

Illinois Yearly Meeting Spring Continuing Committee

Third Month 23, 2024

South Bend Friends Meeting, South Bend, Indiana

Attending in-person: Wil Brant, Kevin Brubaker, Kent Busse, Beth Carpenter, Janice Domanik, Toni Edgar Fein, Dale Gardner, Chris Goode, Marsha Heck, Judy Jager, Ted Kuhn, Peter Lasersohn, Holly McCune, Mark McGuinness, Marcia Nelson, Adrien Niyongabo, Julia Pantoga, Colleen Reardon, Virginia Shelbert, David Shiner, Marie White.

Attending on-line: Cathy Garra, Meredith George, Pam Kuhn, Val Lester, Sue Styer, Gwen Weaver, Frank Young.

Minute 1 The meeting opened in silent worship.

Minute 2 Val Lester reported for the Finance Committee. The meeting has received a substantial bequest from the estate of Chris Jocius, to “strengthen the future of the yearly meeting.” The Maintenance, Planning and Envisioning Working Group is undertaking discernment as to how this money might be used. The Finance Committee has developed a set of recommendations for policy regarding gifts by the yearly meeting to others. The proposal includes an aspirational target of 10% of the total yearly meeting budget for gifts, guidance for amounts to particular Quaker and other organizations, and a procedure of committee discernment for capital campaign and other one-time gifts. Friends are asked to provide feedback on these recommendations; the committee plans to propose them for adoption at the yearly meeting business sessions this summer. Val noted that volunteer time is not tax-deductible, and the Finance Committee cannot provide receipts for it, in contrast to travel and other expenses.

Minute 3 Ted Kuhn presented the Treasurer’s report. Aside from the large bequest from Chris Jocius, income and expenses have been largely as expected.

Minute 4 Frank Young reported for the Development Committee. The annual appeal letter went out near the end of last year. The committee is down to three members, one of whom will soon need to step down. It may be helpful to arrange for joint memberships in the Development Committee and other committees such as Maintenance and Planning or Finance. Frank noted that donors may find that there are tax advantages to making donations directly from Individual Retirement Accounts.

Minute 5 At the request of the clerk, Friends present introduced themselves.

Minute 6 Minutes 1–5 were read and approved.

Minute 7 Mark McGuinness and Marcia Nelson presented the Field Secretaries’ report. In addition to the visits recounted in their written report, they had a very worthwhile visit to Southern Illinois Meeting in Carbondale. The meeting is small but vibrant. Marcia reported on a conference entitled “Changing Times” organized by Friends General Conference. An important conclusion drawn from this conference is that the social life of a Friends meeting is important to its success. It may also be helpful to have paid staff for certain purposes, rather than relying entirely on volunteer work.

Minute 8 Janice Domanik reported for the Ministry and Advancement Committee. She emphasized that the committee exists to serve local meetings. She attended several sessions in which Northside Meeting considered a necessary change in location; she described them as deeply spirit-led and as bringing out clearly the value of a sense of community. Friends are encouraged to read the committee’s written report, available in the Advance Documents and on the yearly meeting website.

Minute 9 Dale Gardner reported for the Children’s Religious Education Committee. The committee is planning a similar program this summer to last year’s. Volunteer teachers and paid babysitters have mostly been identified, and a budget has been developed.

Minute 10 Dale also reported for the Youth Oversight Committee. The teen program has been rather slow this year. The annual Quake That Rocked the Midwest did not occur. A quake is planned at which the teens hope to make improvements to the high school bunkhouse.

Minute 11 Minutes 7–10 were read and approved.

Minute 12 Chris Goode reported for the Stewards and the Maintenance, Planning and Envisioning Committee. A workday is planned for 5/4/2024 at the McNabb campus. Plans for this include painting in the dining room. Work has been done this year cleaning up downed trees and dangerous trees with dead branches. Plans have been made to install handrails at several staircases. Work continues to discern how to deal with accessibility concerns, whether to preserve the high school bunkhouse, and other issues.

Minute 13 David Shiner reported for the Maintenance, Planning and Envisioning Working Group charged with discernment as to the future of the yearly meeting. David emphasized the importance of monthly meeting involvement in this process, and asked us to strongly encourage attendance at yearly meeting sessions so that more Friends are invested in the work of discerning the future of the yearly meeting.

Minute 14 In responses to David's report, several Friends reported on the obstacles which prevent some Friends from participating in the yearly meeting, including limited time off from work, transportation difficulties, physical difficulties faced by aging Friends, and alienation due to a feeling that gender identities are not consistently respected, or a sense that the yearly meeting places too high a priority on its campus rather than programs that might better serve Friends across the region.

Minute 15 Minutes 12–14 were read and approved

Minute 16 Beth Carpenter reported for the Property Use Working Group. The group has been developing a packet of materials to be used in renting the yearly meeting campus to outside groups, including documents for the renters as well as documents for yearly meeting Friends involved in the rental process.

Minute 17 Colleen Reardon reported for the Personnel Committee. The committee has developed recommendations for revisions to the Employee Manual. The proposed revisions are given in the written report, and include changes to policies regarding sexual harassment training, mandated reporter training, and background checks, to bring them into conformity with state law. Friends approve the revisions as proposed.

Minute 18 Meredith George reported for the Nominating Committee. Chicago Friends School has requested that Illinois Yearly Meeting appoint a representative. The Continuing Committee recommends to the yearly meeting the establishment of such a position, and authorizes the Nominating Committee to identify a Friend who might fill it.

Minute 19 Marcia Nelson reported for the Naming Committee. They are seeking a Friend to fill a slot on the Nominating Committee vacated by Amal Tamari.

Minute 20 Wil Brant reported for the Publications and Technology Committee. The committee suggests a timeline for deciding when to review *Faith and Practice* for possible revisions. Work has begun on a Spanish translation of the current edition. Efforts are underway to continue publication of *Among Friends* online. Several improvements to the internet and audiovisual equipment at the yearly meetinghouse are planned.

Minute 21 Minutes 16–20 were read and approved.

Minute 22 Chris Goode called attention to the written report of the Environmental Concerns Committee.

Minute 23 Mark McGuinness reported for the Peace Resources Committee. With the Racial Equity and Education Committee, Peace Resource has been hosting regular meetings for healing on the situation in Palestine/Israel. The committee has also been researching what monthly meetings have been doing with respect to migrant concerns.

Minute 24 Janice Domanik called attention to the written report of the Racial Equity and Education Committee.

Minute 25 Beth Carpenter reported for the Blue River Quarterly Meeting Planning Group, responsible for food at the yearly meeting sessions this year. Zach Schobernd will return as cook. All positions have been filled.

Minute 26 Janice Domanik reported for the Chicago North Planning Group, responsible for site preparation. She emphasized that Site Prep is a spiritual experience, and produces a strong sense of connectedness among participants. She encourages everyone to come.

Minute 27 Marcia Nelson reported for the Chicago South Planning Group, responsible for programming. The Wednesday speaker is Joann Neuroth, from the School of the Spirit. Steve Chase will give the Saturday plenary talk.

Minute 28 A suggestion was made that high schoolers and young adults be paid for work they do for site preparation. They might also be paid for other tasks they might perform during the annual gathering. Friends responded positively; the Chicago North Planning Group is authorized to arrange for payment. Money may come from the site preparation budget, the Youth Oversight Committee budget, and if necessary, from money released by the Finance Review Committee through its normal process for extraordinary expenses.

Minute 29 Minutes 22–28 were read and approved.

Minute 30 Beth Carpenter reported for the group planning celebrations of the 150th anniversary of Illinois Yearly Meeting in 2025. Blue River Quarterly Meeting has discussed potential ideas for these celebrations, with help from other Friends. Plans include musical performances, a panel discussion and video presentations by Friends who grew up in the yearly meeting, and a talk by Tom Hamm, emeritus professor of history at Earlham College.

Minute 31 The clerk asked for worship-sharing on the query “What is the heart of Illinois Yearly Meeting?” from the Field Secretaries’ report. Heartfelt responses emphasized the Divine presence, people, community, faith, practice, love, and spiritual growth of Friends, over physical space and facilities.

Minute 32 Minutes 30–31 were read and approved.

Minute 33 Friends expressed their gratitude to our hosts in South Bend Meeting.

Minute 34 Minute 33 was read and approved.

Minute 35 The meeting closed in silent worship.

Kevin Brubaker, Clerk

Peter Lasersohn, Recording Clerk

Treasurers Report

Illinois Yearly Meeting - Balance Sheet as of March 1, 2024

Account	Mar 1, 2024	Jun 30, 2023
Assets		
Current Assets		
Cash and Cash Equivalents		
Checking Account	80,903.73	107,198.19
Total Cash and Cash Equivalents	80,903.73	107,198.19
Friends Fiduciary-Temp. Restricted	35,414.69	35,414.69
Property Impr. ILYM3		
Friends Fiduciary-Unrestricted Designated ILYM5	537,184.40	240,068.84
Total Current Assets	653,502.82	382,681.72
Total Assets	653,502.82	382,681.72
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable	2,735.50	9,665.62
Fed PR Taxes, Income, Medicare, SS	(2,231.10)	(1,052.80)
IL PR Taxes	1,497.10	1,052.80
Total Current Liabilities	2,001.50	9,665.62
Total Liabilities	2,001.50	9,665.62
Equity		
1 General Operating	60,000.00	60,000.00
2 Unrestricted Reserves	115,358.82	115,358.82
3 Campus Accessibility	1,300.00	1,300.00
4 Payroll Reserve	36,625.00	36,625.00
5 FWCC World Mtgs.	8,000.00	8,000.00
6 Maint. Reserve	111,068.22	111,068.22
8 Property Impr.	40,664.06	40,664.06
Current Year Earnings	278,485.22	50,651.78
Net Assets	0.00	(50,651.78)
Total Equity	651,501.32	373,016.10
Total Liabilities and Equity	653,502.82	382,681.72

Illinois Yearly Meeting – Income Statement (Profit and Loss)
For the year ended June 30, 2024

Account	1 General Operating	2 Unrestricted Reserves	5 FWCC World Mtgs	6 Maint. Reserve	8 Property Impr.	Total
Income						
Support from Meetings	37,933.75	0.00	0.00	0.00	0.00	37,933.75
Support from Individuals	27,384.45	297,115.56	0.00	0.00	0.00	324,500.01
Interest & Investment Income	5,153.52	0.00	0.00	0.00	724.57	5,878.09
Other Income	280.00	0.00	0.00	0.00	0.00	280.00
Gatherings-Retreats						
Other Gatherings Income						
Site Use Fees	190.00	0.00	0.00	0.00	0.00	190.00
Total Other Gatherings Income	190.00	0.00	0.00	0.00	0.00	190.00
Total Gatherings-Retreats	190.00	0.00	0.00	0.00	0.00	190.00
Total Income	70,941.72	297,115.56	0.00	0.00	724.57	368,781.85
Gross Income	70,941.72	297,115.56	0.00	0.00	724.57	368,781.85
Operating Expenses						
1 Personnel & Office						
1A Employee Direct-Indirect Expenses	36,559.55	0.00	0.00	0.00	0.00	36,559.55
1B Staff Travel	1,903.70	0.00	0.00	0.00	0.00	1,903.70
1C Office Expenses	1,568.40	0.00	0.00	0.00	0.00	1,568.40
Total 1 Personnel & Office	40,031.65	0.00	0.00	0.00	0.00	40,031.65
2 YM Travel Support						
ILYM Committee Travel	5,131.38	0.00	0.00	0.00	0.00	5,131.38
2A ILYM Reps Travel	1,942.76	0.00	1,300.00	0.00	0.00	3,242.76
Total 2 YM Travel Support	7,074.14	0.00	1,300.00	0.00	0.00	8,374.14
3 Site & Property Expenses						
Annual services-Property Taxes	1,259.43	0.00	0.00	0.00	0.00	1,259.43
Mowing, Tree Trimming	3,520.00	0.00	0.00	6,350.00	0.00	9,870.00
Repairs & Maintenance	617.25	0.00	0.00	2,000.00	0.00	2,617.25
Utilities	1,497.19	0.00	0.00	0.00	0.00	1,497.19
Total 3 Site & Property Expenses	6,893.87	0.00	0.00	8,350.00	0.00	15,243.87
4 Gatherings-Retreats Expenses						
4A Annual Sessions Expenses						
AS Site Prep Expenses	(88.66)	0.00	0.00	0.00	0.00	(88.66)
Total 4A Annual Sessions Expenses	(88.66)	0.00	0.00	0.00	0.00	(88.66)
Total 4 Gatherings-Retreats Expenses	(88.66)	0.00	0.00	0.00	0.00	(88.66)
5 Committee Expenses						
Development Committee	356.00	0.00	0.00	0.00	0.00	356.00
Publications & Distribution Committee	1,168.12	0.00	0.00	0.00	0.00	1,168.12
YO Committee	561.51	0.00	0.00	0.00	0.00	561.51
Total 5 Committee Expenses	2,085.63	0.00	0.00	0.00	0.00	2,085.63
6 Support to Others						
Support to Others	12,650.00	12,000.00	0.00	0.00	0.00	24,650.00
Total 6 Support to Others	12,650.00	12,000.00	0.00	0.00	0.00	24,650.00

Total Operating Expenses	68,646.63	12,000.00	1,300.00	8,350.00	0.00	90,296.63
Operating Income	2,295.09	285,115.56	(1,300.00)	(8,350.00)	724.57	278,485.22
Transfers						
Transfers - Budgeted						
Transfers - FWCC World Mtgs	(1,000.00)	0.00	1,000.00	0.00	0.00	0.00
Transfers - Maint Reserve	(15,850.00)	0.00	0.00	15,850.00	0.00	0.00
Total Transfers - Budgeted	(16,850.00)	0.00	1,000.00	15,850.00	0.00	0.00
Total Transfers	(16,850.00)	0.00	1,000.00	15,850.00	0.00	0.00
Net Income	(14,554.91)	285,115.56	(300.00)	7,500.00	724.57	278,485.22

Co-Field Secretary's Report

We are now comfortable in new roles as Co-Field Secretaries. One or both of us have visited a number of monthly meetings already. Some highlights:

Duneland: Marcia and Mark have visited Duneland on Zoom. Sarah Pavlovic has created a First Day School Kit, in case visitors bring children. The kit is divided into age groups. It had been suggested she let other meetings know what she has collected.

57th Street: Mark has attended Meeting for Worship there three times and Meeting for Business two times.

Fox Valley: Marcia and Mark attended a Meeting for Worship on the last day of 2023 in remembrance of Alice Howenstine. The family has intentions for a memorial service in spring. Mark, also, attended Meeting for Worship in early February to gauge the strength of the meeting.

South Bend: Mark attended their Meeting for Worship and Meeting for Business to discuss hosting the Spring Continuing Committee.

Downers Grove: Marcia facilitated and Mark attended a November retreat on Quakers and mysticism attended by a dozen Friends. There was much engagement and too much material! February's meeting for worship followed by potluck on a springlike Sunday welcomed two new members and filled the meeting room with 25 or so people, with four more online.

Lake Forest: Mark attended their Meeting for Worship and Thanksgiving Dinner. Mark has also visited Lake Forest midweek worship on Zoom.

Rock Valley: Mark has visited Ann and Brent Eckert's home to encourage them to become more active in ILYM affairs.

Burlington: Mark has discussed the state of the Worship Group and plans to attend. Carol Bartles and he will be hosting a class on "What it is to be a Quaker?" in late March.

Evanston: Marcia facilitated a discussion concerning masking requirements, about which the meeting has not come to unity. The next step will be a threshing session as Friends labor faithfully to discern a sense of the meeting.

Columbia: We have visited Columbia by Zoom and will make an in-person visit later in spring. The hybrid meeting Marcia visited was filled with perhaps 20 people and their messages. First Day School students wrote a letter to President Biden asking him to spend money to build peace instead of fund weaponry for the war between Israel and Hamas.

Northside: We have visited North Side via Zoom. The meeting has been laboring carefully about a new space because longtime host organization the Japanese-American Service Committee is relocating. Two transit-accessible Chicago sites were under consideration as this report was due.

St. Louis: has engaged a Quaker for some listening session to promote healing. The meeting is also working with unhoused guests whose tents had to be removed from the meetinghouse parking lot at the legal request of neighbors.

We plan a visit to Carbondale Friends the first weekend of March and will report on our observations.

We continue to report each month to the Ministry and Advancement Committee, which provides guidance, support, and feedback. We also meet with meetings and individuals who need special care and give support to meetings going through difficult times.

Some overall observations: Marcia was very inspired by a recent online conference called “Changing Times” organized by Friends General Conference. I attended the track that dealt with changing circumstances for Friends meetings: shrinking attendance and numbers of volunteers, challenges of technology, being relevant and attractive to non-Friends and younger people. (Another track dealt with anti-racism.) Unprogrammed Friends in the U.S. and Canada face similar challenges, and some yearly meetings are doing the hard work of self-assessment to discern what is essential, what can be discarded, and what needs updating. Some findings for our envisioning committee and all of us to think about:

- Friends really want to have fun and like getting together to socialize, whether it be an activity, study or potluck; nobody becomes a Friend because they want to go to Meeting for Business.
- Religious education for children is valued; could this be expanded with such things as trips or camps?
- As the ranks of volunteers dwindle, consider hiring young people to provide needed employment and exposure to Quakerism; this makes particular sense for religious ed and technology work.
- While religious ed is important, it’s demographically true that most people come to Quakerism as adults; well-designed intentional outreach is essential.
- People under 50 get their information on the Internet; “Quakerism unbundled” — in pieces — could be good outreach.
- FGC and our neighbor Ohio Valley Yearly Meeting have statistics to back this up!

A final note re FGC: FGC is holding an online weekend retreat for spiritual deepening on April 12-14. Information about the Encountering Spirit Retreat is on FGC’s website.

Query: What is the heart of Illinois Yearly Meeting? How can we convey that to others?

Submitted with love, Mark McGinnis and Marcia Nelson, Co-Field Secretaries

Children’s Religious Education Committee

Members: Dale Gardner (chair), Charlotta Koppanyi (coordinator, ex-officio), Bobbi Trist, Anna Watson, Quinn Parks, Katherine Young, Alexandra Colin

Children’s Religious Education Committee is looking forward to another successful program at Annual Sessions. Since we were very pleased with last summer’s program, we are planning something similar again, with hopefully a larger turnout. Under Charlotta Koppanyi’s supervision, we have lead volunteer teachers identified for most age groups and have a similar crew of paid babysitters and helpers. And Charlotta has been coordinating with the planning groups to help ensure smooth planning with everyone. This year’s theme, Nurturing the Spirit, Carrying it Forward, will be easy to program for.

The final details of the proposal for the Children’s Program should be finalized before Continuing Committee meets, but we expect it to include at least the following costs:

Children’s Program Coordinator	\$4500
Coordinator’s Assistant	\$540
Rafael Roberts as consistent adult presence	\$540

2 Babysitters, mostly for the youngest	\$1080	
Class and art materials	\$500	Total: \$7160

We are still in need of second teachers and volunteers, and likely need a lead teacher for the preschool group, so we encourage everybody to help us find the support our program needs. If you can share a good lead, please let Charlotta know (ckoppanyi@mac.com, 312-513-6919), or someone else on the committee.

Dale Gardner

Development Committee Report

The Committee sent out the annual appeal letter for individual contributions late in 2023. The Committee intends to have the 2024-5 appeal letter distributed during 8th Month, 2024.

This year the Development Committee has only three members and one (Kay Drake) wishes to resign from the committee. The committee members will suggest to the Nominating Committee that there be at least four members of the committee if possible. The work of the Development Committee can be improved if it is possible to arrange joint memberships with certain other committees (e.g., Finance Committee and Maintenance and Planning Committee). This would help these three committees work together in full awareness of the work of the other related committees. However, if such joint appointments are not possible, the Clerk of the Development Committee will continue to interact with the clerks of the two other committees as necessary and beneficial.

The Development Committee is charged with raising funds. Contributions from individuals are arriving about as expected in the Yearly Meeting’s budget for this fiscal year. The “Support” section of the yearly meeting website has information about various ways to support the Yearly Meeting. To make this information easy to use and analyze, it can be downloaded and printed in a booklet format.

The Development Committee has been informed of the recent generous bequest that is being announced at this meeting. This bequest is expected to create significant benefits for the yearly meeting. Although the Development Committee knew of this gift (we were aware of its existence but not its size), the handling of it is the responsibility of other officers (the Treasurers) and another committee (Finance). More specifically, the Finance Committee and the Maintenance and Planning Committee are charged with recommending how funds are to be spent or invested. The Yearly Meeting, at its Annual Sessions (or at Continuing Committee meetings), makes final determinations regarding these matters. Arrangements are being made to have the envisioning subcommittee (clerked by David Shiner) of the Maintenance, Planning and Envisioning Committee consider ways that this bequest can have significant and lasting impacts on the yearly meeting’s future.

Frank Young, Clerk

Environmental Concerns Committee Report

The ILYM ECC met on January 29, our only meeting since last Continuing Committee meeting. Members of the committee include Chris Goode, Nancy Halliday, David Wixom, Fariba Murrey, Bill Howenstine, Adrian Fisher, Barbara Fuhrmann, Sarah Pavlovic, and Noel Pavlovic. We have been addressing the following topics.

Alice Howenstine: we held a moment of worship in memory of Alice, an indefatigable force for recycling to help protect the earth. We will miss her very much. We also held in the light Bill and Chuck and the rest of the Howenstine family.

Honey Bees at the ILYM campus: Mike and Diane do not need to put a bee hive on the campus since they have decided to put one at their home with the assistance of Rose, who manages bee hives in Bloomington.

ILYM Annual Session Workshops: Noel is the workshop coordinator and encouraged Friends to consider presenting workshops. ECC has considered the following workshop topics: a guided nature walk, designing and new nature trail on the west campus, involving young Friends in building bird houses, and a workshop on how to make a pollinator garden. There was the possibility that building of birdhouses could be part of the craft tent that Sarah is coordinating. We discussed various types of houses, for what bird species and where they would go.

ECC Green Tips: Noel has a rough draft of the first Green Tips on the topic of reducing plastic in our lives. He will see if Adrian Fisher, an advocate for not using plastic will help craft this first ECC Green Tips. Some discussion ensued as to whether it would be digital or printed.

Fall 2024 Retreat: We have not decided on the topic of the fall retreat but Chris suggested we could consider focusing on redoing the campus tree map.

Pollinator Garden: No progress has been made so there is nothing to report.

Our meeting closed with expectant silent worship. We plan to hold another meeting in late March.

Noel Pavlovic, clerk of ECC

Finance Committee Report

Finance seasoned the Subcommittee on Gifts report and made minor adjustments. We are including a copy of this report to Continuing Committee. We will attempt to use this guidance in developing the 24/25 annual budget. Our experience using this guidance may result in additional revisions before Annual Sessions. At the Annual Sessions the Finance Committee expects to request approval of this report (possibly revised) and will recommend its inclusion in the handbook.

The Treasurers provide tax receipts for monetary gifts (and donated items, when receipts are provided). This year we were asked for a tax receipt for the value of volunteer hours. We did not provide, as the IRS does not permit this.

Finance reviewed cash needs (that we are aware of) and found that our checking account has a sufficient balance. Therefore we have not transferred and funds from Friends Fiduciary for current needs. We deposited the Jocius bequest in Friends Fiduciary short term interest bearing fund. This was done to provide flexibility for when and how ILYM chooses to invest or spend it.

Valerie Lester, Clerk for Finance Committee

Maintenance, Planning and Envisioning Committee & Stewards Report

The committee members are Carol Bartles, Mark Robinson, Marie White, Dennis McQueen, Trevor Brandt, Margie Haworth, Christina Schulz, Noel Pavlovic, Lorelei Taylor-West, Diane Clark Dennis, Dick Ashdown, and the Stewards: Chip Rorem, Grayce Mesner, Beth Carpenter, and Chris Goode. Our committee met on January 30th via Zoom.

January Meeting: We divided ourselves up into several sub-committees in order to discuss and divide the work up, and try to get more things considered and attended to. Those sub-committees include Workday Planning, Long-Term Maintenance Planning, Campus Accessibility, High School Bunkhouse Planning, Maintenance Manual/Contractor List/Annual Calendar, Caretaker Solutions, South meetinghouse (MH) Property Addition. Chip will be our Insurance Contact. Some of those committees have met and begun to work on their issues.

Spring Workday: We will hold our workday on Saturday, May 4, from ~9:00am to ~5pm with a potluck lunch. Tasks include more painting at the MH dining room walls, and MH exterior doors, checking and maintaining screens, install handrails at both sides of MH ramp and west side door steps, work to repair/replace the split rail fencing near the septic field, weeding and light trimming, picking up sticks and removal to the burn pile, maybe burn the pile if weather conditions are favorable, or start a new burn pile as the existing is over large now. Also can begin clean-up at cabins and bathhouse and check out the HS bunkhouse in anticipation of Site Prep for Annual Sessions. All are welcome! Please come! The HS Friends are planning a Memorial Day Quake and Workday at the bunkhouse as well.

Tree Care: With help from folks near and far we trimmed or cut up several of the trees at our Fall Workday. We hired a professional tree maintenance firm that removed two large trees near the Clear Creek House, removed and ground out some stumps elsewhere on the campus, and trimmed several trees of dead branches, especially at the campground. The cost was around \$6,350.

Upcoming Maintenance: The MH back bathroom toilet that began to leak at the end of Annual Sessions was repaired and reinforced. There are several repairs that need to be made before Annual Sessions, and we are contacting contractor Dean Tieman to help us get them done. These include repairs to the MH kitchen window, window at CCH Attic, possible replacement of a fake front shutter at CCH, new handrails at each end of the MH front porch attached to the existing guardrails, new handrails at the inside of the interior stairs at CCH. We will also ask him, and/or an HVAC contractor to price out recommendations for replacing and improving the aged and unbalanced air conditioning system at CCH.

Insurance: Chip is working to close out our claim for the roofing at the MH and CCH that was completed last fall and spring and the wind storm gutter and tree damage at CCH that followed that work.

Caretaker: We have created a small working group to search for a local, part-time caretaker, who might be a person, or a property management business, for about 50 paid hours over the year as was approved at last Annual Sessions. Friends are invited to share their thoughts about future caretaking needs and possible solutions with the committee clerk, a Steward, or any other member, and also welcome suggestions for local Friends or friends who might fill this role in the coming year.

Accessibility Concerns: We have created a small working group to address ways to make our campus more accessible to those who are ageing and who have disabilities so that our campus is more usable for all of us. Some things that come out of this will be easier and affordable, while others might be more difficult, or expensive to accomplish.

High School Bunkhouse: Last Spring we identified some serious rot in the perimeter beams at the HS Bunkhouse and there have also been animal intrusions through the floor from above and below. We have formed another small working group to begin to envision how to repair and improve, or replace the bunkhouse and project some costs.

Larger Envisioning for the Yearly Meeting (and Campus Plan): At fFall Continuing Committee a sub-committee of the MP&E committee was formed to address larger envisioning of the future of the yearly meeting. This group was tasked with looking at larger issues facing us such as aging and declining membership, our struggling children's, high school, and young adult programs, our increasing expenses, maintaining our rural and somewhat remote meeting location, etc., and this should happen before we can update our Campus Plan. This committee includes two members of MP&E, but also several other interested members of the yearly meeting and is clerked by David Shiner. They have prepared a separate report as they start to look not just toward our physical future, but also to our future as a continuing strong spiritual community.

Respectfully Submitted: Christopher Goode, MP&E Clerk and Steward

Ministry and Advancement Committee Report

Ministry and Advancement Committee has met each month since the last Continuing Committee. We have been in contact via Zoom or in person by a member of M&A or a Field Secretary with most of the monthly meetings and some of the worship groups. We want to share some of the things we have learned with you. We learned about “First Day School in a Bag/Box” from Duneland Meeting which wants to be prepared for “drop-in” children. Contact them if you are interested in what they have included. St Louis Monthly Meeting provides hospitality for unhoused people in their community. Evanston Monthly Meeting is hosting a refugee family in their meeting house apartment. Lake Forest Monthly Meeting First Day School children baked cookies and had Christmas cards of their drawings made and sold these to get the funds to prepare an apartment for a refugee family. Northside Monthly Meeting is finding a new place to meet since the Japanese American Center is being sold. The discernment and care for the needs of members has been an example of a strong community. Ministry and Advancement will offer a workshop “Final Thoughts: Spiritual and Practical Considerations for End of Life” at the Annual Sessions. Marcia Nelson will be leading the workshop.

Finally, it is with deep sadness that we have been in contact with Fox Valley Meeting following the death of Alice Howenstine. She had profound impact on many of us and we shared these. We all felt especially grateful for her gift of showing us how to carry out the recycling of materials at annual sessions.

Nominating Committee Report

Nominating Committee: Meredith George (clerk), Julia Pantoga, Lilith Swygert, Brad Laird.

We have begun meeting and contacting committee clerks. We have one decision item. Chicago Friends School (CFS) requests an Illinois Yearly Meeting (ILYM) representative to facilitate communication between ILYM and CFS. They have proposed a specific individual for this role, which we will bring forward in our report to 2024 Annual Sessions of ILYM.

We suggest that position be added to the list of ILYM representatives and that CFS be described in the handbook using the same format that is used for affiliate organizations.

For your reference, here is an excerpt from the handbook describing our representatives:

Representatives to Other Organizations ILYM Handbook p.26

Illinois Yearly Meeting sends representatives to various Quaker organizations either because those organizations have requested representatives or because Illinois Yearly Meeting Friends have an active interest in the concern. Representatives are the vehicle for communication from the Yearly Meeting to the organization and from the organization to Illinois Yearly Meeting. They report on the activities of those organizations to the Yearly Meeting at Annual Sessions or in the Advanced Documents. There is frequently time set aside in the program for further discussion of their concerns, either in workshops or in the evening program.

Peace Resources Committee Report

We continue to meet once a month on Zoom. The PRC has been involved with two projects during the Fall and Winter:

- We are cohosting a Palestinian/Israeli Meeting for Healing once a month. The other cohost is the Racial Equity and Education Committee.
- We are gathering information on how each monthly meeting is responding to the current migrant situation. We hope to have enough information to present a report at the yearly meeting.

We, of course, are open to any request from a monthly meeting to act as a resource for peace.

Personnel Committee Report

The Personnel Committee has focused its efforts on reviewing updates to state and federal regulations as they apply to employers and staff employed by ILYM. Specifically, regulations and recommendations for background checks, mandated reporting regulations and sexual harassment regulations were reviewed. We reviewed the Employee Manual and updated language to comply with these regulations. A copy of changes on pages 5 through 11 is provided to Continuing Committee for approval.

We continue to look at our processes for hiring and employing staff so that even when there are changes in clerks or others who supervise staff, we can follow these processes. We also are putting in place procedures to ensure we have copies of certificates of completion and other documentation as evidence of complying with state and/or federal regulations.

Annual staff evaluations will be completed prior to Annual Sessions.

Publications and Distribution Committee Report

Publications:

Proposed timeline for Faith and Practice review & revision for 2030 was approved

- Proposed timeline for review is attached.
- This timeline is for a process to see if a revision is needed/desired.
- Minor updates/additions are expected and may be handled with an insert rather than a revised or new edition.

Spanish translation of Faith and Practice update/process

- Two people had volunteered to translate F&P
- They will split the work by dividing up the chapters to translate and reviewing/editing each other's work, as well as be in conversation about translation vocabulary.
- One of the initial people had to step back/decrease activity due to other time commitments, so we are looking for another person.
- Work has just begun and will take some time to complete
- Currently there is no timeline, however a few chapters might be prioritized so they can be released earlier as a pamphlet

Among Friends

- We are looking to resurrect this publication on the ILYM website
- Currently there is only one article for the next issue and more are needed
- Please reach out to the editor, Ted Kuhn, with submissions

Technology:

Update of A/V setup and coverage for Annual Sessions

- Instructions for setup and use have been updated
- With the change to fiber optic connection, the quality will be increased for this year's Annual Sessions
- We are looking to split up the work so one person would oversee audio while the other would oversee the video
- Setup will happen on Saturday before Annual Sessions while everything else is also being setup. This allows to verify everything is working and provide time to replace/fix thing that might need to be addressed.

We will be getting a new router for meetinghouse (with new fiber optic set up, the old one will stay at CCH)

- Faster speed, more connections, and further coverage

- Cost should be within the committee’s budget, but if not we will be communicating with the Co-Treasurer’s and Financial Review Committee to finalize the funding.
- With the new set up there is the opportunity to provide year around internet service at the meetinghouse for a minimal second line fee. This maybe in the 2025 budget.

Investigating the potential for a remote/cooling station viewing area in the basement.

- ◦ Just for Annual Session, though equipment could also be used for Continuing Committee
- ◦ This would allow for cooling station participation for plenary sessions (worship, business sessions, and evening programs). This could also allow for hybrid workshops. Though with internet now being at both the meetinghouse and CCH, a hybrid workshop could be there also.
- ◦ Funding would be required for a flat screen tv, tv mount, camera, mic, and the cables.
- ◦ This remote station, whether in meetinghouse basement or CCH, would also require someone to setup, provide tech support, and monitor the equipment.

Racial Equity and Education Committee Report

The committee has met monthly since the last Continuing Committee. We continue to offer the Anti-Racism Café each month on the 15th. We had an evening gathering to see a film about the way Israeli apartheid operates in Hebron. Made by a Palestinian reporter whose father grew up in Hebron, the film exposes how the Israeli military and Israeli settlers restrict Palestinian movement in and around the city. The same night Steve Tamari of St. Louis Monthly Meeting shared a video of his father’s first visit inside his childhood home since 1948. That year, he and his family— along with 750,000 other Palestinians fled their homes never to return. Sixty years later in 2009, he was finally able to show it to his son and granddaughter. We co-hosted the Meeting for Healing with Peace Resources and Downers Grove Meeting. We held a book group on *There, There* by Tommy Orange in collaboration with Northside Meeting. This book follows the lives of urban Natives and a cataclysmic Pow Wow gathering. Members of the Racial Equity and Education Committee have begun researching the ILYM minute archives, finding about the yearly meeting’s vigorous support of Quaker Indian Agents in administering Bureau of Indian Affairs policies on reservations and helping to craft President Grant’s assimilation policies.

Annual Session Planning Groups

Blue River Quarterly: Food

The cooks have agreed to return and all of our coordinator positions have been filled.

Chicago North: Site

Announcement regarding Site Prep:

Come early and find out what fun it can be to work towards a common cause with a great bunch of people and be a part of transforming 12 acres of land into a most useful site for hundreds of people.

Site Prep takes place on the days before the beginning of Annual Sessions. All ILYM Friends are cordially invited to help get the campus ready before the main event begins. Meals and housing during Site Prep are free, so come and enjoy good comradeship while building up your sweat equity. Site Prep will begins Saturday June 15 and concludes after lunch on Wednesday, June 19 (you can arrive in the evening of Friday, June 14 but food service begins with lunch on Saturday). If you plan to attend, please contact Ted Kuhn (224-548-1613). Tell Ted your expected days of attendance, your housing plans (tent, cabin, hotel, or Clear Creek

House), and any dietary restrictions. You may also use the on-line registration form to supply this information.

Chicago South: Program

The Illinois Yearly Meeting South Group of monthly meetings is responsible for program planning for the 2024 Annual Sessions. Here is our progress since last report in fall 2023.

As a reminder, the theme for Annual Sessions is “Nurturing the Spirit, Carrying it Forward.” We are very pleased that our Saturday plenary speaker will be Steve Chase. Steve is a 2024 Pendle Hill Cadbury Scholar and is working on a book project he is calling “Seeking Justice in the Holy Land.” Not only is this topic timely, but we will have an opportunity to welcome Steve back to ILYM. He became a Quaker at age 13 while attending Galesburg Meeting and has fond memories of Annual Sessions. We are very close to confirming a Wednesday speaker and hope to announce this when we meet for Spring Continuing Committee. We envision Thursday as an intergenerational program of speakers from Quaker schools; Scattergood and Chicago Friends have confirmed. As reported earlier, we will dance as usual on Friday.

For children, we have volunteers for the afternoon craft tent and swimming and Saturday night activities. Marcia and Charlotta Koppanyi have met and are coordinating who and how to best engage children younger than middle school in afternoon and evening time slots.

Marcia Nelson, Program Planning Coordinator

Proposed Timeline for ILYM Faith and Practice 2030 Review/Revision

Many yearly meetings have produced an updated/revised Book of Faith and Practice once every 10 years. If ILYM was to do this, the next edition would be due out in 2030. Following is a potential timeline for reviewing *Faith and Practice* to see if a 2030 edition/update would be desired/needed. It is expected that there will only be very minor updates/additions, the nature of which might be addressed with an insert rather than a publication of a revised or new edition. The following is a four year production cycle, but is being presented early in case more time might be needed. It has:

- One year to review and gather thoughts on changes
- One year to develop those changes
- Make the first presentation of changes at an annual sessions and have one year for feedback
- Make the final presentation and receive approval at next annual sessions
- Nine months to typeset, update index, print, and distribute by the next annual sessions (if a revised or new edition is needed). If an insert is used, the insert should be ready for distribution by the Fall Continuing Committee following the annual sessions it was approved.

Year	Action	Action Date
2024	Propose and approve timeline to allow changes if more time is needed	At 2024 AS (Jun 2024)
2025	Request ad-hoc committee to be created and members to be appointed at 2026 AS	At 2025 AS (Jun 2025)
2026	Appoint committee members Review and gather thoughts on potential changes	At 2026 AS (Jun 2026) Jun-Jan 2026

2027	Review and gather thoughts on potential changes (cont) Develop changes to text	Jan-Jun 2027 (potentially including workshop at 2027AS) Jul-Dec 2027
2028	Develop changes to text (cont) First presentation of changes Get feedback	Jan-May 2028 At 2028 AS (Jun 2028) Jul-Dec 2028
2029	Get feedback and make final changes Final approval Typeset, proof, index update	Jan-May 2029 At 2029 AS (Jun 2029) July-Dec 2029
2030	Typeset, proof, index update (cont) Print Distribute	Jan-Feb 2030 Mar 2030 April-May 2030

Working Group of Maintenance, Planning and Envisioning

An MP&E working group was conceived and appointed at Fall 2023 Continuing Committee to undertake discernment about the future of ILYM. That group meets monthly via Zoom. We are grateful to Downers Grove Meeting for providing the Zoom platform for our meetings.

Our work thus far has involved discernment about the issues that face the Yearly Meeting, particularly those regarding the ILYM campus. We reviewed the considerable body of materials on these issues that were produced in 2019-20 by constituent monthly meetings and ILYM committees and officers. There were many responses, giving us a very good idea of how those groups and individuals viewed the issues at that time. While that work was temporarily halted by the onset of the pandemic, we believe that the issues that were specified at that time are by and large the same ones we have now, so consideration of them has been our starting point.

Following the news that ILYM had received a sizable bequest from Chris Jocius that he wished to be used to secure the future of the Yearly Meeting and enable it to thrive, our working group was asked by Clerk Kevin Brubaker and Finance Committee co-Clerk Val Lester to take on the task of helping ILYM discern how that money should be used. This task would involve members of the working group leading workshops or finding other forums in which to gather interested Friends for discernment, particularly during the annual sessions this coming June. The working group felt that this task was well within our charge. As a result, we are now in the process of discerning how best to use the available time at this year's annual sessions to address the related issues of the Jocius bequest and the future of the Yearly Meeting.

We hope to be as inclusive as possible in addressing these issues. This will involve, most crucially, the involvement of monthly meeting representatives. We hope that representatives will strongly encourage their co-congregationalists to attend this year's annual sessions, both so that they can participate in events that involve planning for the future of ILYM and so they can become part of that future, countering recent downward trends in attendance at annual sessions. The working group is small, and we cannot do this alone. We will need the sort of help that representatives to ILYM can and should be prepared to offer.

Once the 2024 annual sessions have concluded, more outreach and discernment will be required. The working group therefore plans to use the 2024-25 year for outreach as needed and discernment as led, with the intention of making proposals for the future of ILYM at the 150th anniversary ILYM gathering at Clear Creek in June 2025.

David Shiner, convener

Property Use Workgroup

Our work is narrowly focused: provide useful detailed documentation to support the process of renting the ILYM campus to an ‘outside group’ (OG). Note, the body reached unity that rental to an OG can occur only when a full-time caretaker is permanently on-site.

An OG is a group that is not affiliated with ILYM Quakers—and is led by, and under the care of, an ILYM Friend who will act as their liaison, assuming responsibility for the group members and the property, and is already familiar with the campus. An ILYM Friend is defined as a frequent attender/member of an ILYM monthly meeting or worship group.

We were tasked with developing a packet to support all those who touch the process: prospective OG liaisons, our campus caretaker, our ILYM administrative coordinator, trustees and treasurer.

Here, a list of the items in the packet followed by the status of each item:

1. cover letter for the OG liaison - describing the packet, along with pertinent information
 - still to be done
2. legal contract - to be signed by the OG liaison and an ILYM trustee.
 - done, requires approval
3. work-flow process map - from initial request to final payment
 - almost done
4. quick reference checklist – a to do list for the OG liaison
 - still to be done
5. quick reference checklist - a to do list for our campus caretaker
 - still to be done
6. map of the ILYM campus – marking which areas are available to the OG
 - almost done
7. map of Clear Creek House rooms – marking which areas are available to the OG
 - almost done
8. Property Use Guidelines booklet - last revised in 2013, focused on OG use
 - almost done

We may include completed items from the packet in Annual Sessions’ 2024 Advance Documents.

We may host a listening session during Annual Sessions 2024, with an ear to receiving feedback (what we missed, edits, concerns).

We will publish an audit review schedule to ensure the packet materials remain current.

We find ourselves hopeful about the future of campus rentals. We are mindful of concerns about the campus’ future: hiring a caretaker or a local individual to manage maintenance/repairs, having more Friends joyfully use the property, engaging ILYMers who haven’t yet connected to our amazing campus, dwindling people resources. We hold these concerns in the Light as we work.

Proposed policy for Illinois Yearly Meeting’s Finance Committee in Considering Gifts to Others

Illinois Yearly Meeting of the Religious Society of Friends has a long history of connections with the wider Quaker world, through both active involvement and financial contributions.

This proposed policy is offered to guide our finance committee in preparing the annual budget for consideration at Annual Sessions.

We aspire toward 10% of the total ILYM budget being Gifts to Others knowing that this may vary year to year depending on our priorities at a given time.

We suggest that the following criteria could be used to help evaluate whether and how much ILYM should give to other organizations:

- Quaker organizations in which Illinois Yearly Meeting is one of the constituents.
- Quaker organizations that nurture ILYM Friends, including youth
- Organizations that provide regional Quaker education
- Organizations that support Quaker testimonies
- Organizations that support the work of our Committees around specific causes

The application of these criteria can be seen as follows. (Note that the dollar figures listed are those ILYM budgeted for 2024 and are listed for information only; they are not meant to suggest or determine future giving.)

1. ILYM values its relationship with Quaker organizations that support our Yearly Meeting. We view these relationships as analogous to those between monthly meetings and the yearly meeting. We intend to continue our practice of making significant gifts to these organizations.
 - Friends General Conference* (which ILYM helped found) - \$4,400
 - Friends World Committee for Consultation* - \$3850 (plus \$1,000 travel/yr for World Plenaries)
2. ILYM supports other Quaker organizations that nurture ILYM Friends, including youth. The size of these gifts depends upon the level of support provided to ILYM Friends:
 - Friends for Lesbian, Gay, Bisexual, Transgender, and Queer Concerns* - \$100
 - Friends Journal - \$250
3. ILYM values Quaker education in our region. We support these organizations with nominal gifts intended primarily to communicate our support to them and their constituents. Distinguishing between them is difficult, so in the future, these nominal gifts might be of equal size:
 - Chicago Friends School - \$350
 - Scattergood Friends School* - \$250
 - Earlham College - \$250
 - Earlham School of Religion - \$125
 - Olney Friends School - \$125
4. ILYM supports a variety of Quaker organizations that support our testimonies. That list is potentially vast. We have traditionally restricted contributions to those organizations where ILYM has a formal role in governing the organization or where the relationship to ILYM is otherwise deep. The size of the gifts to these organizations is guided by the above criteria. **We support these organizations with nominal gifts intended primarily to communicate our support to them and their constituents.** ILYM, through Finance Committee, should revisit this list of organizations at least every five years to ensure that it continues to reflect our collective priorities. Suggestions for new organizations to add to this list should come to the finance committee from monthly meetings and ILYM committees, ideally at continuing committee.
 - American Friends Service Committee* - \$500
 - Friends Committee on National Legislation* - \$500
 - Right Sharing of World Resources - \$350
 - Project Lakota/Ville - \$250
 - Quaker United Nations Office - \$100
 - Friends Peace Teams* - \$350
 - Quaker Earthcare Witness* - \$300

5. ILYM supports other organizations, including those without Quaker affiliation, as necessary to support the work of its committees. The size of these gifts is determined by their membership dues and the recommendation of committees. We anticipate the organizations on this list will change over time as our committees undertake various projects.
 - National Religious Campaign Against Torture - \$100
 - Chicago Alliance Against Racist Political Repression - \$500

Capital campaign gifts are unusual and will be restricted to organizations above with which we have an especially deep relationship. If ILYM is led to give, these gifts would normally come out of ILYM unrestricted reserves. Capital campaigns often have a long lead time so such requests should be raised at Continuing Committee, including guidance on the amount, to allow Finance Committee ample time to season the request.

Other one-time gifts that we may be called to consider based on an event in the world should be seasoned through a committee or monthly meeting and if possible brought to Continuing Committee or Quarterly Meeting for seasoning prior to annual sessions.

*Organizations to which ILYM nominates or names members of the governing body.
1/15/2024 – Policy draft adopted by Finance Committee.

Proposed Changes to Employee Manual (pages 7-11)

This Employee Manual is intended to answer many of the questions that may arise in connection with your employment. It sets forth general policies and guidelines only and shall not be interpreted as a contract or a commitment between Illinois Yearly Meeting (“ILYM”) and any of its employees, who are employed at-will. The policies and procedures that are outlined below do not constitute contractual terms or conditions of employment and should not be construed as express or implied contractual commitments.

Employment Policies

A. Employment Applications

ILYM relies upon the accuracy of the information provided in the employment application, cover letter, and/or resume, as well as the accuracy of other information or data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in disciplinary action, up to and including discharge.

In accordance with federal law, all applicants for employment must provide proof of identity and documentation of their U.S. citizenship or of their right to employment in the United States.

B. Employment At-Will

Your employment with ILYM is at-will. This means that both ILYM and the employee have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this Manual or in any other document or oral statement shall limit the at-will nature of the employment relationship. No one at ILYM has the authority to alter the at-will nature of the employment relationship without the express, written consent of Illinois Yearly Meeting.

C. Equal Employment Practices

It is ILYM's policy to grant equal opportunity to all qualified persons without regard to race, color, religion, creed, sex, pregnancy, national origin, ancestry, age, disability, marital status, veteran status, military status, sexual orientation, perceived sexual orientation or gender-related identity, genetic information or any other status protected by applicable federal, state or local law. ILYM will reasonably accommodate qualified individuals with a disability in compliance with federal, state and local law. Any violation of this provision should be reported immediately to the Personnel Committee. If you have any questions regarding discrimination or this policy, please contact the Personnel Committee.

D. General Policy Against Discrimination and Harassment³

It is ILYM's policy that all employees should be able to enjoy a work environment free of discrimination and harassment. All employees are expected to be respectful of others with whom they come into contact with while representing ILYM. ILYM strictly prohibits all forms of unlawful harassment or discrimination, including, but not limited to, harassment or discrimination based on race, color, religion, creed, sex, pregnancy, national origin, ancestry, age, disability, marital status, veteran status, military status, sexual orientation, perceived sexual orientation or gender-related identity, genetic information or any other status protected by applicable federal, state or local law.

ILYM employees are expected to be aware of this policy and the types of conduct that may constitute unlawful harassment, as well as the avenues of assistance provided by ILYM for addressing complaints of harassment.

This policy extends to every level of ILYM operations. Accordingly, any kind of harassment, whether by a fellow employee, supervisor, official of ILYM, donor, grantee, volunteer, fellow, vendor, employee of another organization or, if interfacing with a ILYM employee in his/her role as a ILYM employee, a member of the public—whether of the same sex or of another sex—will not be tolerated.

To ensure to the greatest extent possible, that all staff are knowledgeable about sexual harassment and to comply with state regulations, annual training on sexual harassment is required of all employees.

i. Policy Against Sexual Harassment

ILYM's policy is to provide its employees with a work environment free from harassment, which includes but is not limited to, harassment on the basis of sex. Sexual harassment is a form of sex discrimination that ILYM will not tolerate and is illegal. Sexual harassment may include, but is not limited to the following conduct:

- Verbal comments or propositions of a sexual nature;
- Physical conduct of a sexual nature;
- The open display or circulation of sexually suggestive or explicit visual or printed material;

Acts that are considered to constitute sexual harassment include, *but are not limited to*, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is either an express or implied term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for employment decision

affecting the harassment person;

- The purpose of such conduct is to unreasonably interfere with the affected individual's work performance, or to create an intimidating, hostile, humiliating, or offensive work environment; or
- The effect of such conduct is to unreasonably interfere with the affected individual's work performance, or create an intimidating, hostile, or humiliating, or offensive work environment.

This list is not intended to be exhaustive; rather it is merely illustrative of the types of behavior which will be deemed sexually harassing, inappropriate and grounds for disciplinary action, up to and including immediate discharge.

ii. Policy Against Pregnancy Discrimination

If pregnant, recovering from childbirth, or have a medical or common condition related to pregnancy, employees have the right to:

Ask for a reasonable accommodation for pregnancy, such as assistance with heavy work, a private space for expressing milk, or time off to recover from pregnancy.

- Reject an undesired accommodation offered for pregnancy.
- Continue working during pregnancy if a reasonable accommodation is available.

ILYM will not discriminate against employees because of pregnancy or retaliate against employees because of a requested reasonable accommodation.

iii. Policy Against Other Forms of Unlawful Harassment

Unlawful harassment includes verbal, physical or visual conduct, including ethnic or racial jokes and remarks, used to criticize, stereotype, ridicule, insult, or show hostility towards another because of his or her race, religion, color, national origin, age, marital status, disability, veteran status, or other protected category. Such conduct includes, but is not limited to, the following:

- Using epithets or slurs, offensive jokes or pranks;
- Mocking, ridiculing or mimicking another's culture, accent, appearance or customs;
- Engaging in hostile or offensive acts or threatening to do so or otherwise intimidating others; or
- Posting or circulating offensive material in any form, including electronic mail or on ILYM property.

This list is not intended to be exhaustive; rather it is merely illustrative of the types of behavior which will be deemed harassing, inappropriate and grounds for disciplinary action, up to and including immediate discharge.

iv. Unlawful Harassment or Discrimination Complaint Procedures

ILYM takes allegations of harassment and discrimination very seriously, and will actively investigate all complaints. ILYM expressly encourages victims or those who have knowledge of unlawful harassment or discrimination to immediately come forward with such claims to the Harassment Review Committee.

Any employee who is a witness to any incident of harassment or discrimination, has knowledge of harassment or discrimination, or otherwise has reason to believe that harassment or discrimination in or related to ILYM workplace is taking or has taken place (whether involving a co-worker, supervisor, official of ILYM, donor, grantee, volunteer, fellow, vendor, employee of another organization, or a member of the public), should report such conduct to Personnel Committee or the Clerk, or Assistant Clerk of ILYM immediately.

Inquiries and/or complaints will be investigated immediately by Personnel Committee (or

other appropriate impartial official of ILYM). Any such investigation will be conducted in as confidential a manner as is compatible with a thorough investigation of the complaint. Such investigation will generally include, at a minimum, interviews with all persons identified as having direct and personal knowledge of the incidents in question.

v. Corrective Action

If the investigation reveals that inappropriate workplace conduct has occurred, immediately stop the harassment and/or discrimination and prevent its recurrence. Therefore, ILYM officials retain the right to take whatever action it believes appropriate under the circumstances, up to and including immediate discharge.

If the investigation results in a finding that an individual falsely accused another of harassment, discrimination, or retaliation in a knowing or malicious manner, or otherwise knowingly or maliciously provided false information during the course of the investigation, that individual will also be subject to the appropriate sanctions, up to and including immediate discharge.

vi. Retaliation Prohibited

Retaliation against any individual who in good faith makes a complaint or provides any information regarding harassment or discrimination, including those who participate in any investigation of such complaints, is unlawful and will not be tolerated. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any individual who engages in retaliation is in violation of this policy and will be subject to disciplinary action, up to and including discharge. Complaints and information of retaliation are subject to the same reporting, investigation and remedial procedures as harassment or discrimination claims.

E. Policy Against Workplace Violence

The safety of ILYM's employees, members, donors, volunteers, vendors, and visitors is an important concern to ILYM. Threats, threatening behavior or acts of violence against employees, members, donors, visitors or others while on ILYM's property, conducting business or receiving services of ILYM will not be tolerated. Violations of this policy may result in disciplinary action, up to and including possible dismissal, and criminal prosecution as appropriate.

Any person who engages in violent or threatening behavior on ILYM's property or uses any electronic means to make a threat against a staff member, volunteer, official of ILYM or client of ILYM shall be removed from the premises as quickly as safety permits, and shall remain off ILYM's premises pending the outcome of an investigation. Subsequent to the investigation, ILYM will respond appropriately. This response may include, but is not limited to suspension and/or termination of any business relationship, reassignment of job duties, suspension or discharge from employment, and/or the pursuit of criminal prosecution of the person or persons involved.

F. Whistleblower Policy

Please refer to ILYM's "Ethics and Whistleblower Policy," which is fully incorporated by reference into this Subsection. **See Addendum A.**

G. "Open Door" Policy

ILYM values input from all employees and encourages open lines of communication for all employees throughout ILYM. If you have concerns or questions regarding any ILYM personnel policy or employee benefit; difficulty dealing with another individual in the

workplace; or suggestions on how to improve policies, processes, or the work environment, you are encouraged to communicate your ideas to your supervisor.

H. Illinois Mandated Reporter Training⁴

All paid staff and volunteers working with children and teens are Asked- required to go through the free Illinois Mandated Reporter Training at <https://mr.dcfstraining.org> and provide the administrative coordinator clerk of the committee who has supervisory responsibility for you, a copy of their certificate of completion to have on record. If you have already done this for work, another committee or before, you can submit whatever documentation you have from that instead.

The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline (1-800-252-2873) to make a report, but Mandated Reporters are required by law to do so. The Mandated Reporter requirement includes Members of the Clergy and Child Care Personnel. ~~You will have to register on the site, but the training is free. This Training Includes: a) A pretraining assessment (13 multiple choice questions); b) 60-90 minutes of self-paced interactive training; c) A post-training assessment (13 multiple choice questions); and d) A Certificate of Completion. The training is self-paced, so if you are familiar with any of the materials you can go faster. the pre and post test are the same questions, but it does not give you the answers until you get to the end. If you need to, you can retake the post test. The training is set up to work best in Microsoft explorer, but can be done in Chrome, Safari or other browsers. Note that at the top of the <https://mr.dcfstraining.org> website page is a tab for the documents used in the training. You can access or save them before, during or after the training.~~

This training should be completed every two- three years in accordance with state law.

I. Background checks

All paid staff members who work with children are required to have a background check as part of the hiring process and every five years from the date of employment

The yearly meeting is responsible for the costs. The Personnel Committee recognizes that a background check does not make a program absolutely safe. However, the committee feels it is prudent to use whatever tools we have available in that direction.