

# Illinois Yearly Meeting Spring Continuing Committee

Third Month 7, 2020  
Downers Grove Friends Meeting  
5710 Lomond Ave., Downers Grove, IL 60516

In attendance: Andrea Anderson, Wil Brant, Beth Burbank, Steven David Flowers, Dale Gardner, Liam Gardner, Cathy Garra (assistant presiding clerk for this meeting), Chris Goode, Kate Gunnell, Pam Kuhn, Ted Kuhn, Brad Laird, Alex Lippitt, John Lloyd, Mark McGinnis, Jan Mullen, Marcia Nelson (presiding clerk), John Park, Sunny Park, Noel Pavlovic, Sarah Pavlovic (recording clerk), Phyllis Reynolds, Laurie Rippe, Chip Rorem, Bridget Rorem, Haskell Swygert, Monica Tetzlaff, Bobbi Trist, Richard Utman, Pam Wolfe, Judy Wolicki

**Minute 01** The Spring 2020 Continuing Committee of Illinois Yearly Meeting (ILYM) opened with centering worship. We were asked to pray for healing love and strength for those not with us who are dealing with illness or debility. Presiding clerk Marcia Nelson welcomed those in attendance and introduced at the clerk's table Cathy Garra (proposed assistant clerk for this meeting), and Sarah Pavlovic (recording clerk). Newcomers to Continuing Committee introduced themselves. Thanks were extended to Downers Grove Meeting for hosting the meeting and providing food, including "just" tamales provided by a local business. We were reminded to identify ourselves before we speak, and to speak once to a concern. Marcia Nelson also announced a faculty opening at the Earlham School of Religion in Richmond, Indiana. Friends approved Cathy Garra to act as assistant clerk for this meeting.

**Minute 02** The agenda was approved as presented.

**Minute 03** Bridget Rorem presented the **Nominating Committee** report. The Nominating Committee is still seeking someone to serve as assistant Clerk through the 2020 sessions, and also someone to take on the Assistant Clerk/Clerk position for the following four years.

The committee asked that the Meeting approve the following appointments to committees and other organizations:

For Ministry & Advancement Committee: Bruce Kanarek, to serve a term through 2021 sessions, beginning immediately; Mark McGinnis and Heather Evert for 3-year terms (2023); Judy Wolicki for a 1-year term (2021)

For Children's Religious Education Committee: Jason Shenk and Bobbi Trist for 3-year terms (2023)

For Development Committee: Frank Young (2021) as clerk; Alex Lippitt and Dale Gardner for 3-year terms (2023)

Environmental Concerns Committee: Nancy Halliday and David Wixom for 3-year terms (2023)

For Finance Committee: Kevin Brubaker for a 3-year term (2023); Maggie Wanner for a 1-year term (2021)

For Maintenance, Planning, & Envisioning: Casey Kashnig, Noel Pavlovic, Carol Bartles, and Marie White for 3-year terms (2023); Bill Howenstine for a 2-year term (2022)

For FCNL: David Wixom, Dale Gardner, and Garnet Fay for 3-year terms.

For liaison to Scattergood School: Alex Lippitt, for a 3-year term (2023)

For Stewards: Grayce Mesner and Neil Mesner for 6-year terms (2026)

For FWCC: David Shiner for a 3-year term (2023)

Approved. Report accepted.

**Minute 04** Ted Kuhn gave the **Treasurers' Report**, in the absence of our treasurers. The treasurers had prepared an income statement, itemizing the yearly meeting's revenue and expenses to date (as of

February 10, 2020). The finances are generally in good shape. Contributions are a bit lower than at this time last year, but this is not a great concern at this point. Report accepted.

**Minute 05** Ted Kuhn reported for the **Finance Committee**. Finance Committee reported on a method for managing and tracking funds invested with Friends Fiduciary Fund (FF). Funds will be split between the property improvement fund (PIF) investment and other funds' investments because the PIF is restricted by the donors. Other FF investments will be grouped together for simplicity. Interest will therefore be split between the PIF and operating budget, and unrealized gains/losses will be split between the PIF and special gifts funds. Finance Committee will monitor the balance in each designated fund, and may bring minutes to future Annual Sessions recommending a transfer between designated funds. This minimizes the difficulty for the treasurers while providing a clear picture of the yearly meeting's finances. This accounting is already reflected in the Treasurer's Report distributed at this Continuing Committee.

**Minute 06 Finance Committee** reported that they are in unity with a proposal to use 'pay as led' annual session registration fees. They recommend that the registration form for Annual Sessions show several amounts—the "direct cost" per person for Annual Sessions (i.e. food, speakers, tent rental) as well as a larger amount that incorporates some of the site and personnel expenses. Based on this information, each attendee when registering would determine how much they are able to pay.

The committee cited a number of advantages to 'pay as led.' It eliminates any inability to attend Annual Sessions for financial reasons, though likely shifting some costs from monthly meetings to the yearly meeting. It allows us to recognize that a significant portion of site expenses and personnel wages are in fact supporting annual sessions. We can more easily vary the listed costs of Annual Sessions if we have more expensive speakers or other unusual costs.

Some of the unknown consequences are how 'pay as led' will affect budgeted contributions from monthly meetings and whether it will affect individual donations. The Finance Committee is clear to move forward if the Meeting approves.

Those present shared ideas regarding the financial implications of the proposal, implications for the timetable for preparation, the importance of language, and a shared sense that Illinois Yearly Meeting be welcoming to all, no matter their financial situation.

Continuing Committee agreed to adopt a 'pay as led' philosophy for Annual Sessions this year, with monthly meetings making an effort to let everyone know of their resources for financial support. The Administrative Coordinator, co-treasurers, and Finance Committee are to confer on implementation of details. The Yearly Meeting will re-evaluate the process after Annual Sessions.

**Minute 07 Finance Committee** recommended that the cost of printing ILYM's Faith and Practice be taken first from the reserve set up several years ago, and then from the Special Gifts fund. The committee expects this will be about \$3,000 in total including \$2500 from Special Gifts. Approved.

**Minute 08** Continuing Committee accepted the **Finance Committee** report.

**Minute 09** Alex Lippitt gave the **Development Committee** report. The 2019-2020 annual appeal for unrestricted annual giving has yielded \$22,152 through January 31, 2020 from 37 families and individuals, less than unrestricted giving at this time in 2018–2019 which was \$28,480 from 41 families, with a long way to go toward the 2019–2020 goal of \$35,700. The reasons for the decrease in dollars and donors are not clear, and the Development Committee would welcome input.

The Development Committee proposes to encourage visibility and opportunities for everyone to support ILYM, whether financially or in other ways. Regarding the availability of ILYM directories, the Administrative Coordinator clarified that monthly meetings may request as many copies as they need.

Regarding questions of the sharing of financial information, the committee will review the guidance regarding confidentiality in the ILYM Handbook and communicate with the treasurers regarding what information is shared with them.

The Development Committee shared a draft pamphlet, asking that everyone review the pamphlet and send comments to the Development Committee in the next two weeks. They plan to update the website for “Supporting ILYM” with this preferred language, to better fit their content to a web format, to have the content be printable in a user-friendly format, and to replace contact email addresses with boxes where people can enter text that would then be directed to the appropriate contact.

Effectively deferred until 2020–2021 are 1) appointing Development Committee regional representatives and 2) consolidating/developing a set of giving guidelines that balance transparency with confidentiality. Continuing Committee approved Development Committee proceeding with updating the website.

Report accepted.

**Minute 10** Monica Tetzlaff gave the **Children’s Religious Education Committee** report. The committee has not filled the Children’s Religious Education Coordinator Position, but the Children’s Religious Education Committee (CRE) is pleased to announce that Charlotta Koppanyi has agreed to coordinate Children’s Sessions at ILYM in June 2020. The clerk of CRE and Charlotta are working out the details. The yearly meeting will pay Charlotta out of the salary set aside for the Religious Education Coordinator.

Robyn Sullivan coordinated an OWL (Our Whole Lives) retreat November 9-11, 2019 at Evanston Friends Meetinghouse. Nine Quaker youth, three Quaker facilitators and one Quaker chaperone studied five topics such as Healthy Relationships and Sexual Decision Making. Robyn will not be able to coordinate an OWL retreat in the future, although she is willing to be a facilitator, along with others. The retreat went well, but it was evident that without a Children’s Religious Education Coordinator, there was less participation by middle schoolers.

The Committee has begun Children’s Sessions planning, but still has a few un-confirmed teacher spots. There are three groups for the morning religious education: K-2, grades 3-5, and middle school (6th-8th grade). The committee members emphasize that they have curriculum, supplies, and advice on lessons based around the theme “How do we walk cheerfully over the earth?” for anyone interested in helping with teaching.

Report accepted.

**Minute 11** Youth Coordinator Liam Gardner gave the **Youth Oversight Committee** report. Liam has been logging his hours, and the committee does not anticipate him going over 500 hours this year. Liam has agreed to continue in the position of ILYM Youth Coordinator during the coming year.

The OWL (Our Whole Lives) Retreat was held at Evanston Meeting over Veteran’s Day weekend, from Saturday, November 9, to Monday, November 11, 2019. The teens participated in workshops that taught them healthy relationship skills, gender roles, and how to make responsible sexual decisions with a partner. They bathed and swam at the local YMCA, slept on the meetinghouse floor, and prepared meals in small groups. They went to a trampoline park and had a movie night on Sunday. In spite of plumbing issues at the meetinghouse on Sunday, everyone had a very good time at the retreat, and the participants are very grateful to the people of Evanston Meeting and their neighbors for letting them use their facilities.

High School Friends (HSF) were again grateful for Evanston Meeting’s facilities during the Quake that Rocked the Midwest held January 17-20, 2020. Seventeen teens were present that weekend, and including teens from Scattergood Friends School, Ohio Valley Yearly Meeting, Illinois Yearly Meeting and Lake Erie Yearly Meeting. On Saturday, the teens participated in a Kingian Nonviolence workshop, where they learned how to peacefully intervene in conflicts, and learned about how other

people have changed their society by peacefully protesting. The teens on Sunday attended meeting for worship and helped prepare the monthly Evanston pancake breakfast. On Monday, they participated in the Evanston Interfaith Action group's *Walk for Warmth* to raise money and awareness for the homeless in Evanston. The Quake also included time for art, relaxing, games.

ILYM High School Friends have decided to hold their next retreat at Urbana-Champaign Friends Meeting on the weekend of April 24-26, 2020. They discussed fundraising ideas to raise money for going to the FGC Gathering, and they nominated Mars Harroun to fill the newly established role of Nurturing Clerk.

Future events include the following:

***Spring Tremor (April 24-26, 2020):*** The Spring Tremor will be held at Urbana-Champaign Friends Meeting. They will volunteer at a nearby Food Bank, among other activities. High School Friends typically invite graduating 8th graders to join this event, to prepare them for moving on to the high school program. If desired, they may also request a clearness committee before officially joining the high school program in the summer.

***ILYM Site Prep & Mural Painting (June 13-17, 2020):*** The HSF agreed to paint a mural in the high school bunkhouse during Site Prep instead of during a normal Quake to allow them more time to paint, as well as give them more time to spend together during Annual Sessions.

***ILYM Annual Sessions (June 17-21, 2020):*** At ILYM Annual Sessions, the HSF will participate in activities they decided on in previous meetings for business, including a service project, an out-trip, and two or three workshops. They will also attend ILYM-wide workshops and other activities as well.

***FGC Gathering (June 28-July 4, 2020):*** ILYM Friend Camille Roberts will be clerking for the High School program, so high school Friends encourage ILYM teen participation so as to make Camille feel as supported as possible during the event.

Report accepted.

**Minute 12** Alex Lippitt reported as **ILYM representative to Scattergood School**. A challenge at Scattergood School is attracting Quaker students. A generous tuition discount is being offered for Quaker students, and we are asked to share that information.

**Minute 13** Judy Wolicki presented her report as **ILYM's Field Secretary**. She is sorry to have missed out on a lot of visiting the past few months due to illness. Judy is completing her term as Field Secretary in the next few months. She shared that her goal is to squeeze as much joy as possible out of her upcoming visits.

Several of Judy's visits to meetings since Continuing Committee have been for the purpose of attending or facilitating discussions around the ILYM visioning queries, and she has heard some wonderful ideas. One such suggestion is to have a poster advertising "What is ILYM? Where are ILYM's Meetings (showing locations)? What is the work of ILYM? Perhaps this poster could be entitled "This is OUR Yearly Meeting."

In contemplating ending her term of service, Judy has been reflecting on what ILYM might need from a new Field Secretary. She asks what prevents those who are older people from envisioning and planning for meetings as younger people would. How can we envision a yearly meeting where no matter our age, we are envisioning and planning for the future? She has seen many young people at meetings during her visits! How can we engage and encourage them?

In her written report Judy commented, "It continues to be such an honor to serve you, my Friends. I hope, as always, that I can do more and better work as your Field Secretary in the coming months. Please let me know your thoughts, ideas, and concerns, and how I can serve you and your meetings."

With much gratitude and a few tears, the Field Secretary Report was accepted.

**Minute 14** Phyllis Reynolds gave the report of the **Ministry and Advancement Committee**. Judy Wolicki's role as Field Secretary of Illinois Yearly Meeting ends with 2020 Annual Sessions. She has gifted us with nine years of service and pastoral care of ourselves, our own meetings, as well as Illinois Yearly Meeting as a whole.

The committee has shared some of their considerations regarding the qualifications they seek in a person led to be the next Field Secretary, including descriptions of the work of the Field Secretary from the ILYM Faith and Practice and Handbook. The committee has written and distributed within ILYM a letter to ask for applicants or for nominations for the position. If anyone recognizes someone they think might be a good fit, for the position, please talk to that person and encourage them to consider applying. It was suggested that a larger pool of candidates might be reached through advertising in Friends Journal or through the Earlham School of Religion.

Questions, concerns and nominations for this position should be referred to the Clerk of the Ministry and Advancement Committee, Phyllis Reynolds. The committee asks that nominations be submitted by April 1. Candidates may apply with a letter of interest and resume by May 1. Applicants may submit materials through email.

Report accepted.

**Minute 15** Pam Kuhn gave the **Personnel Committee** report. The committee is currently in transition following the resignation of committee clerk Nancy Wallace.

The Committee reported the following recent accomplishments:

The Personnel Committee sent out the annual evaluations for the staff.

The committee helped with the Children's Religious Education Committee discernment regarding how to cover Annual Sessions 2020 given the lack of applicants for the open position. They responded to the queries that came from Personnel Committee concerns that were brought to Fall CC.

They have moved forward the long-term storage issue that came up at 2019 Annual Sessions so that the ILYM Box system is now starting to go operational. Personnel Committee files have been uploaded to Box confidential folders. At their next meeting they will be discussing which files should be made available on the Personnel Committee shared folder which is available to everyone in ILYM who has access to Box.

Background checks are now a regular part of our First Day program. Youth Oversight has been completing them for all volunteers and staff working with our youths in programs like OWL and retreats.

The committee has started working on building a Personnel Committee Guidebook to help the current and future committees. It is different from the Employee Manual which is given to employees.

Report accepted.

**Minute 16** The Continuing Committee minutes our thanks to Nancy Wallace for all that she has done for the yearly meeting.

**Minute 17** The **Stewards** report was given by Chip Rorem. The Stewards continue in service to the yearly meeting. In January, stewards joined the Maintenance, Planning and Envisioning Committee for an all-day meeting at Clear Creek House. They began a discussion of the queries about the future of the yearly meeting and the possibility of engaging a caretaker.

Steward Emeritus Dick Ashdown and Clear Creek have paid to have a new thermostat put in Clear Creek House that allows Dick to be able to remotely operate the furnace temperature. A monthly internet charge involved will be paid by Clear Creek Meeting. Clear Creek will disconnect the internet service in April and have it hooked up at the meetinghouse for Annual Sessions.

In February, stewards met at Clear Creek House with Jamie Witte, account manager with ILYM's insurer, Church Mutual. This year is a renewal year for our policy. Jamie toured the campus, reviewed the terms of our current policy, and offered us some options to consider. She will be sending the stewards a proposal with those options enumerated. When asked about the consequences of an onsite caretaker in residence and/or renting rooms to people not part of our religious community, Jamie said our current coverage is sufficient to protect us under those circumstances. Our policy cost would not increase were we to have a caretaker or to rent rooms or cabins. She asked that if we undertake either of these, we inform Church Mutual. Steward Chris Goode also had an informal conversation with a lawyer about renting our facilities to others. Her first reaction was that there should be few, if any, issues with renting our space to others; churches do this all the time. Chris will share any additional information that the lawyer has to offer.

The stewards also recommend that we become more diligent in making sure that yearly meeting events at other locations are covered under our insurance.

Report accepted.

**Minute 18** Steven Flowers and Beth Burbank made an announcement regarding a Quaker-oriented anti-racism training entitled "Understanding and Analyzing Systemic Racism" to be held May 28-30, 2020 at the Admiral at the Lake in Chicago. Early registration for ILYM members is open until March 31, after which it will open to Quakers nation-wide. Steven and Beth encouraged everyone to share this information, including with high schoolers. Thanks to fund-raising efforts, this workshop is available for only \$100 per person. More information and registration is available on the Northside Friends Meeting website.

**Minute 19** Chris Goode gave the report of the **Maintenance, Planning, and Envisioning Committee (MP&E)**. The committee, which includes the Stewards, met three times since Fall Continuing Committee. The committee discussed the Queries developed from Fall Continuing Committee and will forward the responses they developed to the yearly meeting Clerk as requested.

In late October, ILYM received a letter from a Quaker woman seeking a Caretaker position in our area. Given that this has been a topic of discussion within the yearly meeting for some time, MP&E chose to follow up on it. Chris Goode spoke with her on the phone in November and invited her to attend the committee meeting in January. She spent the afternoon on the ILYM campus with committee members and stewards, and they had a good discussion where she got a better sense of the campus and of our needs, and they got a better sense of her, her abilities, and her needs. She seems to MP&E committee members to be energetic and capable and loaded with many ideas about making better, more extensive use of our campus. Her references have been very positive.

The Maintenance, Planning, and Envisioning Committee believes strongly that a resident caretaker living on, or very near the site in McNabb, is essential for the care of our campus as we move into the future. They feel that this opportunity, which seemed to fall into our laps, is worth pursuing. The committee has some work to do yet; finding a place for her to live and looking at our resources and finances, including our mowing and maintenance figures to try to balance possible expenses with services to be received. The committee's intention is to season this further this spring with the assistance of other yearly meeting committees and members, and to bring a recommendation for consideration to Annual Sessions. Committee members look forward to living and growing into a partnership with this Friend, and have invited her to our annual sessions so all can meet and get to know her.

Other issues, including updating the Campus Plan and the Campus Asset Management Plan, listening about the potential Accessible Bedroom/Bathroom Addition at Clear Creek House, and contracting with a sustainable electrical supplier are not forgotten, but have taken a back seat to these other tasks. We are in the middle of painting the exterior of the meetinghouse, and plan soon to set a Spring Workday in early May to do some smaller repair and maintenance projects.

Report accepted.

**Minute 20** Following Fall 2019 Continuing Committee, the ILYM community was invited to respond to **queries** exploring our hopes and concerns about the future of Illinois Yearly Meeting. The responses have been compiled by the presiding clerk, with some common themes identified. We were asked to talk today about the query responses and to come up with a plan for moving the work forward at Annual Sessions in June 2020. Individuals shared impressions of the conversations that happened in monthly meeting and committee sessions. Ted Kuhn recorded some main points from the discussion. A sense emerged of the necessity for Friends to state the many ways in which Illinois Yearly Meeting has value as a spiritual home, a physical place to house gatherings, and a historic place for Friends in Illinois. On Thursday evening at Annual Sessions 2020, can we use our time together to come up with ways to share information about ILYM and make ourselves more welcoming via posters, outreach representatives, video, etc.? Can we plan ways to create more opportunities for shared worship and retreats to bring people together in the Spirit? Can this Thursday evening session incorporate elements of fun?

Representatives of the Chicago North program planning group offered to take these ideas and set up a structure for an intergenerational Thursday evening session to depict in media the ideas that have arisen.

**Minute 21** Pam Kuhn gave the Handbook Committee report.

The Handbook has a section called “Specific Practices and Policies.” The committee recommends that this section contain all of our official policies in order of when they were originally created. Additionally, the committee recommends that each policy or specific practice has an introduction explaining the purpose of the practice or policy where needed, a reference to the original minute where appropriate, and the committee, officers, or individual responsible for the policy’s creation, implementation, and for updating, if necessary. They asked for clarification on which committee or set of officers would have the responsibility to bring any changes to the policy.

The following shows the recommended committee responsibilities: Travel Policy – Finance Committee; Access to and Use of Contribution and Donor Information – Development Committee and Finance Committee; Harassment and Sexual Abuse Policy – Ministry & Advancement Committee; Conflict of Interest Policy – the Stewards; Safe Congregation Policy – the Stewards; Employee Manual – Personnel Committee; Records Retention – Publication and Distribution Committee. The Handbook Committee will be bringing more complete descriptions to Annual Sessions for action.

Report accepted.

**Minute 22** The presiding clerk called our attention to the report of the **Publications and Distribution Committee**. *Among Friends* is transitioning from printed issues to individual articles added to the ILYM.org website throughout the year, kind of like a blog. One yearly “Best of” volume will still be published in print like previous issues and distributed. The first set of articles has been submitted and will start rolling out to the web soon.

Plummer Lectures are up to date.

The committee continues to work with the Faith & Practice Committee in preparation of the ILYM Faith & Practice publication. Currently, typesetting, binding options, cover design, and the number of copies to be printed are being worked out. The committee is hopeful that the book will be available during the 2020 Annual Sessions.

Books of Faith and Practice will be distributed to monthly meetings at no cost until Fall 2020 Continuing Committee. At 2020 Annual Sessions each monthly meetings will get a box with an initial number of copies for them to distribute as they determine. Meetings can ask for additional copies as needed. After Fall 2020 Continuing Committee, monthly meetings would pay printing costs for

additional copies. Individuals will be able to purchase copies at Annual Sessions and copies may be available through the FGC bookstore.

Report accepted.

**Minute 23** Administrative Coordinator Wil Brant read the report from the **Faith and Practice Committee**. The hope and expectation of the committee is that the book will be published in time for yearly meeting this summer. Report accepted.

**Minute 24** Noel Pavlovic presented the **Environmental Concerns Committee (ECC)** report. Shelley Tanenbaum, the executive director of Quaker Earthcare Witness, will be attending ILYM Annual Sessions. The committee will ask whether she would like to co-host workshop(s) with ECC and possibly meet with high school and/or Adult Young Friends.

The committee has decided to purchase a variety of oak and other tree species to plant along the south side of the east-west walkway between Clear Creek House and Meeting House.

Work continues on the inventory of the chemicals in the west side of the barn.

Report accepted.

### **Minute 25 Annual Session Planning Groups**

**Site Planning Group (Blue River Quarterly):** The responsibilities associated with the site portion of planning for ILYM Annual Sessions have been assigned as follows: Overall Coordinators: Erin Taylor  
Site Prep Coordinator: Barb Lawhorn; Site Prep Food Service: Heather Evert and Sharon Haworth;  
Purchasing Coordinator: Beth Carpenter; Housekeeping Coordinator: Margie Haworth-Davis; Cleanup Coordinator: Mike Dennis

In the coming weeks, they will begin to include notices in the Administrative Coordinator's announcements for volunteers for site prep, which will begin on Saturday, June 13.

**Food Planning Group (Chicago South):** Noel Pavlovic will check his records, but believes the coordinator positions are filled, with the possible exception of a recycling coordinator.

**Program Planning Group (Chicago North):** Virginia Schelbert is coordinating workshops. A link to workshop proposal forms will be available on the website soon. May 1<sup>st</sup> is the due date for returning the form to Virginia. Speakers and evening programs are planned, worship sharing will be coordinated by Jessica Easter, and Pam Kuhn will coordinate children's afternoon activities.

Reports accepted.

**Minute 26** Continuing Committee extends our thanks to Downers Grove for hosting our gathering and for nourishing our bodies and spirits today.

**Minute 27** These minutes were read back to the meeting at the time they were written and approved.

**Minute 28** Spring 2020 Continuing Committee closed with worship and prayers for traveling mercies.



## Treasurers Report

### Income Statement

Prepared 10 Feb 2020 (1 July 2019 to 30 June 2020)

	1 General	2 Special Gifts	6 Maint Resv	8 Property Imp.	Total
<b>Revenue</b>					
Contributions-Meetings Unrestricted	\$34,570.00	\$0.00	\$0.00	\$0.00	\$34,570.00
Gifts-Indiv Designated	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Gifts-Indiv Unrestricted	\$12,332.00	\$0.00	\$0.00	\$0.00	\$12,332.00
<b>Bank &amp; Investment Income</b>					
Interest & Investment Income	\$2,807.94	\$0.00	\$0.00	\$564.78	\$3,372.72
<b>Total Bank &amp; Investment Income</b>	<b>\$2,807.94</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$564.78</b>	<b>\$3,372.72</b>
<b>Gatherings-Retreats</b>					
CREC Registrations	\$424.70	\$0.00	\$0.00	\$0.00	\$424.70
<b>Total Gatherings-Retreats</b>	<b>\$424.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$424.70</b>
<b>Total Revenue</b>	<b>\$50,134.64</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$564.78</b>	<b>\$60,699.42</b>
<b>Gross Profit</b>	<b>\$50,134.64</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$564.78</b>	<b>\$60,699.42</b>
<b>Operating Expenses</b>					
<b>1 Personnel &amp; Office</b>					
1A Employee-Contractor Direct-Indirect Expenses	\$30,156.30	\$0.00	\$0.00	\$0.00	\$30,156.30
1B Staff Travel	\$434.75	\$0.00	\$0.00	\$0.00	\$434.75
1C Office Expenses	\$653.02	\$0.00	\$0.00	\$0.00	\$653.02
<b>Total 1 Personnel &amp; Office</b>	<b>\$31,244.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,244.07</b>
<b>2 YM Travel Support</b>					
2A ILYM Reps	\$3,729.47	\$0.00	\$0.00	\$0.00	\$3,729.47
<b>Total 2 YM Travel Support</b>	<b>\$3,729.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,729.47</b>
<b>3 Site &amp; Property Expenses</b>					
Annual services-Property Taxes	\$955.72	\$0.00	\$0.00	\$0.00	\$955.72
Mowing, Tree Trimming	\$5,370.00	\$0.00	\$0.00	\$0.00	\$5,370.00
Repairs & Maintenance	\$174.00	\$0.00	\$0.00	\$0.00	\$174.00
Utilities	\$1,172.20	\$0.00	\$0.00	\$0.00	\$1,172.20
<b>Total 3 Site &amp; Property Expenses</b>	<b>\$7,671.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,671.92</b>
<b>4 Gatherings-Retreats</b>					
4B Other Gatherings-Retreats Expenses	\$424.70	\$0.00	\$0.00	\$0.00	\$424.70
<b>4A Annual Sessions Expenses</b>					
AS Admin Coordination	\$530.00	\$0.00	\$0.00	\$0.00	\$530.00
<b>Total 4A Annual Sessions Expenses</b>	<b>\$530.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$530.00</b>
<b>Total 4 Gatherings-Retreats</b>	<b>\$954.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$954.70</b>
<b>5 Committee Expenses</b>					

Children's Religious Education Comm Development Committee	\$77.25	\$0.00	\$0.00	\$0.00	\$77.25
Finance Committee	\$649.38	\$0.00	\$0.00	\$0.00	\$649.38
Publications & Distribution Committee	\$9.88	\$0.00	\$0.00	\$0.00	\$9.88
YO Committee	\$2,834.42	\$0.00	\$0.00	\$0.00	\$2,834.42
<b>Total 5 Committee Expenses</b>	<b>\$4,832.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,832.41</b>
<b>Total Operating Expenses</b>	<b>\$48,432.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$48,432.57</b>
<b>Operating Income / (Loss)</b>	<b>\$1,702.07</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$564.78</b>	<b>\$12,266.85</b>
<b>Other Income and Expense</b>					
Appliances-Equipment	\$0.00	\$0.00	-\$7,611.00	\$0.00	-\$7,611.00
Building Projects	\$0.00	\$0.00	-\$8,000.00	\$0.00	-\$8,000.00
Unrealized Gain/Loss	\$0.00	\$7,011.80	\$0.00	\$1,450.72	\$8,462.52
<b>Total Other Income and Expense</b>	<b>\$0.00</b>	<b>\$7,011.80</b>	<b>-\$15,611.00</b>	<b>\$1,450.72</b>	<b>-\$7,148.48</b>
<b>Net Income / (Loss)</b>	<b>\$1,702.07</b>	<b>\$17,011.80</b>	<b>-\$15,611.00</b>	<b>\$2,015.50</b>	<b>\$5,118.37</b>

## Stewards Report

The Stewards continue in service to the yearly meeting. We are happy to be assisting the Maintenance, Planning and Envisioning Committee in completing their work list.

On January 18, we joined the Maintenance, Planning and Envisioning Committee for an all day meeting at Clear Creek House. We began the discussion of the queries about the future of the yearly meeting and the possibility of a caretaker. The details of that meeting will be best reported in the MP&E report.

Dick Ashdown/Clear Creek has paid to have a new thermostat put in Clear Creek House. It's one that allows Dick to be able to remotely operate the furnace temperature. He no longer must drive over the night before, or early in the morning to turn the heat up or to see that the furnace is working. To do this, we had to hook up to the internet, which McNabb Telephone did, moving the "equipment" from the Meetinghouse to Clear Creek House. This monthly charge will also be absorbed by Clear Creek. Clear Creek will disconnect the service in April, and have it hooked up at the meetinghouse for Annual Sessions.

Stewards continue to be the liaison to our insurer, Church Mutual. As needs arise for certificates of co-insurance for events held by various groups, we connect with Church Mutual and share the details of each event to secure certificates.

On Monday, February 3, we met Jamie Witte at Clear Creek House. Jamie is our account manager with Church Mutual. Grayce Mesner, Neil Mesner, and Chip Rorem attended. We were also joined by our Steward Emeritus, Dick Ashdown. This year is a renewal year for our policy, and Jamie wanted to familiarize herself with our grounds. She also reviewed the terms of our current policy and offered us some options to consider. She will be sending us a proposal with those options enumerated. We will gather again to discuss them.

We asked Jamie about the consequences of an onsite caretaker in residence and about renting rooms to people not part of our religious community. She said that our policy would not cost us more to have a caretaker or to rent rooms or cabins. Our current coverage is sufficient to protect us under those circumstances. She asked that if we undertake either of these, that we inform Church Mutual.

After our meeting, Jamie toured the campus and took photos. We will follow up with her after we have received the information that she will be preparing for us.

Respectfully submitted, Beth Carpenter, Chris Goode, Grayce Mesner, Neil Mesner, and Chip Rorem

## Field Secretary's Report

In my report to Continuing Committee last September, I once again wrote to you about JOY! I continue to experience the joy I have in being your Field Secretary, spending time with you, communicating with you, hearing your stories, offering retreats and programs, being connected with you in worship, in grace-filled encounters, laughing with you—none of this joy has abated. As I complete what I expect will be the last months of my last term as Field Secretary, I hope that you, Friends, will find JOY! In whatever activities, experiences, and service you find yourself invited to engage in with the yearly meeting, your monthly meetings and worship groups, and one another.

My goal for these next months as field secretary is to continue to explore and encourage conversation and activities that bring you JOY.

Recently a Friend spoke to me of having agreed to serve on a committee (with some trepidation perhaps) and finding great enjoyment in the work the Friend was asked to do in that service. The person reported a sense of accomplishment and finding the work satisfying and enjoyable.

How do we find the ways to serve that make us feel glad that we chose to say “yes” to the work we are asked to do? How do we find the joyful work that we are led to do?

Another Friend recently told me “Quakers are uniquely ‘qualified’ to help heal the secular-religious, urban-rural divide in our country.... We want to stress what we can offer them and our uniqueness.” What actions can we commit to taking? How can we take our “Quaker qualifications” to that next level that helps to heal the divide?

We seek hope and peace in the chaos we experience in our world. There is some evidence that volunteering and working with groups of other individuals lifts spirits and fosters hope in us.

I can report that I continue to see evidence that Friends speak out, take non-violent action, seek to engage with others to understand diverse perspectives and points of view. Friends are engaged in a lot of advocacy on behalf of the earth, immigrants, children, prison reform, native peoples, systemic causes of poverty and homelessness.

Friends from several meetings are working on anti-racism activities and racial injustice, looking at root causes of racism, investigating and working on the insidious effects of white privilege in themselves that cause harm to others. In furtherance of this goal and with the leadership of Northside Friends, a number of meetings are co-sponsoring a two-and-a-half-day Crossroads Anti-Racism Workshop for Quakers to be held at the Admiral in Chicago May 28-30. The workshop promises to be eye-opening and even life-changing. Previous participants have reported that the workshop has been transformational for them.

Northside Friends continue a program of Meetings for Healing. The group hopes to offer a healing ministry to others in the Chicago area and the wider Quaker Community. Midweek meetings for worship are available in some meetings (Downers Grove, Lake Forest, the Admiral Worship Group, for example). One Friend asked the meeting to reinstate midweek worship, saying that “it’s too long between first days.” How might we benefit from more opportunities for silence and stillness in community?

### Travel and Visits

Several of my visits to meetings since Continuing Committee have been for the purpose of attending or facilitating discussions around the ILYM visioning queries. Some quotes from those discussions that reflect possible actions follow:

- “Using technology to have worship in a zoom room”
- “Creating more regional events that also invite the public”
- “A workshop on the question: How do we know which path to take in life? Quakers have two methods: Following leadings and the clearness committee”
- “Programming that draws teens from many meetings in ILYM together”
- “Help in attracting young families with children” (and in having programs and activities for them)
- “ILYM needs to serve a function that people want if it is to remain viable”

- “The idea of ILYM sponsoring a camp—What needs would it meet?”
- “Make more use of the property” (as in camp or retreats, etc)
- “Need for financial support was recognized as essential to the survival of ILYM”
- “Need for more accessible rooms for annual sessions” (including dining)
- “Annual sessions include service” “Attendance & volunteering is so enriching”

One Friend raised the idea of an article (possibly for *Among Friends*) that lays out “all the things that Yearly Meeting does.” Another suggested the possibility of creating a printed poster that would include: What is ILYM? Where are ILYM’s meetings (showing states)? What is the work of ILYM? Committees? Activities? Perhaps entitled “This is OUR Yearly Meeting”

### **Other Travel and Visits**

I continue to have concern for small meetings, particularly ones that do not meet regularly. The Rolla meeting was laid down in December. Due to a number of factors, including my sister’s death, my painful back issues, and weather, I have not been able to visit many meetings during the time since Fall Continuing Committee. I was able to visit Oak Park, 57th Street, South Bend (including a program that drew Friends from Elkhart), Evanston, Lake Forest and Downers Grove. I continue to help facilitate the 4th First Day discussion group at Downers Grove. I attended the Ministry & Advancement Committee meeting in Evanston. I hope to visit many more meetings in the next four months.

Since Annual Sessions I have traveled approximately 1,892 miles in service to ILYM.

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As ever, I want to continue to connect meetings and individuals to each other. Once again, I encourage Friends to connect to one another across meetings, to keep in contact by visiting, phone calls, emails, cards and letters.

It continues to be such an honor to serve you, my Friends. I hope, as always, that I can do more and better work as your Field Secretary in the coming months. Please let me know your thoughts, ideas, and concerns, and how I can serve you and your meetings.

Respectfully submitted, Judy Wolicki, Field Secretary

## **Children’s Religious Education Committee Report**

Coordinator Position. We have not filled the Coordinator Position, but CRE is pleased to announce that Charlotta Koppanyi has agreed to coordinate Children’s Sessions at ILYM in June 2020. Clerk of CRE and Charlotta are working out the details. We will pay Charlotta out of the salary set aside for the Religious Education Coordinator.

Our Whole Lives (OWL) Retreat. Robyn Sullivan coordinated an OWL retreat 11/9-11/2010 at Evanston Friends Meetinghouse. Nine Quaker youth, three Quaker facilitators and one Quaker chaperon studied five topics such as Healthy Relationships and Sexual Decision Making. They also took an out-trip to a trampoline park and used the YMCA for swimming and showering. Robyn will not be able to coordinate an OWL retreat in the future, although she is willing to be a facilitator, along with others. The retreat went well, but it was evident that without a Children’s Religious Education Coordinator, the program for middle schoolers was not able to run. The youth who were at the retreat have another five OWL lessons they would like to cover in a future retreat. They would like to meet again at Evanston Friends Meetinghouse.

Children’s Sessions. The Committee has begun Children’s Sessions planning, but still has a few un-confirmed teacher spots. There are three groups for the morning religious education K-2, grades 3-5, and middle school 6th-8 grade. We have curriculum and supplies and advice on lessons based around

the theme “How do we walk cheerfully over the earth?” Hiring Charlotta Koppanyi as a project coordinator will move this planning forward.

Respectfully submitted, Monica Tetzlaff (clerk), Joy Duncan, Dale Gardner,  
Michael Pine, Robyn Sullivan, and Bobbi Trist.

## **Development Committee Report**

The 2019-2020 annual appeal for unrestricted annual giving has yielded \$22,152 through January 31, 2020 from 37 families and individuals, less than unrestricted giving at this time in 2018–2019 which was \$28,480 from 41 families, with a long way to go toward our 2019–2020 goal of \$35,700. The reasons for the decrease in \$ and donors are not clear, and the Development Committee would enjoy input, whether conjectural or evidence based.

Proposed action items:

Boost “Support ILYM” communication and trust amongst us

- Communicate through the website and *Among Friends* progress toward our 2019–2020 unrestricted annual giving goal
- Recruit volunteers from Continuing Committee to take the ILYM message to their respective meetings, talk up Annual Sessions and ask for contributions toward the annual giving goal
- Provide all ILYM members with directories
- Define narrowly who has access to individual donation information–(suggestion–co-Treasurers only)

Update the website for “Supporting ILYM” with the Development Committee verbiage accompanying this report. The current verbiage:

- Emphasizes tax deductions that no longer apply to many Friends
- Does not put enough emphasis in support of volunteer opportunities so support ILYM and its members
- Includes significant verbiage on expense reimbursement which in our view is out of focus
- Misses a number of contact points withing ILYM
- Includes gifts in kind which are not really applicable

Update the Development Committee verbiage and positioning

- To fit a web format
- To be printable in a user-friendly format
- Eliminate emails in the Contact List and replace with boxes where people can communicate with the contacts by entering text, where the website in the background emails the contact specified (e.g. remove verbiage on “folder/document”, etc.)
- Copy “Support ILYM” to the second (more visible) menu row

Establish processes to assure control of the text

- The Development Committee must approve any change.

Effectively deferred until 2020–2021 are the following:

- Appointing Development Committee regional representatives, “ILYM Ambassadors”, to the Development Committee (e.g. St. Louis, downstate Illinois, Chicago North, Chicago South, Indiana) who can work with the Development Committee to communicate needs bi-laterally and identify those interested in exploring new ways to support ILYM

- Consolidating/developing 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.”

The Development Committee stands ready to support, as feasible, the Maintenance, Planning and Envisioning Committee to support special earmarked campaigns.

### **Environmental Concerns Committee Report**

The ECC met on a phone call on February 9, 2020. In attendance were Bill and Alice Howenstine, David Wixom, Chris Goode, Nancy Haliday, Adrian Fisher, and Noel and Sarah Pavlovic.

We have decided to purchase a variety of oak trees and other species to potentially plant along the south side of the east-west walkway between Clear Creek House and Meeting House. Other species discussed include sycamore, red cedar, basswood and tulip poplar. We expect to obtain some of the trees in five-gallon pots from Possibility Place Nursery in Monee, Ill. We will plant five trees along the walkway, but actual placement decisions will be made on site when we are going to plant them.

Noel began a systematic inventory of the chemicals in the west side of the barn. He will continue this on the next ILYM work day.

Since Shelley Tanenbaum, the executive director of Quaker Earthcare Witness, will be attending ILYM sessions, Noel will be initiating discussions with her about whether she would like to co-host a couple workshops with ECC. Workshop topics might include a sharing of how or ideas of how friends walk lightly over the earth, climate change and species collapse. Whether she might want to meet with high school and adult young Friends will be broached. We will plan to take Shelley to a nearby cool natural area while she is in the area.

David Wixom and Noel will be teaching junior high Friends at Annual Sessions. We will be making spiritual walking sticks and visiting natural areas.

David Wixom encourages Friends to keep abreast and sign up for emails from Emily Wirzba of FCNL who leads the effort for an earth restored: [fcnl.org/people/emily-wirzba](http://fcnl.org/people/emily-wirzba)

The committee will have another phone call meeting on Feb 23 to discuss the queries concerning the long-term viability, vitality and vision of Illinois Yearly Meeting.

Prepared by Noel Pavlovic, clerk of ECC

### **Committee on Faith and Practice Report**

The Faith and Practice Committee has met twice since Fall Continuing Committee, including one meeting via videoconference. We have also discussed some issues over email. We completed final editing of the book, and sent it to the Publications and Distribution Committee for typesetting. Wil Brant sent us a series of questions about typesetting details, which we responded to. Our understanding is that page proofs should be available soon for final proofreading. We also discussed ideas for the cover with the Publications and Distribution Committee. Our hope and expectation is that the book will be published in time for yearly meeting this summer.

## Finance Committee Report

Finance committee has the following three items for Spring Continuing Committee.

1. **Action Item:** Finance committee is in unity with a proposal to use ‘pay as led’ annual session registration fees. We recommend that the registration form for Annual Sessions show several amounts—the “direct cost” per person for Annual Sessions (i.e. food, speakers, tent rental) as well as a larger amount that incorporates some of the site and personnel expenses. Based on this information, each Friend when registering would determine how much they are able to pay. Registration prior to Annual Sessions is still important due to the planning needed for food purchasing and preparation, children’s program planning, and administrative convenience.

The advantages of pay as led are as follows:

- It eliminates any inability to attend Annual Sessions for financial reasons. Currently some Friends are able to have financial support from their monthly meeting, but not all monthly meetings have a budget available for this, and it may be awkward or embarrassing to ask the monthly meeting. On the other hand, we are now shifting some costs from monthly meetings to the yearly meeting.
- It makes it easier for the administrative coordinator, as if someone does not pay the administrative coordinator will not have to track them down.
- It allows us to recognize that a significant portion of site expenses and personnel wages are in fact supporting annual sessions.
- We can more easily vary the listed costs of Annual Sessions if we have more expensive speakers or other unusual costs.

Some of the unknown items are:

- Will the pay as led registration affect budgeted contributions from monthly meetings?
- Will Friends pay higher registration fees but fewer individual contributions? Currently about 25% of Annual Session registrations include a donation. We may see a shift in financial statements, but we do not expect less in overall income.

Should Continuing Committee also be in unity with proceeding along this path, Finance Committee will need to discern

- What can Friends who itemize tax deductions reasonably claim as a donation?
- How do we make it easy for the Administrative Coordinator to process registrations with varying payment amounts?
- If Continuing Committee is in unity, we could implement it for 2020 Annual Sessions, but if Continuing Committee is more comfortable with holding the decision for Annual Sessions we can recommend it for 2021 adoption at Annual Sessions
- Determining the exact sample amounts to show on the registration form, and whether it should be per adult or per person

2. Friends Fiduciary Fund accounting: Funds will be split between the property improvement fund investment and other funds investments because the PIF is restricted by the donors. Other FF investments will be grouped together for simplicity. Interest will therefore be split between the PIF and operating budget, and unrealized gains/losses will be split between the PIF and special gifts funds. Finance Committee will monitor the balance in each designated fund, and may bring minutes to future Annual Sessions recommending a transfer between designated funds (in particular, the maintenance reserve, special gifts, and payroll reserve). This minimizes the difficulty for the Treasurer while providing a clear picture of the yearly meeting’s finances. This accounting is already in the Treasurer’s report shown at this Continuing Committee.

3. Finance Committee recommends that the cost of printing Faith and Practice be taken first from the reserve set up several years ago, and then from Special Gifts. We expect this will be about \$3,000 in total including \$2500 from special gifts.

Submitted by Ted Kuhn, clerk

## **Handbook Committee Report**

### **Oversight**

The Handbook Committee notes that the descriptions of the committees of oversight for paid staff use the word “oversight” as a general term. The Handbook Committee recommends we give specifics in each description. The terms we suggest using are, “support, guidance, stewardship, consultation, supervision, feedback, and job reviews.” In addition, we recommend noting that the committees of oversight are responsible, when necessary, for hiring (including an employee search) and dismissing someone.

Minute 18, 2019 Annual Sessions calls for a creation of an oversight committee for the Administrative Coordinator. With the terms for “oversight” in mind, we recommend the following description.

#### Administrative Coordinator Committee of Oversight

The Administrative Coordinator Committee of Oversight provides support, guidance, stewardship, and consultation for the Administrative Coordinator, a paid staff position. The committee is responsible for supervision, feedback, an annual job review.

Membership: Clerk of Publications and Distribution Committee (acts as supervisor), the Presiding Clerk, and the Assistant Clerk.

Responsibilities include:

- Supporting and giving feedback to the Administrative Coordinator as needed.
- Reviewing time sheets.
- Providing an annual review for the Administrative Coordinator with the supervisor.
- Updating the job description as needed.
- If necessary, hiring a new person for the position or dismissing someone.

[2019, Minute 18]

*The Handbook Committee is willing to work with other committees of oversight or the Personnel Committee to update their descriptions in time for annual sessions.*

### **Practices and Policies**

The Handbook has a section called “Specific Practices and Policies.” The committee recommends that this section contains all of our official policies in order of when they were originally created. Additionally, the committee recommends that each policy or specific practice has an intro explaining the purpose of the practice or policy where needed, a reference to the original minute where appropriate, and the committee, officers, or individual responsible for the policy’s creation, implementation, and for updating, if necessary.

The contents will be as follows:

- Travel Policy – Finance Committee
- Access to and Use of Contribution and Donor Information – Development Committee
- Harassment and Sexual Abuse Policy – Ministry & Advancement Committee
- Conflict of Interest Policy – the Stewards or the Finance Committee?



- Safe Congregation Policy – the Stewards
- Employee Manual – Personnel Committee
- Records Retention – the Stewards along with the Publication and Distribution Committee

The descriptions of these committees also need to be adjusted to reflect this responsibility.

The Handbook Committee recommends adding the following policies to the Handbook. Because the Safe Congregation Policy and the Employee Handbook are stand alone documents, we do not plan to put these in the Handbook but refer people to where they can find them.

### Safe Congregation Policy

Responsibility for the creation of, implementation of, and updating the policy: The Stewards.

Friends’ testimonies, along with our belief that there is that of God in everyone, encourage a heightened awareness of the need for care in our relationships with one another. Still, Quakers recognize that, despite our testimonies and our highest aspirations, members and attenders of Friends meetings are not exempted from weaknesses. We are all capable of hurting each other, and we are all at risk of being hurt. Some hurtful incidents are easily rectified. Others are not.

Abuse, exploitation, harassment, bullying, and other similar types of misconduct—whether physical, verbal, sexual, or emotional—are contrary to Friends’ testimonies. Individual Friends bear responsibility in those areas; so too do Quaker meetings. Every meeting and worship group must do whatever it can to provide a safe and love space for everyone, as Friends seek to affirm the worth of all children of God.

*Faith and Practice Illinois Yearly Meeting Religious Society of Friends*

The entire policy appears on pages 65-74 of the 2019 Minute Book, is available from the Stewards, and can be found on the ILYM website in the Committees & Resource section at the end under “Other Resources.”

[2019, Minutes 28 & 57]

*The Handbook Committee recommends that the Safe Congregation Policy will replace the “Guidelines for Youth Volunteers or Youth Leaders” that is currently in the Handbook. Therefore, we will remove that page.*

### Employee Manual

Responsibility for the creation of, implementation of, and updating the manual: The Personnel Committee

The Employee Manual was developed by the Personnel Committee as a guide for paid staff. It has been reviewed by an attorney. It is intended to answer questions that may arise from employment at Illinois Yearly Meeting. It sets general policies and guidelines only. The entire manual appears on pages 74-91 of the 2019 Minute Book, is available from the Personnel Committee, or on the webpage under Standing Committees Personnel Committee.

[2019, Minutes 18 & 56]

### Records Retention

Responsibility for the creation of, implementation of, and updating the policy: The Stewards and the Publications and Distribution Committee.

To retain yearly meeting documents in a consistent format, the yearly meeting has purchased an annual subscription of Box, an electronic document management system. This document management system is intended to be used across the yearly meeting by all committee clerks and others who have records to be filed.

ILYM is the ‘owner’ and the Clerk of Publications and Distribution Committee is the Box Administrator. The Box Administrator has had extensive training (or is offered the opportunity for training) to understand how to administer Box. End-user training for others is available along with assistance from the Box Administrator.

Access rights to the specific files is set and maintained by the Box Administrator. Some files are to be kept in perpetuity and others set to expire in accordance with the Illinois Yearly Meeting Record Retention Policy. Some files are highly confidential, and others are public. These distinctions are identified by the committee storing the documents. The Box Administrator will be able to set up a file that is marked as confidential and then limit access to the file.

[2019, Minute 28]

### **Annual Sessions**

The Handbook Committee recommends changing the section on Committees with specific responsibilities at Annual Sessions to the following.

#### **Planning and Implementing the Annual Sessions.**

“Annual Sessions” refers both to the meetings for business and the annual gathering at McNabb. The meetings for business are under the care of the Presiding Clerk and the Assistant Clerk. The gathering at McNabb is under the care of the committees and groups listed below.

[2019, Minute 40]

#### Children’s Religious Education Committee

This committee is responsible for the planning of the Children’s Sessions including the hiring and oversight of a Children’s Religious Education Coordinator.

#### Planning Groups

The planning groups rotate between different geographic sections (Blue River Quarterly, Chicago North, Chicago South) each year. Specific check lists, details of duties and responsibilities are in the log books available on the ILYM website under “Annual Sessions/Planning.” The term of each group’s service begins with the end of one Annual Sessions and continues to the end of the next.

#### *Program Planning Group*

The Program Planning Group plans and implements the children and adult afternoon and evening programs at Annual Sessions. The Children’s Religious Education Coordinator may help with the children’s part of the afternoon and evening programs. The Youth Oversight Committee is current responsible for the high school program though may coordinate with the Program Planning Group during the afternoons and evenings.

#### *Food Planning Group*

The Food Planning Group plans and implements the serving of food at Annual Sessions.

#### *Site Services Planning Group*

The Site Services Planning Group plans for site prep before Annual Sessions, housekeeping during Annual Sessions, and cleanup following Annual Sessions.

#### *Planning Coordinators Group*

The Planning Coordinators Group consists of the three Overall Coordinators from each of the planning groups, the Administrative Coordinator, the Children's Religious Education Coordinator, the Youth Coordinator, and the Assistant Clerk, with the Assistant Clerk convening. The Presiding Clerk is also welcome to attend these meetings. The purpose of the Planning Coordinators Group is to provide communication between the different planning groups and the staff as well as to support each other. The group will meet as needed prior to or during Annual Sessions.

#### *Updating the Log Books*

The Administrative Coordinator is responsible for gathering changes and updating the log books. The Administrative Coordinator will email evaluations to all participants as well as to the Planning Coordinators to solicit input. However, it is the responsibility of those doing the planning and implementation to give suggestions to the Administrative Coordinator. Major changes should be brought to Continuing Committee and/or Annual Sessions for seasoning.

*[This section also includes Epistle Committee, Exercises Committee, Committee of Care which are already in the Handbook.]*

### **Maintenance, Planning and Envisioning Committee Report**

Our committee, which includes the Stewards, met three times since Fall Continuing Committee, a phone meeting on Sunday November 24, an all-day meeting on Saturday, January 18 at Clear Creek House and a phone meeting on Tuesday, February 11.

**Queries:** We discussed the Queries developed from Fall Continuing Committee and will forward the responses we developed to the yearly meeting Clerk as requested.

**Caretaker:** In late October we received a letter from a person seeking a Caretaker position in our area. Given that this has been a topic of discussion within the yearly meeting for some time, we chose to follow up on it. She is currently a caretaker for a historic, but inactive Quaker meetinghouse outside of Chester, near Philadelphia that is currently under the care of another nearby meeting. Her current arrangement gives her lodging, including utilities and communications in return for caring for that property, and she is looking for a similar situation. She has family in Chicago and Milwaukee and would like to move closer to them. Chris Goode spoke with her on the phone in November and invited her to attend our committee meeting in January. She spent the afternoon with us and we had a good discussion where she got a better sense of the campus and of our needs, and we got a better sense of her, her abilities, and her needs. She has a large, and well-behaved service dog and currently lives in a small house on the grounds of the meetinghouse. She is a Quaker, and seems to us to be energetic and capable and loaded with many ideas about making better, more extensive use of our campus.

Our committee believes strongly that a resident caretaker living on, or very near the site in McNabb, is essential for the care of our campus as we move into the future. We feel that this opportunity, which seemed to fall into our laps, is worth pursuing. We have some work to do yet; checking references, finding a place for her to live, looking at our resources and finances, including our mowing and maintenance figures to try to balance possible expenses with services to be received. Our intention is to season this further this spring with the assistance of other yearly meeting committees and members, and to bring this for approval to Annual Sessions. We look forward to living and growing into a partnership with this Friend, and plan to invite her to our annual sessions so all can meet and get to know her.

**Other issues:** from our Fall Continuing Committee Report including updating the Campus Plan and the Campus Asset Management Plan, listening about the potential Accessible Bedroom/Bathroom Addition at Clear Creek House, and contracting with a sustainable electrical supplier are not forgotten, but have taken a back seat to these other tasks. We are in the middle of painting the exterior of the meetinghouse, and plan soon to set a Spring Workday in early May to do some smaller repair and maintenance projects.

Respectfully Submitted: Christopher Goode, clerk

## **Ministry and Advancement Committee Report**

Judy Wolicki's role as Field Secretary of Illinois Yearly Meeting ends with 2020 Annual Sessions. She has gifted us with nine years of service and pastoral care of ourselves, our own meetings, as well as Illinois Yearly Meeting as a whole.

Here are some of our considerations as we seek the person led to be the next Field Secretary:

*From the ILYM Faith and Practice description of the work of the Field Secretary:* The work of the Field Secretary is to focus on the spiritual nurture of ILYM's constituent meetings and worship groups. The Ministry and Advancement Committee has oversight of the Field Secretary, and may work closely with him or her to identify needs within the yearly meeting. It is understood that each person who fills the role of Field Secretary brings different gifts to the work, and that person is trusted to discern how to best use his or her gifts while working among Friends. That work may include visitation; offering workshops, retreats, or meetings for reconciliation; responding to needs brought forward; and encouraging the work of the Spirit in local or regional meetings.

*From the ILYM Handbook:* The Field Secretary position grew out of the leading of Illinois Yearly Meeting to meet a variety of needs of the yearly meeting, including declining membership and spiritual searching. Illinois Yearly Meeting expects each Field Secretary to focus on the service to which he or she is led, and each Field Secretary will differ in their service to Illinois Yearly Meeting. Nevertheless, the Field Secretary is expected to respond to the needs and requests he or she encounters, whether directly or by locating appropriate resources.

*From the Faith and Practice description of our committee:* Among the responsibilities of the Ministry and Advancement Committee is care for the spiritual life of monthly meetings and worship groups in the yearly meeting. It undertakes this in conjunction with the ILYM Field Secretary, for whom it is the committee of oversight. Members of the committee have often undertaken visitation among meetings and organized activities to promote spiritual development among Friends. The committee may be called upon to assist meetings who are struggling with conflict or other issues.

At our recent M&A meeting in February, we wrote the following letter to ask for applicants or for Friends to offer nominations.

### **Field Secretary Announcement**

As our Field Secretary, Judy Wolicki, plans to conclude her term at Annual Sessions in June 2020, Illinois Yearly Meeting is seeking candidates for the position.

Could this be you or a Friend you know?

The Field Secretary serves as a resource person, leads workshops and retreats, provides information and referrals, facilitates discernment, strengthens connections between Friends and the Yearly Meeting and among their monthly meetings.

Former Field Secretaries have helped individuals and groups with spiritual nurture, outreach, Quaker process, life changes, listening, and resolving differences. Specifics may vary with the individual Field Secretary's gifts and

leadings, or with changes in the needs and requests of ILYM's meetings and members.

Qualifications include: 1) membership in the Religious Society of Friends, preferably within ILYM; 2) knowledge of the Bible and grounding in Friends heritage and writings; 3) a commitment to the life of the Spirit; 4) appreciation for the diversity of beliefs within ILYM; 5) availability to travel and adapt to varying types of guest accommodations.

Compensation (subject to review) is currently \$18.86 per hour for a maximum of 700 hours per year, plus reimbursement for travel and related expenses. Hours may vary from month to month.

For further details of the responsibilities of the position, please see ILYM Handbook, page 17-19, available at [https://ilym.org/ilym/wp-content/uploads/2020/02/ILYM\\_Handbook.pdf](https://ilym.org/ilym/wp-content/uploads/2020/02/ILYM_Handbook.pdf)

Questions, concerns and nominations for this position should be referred to the Clerk of the Ministry and Advancement Committee: Phyllis Reynolds, at 847-864-5854 or [phymac4@comcast.net](mailto:phymac4@comcast.net). The phone number does not receive texts. If you'd like to nominate someone, please respond by April 1. For potential candidates, a resume and letter of interest can be attached to an email. Please send by May 1.

## **Nominating Committee Report**

The Nominating Committee is still working on finding someone to serve as assistant Clerk through the 2020 sessions, and also someone to take on the Assistant Clerk/Clerk position for the following four years. We ask that Friends consider whether they might know, or be, someone suited to these positions.

The committee ask that the Meeting approve the following appointments to committees and other organizations:

For Ministry & Advancement Committee:

Bruce Kanarek, to serve a term through 2021 sessions, beginning immediately  
Mark McGinnis and Heather Evert for 3-year terms (2023)  
Judy Wolicki for a 1-year term (2021)

For Children's Religious Education Committee:

Jason Shenk and Bobbi Trist for 3-year terms (2023)

For Development Committee:

Frank Young (2021) as clerk  
Alex Lippitt and Dale Gardner for 3-year terms (2023)

For Finance Committee:

Kevin Brubaker for a 3-year term (2023)  
Maggie Wanner for a 1-year term (2021)

For Maintenance, Planning, & Envisioning:

Casey Kashnig, Noel Pavlovic, and Carol Bartles for 3-year terms (2023)  
Bill Howenstine for a 2-year term (2022)

For FCNL:

David Wixom, Dale Gardner, and Garnet Fay for 3-year terms.

For liaison to Scattergood School:

Alex Lippitt, for a 3-year term (2023)

For FWCC:

David Shiner for a 3-year term.

## Personnel Committee Report

ILYM's meetings during fiscal 2019 were very busy with Personnel Committee items. Fortunately, most of those were completed by Annual Sessions 2019 with a few small editing changes that were brought to CC Fall 2019. Thus, we have had the good fortune to have a much less busy schedule with no action items for Continuing Committee.

### Accomplishments:

- The Personnel Committee sent out the annual evaluations for the staff.
- The committee helped Religious Ed discernment regarding how to cover Annual Sessions 2020 given the lack of applicants for the open position.
- We responded to the Fall CC Queries that came from Personnel Committee concerns that were brought to Fall CC. Our responses focused on the priorities for Personnel Committee for the next 2, 5, and 10 years.
- We have moved the long-term storage issue that came up at 2019 Annual Sessions forward so that the ILYM Box system is now starting to go operational. Personnel Committee files have been uploaded to Box confidential folders. At our next meeting we will be discussing which files should be made available on the Personnel Committee shared folder which is available to everyone in ILYM who has access to Box.
- Background checks are now a regular part of our First Day program. YO has been completing them for all volunteers and staff working with our youths in programs like OWL and retreats.
- The committee has started working on building a Personnel Committee Guidebook to help this and future committees. It is different from the Employee Manual which is given to employees.

## Publications and Distribution Committee Report

### *Among Friends*

- *Among Friends* is transitioning from printed issues to individual articles added to the ILYM.org website throughout the year, kind of like a blog. One yearly "Best of" volume will still be published in print like previous issues and distributed.
- The first set of articles have been submitted and will start rolling out to the web soon.

### Plummer Lecture

- Nothing to report, everything is up to date

### Faith & Practice

- We continue to work with the Faith & Practice Committee in preparation of the ILYM Faith & Practice publication
- Currently, typesetting, binding options, cover design, and the number of copies to be printed are being worked out
- We are hopeful that the book will be available during the 2020 Annual Sessions

### Web:

- No major changes
- *Among Friends* articles in a blog format will start to be added soon

## Youth Oversight Committee Report

**Members:** Diane Clark Dennis, Warwick Daw, Jasmine Dennis, Michael Dennis, Mars Harroun, Choz Howard-McKinney, Dale Gardner, Liam Gardner, Nathan Lasersohn, Fariba Murray, Jad Tamari

### Hours and Continuation

At the time of completing this report, Liam has logged a total of 246 hours since ILYM Annual Sessions. In spite of helping with the OWL retreat, we do not anticipate him going over 500 hours this year. Liam was offered, and has agreed to continue in the position during the coming year.

### Our Whole Lives Retreat (November 9-11, 2019):

The OWL Retreat was held at Evanston Meeting over Veteran's Day weekend, from Saturday, November 9, to Monday, November 11, 2019.

The teens participated in workshops that taught them healthy relationship skills, gender roles, and how to make responsible sexual decisions with a partner. We bathed and swam at the local YMCA, slept on the meetinghouse floor, and prepared meals in small groups. The HSF went on an out trip to Altitude Trampoline Park in Skokie, and had a movie night on Sunday.

The plumbing at the meetinghouse backed up Sunday morning after worship, so we had to rely on the neighbors' bathrooms the rest of the weekend. But despite this, everyone had a very good time at the retreat, and we are very grateful to the people of Evanston Meeting and their neighbors for letting us use their facilities.

### Quake that Rocked the Midwest (January 17-20, 2020):

We are again grateful for Evanston Meeting's facilities during the Quake that Rocked the Midwest. Seventeen teens were present that weekend, and we had teens from Scattergood Friends School, OVYM, ILYM and LEYM in attendance.

On Saturday, the teens participated in a Kingian Nonviolence workshop, where they learned how to peacefully intervene in conflicts, and learned about how other people have changed their society by peacefully protesting—like the Children's March in Birmingham. They went on an out-trip to Curt's Café, where they ate food and learned what the café is about. Curt's hires youth who are homeless, in poverty, or have been recently incarcerated to give them a second chance at starting a new life.

The teens on Sunday attended meeting for worship and helped prepare the monthly Evanston pancake breakfast. Then they split into two groups—one group went to a nearby art studio and made masks out of plaster, and the other group stayed behind and did a Yoga activity with OVYM's Youth Coordinator, Kaia Jackson.

On Monday, the teens participated in the Evanston Interfaith Action group's *Walk for Warmth* to raise money and awareness for the homeless in Evanston, and the shelters that are available for them during the coldest months of the year.

In their spare time, the teens played cards and board games, took showers at the nearby YMCA, wrote each other kind notes, and watched a very cheesy movie called *Birdemic*, and played Wink.

During meeting for business, the ILYM teens decided to hold their next retreat at Urbana-Champaign Friends Meeting on the weekend of April 24-26. They discussed fundraising ideas to raise money for going to FGC, and they nominated Mars Harroun to fill in the newly established role of Nurturing Clerk, which he accepted enthusiastically over text since he unfortunately could not be with us that weekend.

### Future Retreats:

**Spring Tremor (April 24-26, 2020):** The Spring Tremor will be held at Urbana-Champaign Friends Meeting. During the Spring Tremor, the HSF will have business meeting, they will prepare meals together, and will sleep on the meetingroom floor. The teens will do a service project, and participate in a workshop during the weekend. Activities still have yet to be decided. The Spring Tremor typically invites graduating 8th graders to join in the events, to prepare them for moving on to the high

school program. If desired, they may also request a clearness committee before officially joining the high school program in the summer.

***ILYM Site Prep & Mural Painting (June 13-17, 2020):*** The HSF agreed to paint a mural in the Dogface Room (left dorm) in the HS Bunkhouse over Site Prep instead of during a normal Quake to allow them more time to paint, as well as give them more time to spend together during Annual Sessions.

***ILYM Annual Sessions (June 17-21, 2020):*** At ILYM Annual Sessions, the HSF will participate in activities they decided on in previous meetings for business, including a service project, an out-trip, and two or three workshops. They will also attend ILYM wide workshops, and other activities as well.

***FGC Gathering (June 28-July 4, 2020):*** Our Friend Camille Roberts will be clerking for the High School program, so we encourage as much ILYM teen participation as possible to make her feel as supported as possible during the event. We will have fundraising opportunities to help relieve the costs of teens/families attending the Gathering, as we understand it can be costly for many people. The FGC Gathering this year will be held in Radford, Virginia. Early registration will be open from April 1-14. Standard registration will be open from April 22-May 31 for adults. For high schoolers, it's open from April 22-June 10. There will be a brief period in between early registration and standard registration, where registration will be temporarily closed. That period will last from April 15-22. Do not attempt to register at that time. Registration details are at [fgcquaker.org/connect/gathering/registration-details](http://fgcquaker.org/connect/gathering/registration-details).

## **Annual Session Planning Groups**

### **Site Planning Group (Blue River Quarterly)**

The responsibilities associated with the site portion of planning for ILYM Annual Sessions have been assigned as follows:

Overall Coordinators: Erin Taylor  
Site Prep Coordinator: Barb Lawhorn  
Site Prep Food Service: Heather Evert and Sharon Haworth  
Purchasing Coordinator: Beth Carpenter  
Housekeeping Coordinator: Margie Haworth-Davis  
Cleanup Coordinator: Mike Dennis

In the coming weeks, we will begin to include notices in the Administrative Coordinator's announcements for volunteers for site prep, which will begin on Saturday, June 13.