come to us from other traditions into the richness and spirituality of the Quaker process of decision-making and discernment

I am hoping that one or more of the topics listed above (or another topic) will be discussed at one or more regional workshops that would bring together Friends in the coming year to work together and get to know one another’s concerns.

I am continuing the work of reflection and planning that was started when I attended the second Friends General Conference consultation on Spiritual Deepening. I am aware that with more or less success we struggle to express, in our limited human language, our deepest spiritual hungers, our desire to encounter truth and the divine. As I have reported before, in all my work, in my conversations and visits with Illinois Yearly Meeting Friends, I seek to find ways to help myself and all the Friends I meet to connect more deeply with one another and with the light. I seek your help to do this.

Travel and Visits

During the months of July, August and September, 2015, I drove 1,594 miles for the yearly meeting. I have visited and been in contact with Friends in Clear Creek, Downers Grove, Hyde Park, Evanston, Lake Forest, Duneland, Urbana-Champaign, and Upper Fox Valley. I attended the wonderful Corn Roast, and Blue River Quarterly Fall Meeting as well as the memorial meeting in McNabb. I facilitated a program at Lake Forest Friends Meeting, and I offered help to other meetings on dealing with difficult issues. 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 have been inspired by the reports I have read of Friends’ commitments to each other, their communities, and justice issues in the world.

Future Visits

So many meetings, so little time. It is my hope to visit Rolla and Carbondale in the near future. And I am always open to suggestions from Friends of places that you think might want a visit or a program. In addition to those programs I have listed above, I am always open to developing new ones to meet needs I haven’t yet heard expressed.

As always, I am honored to serve the yearly meeting, and am joy-filled and grateful for your support, nurture, guidance and trust.

Respectfully submitted, Judy Wolicki, Field Secretary

[Return to index](#)

Development Committee Report

Membership: Frank Young, Clerk; Kay Drake; Madelyn George Hjertmann; Grayce Mesner, (liason from Stewards).

1. *Annual appeal*: Ashley Miller-Berry is writing this year's appeal letter. The appeal needs to be sent out no later than October 1.
2. *Information gathering*: There are two projects that have been approved by the Yearly Meeting: the bathhouse renovation and the additions to Clear Creek House. Details of the restrictions pertaining to the funds in the Restricted Property Improvement Fund need to be investigated and the Treasurers have been asked for this information. It is possible that most or all of the bath house renovations could be covered by this fund. This would leave the Clear Creek House project as the only active project. Raising funds for this project will need to be well underway before the end of the year. Requests have been made to the architects for information about plans and costs for both of these projects. Requests have also been made to the Treasurers and others asking for recommendations of possible potential donors. Active fund-raising for the two property improvement projects will commence after these requests have been answered.
3. *Solicitation of funds for projects*: Because the Development Committee is small there is a need for volunteers to make solicitation visits to potential donors for the present active projects. Various requests have been made asking for volunteers as well as names of possible potential volunteers. Members of Continuing Committee are encouraged to volunteer and/or recommend potential volunteers.
4. *Policy regarding access to donor information*: Cathy Garra, David Finke, and Frank Young have worked for the past year on a statement that would express appropriate policy for the protection and use of donor information. A draft of this policy has been circulated to the Continuing Committee. This draft will be reviewed by the members of the Finance Committee, the Development Committee, and the Presiding Clerk before the Continuing Committee meets on 10/10/2015. There is the possibility that this draft (or a minor modification) will be able to be considered by the Continuing Committee at the meeting on 10/10/2015.

[Return to index](#)

Environmental Concerns Committee Report

The committee held a meeting at the ILYM campus at McNabb on September 12, 2015. In attendance were Noel Pavlovic, Sarah Pavlovic, Nancy Halliday, Adrian Fisher, Bill Howenstine, John Hackman, and Chris Goode.

This report to continuing committee covers many issues that may be relevant to other ILYM committees; thus the clerk has chosen to present the full report. Action items are in **bold**.

We started our day with a tour of the Paul and Cathy Ebener home outside of LaSalle, Illinois. The purpose of this visit was to learn about the sustainable features of the Ebener home that would give us some idea of the energy, heating, and hot water features that we might incorporate into the ILYM campus. Their house has multiple sustainable features.

We saw the shed with solar panels to provide electricity. Newer solar panels have built in inverters that convert DC to AC at the back of the panel, rather than within the building at a central

location.

There are two solar hot water panels on the south roof of the house that provide hot water. In this climate, water would freeze in the winter, so the water heater has an antifreeze solution and a heat exchanger that heats water in the water service to the house. In a hotter climate, that water that gets heated would flow directly throughout the house.

In the upper part of the south wall is a trombe wall like feature, black glass box, that heats the air on sunny winter days and blows it into the house. The cooler air in the house replaces the warmer air that is exiting the box and gets warmed and so forth.

The house has six inch walls and triple pane windows for insulation.

The south wall of the garage (= south wall of the house) has a small lean to greenhouse with polycarbonate walls. The polycarbonate walls have dead airspaces between two layers of polycarbonate that insulate the interior of the greenhouse. There is a solar panel on the slanting roof to generate electricity and provide some shading when the sun is high in the sky. The greenhouse has 4 inches of foam insulation underground and a floor of 12" of gravel to capture heat during the day. At night, the heat from the gravel keeps the greenhouse warmer.

They found that in the winter, carbon monoxide levels were getting a little high in the second floor of the house, due to the poor loss of stale air as a result of the great insulation of the house's envelope. So Paul installed a heat recovery system in the ceiling of the garage to bring fresh air into the house while minimizing heat loss. Stale air from the top floor is pumped to the heat exchanger in the garage. This air is cooled by the incoming air that is from the attic. The stale air then is pumped into the greenhouse thus helping to heat the greenhouse. At the same time, fresh air in the attic, that is a little warmer than outside air is pumped to the heat exchanger and is warmed by the stale air. This warmed fresh air is released into the house.

They showed us the interior of their lovely home, the art and crafts style woodwork, installed by Amish woodworkers. Paul was also recently featured in the LaSalle Times (http://www.mywebtimes.com/news/local/the-apostle-of-solar/article_8005e74f-250b-575c-ae23-6e39e03882b2.html). They also have been converting the ravine slope below their house into terraced garden beds. Their property has multiple fruit trees and garden beds for vegetables. We were thankful for their opening their house to us.

We returned to the ILYM Clear Creek House for lunch and then commenced our meeting for worship with a focus on business. The meeting commenced with silent worship.

Pope Francis encyclical and climate change. Our minute from the 2015 Annual Sessions stated:

Minute 67: Noel Pavlovic provided an amendment to the Environmental Concerns Committee report. The committee records its recognition of the release of Francis's papal encyclical "Laudato Si: On the Care of Our Common Home," calling all people to embrace the moral and spiritual implications of human impacts on the earth. The committee is heartened by the attention and weight Francis' statement is bringing to concerns we have long held. The committee welcomes his invitation to all humanity for a dialogue on the care of our common home. The committee report amendment was accepted. Additional action related to this amendment will be seasoned by the Environmental Concerns Committee and reported to Fall Continuing Committee.

While, we recognized the importance of the message to all humanity, we found that the QEW/FCNL/QUNO statement of climate change is a relevant statement by Quakers for Quakers ([http://www.quakerearthcare.org/article/shared-quaker-statement-facing-challenge-climate-](http://www.quakerearthcare.org/article/shared-quaker-statement-facing-challenge-climate)

change). The committee decided to present this statement at Continuing Committee and ask monthly meetings and the Yearly Meeting to consider endorsing the message. The statement already has endorsement from Oak Park Friends Meeting. The list of endorsements is being added to monthly. The statement is appended to this report.

Noel Pavlovic brought the issue of carbon tax to the committee. This concept was developed by Toby Friends Meeting in Massachusetts (<http://www.mounttobyfriends.org/action/voluntary-carbon-tax-witness/>). It is a self tax that is private. A Friend may to decide to tax themselves on their gasoline use or other components of energy use that is derived from fossil fuels. A form is filled out, given to the meeting treasurer, who receives a check once a year for the tax. This becomes a public witness through the monthly meeting and the monthly meeting decides publicly where the contributed tax funds are spent. In addition, the recipient of the funds can receive a statement about the carbon tax witness from the monthly meeting. The payers of the tax benefit from the knowledge of how much gasoline or what ever carbon based energy they are consuming, and thus may lead the Friend to find new ways to reduce their carbon footprint. From this discussion, Friends also thought this might be an issue that could be presented to the Yearly Meeting as a workshop in 2016. The workshop would also address alternative energy sources, and divestment of banks that fund fossil fuels companies. Noel will organize and present this workshop.

On the topic of workshops, the committee was made aware of Nancy Halliday's art presentation at the "Art of the Land" show in Harvard, Illinois on the weekend of September 18 and 19. She had her work in tow and showed the three paintings to us. We were quite impressed with Nancy's expertise and inspiration in nature illustration. We recommended that Nancy consider hold a drawing workshop at next year's Annual Sessions. ECC will also present an announcement of the event to Wil Brant to post on the ILYM listserv. ECC may ask her to consider displaying her art at the ECC display at the 2016 Annual Sessions.

We then had an open discussion, "workshop", concerning the ILYM grounds. In a recent conversation with David Wixon, we were reminded that the grounds evolution is a long-term process and that we should try to encompass as many ideas that arise as we can. The discussion ranged from inspiration of the property being one where Quakers want to come to outside Annual Sessions, to garden or seek spiritual renewal, to the concern that our population is declining and we cannot hope to invest vast sums of money on projects and amenities that no one will use. We continue to hold these issues in the light, seeking divine inspiration. Some specific items were address as well:

Green roof: David Wixom sees expanding the green roof into an art project to inspire Friends of all ages. We will pursue that concept with David.

Adrian Fisher has 30 to 50 osage orange seedlings that she grew from hedge apples collected from the ILYM grounds. If we can get the tree seedlings to the ILYM campus, we may embark on our second hedgerow planting attempt at the west end of the ILYM campus on our workday, October 3. If completed, seedlings will be protected with orange fencing and mulch around their bases. If successful, we may host a hedgerow workshop at Annual Sessions in 2017.

Alice Howenstine has talked to many people and organizations about disposal of the chemicals in the barn. She has discovered that the Illinois Environmental Council may be able to help us with determining a way to dispose of the chemicals.

We spent much time discussing the old fields and what they might become, without obtaining any resolutions. It is clear that to help control Tansy, we need to coordinate with Dick Ashdown to know when he burns the prairie and or field so that we can easily herbicide the resprouting tansy in the spring.

We hope to replant the Prairie Fire crabapple tree that was planted in memory of Paul Schobernd since it did not survive. Beth Carpenter has asked to plant one of Disk Ashdown's oak tree offspring in memory of her son Zeke Schobernd. We will coordinate this with Dick.

The meeting ended with a brief moment of silence that was followed by a hearty supper.

Prepared by Noel Pavlovic, and reviewed by ECC.

A Shared Quaker Statement: Facing the Challenge of Climate Change

"It would go a long way to caution and direct people in their use of the world, that they were better studied and knowing in the Creation of it. For how could [they] find the confidence to abuse it, while they should see the great Creator stare them in the face, in all and every part of it?"

William Penn, 1693

As Quakers, we are called to work for the peaceable Kingdom of God on the whole Earth, in right sharing with all peoples. We recognize a moral duty to cherish Creation for future generations.

We call on our leaders to make the radical decisions needed to create a fair, sufficient and effective international climate change agreement.

As Quakers, we understand anthropogenic climate change (climate change due to human activities) to be a symptom of a greater challenge: how to live sustainably and justly on this Earth.

We recognize that the current rise of greenhouse gas emissions is leading to an unprecedented rate of increase in global average surface temperature of extreme detriment to the Earth's ecosystems and species, including human beings.

We recognize that catastrophic global climate change is not inevitable if we choose to act urgently.

We recognize a personal and collective responsibility to ensure that the poorest and most vulnerable peoples now, and all our future generations, do not suffer as a consequence of our actions. We see this as a call to conscience.

We recognize the connections between climate change and global economic injustice as well as unprecedented levels of consumption, and question assumptions of unlimited material growth on a planet with limited natural resources.

We recognize that most anthropogenic greenhouse gas emissions are created by fossil fuel combustion. We recognize that our increasing population continues to pursue fossil fuel-dependent economic growth. We recognize that the Earth holds more fossil fuel reserves than are safe to burn, and that the vast majority of fossil fuel reserves must remain in the ground if we are to prevent the catastrophic consequences of climate change. We therefore question profoundly the continued investment in, and subsidizing of, fossil fuel extraction.

We seek to nurture a global human society that prioritizes the well-being of people over profit, and lives in right relationship with our Earth; a peaceful world with fulfilling employment, clean air and water, renewable energy, and healthy thriving communities and ecosystems.

As members of this beautiful human family, we seek meaningful commitments from our leaders and ourselves, to address climate change for our shared future, the Earth and all species, and the generations to come. We see this Earth as a stunning gift that supports life. It is our only home. Let us care for it together.

Quakers in Ghana, Quakers in Britain, Living Witness, UK, EcoQuakers Ireland, Quakers in Australia, Quakers in Denmark, Norway Yearly Meeting, Quaker Service Australia, Netherlands Yearly Meeting, Pacific Yearly Meeting, USA, Miami Friends Meeting, USA, Quaker Institute for the Future, Northern Yearly Meeting, USA, Memphis Friends Meeting, USA, New York Yearly Meeting, USA, Storrs Friends Meeting, CT, USA, Quaker Concern for Animals, UK, York Monthly Meeting, PA, USA, Quaker Earthcare Witness (QEW), Newtown Monthly Meeting, USA, Croton Valley Meeting, NY, USA, Quakers in Aotearoa New Zealand, FWCC- Asia West Pacific Section, Cookeville Monthly Meeting, USA, Eugene Friends

Meeting, OR, USA, Oak Park Friends Meeting, IL, USA, Winnipeg Monthly Meeting, Canada, Lafayette Friends Meeting, IN, USA, Princeton Friends Meeting, NJ, USA, Nashville Friends Meeting, TN, USA, Trenton Meeting of Friends, NJ, USA, Honolulu Monthly Meeting, HI, USA, Baltimore Yearly Meeting, MD, USA, Humboldt Friends Meeting, CA, USA, Eau Claire Friends Meeting, WI, USA, Santa Fe Monthly Meeting, NM, USA, Rochester Friends Meeting, MN, USA, Gettysburg Friends Meeting, PA, USA, Westtown Monthly Meeting, PN, USA, Joseph Rowntree Charitable Trust, UK, Woodbrooke Quaker Study Centre, UK, Quaker United Nations Office (QUNO), Ohio Valley Yearly Meeting, OH, USA, Sacramento Friends Meeting, CA, USA, Twin Cities Friends Meeting, MN, USA, Chena Ridge Friends Meeting, AK, USA, Salmon Bay Friends Meeting, WA, USA, Belgium & Luxembourg Yearly Meeting, FWCC - Europe and Middle East Section, Prospect Hill Friends Meeting, MN, USA, Northampton Friends Meeting, MA, USA, Charlottesville Friends Meeting, VA, USA, Yellow Springs Friends Meeting, OH, USA, Delta Monthly Meeting, Stockton, CA, USA, Canadian Friends Service Committee (CFSC), American Friends Service Committee (AFSC), Quaker Council for European Affairs (QCEA), Strawberry Creek Monthly Meeting, CA, USA, Société Religieuse des Amis (Quakers), France, Friends Committee on National Legislation (FCNL), Friends World Committee for Consultation (FWCC), Goose Creek Monthly Meeting of Friends, VA, USA, South Central Yearly Meeting (TX, OK, AR, LA), USA

[Return to index](#)

Handbook Committee Report

The Handbook Committee recommends the following changes to the ILYM Handbook as gleaned from the Minutes of the 2015 Sessions. These items have been approved by the Yearly Meeting and now we need discernment if we have faithfully captured the minutes in the Handbook description.

In the list of *Faith and Practice* sections, change the Community of Friends from five year approval to “(Adopted in 2015 for an indefinite period)”: Minute 12.

-
- In the list of *Faith and Practice* sections, add “The Monthly Meeting” (Approved in 2015 for an indefinite period)” and “Stewardship (Approved in 2015 for a 2-year provisional period)”: Minute 43 and the F&P report.
-
- “Preparing for and Responding to Illness, Death, and Bereavement” (Approved in 2015 for a 3-year provisional period)”: Minute 44.

There are now five stewards. Change the Handbook description to say “There will be five stewards, at least two from Clear Creek Monthly Meeting; the stewards serve as corporation officers, with staggered six-year terms, renewable indefinitely”: Minute 38 [This was approved in the Annual Sessions 2014, Minute 9].

Remove Peace Tax Fund Oversight Committee description and add to the Peace Resources Committee description: “(h) to take under its care the Peace Tax Fund Oversight with awareness of the confidential and tender nature of this fund. See a committee member for more details of this fund”: Minute 54.

The Handbook Committee is waiting for some guidance concerning the Personnel Committee’s report from 2013. We will then endeavor to rewrite the description of the Personnel Committee and include the following:

Remove Administrative Coordinator Oversight Committee description and add to Personnel Committee “The committee provides support and consultation for the Administrative Coordinator.” Minute 53.

[Return to index](#)

Maintenance and Planning Committee Report

Fall workday is scheduled for Saturday, October 3, 2015. M&P plans to meet at 9:00 am that day. Since the report for Continuing Committee is due before we meet, I have submitted our Fall 2015 work list.

One project we started during site prep was emptying the basement and garage of unusable latex and oil-based paints and solvents. The east garage is filled with scrap metal, and paint cans that need to be disposed of properly. Hopefully we will clear this space by 2016 Sessions.

M&P To Do List for 10-3-15 Fall Work Day

Meetinghouse:

Toilet runs on (not clear which one; check both).

East toilet leaks.

Right window on meeting room stage sticks.

Down spout NW (what about it? Check it. Maybe needs to be secured.)

Re-attach screens to doors. (What tools do we need for this?)

Paint doorway exteriors (exterior paint).

Kitchen:

Reattach soffit above fridge and freezer @ ceiling and S wall. (Carpenters, 2x4's).

Shower House:

Women's: Left shower leaks

Women's: sink farthest to right is backing up. (Clean out all the sink drains.)

Print and post procedure for closing down shower house (Include opening outside shower faucets and closing inside pipe valves so pipes to shower valves empty.)

Clear Creek House:

Trim weeds at patio area SE side of house.

Install siding on exterior E wall (siding in huge boxed pile in middle of garage).

Patch SW exterior corner siding with metal corner pieces.

Patch hole in S 2nd story of house visible from garage.

Clear Creek Garage:

Open all latex paint in garage and put kitty litter in cans. Leave cans open to solidify.

Then trash or put in dumpster at site prep.

Transport oil based paints and solvents to Rockford. (Rock River Reclamation Dist, 3333 Kishwaukee St. Sat 8-4; Sun 12-4. Check before going 815.987.5570).

Haul away old scrap metal from W side interior of garage.

Grounds:

Move old wood that was not used in outside wood burning furnace to burn pile.

Penn House:

Look inside. At site prep move carpet to dumpster. (Can we better use this building?)

[Return to index](#)

Nominating Committee report

Nominations presented for approval:

Fariba Murray (2018 Environmental Concerns)

Naoki Nakamura (2018 Peace Resources)

[Return to index](#)

Peace Resources Committee Report

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

Our committee continues to be energized in our task of providing timely resources to the monthly meetings of ILYM. We have met monthly in-person and also have working groups which are active between meetings. We are making progress in several items of our agenda.

War and Terrorism

- **Torture:** ILYM is now a member of the National Religious Campaign Against Torture. Jan Mullen is the current delegate. PRC recommends that monthly meetings join NRCAT as either Participating Members or Endorsing Members. This organization offers many concrete ways of working to eliminate torture. This includes Solitary Confinement. Monthly meetings are also encouraged to write a Minute about the use of torture and solitary confinement, and to send such minutes to the PRC who will put them on the ILYM website and also send them to the John Calvi website QUIT.
- **Police brutality and Racial Profiling:** PRC has formed a Working Group on this topic. They report that the Chicago Alliance Against Racist and Political Repression (CAARPR) does outreach and organizing by holding educational meetings and engaging in direct action. CAARPR is part of the National Alliance Against Racist and Political Repression. Both organizations were formed several decades ago. We encourage Friends to look into activities in their area, and communicate with PRC. PRC will continue to research and report on the CAARPR.
- **The ‘no guns permitted decal’:** The committee is interested in this issue. Some meetings are concerned that this decal is legally necessary in terms of liability. Naoki Nakamura has created a decal to be posted alongside the ‘No Guns’ decal which reads: “Join Us in Peace.”

Treatment of Sexual Minorities

- The Working Group on Sexual Minorities has sent a letter to all the monthly meetings asking about their experiences about sexual minorities. Some meetings have responded, have had discussions on this topic and sent their Minutes with respect to being open and affirming to sexual minorities.
- Dan Stevens has also been hearing from two groups which are developing queries on the topics of sexual minorities, and also on police brutality.
- **Ugandan refugee crisis:** The Ugandan crisis overlaps both terrorism and sexual minorities. PRC researched and received input regarding the Friends Ugandan Safe Transport Fund sponsored by the Olympia (Washington) Friends Meeting. PRC is satisfied that this is a group which has looked deeply into how to be effective and is a worthy cause to support. PRC therefore recommends this effort to monthly meetings for their support. PRC has also donated \$25. of their funds towards FUST.

Communications:

Effective methods of communication are essential to the task of PRC providing resources to monthly meetings. Many methods of communications are at our disposal, some are already in place but others especially Facebook have required learning about our options.

- Facebook and other public media: PRC has researched the options available through Facebook. The pro's of Facebook is that our reach would be much wider, as it is said to cover 20% of the world's population and 70% of people who use the internet. The caution is that anything posted on a public forum such as this has to reflect ILYM accurately. There is also a concern that there may not be a way to screen posts made to a Facebook page before they appear there, so that having such a page would require constant monitoring. The PRC committee is asking Continuing Committee to develop guidelines for ILYM committees to help us represent ILYM in public media within Quaker process. There is an experimental Facebook group currently but it is not open to the general public.
- Communications within ILYM: PRC plans to communicate soon with monthly meetings to plan a first step in developing an inter-meeting forum for all peace committees.

Peace Tax Fund Oversight Committee: Current members of this committee are John Knox and Dave Moorman who met with PRC to update the committee on this fund.

- The Peace Tax Fund Oversight Committee is described in the Peace Tax Fund Agreement as having three members serving 3-year, overlapping terms. Currently this arrangement does not seem to be in place, and Contessa Miller, who is a member of Nominating Committee, would be the logical Friend to look into this. Another concern is: How will the rotating memberships affect the confidentiality of the Peace Tax Fund Oversight Committee (if many people eventually have served on this committee)? PRC is asking ILYM Nominating Committee to look into the membership of the Peace Task Fund Oversight Committee and see that it corresponds to structure described in the Peace Tax Fund Agreement.
- The PRC asks the Peace Tax Fund Oversight Committee to examine its account(s) to determine any funds which they can distribute according to the eligibility criteria set forth in the Agreement.
- The interest earned from the Peace Tax Fund account, and the deposited funds after the 7 year audit period, are to be distributed by the PTFOC in consultation with the depositor. There may be funds now which should be distributed. Kent Busse recommends that ILYM seek a legal review by an ethics lawyer of the nature and structure of the PTF, and the relationship of the fund to ILYM. The PRC asks the PTF Oversight Committee to determine when the last legal review of the Agreement took place, and to seek an updated review by an ethics lawyer if it is appropriate.

Respectfully submitted by Jan Mullen

[Return to index](#)

Publications and Distribution Committee Report

Print

Plummer Lectures

2011 - Dick Ashdown: Should be printed and available for distribution at Fall 2015 Continuing Committee.

2012 - Mark Mattaini: Looking to have this printed and available for distribution at Spring 2016 Continuing Committee.

2013 - Sarah Pavlovic: Should be printed and available for distribution at the Fall 2015 Continuing Committee meeting.

2015 – Fernando Freire: Looking to have this printed and available for distribution at the Spring 2016 Continuing Committee meeting.

2015 Minute Book: Should be printed and available for distribution at the Fall 2015 Continuing Committee meeting.

Among Friends

Summer 2015 has been printed and shipped.

The new co-editors Caryn Kuhn and Pam Kuhn will now be taking over *Among Friends*. Their first addition will be Winter 2016.

New Publications

We will hold off on publishing a pamphlet on the Light Within section of ILYM's Faith & Practice until the three-year provisional period has ended and it has been officially adopted.

Web

ILYM.org:

The current website and extensions have all been brought up to date.

Sean has downloaded the entire website and database to begin working on a few major updates, including:

Possible new template

Upgrading from Drupal 6 to Drupal 7

Overview and possible navigation changes

Moving all content to ILYM.org and laying down the older Tiki-Wiki site

ILYM-hosted WordPress sites

We would like to request that all ILYM-hosted WordPress sites create an admin account for the Publications and Distributions Committee.

A few months ago we received a security alert for WordPress websites.

The WordPress websites were automatically updated but we feel like having an account to deal with any future security issues would be prudent.

[Return to index](#)

Religious Education Committee Report

The ILYM Religious Education Committee was asked by ILYM to consider a number of issues related to children's and intergenerational programming. We have discussed these issues and our report on them is contained below:

1. Having a children's religious education program at Continuing Committees.

The Committee supports this idea. Continuing Committee Meetings are an opportunity to bring together children from across ILYM and build community among them as well as furthering their spiritual education. Providing child care is not adequate for children and parents who travel a long way. Planning such a program would be a responsibility for a Children's Religious Education Coordinator if and when we have one (see below), but in the meantime, we ask that

the hosting meeting to plan with the ILYM Religious Education Committee to provide a day-long program on Saturday for children.

We want to add that the Children's Coordinator would also be asked to coordinate the children's program at Blue River Quarterly meetings, to increase opportunities for community and religious education for children.

2. Having more consistency and better program development planning for children's programming at Annual Sessions (maybe the Children's Coordinator serving as overall FUN coordinator, every year). Something to note is that in the past two years, the person who volunteered to be the FUN Overall Coordinator at Annual Sessions left that position a few months later. Two years ago a new one was found only a few months before Annual Sessions, and this year a replacement was not found.

The Religious Education Committee agrees that there should be two people planning the FUN program, the Children's Coordinator (overall) and the representative from the yearly meeting Planning group. The Religious Education Committee calls on ILYM to take the FUN planning as seriously as the program planning for Annual Sessions. Volunteers have done a great job in the past, but too often it is the same ones every year and they do not get to go to the business meeting. This concern should also be addressed by the Planning Group for FUN.

In addition, we urge coordinating the afternoon activities—planned vans with designated adult chaperons or car pool trips to the pool on some days (with flexibility for weather) and enrichment added to the craft tent, which often will not hold children's interest for more than 20 minutes. This does not allow for parents to sit through a whole afternoon workshop.

Evening programming should also consider children and parents' needs. Making sure that young children are supervised at the campfire by a few designated adults and teens, for example, would allow parents to attend an adult program that evening. Just scheduling the campfire does not provide this currently.

We would like to see a First Day School program on Sunday morning during the worship time and then have the children come in for the last 15 minutes of worship. Currently there are child care providers, but no other programming.

3. Assessing and improving opportunities for true intergenerational programming at Annual Sessions.

Currently the square dance and watermelon evening works very well as an intergenerational activity, as does the Variety Show. Epistle Reading time is also good. It would be enriching to have at least one more intergenerational activity, (all ages) which involves play in some shape or form.

4. Having someone to serve as a resource person for monthly meetings wanting to develop their First Day School programs.

We support the idea of a paid Children's Coordinator as a part-time employee of ILYM and ask this position be focused on Annual Sessions and Continuing Committee Meeting times.

We would like the Children's Coordinator to provide training and resource-browsing times at all the collective gatherings of ILYM—Annual Sessions, and Continuing Committees. At least one

Workshop at Annual Sessions should be devoted to Children's Religious Education Training/Brainstorming/Nurture so that adults who provide this ministry can be inspired and supported. The Children's Coordinator can also work with the Religious Education Committee to provide email and phone call help to any monthly meeting or worship group's Children's Religious Education Committee. Whether or not the Children's Coordinator would be available to travel to individual meetings to consult about First Day School programs is still under discussion by the committee and we plan to report back at Spring 2016 Continuing Committee on that issue.

To support what we have seasoned here for Continuing Committee, we attach a letter with reflections on these issues from one of the committee members, Barb Harroun, a parent and Quaker Religious Education volunteer with years of experience in ILYM.

ILYM Religious Education Committee,
Joy Duncan, Dale Gardner, Barb Harroun, Monica Tetzlaff (clerk), Bobbi Trist

Barb Harroun's Children's Religious Education letter

Dear Friends,

I have been holding the issues [that ILYM asked the Committee to consider] in the light.

I wanted to share my thoughts regarding the FUN Coordinator and ILYM. For three years, I have co-taught or taught in the FUN program. There is always such a great need, and last year I was the only teacher outside of the Evanston Friends beyond volunteers who signed up day-to-day. I love children and feel led to assist in that capacity, but was very aware I was missing business meeting and would likely miss the afternoon sessions due to wrangling my own children. My thoughts on this:

- 1) FUN Coordinator should be split and should be the responsibility of two people. It is too overwhelming for a single person to coordinate.
- 2) Consider utilizing our 9-12 year olds as co-teachers/teaching assistants in the 3-5, 6-8 year old tents. They have such gifts to share and we can begin forming great mentoring relationships/friendships early.
- 3) There should be intergenerational afternoon sessions that draw in our young children and their parents and that can nourish them both. Each time I attempted to attend a session, I had to excuse myself due to the needs of my 7 year old. A craft tent is not enough to engage them during the afternoon. I would love to see afternoon sessions led by kids, with adult supervision.
- 4) I would like to see one of the lectures at ILYM be geared toward speaking to our community about celebrating, nurturing, and encouraging our Quaker children. Or have a speaker who can address our entire community—including our children!
- 5) For the last two years I have found myself monitoring children at the area swimming pools. Inevitably, children are left out or there is not enough room in vehicles. I would like to see efforts like this much more coordinated and planned.
- 6) When I attended with my three year old, ILYM was an exhausting, albeit rewarding experience. I want it to be a place of renewal and rest for parents, who often come a bit depleted and in need of spiritual nourishment. I would love to see volunteers during the early mealtime that will

assist the kids (able to feed themselves) and eat with them, allowing parents to have a meal together or in conversation with Friends. My kids are older now, and I see this as something the older kids could also sign up for and I could see wonderful friendships forming.

I am deeply in love with my own children, and often they teach me about our faith and the mysterious, piercing beauty of living in the Light. Our own Macomb Worship Group has more children attending than adults. Last week, my 11 year old chose to sit in meeting, and often she has spoken to the condition of my heart during meeting. I would urge us to consider intergenerational activities that are truly intergenerational, not just for those above the age of 13. We have to remember that intergenerational should accommodate everyone, including our wee ones and our wisest and weighty Friends. And I see play as being central to these activities--and joy!

In peace and great love,
Barb

[Return to index](#)

Site Envisioning Committee Report

The committee has not met since Yearly Meeting so there is not much new to report. We will continue to be working on the following items this year.

Campground Bath House Renovation: We are going over the scope of work with our contractor Paul Ebener 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.

Caretaker: Our committee continues to work with the Property Use Committee on establishing a formal caretaker arrangement for our campus which we will continue this coming year, with the goal of bringing a proposal to the full yearly meeting for consideration in June.

Records Storage: We will prepare and organize some of our documents that we think need to be included in a system when it is developed. We also intend to prepare and send some items of more established or historical record to the University of Illinois which maintains an archival collection of records.

Sustainable Energy: As we look toward adding accessible bedrooms and bathrooms at the Clear Creek House (our other approved construction project pending funding), our committee (with the assistance of the Environmental Concerns Committee) will explore some possible options to develop and use some more sustainable energy sources for our campus.

New Site Work: The committee working with the Stewards and Maintenance and Planning Committee will investigate costs to dig out and remove the concrete foundation and walkways at the demolished portion of the long shed in order to return that area of the site to an open field. We will also determine what care might be needed to keep the barn from further deterioration and determine costs for portions of the dairy shed that need to be demolished and removed.

Respectfully submitted: Christopher Goode, clerk.

[Return to index](#)

Ad Hoc Records Retention and Preservation Committee Report

The following is being submitted for review and input:

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.

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

The ILYM Records Librarian oversees 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. Committees can send items directly to the ILYM Archives, but might want to consult with the Records Librarian regarding the donation.

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 and the duration of the retention are defined by the Yearly Meeting (see following table). 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.

Records Retention Schedule

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

	Retention	Archives	Repositories
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		
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		

	Retention	Archives	Repositories
Publications			
Serial Publications (<i>Among Friends</i> , Plummer Lectures, directories)	permanent	X	X
Occasional Publications (<i>Faith & Practice</i> , pamphlets, etc.)	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

[Return to index](#)

Annual Session Planning Groups

Food Planning Group (BRQ)

The cook has been rehired for next year. All coordinator spots are filled, save one. We are still in need of a dinner coordinator. Anyone interested should contact Beth Carpenter.

Program Planning Group (BRQ)

Overall & Speaker/Evening Coordinator: Steve Tamari

Workshop Coordinator: Barb Haroon

Worship Sharing: Mariellen Gilpin and Steve Tamari

Before-dinner singing: Bobbi Trist

Theme: "Nurturing the Seed"

Speakers:

Wed. June 22 Lucy Duncan (AFSC) and Noah White (Philadelphia Yearly Meeting): "Undoing Racism in Quaker Meetings: Lessons from Philadelphia Yearly Meeting"

Thurs. June 23 Melinda Wenner Bradley (Quaker Religious Education Collaborative): "Children's Spirituality: An Inter-generational Gathering"

Sat. June 25 Steve Chase (Pendle Hill Director of Education) "From Empire to Beloved Community: Acting on the Call to Radical Faithfulness"

Sun. June 26 Plummer Lecture by Nancy Duncan

Steve Tamari for the Blue River Quarterly Program Planning Group

[Return to index](#)

QEW Representatives Report

QEW in conjunction with the Quaker United Nations Office and FCNL has developed a document entitled "Facing the Challenge of Climate Change: A shared statement by Quaker Groups." and is seeking other Quaker organizations to review and endorse the statement. The statement can be found out <http://www.quakerearthcare.org/article/shared-quaker-statement-facing-challenge-climate-change>.

[Return to index](#)