

# Illinois Yearly Meeting

## Spring Continuing Committee

Third Month 5, 2016  
St. Louis Monthly Meeting, St. Louis, Missouri

# Advance Documents

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# Spring Continuing Committee

March 5, 2016

St. Louis Monthly Meeting  
1001 Park Ave., St. Louis, MO 63104

**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, St. Louis 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.

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## Illinois Yearly Meeting

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

[www.ilym.org](http://www.ilym.org)

[IllinoisYM@ilym.org](mailto:IllinoisYM@ilym.org)

## Agenda

- 1) Welcome and Opening Worship
- 2) Treasurers – Ted Kuhn
- 3) Finance Committee – Cathy Garra
- 4) Development Committee – Cathy Garra
- 5) Ministry and Advancement Report – Beth Burbank  
Field Secretary Report – Judy Wolicki
- 6) Stewards – Grayce Mesner
- 7) Maintenance and Planning Committee – Meredith George
- 8) Site Envisioning Committee – Chip Rorem
- 9) Religious Education Committee – Monica Tetzlaff
- 10) Faith and Practice Committee – Peter Lasersohn
- 11) Peace Resources Committee – Jan Mullen
- 12) Naming Committee – David Shiner
- 13) Publications and Distribution Committee – Sean West
- 14) Personnel Committee – Mike Dennis
- 15) Announcements Concerning Other Committees – David Shiner
- 16) Representatives to Quaker Organizations
  - FCNL
  - FGC
  - FWCC
  - Olney School
- 17) Area Planning Groups for 2016 Annual Sessions:
  - Program and Food (Blue River Quarterly)
  - FUN (Chicago South)
  - Site (Chicago North)
- 18) New Business
- 19) Closing Worship

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## Treasurers Report

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

	To Date 2/18/2016	Opening Balance 7/1/2015
<b>Assets</b>		
Cash		
Checking Account	209,904.08	211,559.84
Friends Meetinghouse Fund	10,000.00	10,000.00
PayPal	0.00	0.00
Total Cash	<u>219,904.08</u>	<u>217,685.84</u>
Undeposited funds	<u>0.00</u>	<u>0.00</u>
<b>Total Assets</b>	<u><u>219,904.08</u></u>	<u><u>217,685.84</u></u>
 <b>Liabilities</b>		
Loans from Individuals	1,000.00	1,000.00
Accounts Payable	932.67	0.00
Total Liabilities	<u>1,932.67</u>	<u>1,000.00</u>
 <b>Net Assets</b>		
Unrestricted Undesignated	34,364.92	42,874.85
Unrestricted Designated	137,034.94	127,239.44
Restricted	46,571.55	46,571.55
Total Net Assets	<u>217,971.41</u>	<u>216,685.84</u>
<b>Total Liabilities &amp; Net Assets</b>	<u><u>219,904.08</u></u>	<u><u>217,685.84</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

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**Illinois Yearly Meeting – Statement of Fund Activity**

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

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

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

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

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

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

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## Stewards Report

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

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

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

Grayce Mesner, for the Stewards

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## Field Secretary's Report

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

In connection with a reflection upon losing weighty Friends who have moved or will be moving away, the following appeared in my report for the 10.10.15 Continuing Committee:

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

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

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

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

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

### Travel and Visits

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

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

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

As I attempt to keep up with newsletters and email messages from those meetings that have been

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

### **Future Visits**

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

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

Judy Wolicki, Field Secretary

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## **Development Committee Report**

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

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

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

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

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

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

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

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

Frank Young, Clerk

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## **Maintenance and Planning Committee Report**

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

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

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

Meredith George, clerk

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## **Ministry and Advancement Committee Report**

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

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

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

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

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

Beth Burbank, clerk

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## Peace Resources Committee Report

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

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

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

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

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

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

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

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

**Communications:** The Facebook page continues to attract new members. PRC developed a policy that members of ILYM who wish to be members will be included automatically. Other requests will be considered on an individual basis. The caution is that, while the page is ‘closed’ so that only members can post, the postings of members can be read by anyone. Thus, we need to be cautious that members will choose their posts wisely to reflect Quaker thought and values. Two members of PRC are

administrators of the page and can remove unwanted posts. PRC plans to provide a link to the ILYM website, particularly the page which pertains to the Peace Resources, so that interested persons can access more in-depth information on peace issues.

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

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

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

Jan Mullen, clerk

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## **Publications and Distribution Committee Report**

### **Print**

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

## Web

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

Sean West, clerk

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## Religious Education Committee Report

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

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

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

Monica Tetzlaff, Clerk,

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## Ad Hoc Records Retention Committee

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

## Illinois Yearly Meeting *Records Retention and Preservation*

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

### Types of Records

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

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

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

### **Types of Records Storage/Preservation**

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

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

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

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

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

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

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

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

	<b>Retention</b>	<b>Archives</b>	<b>Repositories</b>
<b>Corporate Records</b>			
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		
<b>Insurance</b>			
Accident reports	7 years		
Insurance claims	7 years		
Insurance policies	7 years		
<b>Miscellaneous Legal</b>			
Claims & Litigation files	10 years*		

	Retention	Archives	Repositories
Copyright, patent & trademarks	permanent		
<b>Personnel</b>			
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		
<b>Real Estate</b>			
Deeds	permanent**		
Property surveys, topology reports	permanent**		
Building blueprints (current)	permanent***		
Building blueprints (past)		X	
Leases	10 years*		
Purchases	20 years*		
<b>Taxes</b>			
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		
<b>General</b>			
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.		
<b>Accounting</b>			
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		



	Retention	Archives	Repositories
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		
<b>Publications</b>			
Annual Publications ( <i>Among Friends</i> , Plummer Lectures, directories)	permanent	X	X
Occasional Publications ( <i>Faith &amp; Practice</i> , pamphlets)	permanent	X	X

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

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

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

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## Annual Session Planning Groups

### Food Planning Group - Blue River Quarterly

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

Beth Carpenter, overall coordinator

### Program Planning Group, Blue River Quarterly

We have finalized four speakers for the evening program

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

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

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

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

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

Fri. Square Dance will be organized by Grayce Mesner

Sun. Plummer lecture will be delivered by Nancy Duncan

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

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

Steve Tamari, overall coordinator

### **FUN Planning Group, Chicago South**

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

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

The benefits of this plan are:

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

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

Joy Duncan, FUN overall coordinator

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## **FCNL Representatives Report**

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

FCNL's meeting for worship began just minutes after a deadly terrorist attack in Paris and a day after those in Beirut. Friends came together in prayerful concern for those touched by violence. A

minute was approved which reads, in part, “We hold you in Light and Love at this time of senseless loss of life and the deep trauma to your community. We hope you will be better able to carry this sorrow, knowing you do not carry it alone.”

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

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

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

Kevin Brubaker for the FCNL Representatives

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## **FGC Representatives Report**

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

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

To Friends Everywhere;

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

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

We have chosen to focus on three main goals: fostering and nourishing collaboration among yearly and monthly meetings, growing and strengthening the Religious Society of Friends, and fostering more inclusive

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

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

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

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## **Olney School Representative Report**

In October 2012 the Olney School Board made a decision to refuse to allow fracking on the school owned property, even though a positive decision would bring in much needed financial benefits. A June 2013 letter stated that the Board of Trustees was reconsidering whether or not to lease the school's interest in subsurface gas and oil to extraction companies, motivated solely by its determination to act in the best interests of the students and the future of the school.

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

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

I am now requesting that ILYM consider increasing our donation to Olney from \$100 to \$200. In an AFSC statement, "Friends strive to use God's gifts wisely, with gifts conceived in the

broadest of terms. These gifts include our talents and our possessions, as well as our natural environment. Friends believe that such gifts are not ours alone. To Friends good stewardship means taking care of what has been given, not just for ourselves, but for the people around us and for future generations as well.”

Grayce Haworth Mesner, Olney Liaison

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## **FWCC Representatives Report**

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

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

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

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

David Shiner, ILYM Representative to FWCC

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