

Philadelphia Yearly Meeting Administrative Council

Saturday, October 17, 2015

Minutes

PRESENT: Julian Brielsford, Harry Bryans, Evan Draper, Suzanne Day, Bruce Haines, Linda Lotz, Fred Melroy, Joyce Moore, Richard Morse, Chris Paulmier, Tom Peterson, Susan Petrocelli, Ron Ploeg, (member and Treasurer), Penny Colgan-Davis, Presiding Clerk, *Ex Officio*

REGRETS: Andrew Anderson, Ventina Hershey

STAFF: Christie Duncan-Tessmer, Linell McCurry

1. **Opening Worship** – The Meeting opened with worship. Bruce welcomed those present, and reviewed the agenda. Introductions highlighted members' service within their monthly meetings and Philadelphia Yearly Meeting, as well as personal interests and experiences. One additional person will be named to the Council. (See Appendix)
2. **Role and Authority of Administrative Council and Its Members** – The Implementation Committee was responsible for making the transition to the new PYM structure. It will be laid down within a year; its current role is to make sure the work of the Councils goes smoothly and nothing “falls into the cracks.” It is expected that the Administrative Council will live into its role and responsibilities as outlined in the PYM Governance Structure Handbook. (See Appendix)

The Administrative Council affirmed that its authority was established by the PYM membership gathered at Annual Sessions; it is responsible and accountable to PYM members gathered in Annual Sessions. In reviewing the roles and responsibilities of the Administrative Council, several points were raised:

- a. Since the Administrative Council is responsible for tasks normally assigned to a board of directors, it is important to clarify that PYM's Bylaws (as they pertain to the work of the Administrative Council) fulfill the legal requirements governing non-profit corporations.
 - b. As the Administrative Council “lives into” its charge, the description of its role and responsibilities described in the Handbook should be reviewed. Any proposed changes should be presented for consideration at Annual Sessions.
3. **Meeting Schedule and Location(s)** – The Council will prepare an annual schedule of meetings. Meetings will be held on the third Saturday of each month when possible, starting

at 10 AM, at Arch Street Meetinghouse. The alternate day will be the second Saturday of a month on months where the third Saturday is not favorable. Members were encouraged to attend the upcoming Continuing Sessions, to be held November 7 (Westtown School) and Saturday, March 19, 2016 (Arch Street Meeting).

The importance of transparency, sharing information, and being accessible to PYM members came up in this and several other discussions throughout the morning. Once the Council has become more established, members may wish to consider periodically traveling to different parts of PYM to meet others and for them to meet us.

4. Clerks/Officers -

- a. Recording Clerk – Linda Lotz and Fred Melroy will serve as Recording Clerks, with Julian Brielsford and Richard Morse standing in as needed. The Council agreed to make its minutes public; they will be shared on the PYM website once they are approved. Information related to personnel matters, etc. will be handled confidentially.
- b. Assistant Clerk – Appointment of an Assistant Clerk was held over to another meeting.
- c. Treasurer - Ron Ploeg. Ron was re-affirmed as Treasurer who is, therefore, an *ex-officio* member of the committee.
- d. A subcommittee (Sprint) was named to revise and update the job description for the Treasurer; members include Ron Ploeg, Andrew Anderson (subject to his accepting), Joyce Moore, and Julian Brielsford, with assistance from Linell McCurry. They will bring a draft to the November or December meeting.

5. Structure/Sub-Committees -

- a. Audit Committee – The Audit Committee was named by the Implementation Committee, with the following members: Fred Melroy, Joyce Moore, Andrew Anderson, Bruce Haines, and Ron Ploeg. Combined, this group brings legal, accounting, investment, and nonprofit property management knowledge and experience to this task.
- b. Interim Granting Committee –Implementation Committee named an interim Granting Group Oversight Committee (GGOC), including Ron Ploeg and Julian. Observing that the granting groups all have founding minutes to guide their work, and the GGOC was moving forward, the Administrative Council agreed it should continue its work. It was suggested that its work should be reviewed by next May.
- c. Finance and Other Committees – this discussion was held over for future consideration.

6. Financial Report -

- a. Status and timeline of FY15 Year-end and audit process
 Linell reported that FY 2015 ended balanced. The response to the annual appeal was a bit short; this was offset by lower spending. Any remaining funds will be applied to the reserves. Representatives of Kreischer Miller are scheduled to conduct the audit at PYM’s offices during November, and present a draft audit to the audit committee in January. It will be accepted, finalized and issued, and then presented to the Full Administrative Council as a report at the next Council meeting.

- b. FY16 quarterly reporting timeline – Quarterly financial reports are presented approximately one month following the end of each Quarter, as follows: First Quarter, ending December 31, presented January 31; Second Quarter, ending March 31, presented April 30; Third Quarter, ending June 30, presented July 31, and Fourth Quarter, ending September 30, presented October 31.

- c. Follow-up:
 - The Administrative Council noted the need for a Conflict of Interest policy, and will focus on this in the near future.
 - At the next meeting, the Council will address the role of the Finance Committee and preparation of the budget.

7. **Closing Worship** – Business was finished about Noon, followed by a group photo session.

APPENDIX:

A. Listing of Administrative Council members serving in FY 2016 with their Monthly and Quarterly Meeting affiliations.

Andrew Anderson	MM of Friends of Philadelphia/Philadelphia
Julian Brielsford	Central Philadelphia/Philadelphia
Harry Bryans	Downingtown/Caln
Suzanne Day	Westfield/Haddon Field
Evan Draper	West Philadelphia/Philadelphia
Bruce Haines	Providence/Chester
Ventina Hershey	Mount Holly/Burlington
Linda Lotz	Haddonfield/Haddonfield
Fred Melroy	Medford/Haddonfield
Joyce Moore	Unami/Abington

Richard Morse	Harrisburg/Caln
Chris Paulmier	Germantown/Philadelphia
Tom Peterson	Richland/Abington
Susan Petrocelli	Willistown/Concord

B. Charge for the committee as revised 10/15:

ADMINISTRATIVE COUNCIL

OVERVIEW

With divine assistance the Administrative Council maintains the health and integrity of the finances, property, personnel, and long-term vision of Philadelphia Yearly Meeting. It ensures that resources are well managed in a sustainable manner.

The members of the Administrative Council are nominated by the Nominating Committee and approved by the body of the yearly meeting. The Council will consist of not more than fifteen appointed members. The General Secretary, Clerk, and Treasurer of Philadelphia Yearly Meeting [PYM] participate with the Administrative Council in an ex-officio capacity. Members may serve two consecutive three-year terms. The General Secretary may invite staff members to attend meetings as needed. The clerk may invite alternate clerks to attend meetings as needed.

SCOPE: AUTHORITY, RESPONSIBILITIES, AND ACCOUNTABILITY

The Administrative Council holds full authority and responsibility for managing the affairs of PYM except for the authority and responsibility assigned to the Quaker Life Council or reserved to yearly meeting in session, the yearly meeting officers, or staff. Its authority and responsibility shall include, but not be limited to: property, finance, budget preparation, audit, investments, development, grant-making, personnel and periodic strategic planning.

In addition, it holds authority and responsibility for:

1. Appointing and laying down its own committees as needed, assigning responsibilities, and appointing committee members who need not be members of the Administrative Council but are asked to do related work and, when it wishes, appointing clerks to those committees.
2. Holding committees and other structures under its care accountable to their charge.
3. Collaborating with Quaker Life Council on matters of budget, planning, and communications for improved connections between Friends.
4. Providing advice and support when requested for the General Secretary and clerk, as needed.
5. Communicating the activities of the Administrative Council and the yearly meeting to the people of the yearly meeting on a regular and consistent basis, so that Friends in the yearly meeting may always know the business before the Council.
6. Bringing the matters of its substructures to the agenda of business meeting as needed, in consultation with the presiding clerk.
7. Attending and reporting to yearly meeting at annual and continuing sessions.
8. Implementing the PYM strategic directions; participate in strategic planning.

9. Naming the clerk of the Nominating Committee and the appointments to the Nominating Committee which are not named by the Quarters. These appointments are brought to yearly meeting in session for approval.
10. Performing annual evaluation of the General Secretary; manage the hiring, supervising, and terminating of the General Secretary; collaborating with the Nominating Committee on the appointment of a General Secretary search committee.
11. The Council shall maintain a document describing the processes it uses to fulfill its responsibilities.

WORKING DRAFT: October 13, 2015 *This document is a work in progress. As it is amended it will be updated on the PYM website.*