

Illinois Yearly Meeting Fall Continuing Committee

Seventh Day, Tenth Month 13, 2018
McNabb, Illinois

Attending: Dick Ashdown, Wil Brant, Jane Brotemarkle, Jeff Brotemarkle, Beth Carpenter, Janice Domanik, Kay Drake, Joy Duncan, Fernando Freire, Dale Gardner, Cathy Garra (Presiding Clerk), Meredith George, Chris Goode, Sharon Haworth, Chris Jocius (Reading Clerk), Pam Kuhn (Recording Clerk), Ted Kuhn, Peter Lasersohn, Val Lester, Mark McGinnis, Rachel Mershon, Grayce Mesner, Neil Mesner, Sarah Pavlovic (Assistant Recording Clerk), Phyllis Reynolds, Chip Rorem, Steven Seacrest, David Shiner (assisting), Monica Tetzlaff, Bobbi Trist, Nancy Wallace, Judy Wolicki

Minutes

Minute 01 Continuing Committee of Illinois Yearly Meeting began with centering worship. Out of the silence, the Presiding Clerk Cathy Garra introduced Friends at the clerking table. She thanked Wil Brant for doing the Advance Documents and putting together the document packets. She also thanked Clear Creek Meeting for hosting the Continuing Committee. She noted the Harassment Policy has been posted. Continuing Committee is happy to have our Middle School Friends with us this morning for part of our Continuing Committee meeting.

Minute 02 Joy Duncan gave her report as the Children's Religious Education Coordinator. The Children's Sessions at the 2018 Annual Sessions had 32 children ages 3-14 years old attending, a little lower number than last year. Joy is continuing to work on improving the program based on the experience of this year. The Middle School Fall Retreat is taking place at on the ILYM Campus during Continuing Committee and tomorrow. Bobbi Trist is Joy's assistant for this retreat.

The OWL (Our Whole Lives) Retreat has been scheduled for November 30 to December 2, and will include high school students as well as middle schoolers. Robyn Sullivan is the co-coordinator. Other yearly meetings and Scattergood School have been invited. There is a webinar for parents of the retreat participants. Joy has developed a new middle school webpage on the ILYM website. In addition to these projects Joy will be working on the Children's Sessions for 2019 Annual Sessions along with Chicago South, the Middle School Retreat at Blue River Quarterly on April 12-14, and the ad hoc Annual Sessions Planning Review Committee. Report accepted.

Minute 03 Fernando Freire reported for the Nominating Committee. The committee is focused on the challenge of finding both a Presiding Clerk and Assistant Clerk for the yearly meeting. The committee has discovered a deep well of experience and enthusiasm among Friends they have asked to serve. They also have learned of complications with availability. This year Nominating Committee faces a very serious situation. Cathy Garra is currently our Assistant Clerk and acting as Presiding Clerk but only through Annual Sessions 2019 (2018, Minute 51). Report accepted.

The Nominating Committee brings forward the following name for approval. Sarah Pavlovic as Assistant Recording Clerk/Recording Clerk to 2020. Approved.

Minute 04 Cathy Garra announced the following names for the Naming Committee: Peter Lasersohn and Sarah Pavlovic. They will serve for one year. The Committee is responsible for bringing forward names for the Nominating Committee.

Minute 05 Val Lester gave the Treasurer's Report for the Fiscal Year ending June 30, 2018. The report, which includes a Statement of Financial Position/Balance Sheet, Statement of Fund Activity, Monthly Meeting Contributions, and Operating Budget, is in the 2018 Minute Book. It was a good year for our income. Eleven monthly meetings gave larger contributions than in the previous year. There was a 37%

increase in the amount donated by individuals. Thank you to everyone.

Overall our expenses grow about 4 to 5% each year. Personnel expenses are the largest single line expenses on our Operating Budget. Because all of the paid positions are now filled, the meeting will be increasing our personnel expenses in the coming years. Also, of special attention, this past year we renovated the bathhouse at a cost of \$60,000. We spent considerably less in reserves than we expected to because of generosity of Friends making donations. Our ending balance in net assets as of 6/30/2018 was \$250,957.97. Report accepted.

Minute 06 Cathy Garra gave the report for the Financial Review Committee. The Committee approved adding up to \$800 to the Children's Religious Education Committee budget to be used if this year's OWL Retreat expenses exceed the registration income. Report accepted.

Minute 07 Ted Kuhn gave the report for the Finance Committee. The Finance committee is in unity with the Children's Religious Education Committee that the Children's Religious Education Coordinator position should be an ongoing position (at quarter time) and budgeted accordingly. Our annual donations from monthly meetings and individuals are generous enough to support our employees. The committee also recognizes that the Children's Religious Education and Youth Oversight committees will have background check expenses for certain volunteers. The committee is continuing to support the Development Committee and the Stewards in their respective work. The committee is also continuing to review historical expenses and the best way to present this information to ILYM. The committee has two action items, see below. Report accepted.

Referring to Minute 54 from 2018 Annual Sessions, in which the meeting approved asking Continuing Committee to act on decisions to invest in the Friends Fiduciary Fund (FFF), the Finance Committee makes the following recommendation: that Illinois Yearly Meeting invest \$100,000 in the FFF Growth and Income Fund and \$75,000 in the FFF Index Fund.

Both funds are screened to be consistent with Friends Values (no alcohol, tobacco, firearms, weapons or weapon components, mines or coal, gambling, for profit prisons, or companies with poor environmental, social or governance practices. More detail can be found at: friendsfiduciary.org/how-we-invest. In addition, FFF engages in shareholder advocacy, dialogue, and proxy voting on their investments. Neither of the funds is FDIC insured.

The growth and income fund pays a dividend two times per year while the Index fund is designed for longer term investments that will gain in value over time without frequent transactions. Both funds can be withdrawn from within 48 hours at any time should we have a large expense.

The amounts of the recommended investments were determined based approximately on our designated fund balances. The maintenance reserve and special gifts funds are designated as separate funds in order to smooth out infrequent high cost expenses, with a combined balance of approximately \$112,000. The committee believes it makes sense to invest in the dividend paying growth and income fund an amount that is similar to this balance, which will help subsidize the operating budget. Conversely, the committee does not expect to draw from the property improvement fund or the payroll reserves in the next few years, so it makes sense to invest these two funds in the longer-term index fund. The combined balance of these two funds is approximately \$74,000. This recommendation will leave sufficient balance in the checking account (approximately \$75,000 at the start of the fiscal year) so that the Treasurers will be able to pay expenses without trouble.

A Friend suggested the possibility of investing over a period of months instead of all at once. The Finance Committee will explore this at their next meeting.

The Presiding Clerk asked that the decision on this recommendation be held over until after lunch.

The Finance Committee recommends the following division of the budget for the costs associated with the annual sessions (lines “Gatherings and Retreats” on the *Income* section and *Expense & Transfers*): Administrative Coordinator expenses (tents, printing, mailings, etc) \$5,000; Program Committee expenses (speakers, workshops, etc.) \$1,750; Children Sessions expenses (babysitters, Children’s program expenses, square dance band, etc.) \$1,450; Food and cooking \$8,300; Site Preparation \$1,000. Total Cost \$17,500. This does not change the overall yearly meeting budget approved at Annual Sessions. Friends are reminded that if there is an unusual opportunity that involves additional cost, the planning committee should approach the Financial Review Committee. Based on 2018 registration and average registration over the past 6 years, the committee recommends an adult per day fee of about \$50 for 2019 in order to break even on Annual Sessions. Annual Session budget and adult daily fee approved.

In addition to the \$50/adult fee per day for 2019 the committee also recommends that monthly meetings explicitly offer to help any members or attenders for whom cost may be an issue. The committee emphatically does not want Annual Sessions to be difficult for anyone to attend for financial reasons. Monthly meetings are welcome to contact the ILYM Finance Committee if there are concerns. Please note that any registration fees paid through Paypal incur Paypal administrative fees of approximately \$1.50 per person per day. Please pay by check if possible, or consider donating to offset the Paypal fee.

Minute 08 Kay Drake gave the report for the Development Committee. The committee drew Friends’ attention to the budget line of \$35,000 for individual donations. They remind Friends that individual contributions are critical as a whole for the sustainability and long-term health of the yearly meeting. The committee is focused on expanding the number of individuals who contribute and would also like to increase the number of Friends who contribute by automated monthly deductions.

The Development Committee is considering if in the future the committee should be supporting specific projects. The committee is also wondering if it should be considering other forms of income. The Development Committee is willing to work on the Clear Creek House expansion especially in terms of communication of the plans with potential donors.

The Development Committee is working on an updated version of a pamphlet called “Giving to Illinois Yearly Meeting” which could include those of limited means and to honor in-kind contributions and time commitments that are critical to success in addition to money. The committee is also working on the annual appeal letter. The committee is also working on “Policy Regarding Access to and Use of Contribution and Donor Information,” a set of guidelines for the yearly meeting that includes issues of confidentiality and transparency when it comes to donors and the yearly meeting. Report accepted.

Minute 09 Monica Tetzlaff gave the report for the Children’s Religious Education Committee. The Children’s Sessions at the 2018 ILYM Annual Sessions focused on the theme *Witness and Renewal* including a particular emphasis on John Woolman and his “Plea for the Poor.” The committee attended a joint worship-sharing with the Youth Oversight Committee during Annual Sessions. The Children’s Religious Education Coordinator, Joy Duncan, is working with Mike Dennis and the Youth Oversight Committee on the OWL Retreat in November. Robyn Sullivan and the Interim Youth Coordinator Liam Gardner are also assisting in this retreat.

The Religious Education Committee also reported that Joy Duncan is available to assist with monthly meetings in developing First Day School programs. Report accepted.

The Religious Education Committee was glad to have feedback last year and is open for feedback in coming years.

Minute 10 Nancy Wallace gave the report for the Personnel Committee. The committee reminds Friends that if any have comments or concerns about our staff or independent contractors they need to contact that person's committee-with-oversight. For staff members: Wil Brant, Administrative Coordinator, contact clerk of Personnel Committee, Nancy Wallace; for Joy Duncan, Children's Religious Education Coordinator, contact Clerk of Children's Religious Education Committee, Monica Tetzlaff; for Liam Gardner, Youth Coordinator, clerk of the Youth Oversight Committee, Mike Dennis. Independent Contractors: Judy Wolicki, Field Secretary, contact clerk of M&A, Phyllis Reynolds; other contractors, contact the Stewards.

The committee brought forward a new committee description at the 2018 Annual Sessions but time did not permit the meeting to act on more than one point. The committee will continue to season it during the year and bring the description to 2019 Annual Sessions for action. The committee is also looking for an overall statement about Illinois Yearly Meeting for our Employee Manual. Report accepted.

Minute 11 Dale Gardner gave the report for the Youth Oversight Committee. The committee reports that they have hired Liam Gardner as the Interim Youth Coordinator. Liam has graduated from High School and has started college at Parkland Community College. Because he was in the program recently, the Youth Oversight Committee felt it was appropriate to hire him as in interim position while including certain provisions, including specialized training and regular meetings. Liam has completed training programs and is meeting regularly with the committee and every other week with the committee clerk. So far, Liam's time is well under the budgeted number of hours. Liam led a Fall Quake at Blue River Quarterly Meeting in September with four teens and did a great job.

The Youth Oversight Committee is working with the Children's Religious Education Committee on the OWL Retreat in November (see above.) The committee is also planning the Quake the Rocked the Midwest, along with other yearly meetings, to take place at Evanston's meetinghouse on January 18-21, 2019. The committee is also considering the possibility of holding a Spring Quake at Scattergood School on May 10-12. The committee is happy to receive feedback or answer questions. Please contact Liam Gardner or Mike Dennis. Report accepted.

Minute 12 Cathy Garra noted the report from the Publications and Distribution Committee. The committee has printed and mailed the Summer 2018 issue of *Among Friends*. The committee has also completed the printing of the 2018 Minute Book and the 2018 Plummer Lecture by Bonni McKeown. Monthly meeting copies of these publications are available at Continuing Committee.

The Publications and Distribution Committee has added a Middle School page to the website. To access it, follow these steps: the "Programs & Projects" tab; the "Youth & Young Adult" link on the bottom navigation bar OR the direct URL: ilym.org/MSFriends Report accepted.

Minute 13 David Shiner gave the report for the Chicago North Planning Group. Chicago North has responsibility for the 2019 Annual Session Site Prep. The coordinators positions have been filled. Site Prep will begin, as usual, on the Saturday before the beginning of the Annual Sessions, continuing until Wednesday, June 19, when the sessions begin. The committee welcomes Friends to join us in fellowship, work, and good food for as much of that time as they are able. The committee hopes to bring further information about Site Prep by the time of Spring Continuing Committee.

Minute 14 Monica Tetzlaff gave the report for Chicago South Planning Group. The committee is responsible for the Children's Sessions. Coordinators are just about set. The committee is now looking for teachers, and are hoping for two teachers for each monthly meeting from Chicago South. The committee also helps to pay for the Thursday night program/speaker.

Minute 15 Sharon Haworth gave the report for Blue River Quarterly Planning Group. The group is responsible for the program and food. The coordinators positions have been filled. The theme will be "Facing Fear with Faith." The following evening programs are planned. Wednesday: Amelia Kegan - Legislative Director on Domestic Policy for FCNL. She leads the domestic policy team's work in analyzing legislation, advocating on Capitol Hill, and developing legislative strategy. Thursday Intergenerational Activity: Aaron Fowler and Laura Dungan combine their areas of musical expertise and empowerment to create a dynamic and rich musical experience in the folk tradition. Their music leads the listener to be attentive and appreciative of one's place in the world, examine matters of the heart and conscience, and lend courage to take next steps on the journey. Friday: Folk Dancing on the lawn. Saturday: Eileen Flanagan has served as board chair of Earth Quaker Action Team (EQAT) since 2013. She is a nationally-known Quaker activist leader and award-winning spiritual writer. She helps people to find their role in the growing movement for transformational change, to learn how to make their activism more strategic and spiritually grounded, and to overcome fear and social conditioning to stand in their own power. The Plummer Lecture will be given by Gwen Weaver, Lake Forest Meeting. Zach Schobernd has again agreed to be our cook. Report accepted.

Minute 16 Continuing Committee approved investing Illinois Yearly Meeting savings in the Friends Fiduciary Fund (FFF): \$100,000 in the FFF Growth and Income Fund and \$75,000 in the FFF Index Fund. See Minute 07 above.

Minute 17 Peter Lasersohn gave the report for the ILYM Faith and Practice Committee. The committee has added text to three sections (Religious Education, Sexuality and Gender Identity, and Wider Quaker Organizations) that were approved indefinitely during the 2018 sessions but for which minor revisions were entrusted to the committee. Peter read these changes aloud. Peter also read the proposed changes to the section on Abuse and Exploitation and asked for feedback to be communicated to the committee as soon as possible. The section is on the website.

The committee is continuing to consider the section on the History of Illinois Yearly Meeting. The committee is also reviewing sample documents to include in the appendices. The committee is working on the arrangement of the chapters within the book and editing for overall consistency. Report accepted.

Minute 18 Pam Kuhn gave the report for the Handbook Committee. The committee brought forward the following changes to be included in the Handbook.

The Committee recommends adding the following two sentences to the Stewards description. "The yearly meeting may authorize some of the Stewards to have access to the yearly meeting documents in the safety deposit box. The yearly meeting may authorize some of the Stewards to sign checks on behalf of the yearly meeting. [2018, Minute 14 & 15]" Approved.

The committee noted that our Field Secretary is an independent contractor and therefore not part of our paid staff. We recommend making a separate section called "Field Secretary".

The committee recommends adding to the paid staff introduction: "All paid staff members who work with children are required to be Mandated Reporters. All paid staff members who work with children are required to have a background check which normally includes fingerprinting. Details on these two requirements are in the Employee Manual. [2018, Minute 61]" Approved.

The committee noted that the Handbook description of the Epistle Committee indicates that this committee should meet throughout the year, not just at Annual Sessions which is our current practice. The Handbook Committee seeks guidance as to whether to rewrite the description or to ask Nominating Committee to choose the Epistle Committee well before Annual Sessions. A Friend reminded us that at one point ILYM approved designating the Epistle Committee at the end of the previous Annual Sessions;

however, this has not been our practice. The meeting agreed that Friends would be advised to look into this further and bring the concern to a subsequent meeting.

The committee recommends the following description of the Exercises Committee. “The Exercises Committee is charged with writing the Exercises, a report which reflects the spirit that prevailed at the annual sessions as well as recounting the principal activities that occurred. The report serves the purpose of making a record of what was said in worship and what exercised the yearly meeting. The report, primarily for Friends in Illinois Yearly Meeting, is beneficial as a summary for those not in attendance as well as a historical review of the annual sessions. It includes material that is not generally in the epistle or in the minutes. It is to be included in the Minute Book. Membership: Two or three Friends volunteer on the first or second day of Annual Sessions. One is encouraged to be someone new to the yearly meeting, one a longer-time attender. Teen Friends or Adult Young Friends are encouraged to be on the committee. [2014, Minute 17]” Approved.

The committee recommended the following description for the Maintenance, Planning and Envisioning Committee:

Maintenance, Planning and Envisioning Committee.

The Maintenance, Planning and Envisioning (MP&E) Committee is concerned with the maintenance and upkeep of the yearly meeting property as well as planning for new projects and the future of the physical campus as a whole. The committee works closely with other committees (Ministry and Advancement Committee, Environmental Concerns Committee, Development Committee, Finance Committee, etc.) as well as with Clear Creek Meeting and the Stewards to develop, consolidate and refine the collective vision of the yearly meeting.

Membership: Six to eight members nominated by the Nominating Committee. The Stewards also serve as ex-officio members.

The committee duties include the following: a) Planning the spring and fall work days. b) Overseeing minor maintenance and planning site development including proposals for future repairs, new buildings, and landscaping. c) Gathering, monitoring, and keeping the dreams and goals of the yearly meeting as they relate to the entire campus (new and old buildings and outdoor spaces) and the Campus Plan developed and adopted by Illinois Yearly Meeting in 2012. d) Holding visioning retreats or workshops as needed. e) Hiring outside consultants to develop plans, budgets, and contracts as needed. [2018, Minute 50]”

Approved.

The Handbook Committee is working on a new format for the section on Standing Committees to include a general description, membership, and duties. As descriptions are revised, they will be sent to each committee to read and comment upon. This is an opportunity for committees to review the description and see if it matches the committee’s actual practice. After committee review, either the committee or the Handbook Committee will bring the new descriptions to Annual Sessions for action. Additions and other changes to the Handbook will be approved at Annual Sessions.

Minute 19 Cathy Garra gave the report for the Harassment Review Committee. The committee has considered several matters and worked with committees on some of these. The Harassment Review Committee is under the care of the Ministry and Advancement Committee. Report accepted.

Minute 20 Phyllis Reynolds gave the report for the Ministry and Advancement Committee. The committee recommends that monthly meetings examine the Welcome Friend Project information from Friends General Conference. The working group is seeking participation from individual monthly meetings to help test the material. Meetings who are interested should contact Phyllis and also Holly Baldwin, hollyb@fgcquaker.org, the Welcoming Friend Project Assistant. The monthly meeting needs to have a minute from their meetings for business within the next month if they are interested. Meetings

should also note that Friends General Conference has outreach materials on their website. Report Accepted

The Ministry and Advancement Committee is also exploring the creation of a Quarterly Meeting for the northern region. Other projects include seeking to protect vulnerable members and encourage speaking to an appropriate person when incidents happen. The committee is exploring the States of Society reports from Rolla Meeting from 1975-2012 that were written by George McPherson as they may have some relevance especially for smaller monthly meetings.

Minute 21 Judy Wolicki gave her report as Field Secretary. Continuing Committee appreciated a quotation that Judy read about deep listening. Judy is filled with joy as she reported on her visits to monthly meetings and worship groups in the past three-and-a-half months having traveled 2,706 miles. In addition to worship, she was able to share in a threshing session, several discussion groups, a corn roast, a memorial service with butterflies released, and general visitation. She represented ILYM Quakers at an interfaith vigil held at St. Giles Church in Oak Park in August, and led a discussion group on *Living into Light in Dark Times* and another on *What is a Quaker?* She is working on an upcoming program: on the future direction of a meeting.

Judy continues to be concerned with our smallest meetings and worship groups. She keeps in touch with members with visits, emails, and cards. She continues to urge Friends to connect with each other during the year. She also wrote an article on prayer in the Summer 2018 issue of *Among Friends*. Report accepted.

Minute 22 Chris Goode gave the report for the Maintenance, Planning and Envisioning Committee. The committee moved the scheduled Fall workday to October 20, and hopes to have good weather for painting the exterior of the bathhouse. The committee is working on the meetinghouse to fix the porch railing post and they are getting bids for painting parts of the exterior. The committee is also looking into improving our heating, ventilation, and air conditioning system for Clear Creek House.

Liam Brubaker, Oak Park Meeting, is organizing his Boy Scout troop for an Eagle Scout Project to do some painting and other renovations of the Penn House October 19-21. The Stewards first had the doors and windows of the Penn House replaced by a contractor. There is hope that this could then be used as a cabin with electricity.

The committee is exploring the possibilities of solar PV (photo voltaic) for the campus. (See 2018, Minutes 16, 52.) They have run into some difficulties. If we put in solar panels on the campus, we will not be paid for producing extra electricity. The committee also notes that we have three meters on different parts of the property, which makes consolidation difficult. There is a community solar project but right now they are looking for 10-acre sites and there is a waiting list to be a part of it. The committee is continuing to explore this.

The committee is beginning to refine plans for the potential of an addition to Clear Creek House which will have wheelchair accessible bedrooms. Friends are reminded that if they see something that needs to be done on campus, particularly small projects, email their ideas to the Chris. Report accepted.

Minute 23 Cathy Garra announced the Spring Continuing Committee will be held at Evanston Friends Meeting on March 9, 2019.

Minute 24 Thank you to Clear Creek Meeting for hosting Continuing Committee and the Middle School Retreat.

Minute 25 The minutes were read back in the face of the meeting at the time they were written and approved.

Minute 26 The meeting closed with worship.

Treasurers Report

Illinois Yearly Meeting Statement of Financial Position/Balance Sheet Fiscal Year Ending June 30, 2018

	End Balance 6/30/2018	Opening Balance 7/1/2017
Assets		
Cash		
Checking Account	251,912.97	263,459.98
Friends Meetinghouse Fund	0.00	10,000.00
PayPal	582.66	523.96
Total Cash	<u>252,495.63</u>	<u>273,983.94</u>
Accounts Receivable	1,570.00	1,412.00
Undeposited Funds	280.00	3,842.50
Total Assets	<u><u>254,345.63</u></u>	<u><u>279,238.44</u></u>
Liabilities		
Loans from Individuals	1,000.00	1,000.00
Accounts Payable	2,387.66	3,842.46
Payroll Taxes Payable	0.00	0.00
Total Liabilities	<u>3,387.66</u>	<u>4,842.46</u>
Net Assets		
Unrestricted Undesignated	60,625.19	60,625.19
Unrestricted Designated	159,301.43	162,739.44
Temporarily Restricted	31,031.35	51,031.35
Total Net Assets	<u>250,957.97</u>	<u>274,395.98</u>
Total Liabilities & Net Assets	<u><u>254,345.63</u></u>	<u><u>279,238.44</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.

**Illinois Yearly Meeting – Statement of Fund Activity
For the period 7/1/2017 - 6/30/2018**

	A	B	C	D	E	F
	Balance 7/1/2017	Income	Expenses	Budgeted Transfers	Other Transfers	Balance 6/30/2018
ASSETS						
UNRESTRICTED						
1. General Operating	60,625.19	150,238.06	(113,676.07)	(13,000.00)	(23,561.99)	60,625.19
UNRESTRICTED DESIGNATED						
2. Special Gifts	49,861.24	0.00	0.00	(7,500.00)	8,561.99	50,923.23
3. Current Projects	9,122.17	0.00	0.00	0.00	(9,122.17)	0.00
4. Payroll Reserves	36,000.00	0.00	0.00	7,500.00	0.00	43,500.00
5. FWCC World Meetings	2,000.00	0.00	0.00	1,000.00	0.00	3,000.00
6. Maintenance Reserve	65,756.03	0.00	0.00	11,500.00	(15,877.83)	61,378.20
7. Faith & Practice Reserve	0.00	0.00	0.00	500.00	0.00	500.00
TEMPORARILY RESTRICTED						
7. Property Improvement	51,031.35	0.00	0.00	0.00	(20,000.00)	31,031.35
TOTAL ASSETS	274,395.98	150,238.06	(113,676.07)	0.00	(60,000.00)	250,957.97
LIABILITIES						
Loans from Individuals	1,000.00					1,000.00
Accounts Payable/Other Liabs	3,842.46					2,387.66
TOTAL CASH	279,238.44					254,345.63

Fund Name Oversight Committee

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 and all unrestricted bequests, used for special projects.
3. **Current Projects** Maintenance, Planning & Site
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. **Maintenance Reserve** Maintenance, Planning & Site
Used to save for and pay for irregular site maintenance, repair & upgrade projects.
7. **Faith and Practice Reserve**
A reserve fund for the initial publication of the ILYM book of *Faith and Practice*
8. **Property Improvement** Maintenance, Planning & Site with Development
Restricted by donors to be used for new building projects.

The **Financial Review Committee** is a subcommittee of Finance Committee. It is charged with reviewing any items going over budget and determining how to pay any items consistent with our budget.

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

	Unrestricted	Property	World Conference	Total
Blue River Quarterly	0.00			0.00
Bloomington-Normal	4,128.00			4,128.00
Burlington WG	500.00			500.00
Clear Creek	5,000.00			5,000.00
Columbia	2,860.00			2,860.00
Downers Grove	7,250.00			7,250.00
Duneland	2,016.00			2,016.00
Evanston	14,576.00			14,576.00
57th Street	5,040.00			5,040.00
Lake Forest	17,325.00			17,325.00
Northside	2,175.00			2,175.00
Oak Park	4,032.00			4,032.00
Oshkosh	75.00			75.00
Rock Valley	0.00			0.00
Rolla	0.00			0.00
South Bend	4,800.00			4,800.00
Southern Illinois	1,320.00			1,320.00
Spoon River	720.00			720.00
Springfield WG	0.00			0.00
St. Louis	9,265.00			9,265.00
Upper Fox Valley	1,000.00			1,000.00
Urbana-Champaign	9,240.00			9,240.00
Total	91,322.00	0	0	91,322.00

<p>Monthly Meeting Recommended Annual Contribution per Adult Resident Member is \$255</p>
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**Illinois Yearly Meeting
Operating Budget 2017-2018**

Income	2018-2019 Budget	2017-2018 Actual	2017-2018 Budget
Contributions from Meetings	86,000	91,322	84,000
Contributions from Individuals	35,700	37,585	35,700
YO Quake Reservations & Fundraising	0	480	0
Gatherings & Retreats	19,900	19,890	17,900
Fundraisers & Other Income	0	470	0
Interest & Investment Income	2,550	492	400
<i>Total Income</i>	144,150	150,238	138,000
Expenses & Transfers			
Operating			
Personnel (Payroll, Staff Travel, Office) ¹	(62,500)	(53,266)	(59,915)
YM Travel Support ²	(4,500)	(1,480)	(4,500)
Gatherings & Retreats	(18,800)	(21,304)	(16,800)
Site (Facilities & Deferred Maintenance) ³	(24,500)	(20,120)	(23,500)
Committees ⁴	(10,700)	(7,890)	(10,700)
Support to Others ⁵	(10,650)	(9,585)	(9,585)
Legal Reserve for Personnel Committee	0	(31)	0
<i>Total Expenses</i>	(131,650)	(113,676)	(125,000)
Budgeted Transfers			
Transfer to <i>Maintenance Reserve</i> Fund	(11,500)	(11,500)	(11,500)
Transfer to <i>FWCC World Meetings</i> Travel	(1,000)	(1,000)	(1,000)
Transfer to <i>Faith & Practice Reserve</i> Fund	0	(500)	(500)
Bathhouse Project and Other Transfers			
Bathhouse Project		(60,000)	0
see transfers listed below that paid for this project			
transfer from <i>Current Projects</i>		9,122	0
transfer from <i>Maintenance Reserve</i>		15,878	0
transfer from <i>Property Improvement</i>		20,000	0
transfer from <i>Special Gifts</i>		15,000	0
transfer from <i>General Fund</i> surplus to <i>Special Gifts</i>		(23,562)	0
<i>Total Expenses and Transfers</i>	(144,150)	(150,238)	(138,000)
Net General Fund Income (Deficit)	0	0	0

Expense Line Item Details

(1) Personnel

Salaries & Payroll	(54,700)	(46,504)	(52,315)
Staff Travel	(6,600)	(5,956)	(6,600)
Office	(1,200)	(807)	(1,000)
Total	(62,500)	(53,266)	(59,915)

	2018-2019 Budget	2017-2018 Actual	2017-2018 Budget
(2) YM Travel Support			
ILYM Committee Travel	(1,000)	(43)	(1,000)
ILYM Reps Travel	(3,500)	(1,437)	(3,500)
Total	(4,500)	(1,480)	(4,500)
(3) Site			
<u>Annual Facilities Expenses (Oversight: Stewards)</u>			
Insurance	(6,000)	(5,965)	(5,500)
Routine Maintenance	(5,500)	(5,734)	(5,500)
Urgent Maintenance	(2,000)	0	(2,000)
Mowing & Tree Trimming	(6,000)	(5,525)	(5,500)
Annual Services (inspections, winterizing)	(2,000)	(1,754)	(1,500)
Utilities	(3,000)	(1,141)	(3,500)
Total	(24,500)	(20,120)	(23,500)
(4) Committees			
Ad hoc	(50)	0	(50)
Adult Young Friends	(250)	(191)	(250)
Children's Religious Education	(250)	(249)	(250)
Development	(750)	(736)	(750)
Environmental Concerns	(150)	(32)	(150)
Faith & Practice	(100)	0	(100)
Finance	(100)	(80)	(100)
Handbook	(50)	0	(50)
Maintenance & Planning	(150)	0	(150)
Ministry & Advancement	(200)	(168)	(200)
Nominating	(250)	0	(250)
Peace Resources	(200)	0	(200)
Peace Tax Fund	(50)	0	(50)
Personnel*	(100)	(1,126)	(100)
Publications	(5,500)	(3,663)	(5,500)
Site Envisioning	(150)	(5)	(150)
Youth Oversight	(2,400)	(1,641)	(2,400)
Total	(10,700)	(7,890)	(10,700)
(5) Support to Others			
Quaker organizations to which ILYM assigns representatives			
Friends General Conference (FGC)	(4,000)	(3,600)	(3,600)
Friends World Committee for Consultation (FWCC)	(3,500)	(3,150)	(3,150)
American Friends Service Committee (AFSC)	(400)	(360)	(360)
Friends Committee on Natl Legislation (FCNL)	(400)	(360)	(360)
Friends Peace Teams (FPT)	(300)	(270)	(270)
Quaker Earthcare Witness (QEW)	(250)	(225)	(225)
Friends for Lesbian & Gay Concerns (FLGBTQC)	(50)	(45)	(45)

*Financial Review Committee approved \$1,000 legal retainer for Personnel Committee to insure that our policies are in compliance with new laws. To date \$31 remains unspent (see also *Operating Budget*)

Regional Quaker educational institutions			
Chicago Friends School (CFS)	(300)	(270)	(270)
Scattergood School	(200)	(180)	(180)
Earlham College	(200)	(180)	(180)
Earlham School of Religion (ESR)	(100)	(90)	(90)
Olney Friends School	(100)	(90)	(90)
Right Sharing of World Resources (RSWR)	(300)	(270)	(270)
Project Lakota	(200)	(180)	(180)
Friends Journal	(200)	(180)	(180)
National Religious Campaign Against Torture (NRCAT)	(100)	(90)	(90)
Quaker United Nations Office (QUNO)	(50)	(45)	(45)
Total	(10,650)	(9,585)	(9,585)

Field Secretary's Report

Here I am again, Friends, in what seems like a blink of my eye, reporting to you on my joy in serving you and the yearly meeting. I also report on what I am hearing and seeing in my visits with you, and on workshops, retreats, programs and visits, where I have been, what I am doing, and where I hope to go next. I was also attempting to be a bit more succinct in all the reporting I am doing, unfortunately I was not too successfully—I was hoping for one page.

During these last three-and-a-half months I have traveled to the following:

- Bloomington Normal Friends (for a threshing session and for a picnic that included Friends from Clear Creek and Urbana-Champaign)
- Downers Grove Friends (for the fourth Sunday discussion group I have been helping to facilitate for several years)
- 57th Street Friends (always a delight to visit my home meeting and to share other meetings' news, issues and concerns with them, as well as carrying theirs to others)
- Upper Fox Valley Friends' annual corn roast (an opportunity to connect with Illinois and Indiana Friends, and the Evangelical Friends who now meet at the Chicago Monthly meetinghouse)
- Upper Fox Valley Friends meeting (now at the Howenstine's farm in McHenry, for Meeting for Learning, Meeting for Worship, and fellowship)
- Clear Creek Friends (for Meeting for Worship and their before-meeting discussion)
- Blue River Quarterly Meeting in DuBois, IL (A good discussion on "Silence" was held, which will inform a future discussion at Downers Grove Friends' "experience of being Quaker." BRQ is always an opportunity to be with Friends from many monthly meetings.)
- Southern Illinois Quaker Meeting in Carbondale (for Meeting for Worship and their discussion of parts of ILYM Faith & Practice on "Friends and the State")

I facilitated a retreat for Clear Creek Friends entitled "Living into Light in Dark Times" that included discussion of Rex Ambler's Pendle Hill pamphlet *Living in Dark Times* and his book entitled *Light to Live By*, Friends own stories, and a discussion of retreats and "retreating." After the retreat I had the opportunity and privilege to participate in a memorial for Dennis family members whose ashes were brought to the Quaker cemetery in McNabb. (Butterflies were released at the end of the memorial).

I represented ILYM Quakers at an interfaith vigil held at St. Giles Church in Oak Park in August. The weekend of September 29 through October 2, I will be offering programs for Burlington Worship Group and Macomb on vocal ministry and building community. I will also visit the Burlington meditation group and offer a program for the public on “What is a Quaker?”

I hope to be able to visit Spoon River Friends in Monmouth on my way home from Burlington. The following weekend I will be attending the Ministry & Advancement meeting to be held in Evanston. I have not yet planned visits for October 7 and October 14. On October 21st I am scheduled to facilitate Oak Park Friends’ Direction of Meeting program, which is always a good experience for me, providing an opportunity to hear Friends’ ideas, concerns, and vision for the future.

I continue to be available to offer support to individuals and meetings, programs, workshops, retreats, and resources. I want especially to offer support to our smallest meetings: Rolla, Rock Valley, and Spoon River. I try to keep in touch with members of these and other meetings by phone, letters, notes and email when I am unable to visit. As of this writing, Rolla has not been meeting, though the last time I spoke to one of the two remaining Rolla Friends, she told me that there was hope of the possibility of restarting the meeting, perhaps at a different time and on campus. Spoon River continues to be very small, yet committed to their First Day worship, which I have experienced as deep. I was unable to reach the two Friends who are still in Rockford at the time of this writing, and I do not know if they are meeting there. One member had been attending a nearby meeting in Wisconsin. The members had not wanted to lay the meeting down the last time I met with them.

My goal continues as before—to connect meetings to meetings, individuals to individuals, and Friends to each other. So, as always, I encourage Friends to connect to one another across meetings, to keep in contact by visiting, phone calls, emails, cards and letters, to offer support and encouragement to one another, especially when we become aware of others’ struggles or needs.

Are you aware of places that you think might want a visit or a program? Please let me know your thoughts, ideas, and concerns.

It is an honor to serve you, my Friends. Thank you once more for your support, nurture, guidance and trust.

Joyfully and respectfully submitted, Judy Wolicki, Field Secretary

Children’s Religious Education Coordinator Report

Children’s Sessions: We had 32 children ages 3m-14yrs in Children’s Sessions this year. Many thanks to Chicago North for all their efforts. I came home with yet another list of recommended and necessary improvements to continue to make Children’s Sessions the best it can be in service to children and their families.

Middle School Fall Retreat: In the works as this report is being written. Thanks to Bobbi Trist for volunteering to be my assistant.

OWL Retreat: This is a huge and impressive undertaking. According to Robyn Sullivan, my OWL (volunteer) co-coordinator, this will all be so much easier next time around. She is the mother of young children and is very hopeful that this program continues and grows so that they can be a part of it when the time comes. Robyn has worked tirelessly on planning/organizing this retreat. I am so grateful.

Some of the many details that we have been working on:

A webinar for the OWL parent orientation

Publicity: Getting the word out to ILYM parents and youth is easier now that we have compiled a List on MailChimp.

Publicity: We are inviting youth from Scattergood School, OVYM and NYM.
Collaborating with Youth Oversight, particularly Michael Dennis, clerk, and Liam Gardner,
interim Youth Coordinator.

Forms/Paperwork: Parent Consent, Registration, Retreat Schedule, Budget, etc.

A new Middle School webpage on the ILYM website.

Lining up trained facilitators and volunteers.

Communication with St. Pauls UCC and Evanston MM

Next Steps

Planning with Chicago South for Children's Sessions 2019

Meeting with Pam Kuhn and the Ad Hoc Committee on Planning Annual Sessions

Spring Blue River Quarterly Middle School Retreat April 12-14, 2019

Respectfully Submitted, Joy Duncan

Children's Religious Education Committee Report

The Children's Sessions at 2018 ILYM Annual Sessions: This year's session for children focused on the ILYM theme of Witness and Renewal, with a particular emphasis on John Woolman. Faith and Play lessons were also taught. The CRE Coordinator received comments of concern as well as joy about a lesson on John Woolman's "Plea for the Poor" in which real money was managed by the Middle School children. The CRE Committee discussed the concerns with the volunteer teacher and a committee member who had observed the lesson and concluded that practice handling money was not inappropriate for Middle Schoolers as they transition to becoming High School Friends who handle their own Meetings for Business and budget.

Working in closer coordination with Youth Oversight: On 6-22-18 at ILYM Annual Sessions, the CRE committee held a joint worship-sharing with Youth Oversight (YO) to focus on the needs of the middle school and high school youth. The meeting was clerked by the Field Secretary. We articulated our visions of how to best serve ILYM youth together and the ways in which we overlap and can work together on our common goals for middle school and high school retreats and the transition from one group to the other. Clerk of Youth Oversight, Michael Dennis, continues to be in contact with us as Joy Duncan and Robyn Sullivan work on the upcoming OWL retreat, discussed below. Liam Gardner, the new Interim High School Coordinator is also part of the OWL planning.

Middle School News: We are among many other yearly meetings who find that having a middle school group meets the needs of the children in grades 6-8, who often do not have peers in their small monthly meetings. The Middle School Retreat is going on October 13-14, during Continuing Committee. The theme is Community.

The Middle School Friends program also has a page on the ILYM website, created by Joy Duncan, CRE Coordinator. It is ilym.org/MSFriends.

Upcoming OWL (Our Whole Lives) Retreat November 30-December 2 for Friends in Grades 6-12 at St. Pauls UCC Church, Chicago, Ill.: Joy Duncan and Robyn Sullivan have been working hard on organizing this retreat. OWL is a fully comprehensive and inclusive sexuality education program developed by the Unitarian and UCC churches. It is really the best program out there. For more info about OWL go to: uua.org/re/owl. The facilitators for the retreat are ILYM Friends who were trained last fall. There will be separate Middle School and High School OWL program groups. Arrangements can be

made to pick up/drop off young Friends from bus/train stations. Parents/guardians are required to take the OWL orientation at ILYM Annual Sessions or by webinar beforehand. The CRE Committee regrets that we did not put a request for the money needed for this retreat into the Annual Session budget request. YO will contribute \$500. The committee has recently asked the ILYM Financial Review Committee for \$2,000 to cover the costs of this retreat.

Assistance to Friends FDS programs: Joy Duncan also has provided advice to First Day School (FDS) Committees at individual monthly meetings as they plan and carry out their FDS programs.

We continue to be grateful to Joy for her faithful work.

Submitted by Monica Tetzlaff, Clerk
Members: Dale Gardner, Barb Lawhorn, Michael Pine,
Robyn Sullivan, Monica Tetzlaff, Bobbi Trist; Ex officio, Joy Duncan.

Development Committee Report

The approved Individual Contributions operating budget line item for the general fund in Fiscal Year 2018–2019 is the same as it was for 2017–2018, \$35,700. We actually bested the 2017–2018 number with \$37,585. While there is no raise in the budgeted line item we still want to make sure that we can cover the Children’s Religious Education Coordinator among other on-going usage of individual contributions. The Individual Contributions line item remains critical as a whole for the sustainability and long term health of ILYM. The 2018–2019 budget number may be more challenging as many Friends lost the ability to deduct their ILYM contributions between the 2017 and 2018 tax years due to changes in Federal Tax Law.

We are also focused on expanding the number of individuals who contribute as well as the number of people who contribute monthly with automatic deductions. We currently have only 2 people enrolled in automated monthly deductions. We would like to increase this number and reduce the reliance on the annual appeal letter to generate operating funds.

In addition, we are trying to be supportive of efforts to increase the utilization of the Clear Creek campus. We seek Continuing Committee guidance on our support regarding projects such as the rehabilitation of the Penn House and events such as the new annual Eagle Watch. This support can run from coverage in the annual appeal letter to fundraisers to celebrations; maybe we can celebrate the Penn House renovation in similar style to the bathhouse next summer.

Another area we might be able to help on is expanding the search for outside Quaker and non-Quaker event utilization of the campus, and potential reconfiguration of the campus buildings to accommodate such demands.

In regard to larger projects such as the Clear Creek expansion and septic system efforts we can help with potential donor communication and visits as well as in communication of floor plans, elevations, and estimates of resources required. There is the potential that the detail to support these efforts may be available by the end of the 2018 calendar year.

In regard to communication we plan to:

- Put out an updated version of “Giving to Illinois Yearly Meeting” adding focus on giving for those of us of limited means and/or financial savvy. We must continually remember that in-kind contributions and time commitments are critical to our success, not just money. This new version of “Giving to Illinois will be available on the website as well as in paper in the form of a brochure. There has been significant interest in this resulting in two complete versions for us to merge.

- Get out the annual appeal letter a couple of weeks earlier
- With the above we are also exploring a set of giving guidelines with specific emphasis on permissible giving, personal information sharing and donor contact. We want to make sure that our work is transparent, that there is “nothing going on behind the curtain.” Our work product would combine existing minuted guidelines, legal restrictions, financial restrictions and the “Policy Regarding Access to and Use of Contribution and Donor Information.” We do not yet have a time frame for this.

Committee on Faith and Practice Report

The ILYM Faith and Practice Committee has met once since the 2018 Annual Sessions. We have added text to three sections (Religious Education, Sexuality and Gender Identity, and Wider Quaker Organizations) that were approved indefinitely during those sessions but for which minor revisions were entrusted to the committee. We will read those revisions aloud at Continuing Committee. The section on Abuse and Exploitation was provisionally approved for one year at the Annual Sessions, with a couple of suggestions for revision made at that time. We have drafted a revised version in accordance with those suggestions, and will be presenting it at Continuing Committee for feedback.

We are continuing to consider the section on the History of ILYM, and are reviewing sample documents that we plan to include as appendices. We have also begun to consider the arrangement of the sections within the book. We expect to meet three or four times before Spring Continuing Committee as we endeavor to bring our work on Faith & Practice to a close.

Finance Committee Report

ACTION ITEM: Based on the minutes from 2018 Annual Sessions, Continuing Committee is authorized to approve investment of ILYM finances in Friends Fiduciary Fund, if in unity. Finance committee recommends that ILYM invest \$100,000 in the FFF Growth and Income Fund and \$75,000 in the FFF index fund.

Both funds are screened to be consistent with Friends Values (no alcohol, tobacco, firearms, weapons or weapon components, mines or coal, gambling, for profit prisons, or companies with poor environmental, social or governance practices. More detail can be found at: friendsfiduciary.org/how-we-invest. In addition, FFF engages in shareholder advocacy, dialogue, and proxy voting on their investments.

The Growth and Income Fund pays a dividend two times per year while the Index fund is designed for longer term investments that will gain in value over time without frequent transactions. Both funds can be withdrawn from within 48 hours at any time should we have a large expense.

The amounts of the recommended investments were determined based approximately on our designated fund balances. The maintenance reserve and special gifts funds are designated in order to smooth out infrequent high cost expenses, with a combined balance of approximately \$112,000. We believe it makes sense to invest in the dividend paying growth and income fund an amount that is similar to this balance, which will help subsidize the operating budget. Conversely, we do not expect to draw from the property improvement fund or the payroll reserves in the next few years, so it makes sense to invest these two funds in the longer term index fund. The combined balance of these two funds is approximately \$74,000.

This recommendation will leave sufficient balance in the checking account (approximately \$75,000 at the start of the fiscal year) that we will be able to pay expenses without trouble.

ACTION ITEM: Finance committee recommends the following budget for annual sessions:

Admin Coordinator (tents, printing and mailing, etc.)	\$ 5,000
Program expenses (speakers, workshops, etc)	\$ 1,750
Children's expenses including square dancing band	\$ 1,450
Food and Cooking	\$ 8,300
Site prep	\$ 1,000
Total Cost	\$ 17,500

This budget is consistent with average spending over the past six years, except for the children's program, which reflects the increased spending from 2018 sessions continuing into the future.

Based on 2018 registration and average registration over the past six years, we would need an adult per day fee of about \$50 in order to break even on Annual Sessions. We recommend this as the fee for 2019, and also recommend that meetings explicitly offer to help any members or attenders for whom cost may be an issue. We emphatically do not want Annual Sessions to be difficult for anyone to attend for financial reasons. However, we have had negative net Annual Sessions costs for four of the last six years, which were offset by lower than budgeted expenses elsewhere in the operating budget.

We also note that any registration fees paid through Paypal incur Paypal administrative fees of approximately \$1.50 per person per day. We recommend that Friends pay by check if possible or consider donating to offset the Paypal fee.

Finance Committee is in unity with Children's Religious Education Committee that the Children's Religious Education Coordinator position should be a permanent position (at quarter time) and budgeted accordingly. Our annual donations from monthly meetings and individuals are generous enough to support our employees.

Children's Religious Education and Youth Oversight Committees will have background check expenses for certain volunteers. We are making sure that the budget appropriately accounts for these expenses.

Finance Committee is continuing to support Development Committee and the Stewards in their respective work.

Finance Committee is continuing to review historical expenses and the best way to present this information to ILYM.

Submitted by Ted Kuhn, clerk

Handbook Committee Report

1. In the Stewards description, add the following two sentences. "The yearly meeting may authorize some of the Stewards to have access to the yearly meeting documents in the safety deposit box. The yearly meeting may authorize some of the Stewards to sign checks on behalf of the yearly meeting." [2018, Minute 14 & 15]

2. Change the Handbook so that Section 6 will be Paid Staff and Section 7 will be Field Secretary.

3. Add to the Paid Staff Introduction: "All paid staff members who work with children are required to be Mandated Reporters. All paid staff members who work with children are required to have a background check which normally includes fingerprinting. Details on these two requirements are in the Employee Manual." [2018, Minute 61]

4. The Handbook description of the Epistle Committee includes the following three sentences. “Members of the Epistle Committee should reflect on the spiritual life of the yearly meeting throughout the year in preparation for writing the Epistle at next year’s annual sessions. The Epistle, finalized at the annual sessions, should reflect the committee’s continuing interaction with one another and monthly meetings throughout the year. The Epistle should reflect the critical issues being confronted by the monthly meetings of Illinois Yearly Meeting.”

Currently the names for the Epistle Committee, with the exception of the Reading Clerk, are brought forward on the first day of Annual Sessions. The Handbook Committee could either rewrite the description to reflect our actual practice or the yearly meeting could follow the original description by having the Nominating Committee bring names forward for the Epistle Committee before Annual Sessions.

5. The description of the Exercises Committee does not include the research done by Peter Lasersohn and reported in 2014, Minute 17. The current description also notes that we send this description to *Friends Journal* for publication which we do not think is still the case. We recommend the following description.

The Exercises Committee is charged with writing the Exercises, a report which reflects the spirit that prevailed at the annual sessions as well as recounting the principal activities that occurred. The report serves the purpose of making a record of what was said in worship and what exercised the yearly meeting. The report, primarily for Friends in Illinois Yearly Meeting, is beneficial as a summary for those not in attendance as well as a historical review of the annual sessions. It includes material that is not generally in the epistle or in the minutes. It is to be included in the Minute Book. Membership: Two or three Friends volunteer on the first or second day of Annual Sessions. One is encouraged to be someone new to the yearly meeting, one a longer-time attender. Teen Friends or Adult Young Friends are encouraged to be on the committee. [2014, Minute 17]

6. New committee description based on Minute 50.

Maintenance, Planning and Envisioning Committee.

The Maintenance, Planning and Envisioning (MP&E) Committee is concerned with the maintenance and upkeep of the yearly meeting property as well as planning for new projects and the future of the physical campus as a whole. The committee works closely with other committees (Ministry and Advancement Committee, Environmental Concerns Committee, Development Committee, Finance Committee, etc.) as well as Clear Creek Meeting and the Stewards to develop, consolidate and refine the collective vision of the yearly meeting.

Membership: Six to eight members nominated by the Nominating Committee. The Stewards also serve as ex-officio members.

The committee duties include the following:

- a) Planning the spring and fall work days.
- b) Overseeing minor maintenance and planning site development including proposals for future repairs, new buildings, and landscaping.
- c) Gathering, monitoring, and keeping the dreams and goals of the yearly meeting as they relate to the entire campus (new and old buildings and outdoor spaces) and the Campus Plan developed and adopted by Illinois Yearly Meeting in 2012.
- d) Holding visioning retreats or workshops as needed.
- e) Hiring outside consultants to develop plans, budgets, and contracts as needed.

[2018, Minute 50]

7. The Handbook Committee will be revising the Standing Committee section using a general template to make committee descriptions more consistent. As descriptions are revised, they will be sent to each committee to read and comment. This is an opportunity for committees to review the description and see if it matches the committee's actual practice. After committee review, either the committee or the Handbook Committee will bring the new descriptions to Annual Sessions for action.

Each committee description begins with an introductory paragraph. The first part of this paragraph contains the name of committee, its purpose, and other relevant describing information (e.g. who the committee works with, when the committee meets, etc.). A separate line will outline membership recommendations including how many members; membership terms, if any; how members are appointed; and any *ex officio* members. The next section describes the duties of the committee. This section begins with "The committee duties include the following:" followed by a lettered list of the duties. Example: See MP&E above.

Maintenance, Planning, and Envisioning Committee Report

We have not had a committee meeting since Annual Sessions but intend to schedule one in mid-November. We did not prepare an advance report as all of our current projects were still up in the air by the September 23 deadline.

Work Day was scheduled for Saturday October 6 but was canceled due to rain and rescheduled for Saturday October 20 (if the boy scouts do not mind). We will try to get the painting done on the bathhouse wood siding and soffits. This is high work so some of us are bringing ladders and step ladders. Our first date had only 8 confirmed attenders (half from Clear Creek), and I am not sure if all of those folks will be able to come on the rain date. We hope we have a few more than that, and, if so, perhaps we can do some other maintenance tasks or site work. If too cold or rainy that day then we will try again on our spring workday.

Other Maintenance Work: Dick Ashdown is working with a contractor to get the porch railing post at the northwest corner of the meetinghouse fixed permanently this fall (it was temporarily repaired before Annual Sessions) and have the existing siding at Clear Creek House repaired, and Carol Bartles is getting an estimate from a recommended painting contractor from Peoria to paint the north and east sides of the meetinghouse in the spring. Dick and Carol are also working on getting help to better balance the HVAC system at Clear Creek House so that the upper floor rooms can stay cooler in the summer.

Penn House and Boy Scouts: We have been working on the Penn House renovation with Liam Brubaker and the Boy Scouts. After meeting on site with Liam, his dad Kevin, Chip Rorem, Dick Ashdown, and myself, and looking more closely at the building we realized that the two existing doors were rotting and needed to be replaced, we would need screened doors for each opening, and the existing windows were fixed sash that did not fit the opening with a 4" gap at the top that let in moisture and would also need to be replaced. As we felt that these were tasks needing skills that the boy scouts were unlikely to have and beyond Liam's abilities, Chip and I thought that we should get those done ourselves. We called Dean Tieman who did the bathhouse renovation, and he looked at the situation and prepared a quote to provide two new fiberglass doors, two screen doors, and two new vinyl awning windows which he would install. They will be installed this week before the Boy Scouts do their work on October 19-21. The cost for this, \$2700 was approved by the Stewards. Dean also said that if there was any savings in the materials or labor he would pass it on to us. The windows will probably not be ready by then, but he will prepare the openings for them to work to and will install them after their work is complete. The scouts plan to remove the existing interior wall finishes and furring and will install new

wood car siding as an interior finish. They will clean the place out, scrape and paint the ceiling, and the exterior. My understanding is that they will also scrape and paint the exterior of the Fox Hole too. They will provide a new light at the interior and install new cover plates over the existing receptacles and light switches.

Solar PV for Campus: We have also been trying to find out info on solar possibilities with Straight-Up Solar, one of the companies that made presentations in Peoria that members of ILYM attended last spring. We could certainly do panels for our own use but as we are not paid for extra electricity we produce and since our use is fairly limited, and divided between three different meters (which may be another problem) it would not be many panels. Another option is Community Solar. We have been trying to find out if there are any possibilities where we could have panels on our property that ILYM Ameren utility customers or local folks from McNabb might be able to subscribe to. It sounds like they are looking for 10 acre sites that they can mount a solar array on in various locations that folks can subscribe to but I do not think that will work for us, and we may not have the right electrical lines to our site for that, or be close enough to a substation. Permits for these projects are released in limited quantities by the utilities on a lottery basis and this year's permits were oversubscribed by a factor of nine or ten for the fall lottery, so we would have to wait to be ready for next year's lottery in the spring, or beyond but we may be way back on the list. Since this whole process is brand new nobody really knows what is happening, and it is all being made up as they go along. I am not sure if there is another way to do community solar but am still trying to get more info from Straight Up on all of these options and costs associated. We may also contact other solar providers as well, but they are all subject to the same limitations from the ICC and power companies.

CCH Accessible Bedroom/Bathroom Addition: Chip and I will review our existing documents for this work which includes schematic plans and elevations and will modify them and add a narrative which will flesh this out with more detail and will give that to our contractor Dean Tieman for a more solid estimate of costs for this work and a new septic system and field. We are working with Development committee to get them the kind of visual documents and information that will help them to talk with potential donors about this and other campus projects.

Respectfully submitted: Christopher Goode, clerk.

Ministry and Advancement Committee Report

M&A did not meet face to face until October 6, 2018 but these are some of the concerns we are working on.

We are exploring the creation of a Northern Quarterly Meeting.

We are seeking to find ways in our own meetings and through ILYM connections, to communicate about behaviors in our meetings that trouble individuals.

In Evanston, when concerns arise we seek to share these promptly with the clerk and committee clerks, rather than dismissing them or keeping silence. We want to protect the person as well as our vulnerable members, especially children and young people. We have also updated our procedures for mandated reporting of sexual abuse to the state.

We are exploring George Mc Pherson's Collection of States of Society from 1975 to 2012 from Rolla Meeting and how it might be relevant, especially for smaller meetings.

Friends General Conference has created a Welcoming Friend Working Group and is seeking individual meetings to help them practice and improve the welcoming of new comers into the life of our meetings. Please see the two attachments from FGC. The Working Group has already found two

members from Illinois Yearly Meeting and does not need more. They are seeking participation of individual meetings.

We continue to appreciate the dedicated and guided work of our Field Secretary, Judy Wolicki who nurtures our committee and many meetings in ILYM.

Nominating Committee Report

Nominating Committee has met once since Annual Sessions, and we are scheduled to meet again before Fall Continuing Committee meets. We are, again, focused on the challenge of finding both a Presiding Clerk and Assistant Clerk for the yearly meeting. To that end, on September 20 we sent the following letter to the 16 individuals we have asked to consider being Clerk in the last two years. We are hoping that at least one or two of those has seen a change in the conditions that might have prevented them from considering the post beforehand.

In the last two years, the ILYM Nominating Committee has spoken with many Friends, including you, about considering service as Presiding Clerk of the yearly meeting. We have discovered a deep well of experience and enthusiasm among this group. We also have learned of complications with availability at the time we spoke with our prospective nominees.

Sometimes availability changes. We ask that you please prayerfully consider if you can continue a conversation with the Nominating Committee on serving as Clerk of the yearly meeting.

This year Nominating Committee faces a very serious situation. We must identify two Friends to propose as Clerk of the yearly meeting. The first to serve a partial rotation (Clerk following approval at Continuing Committee in Fall 2018 or Spring 2019 through the 2020 sessions; Assistant Clerk through the 2021 Sessions). Currently Cathy Garra is serving as the Presiding Clerk in the last year of her rotation, and will resume her role as Assistant Clerk when a new Presiding Clerk is approved at Continuing Committee. (Minute 51, 2018)

The second Friend would be nominated, on our usual time table, to serve a full four-year rotation (Assistant Clerk following the 2019 Sessions; Presiding Clerk following the 2020 Sessions; Assistant Clerk through the 2021 Sessions.)

Illinois Yearly Meeting is at an exciting and energetic time as we look forward to completing our very own Faith and Practice, expand our children's activities, make active use of our historic meetinghouse and grounds, contemplate our 150th anniversary in 2025, and so much more.

If you wish to continue a conversation with the Nominating Committee, please contact any one of us. We would also welcome suggestions for the names of Friends with gifts for potentially serving as Presiding Clerk or as Recording Clerk.

Otherwise, we are beginning to take up the task of filling the few positions that remained vacant after Annual Sessions for approval by Continuing Committee, and then of seeking volunteers for those positions that will need filled and approved during Annual Sessions next summer.

On behalf of the Nominating Committee, Steve Tamari, Clerk

Personnel Committee Report

The Personnel Committee met in September and started working on an employee manual. It is hoped that a draft will be ready to present to Continuing Committee at its Spring 2019 meeting.

We are also bringing to Continuing Committee the following action item, which was carried over from the 2017 Annual Sessions due to time constraints. See also the attached chart, which is also being carried over from Annual Sessions to help explain the proposed revisions.

ACTION ITEM: We would like to replace the Committee Responsibilities listed in the ILYM Handbook and the Personnel Manual with:

1. Determine and interpret personnel rules and practices.
2. Annually review the Personnel Manual.
 - a) Season, discern, and approve timely policies regarding legal issues that are brought to Continuing Committee when a decision needs to be made before the next Annual Sessions. (See Minute 62, approved at Annual Sessions 2018, below*)
 - b) Recommend any other Personnel Manual changes for approval by Illinois Yearly Meeting.
3. With concern for best practices and legal aspects, review and approve job descriptions developed by each committee-with-oversight covering their respective staff.
4. With concern for best practices and legal aspects, review and give feedback or suggestions for annual performance appraisals done by each committee-with-oversight covering that committee's respective staff. Be sure these are placed in the confidential personnel files kept by the ILYM Treasurer.
5. Coordinate with the ILYM Treasurer access to electronic files of job descriptions and evaluations for the Personnel Committee and the clerk of committee-of-oversight.
6. Contact each staff member annually to see if there are questions or needs relevant to the Personnel Committee.
7. Coordinate the annual salary adjustment for the ILYM staff with the Finance Committee.
8. Set up a process for background checks to be used by the clerks of each committee-of-oversight and to support the evaluation process.
9. Establish annually a subcommittee of the Personnel Committee to supervise the Administrative Coordinator.

*Minute 62 Recommendation to add to the Continuing Committee description: Seasoning, discerning, and approving timely policies involving legal issues, brought by the Personnel Committee, when a decision needs to be made before the next Annual Sessions. Approved.

Submitted by Nancy Wallace, Clerk

Responsibilities of the Personnel Committee -- Personnel Committee Shall:

Existing Responsibilities	Revised Responsibilities
Act in all its business in ways that are faithful to the basic Quaker testimonies of honesty, equality and good stewardship	Deleted since this is not a task. This will be somewhere else in the Personnel Committee Manual.
Determine and interpret personnel rules and practices	Determine and interpret personnel rules and practices.
Annually review and recommend any changes for	Annually review the Personnel Manual:

Existing Responsibilities	Revised Responsibilities
approval by Illinois Yearly Meeting	<ul style="list-style-type: none"> • Have authority to implement any mid-year legal changes. • Recommend any other Personnel Manual changes for approval by Illinois Year Meeting.
Review and approve job descriptions developed by each committee of oversight covering their respective staff	With concern for best practices and legal aspects, review and approve job descriptions developed by each committee-with-oversight covering their respective staff.
Review and approve annual performance appraisals done by each committee with oversight covering their respective staff	With concern for best practices and legal aspects, review and give feedback or suggestions for annual performance appraisals done by each committee-with-oversight covering that committee's respective staff. Be sure these are placed in the confidential personnel files kept by the ILYM Treasurer.
Maintain personnel files	See prior point.
	Coordinate with the ILYM Treasurer access to electronic files of job descriptions and evaluations for the Personnel Committee and the clerk of committee-of-oversight.
Maintain at least annual direct contact with ILYM staff	Contact each staff member annually to see if there are questions or needs relevant to the Personnel Committee.
Make recommendations to the Finance Committee each year about salary adjustments	Coordinate the annual salary adjustment for the ILYM staff with the Finance Committee.
	Set up a process for background checks to be used by the clerks of each committee-of-oversight and to support the evaluation process.
	Establish annually a subcommittee of the Personnel Committee to supervise the Administrative Coordinator.

Publications and Distribution Committee Report

Print

Among Friends: Summer 2018 issue has been mailed and is being distributed to monthly meetings.

Minute Book: The 2018 Minute Book will be printed and distributed during Fall Continuing Committee Meeting.

Plummer Lectures: The 2018 lecture will be printed and distributed during Fall Continuing Committee Meeting.

Web

ILYM.org: A Middle School Friends page has been added and can be accessed from:

The "Programs & Projects" tab

The "Youth & Young Adult" link on the bottom navigation bar

The direct URL: ilym.org/MSFriends

Youth Oversight Committee Report

Members: Warwick Daw, Diane Clark Dennis, Michael Dennis (clerk), Dale Gardner, Andrea Kintree, Nathan Lasersohn (HSF Recording Clerk), Fariba Murray; Kiva Schobernd (HSF Co-clerk), Liam Gardner (youth coordinator), Jad Tamari (HSF Co-clerk)

Youth oversight (YO) reached out to a dozen ILYM adult young friends about applying for the youth coordinator position. The only one who applied was Liam Gardner, who had just completed the High School Friends (HSF) program and started college at Parkland Community College. YO held a clearness committee with Liam and, in consultation with the Personnel Committee, agreed to hire him on 8/1/18 as interim Youth Coordinator with the following provisions:

- a) He completed mandated reporter training, physical first aid training, and mental health first aid training before the first Quake.
- b) He meet with the Clerk (Mike) at least every other week and YO monthly, and
- c) Track and submit a detailed log of his activities and hours twice a month.

Liam agreed, has already completed all required paperwork, training, meeting, and reporting requirements to date. As part of the biweekly supervision and monthly call, YO reviewed the key take away lessons Liam got from each of the trainings, reviewed his detailed activity/time, takeover of website and social media, planning for the fall Quake, OWL retreat, and Quake that Rocked the Midwest. As of the mid-September timesheet, Liam had done 28 hr and 6 minutes of work. Even with the Fall Quake at Blue River Quarterly this weekend he will still be under the 41 hours a month budgeted (and well under the 125 budgeted for the first quarter).

On 9/21-23 Liam led a fall Quake at the Blue River Quarterly retreat at Camp Dubois with four teens: 3 from Urbana Champaign (Anya Gardner Nathan Lasersohn, & Jonas Phillips) and 1 from St. Louis (Ellie Hetrick). The teens did workshops on coping with mental health problems and using art to cope with anxiety, held their own business meeting, and joined the adults in workshop. Liam did a great job.

In terms of upcoming events, YO is

- Supporting the Religious Education Committee's OWL retreat on 11/30 to 12/2/2018 by, helping to get high school teens there, contributing \$500 to their budget, and volunteering time for planning and at the retreat.
- Collaborating with Ohio Valley Annual Meeting and Scatter Good School to plan the 2019 Quake that Rocked the Midwest (QRM) at the Evanston Meeting House on 1/18-21/2019. Teens from Northern and Lake Erie Yearly Meetings are also being invited.
- Discussing the possibility of holding the spring Quake at Scattergood School on 5/10-12/2019.

“Save the date notices” and more information will be forth coming shortly on each of these events.

If you have questions now or later or know of a teen/family that might be interested in them, please feel free to contact either Liam Gardner or Michael Dennis.

Annual Session Planning Groups

Site: Chicago North

Chicago North has responsibility for the 2019 Annual Session Site Prep. The coordinators will be:
Overall Coordinator/Advance Preparation: David Shiner
Site Preparation Coordinators: Janice Domanik & Pam Kuhn
Food Service During Site Prep: Phyllis Reynolds

Purchasing Coordinator: Nancy Wallace & David Shiner

Housekeeping Coordinator: Ted Kuhn

Clean up Coordinator: Loretta Lim

Site Prep will begin, as usual, on the Saturday before the beginning of the Annual Sessions, continuing until Wednesday, June 19, when the sessions begin. We welcome Friends to join us in fellowship, work, and good food for as much of that time as they are able. We expect that information on how to register for Site Prep will be available by the time of Spring Continuing Committee.

David Shiner

Program: Blue River Quarterly

Overall Coordinator: Sharon Haworth

Speakers: Chris Jocius & Mike Dennis

Workshops: Sean West & Bobbi Trist

Worship Sharing: Fariba Murray

Before-dinner singing: Heather Evert

Theme: "Facing Fear with Faith"

Speakers:

Wednesday: Amelia Kegan - Legislative Director on Domestic Policy for FCNL. She leads the domestic policy team's work in analyzing legislation, advocating on Capitol Hill, and developing legislative strategy.

Thursday Intergenerational Activity: Aaron Fowler and Laura Dungan combine their areas of musical expertise and empowerment to create a dynamic and rich musical experience in the folk tradition. Their music leads the listener to be attentive and appreciative of one's place in the world, examine matters of the heart and conscience, and lend courage to take next steps on the journey.

Friday: Dancing

Saturday: Eileen Flanagan has served as board chair of Earth Quaker Action Team (EQAT) since 2013. She is a nationally-known Quaker activist leader and award-winning spiritual writer. She helps people to find their role in the growing movement for transformational change, learn how to make their activism more strategic and spiritually grounded, and how to overcome fear and social conditioning to stand in their own power.

Plummer Lecture: Gwen Weaver

Food: Blue River Quarterly

The cook has agreed to return for 2019. All the coordinator positions have been filled.