

Philadelphia Yearly Meeting Administrative Council
Saturday, February 20, 2016
Minutes

PRESENT: Andrew Anderson, Julian Brelsford, Harry Bryans, Patricia Finley, Evan Draper, Suzanne Day, Bruce Haines (clerk), Ventina Hershey, Linda Lotz, Fred Melroy, Richard Morse, Tom Peterson, Ron Ploeg, (Treasurer) and Susan Petrocelli.

REGRETS: Joyce Moore

STAFF: Christie Duncan-Tessmer (Ex Officio) and Linell McCurry

1. **Opening Worship** - The Meeting opened in worship.
2. **Welcome** – After welcoming those present, Bruce Haines reviewed the Agenda, which was then approved by the Council. It was suggested that the General Secretary's reports be given earlier in our meetings,
3. **Review and Approval of Minutes**- January, 2016 minutes were approved, with the addition of our walking to the adjoining room to inform the Quaker Life Council that the Strategic Reserve Fund had been created.
4. **Clerk's Report** - Bruce encouraged Council members to attend the upcoming Continuing Sessions, on March 19 at Arch Street Meeting house. He attended a planning session for this meeting; one issue to be considered is how the Yearly Meeting will generate and approve minutes for these Sessions.
5. **Conflict of Interest** Policy – Sue Petrocelli reviewed several changes made by the sprint in response to the Council's suggestions last month. Discussion touched on several points:
 - As part of a process to establish good governance and transparency in the new PYM structure, Council members affirmed the authority and responsibility of this Council to develop and implement this policy.
 - A distinction was made between a member or relative financially benefitting from a Council decision, as opposed to the many hats people wear and how loyalties to Friends' meetings, schools or other organizations might impact someone's input or decision – summarized by the terms contract and covenant.
 - We should establish a regular practice of sharing relevant information in Council discussions. Transparency is critical to validation of our actions.
 - The process used to circulate this document and a disclosure form (still to be developed) will contribute to full support and implementation. Feedback can

help to identify any strengths and weaknesses in the policy. It was suggested that several queries be circulated as well.

The discussion closed with an expression of appreciation for the work of the sprint members. A revision of the document will come to the Council in March.

6. **AC Nominating Sprint** – Suzanne Day, Evan Draper and Bruce Haines shared a listing of committee assignments for Council members, based on members' interests expressed during the last meeting. These assignments are effective through September 30, by which time a job description for the committee should be completed. Groups were encouraged to nominate a clerk and provide this name to Bruce and the nominating sprint. Nominations for clerks will be considered in March. The following committee assignments were approved:
 - a. *Finance Committee* (6-8 incl. *ex officio* (4)) - AC Clerk – Bruce, Treasurer – Ron, GS – Christie, Assoc. GS for Bus. & Finance – Linell; Andrew, Fred, Joyce, Ventina, Julian. (9 members)
 - b. *Governance Committee* (3-6 incl. *ex officio* (3)) - AC Clerk – Bruce, Treasurer – Ron, GS – Christie; Sue, Suzanne, Patricia, Evan (7 members)
 - c. *Property Committee* (2 people plus 1 *ex officio*) - Assoc. Sec. for Business & Finance – Linell; Richard, Harry (3 members)
 - d. *Communications Sprint* (“About” three people “in relationship with” AC Clerk) – Andrew, Tom, Julian (3 members) AC Clerk – Bruce
 - e. *Bridge Contact to QLC* (One person, to be appointed by Communications Sprint)
(Upon review of the job description for Bridge Contact we concur with the Mapping Sprint that seasoning of this choice is appropriate, particularly after AC members get to know each other better. The Communications Sprint should nominate a candidate for this position in due time.)
 - f. *Appointment to Interim Personnel Committee* - Linda (1 AC member)
7. **Nominating Sprint to Fill At-Large Vacancies on the Nominating Council** – Julian and Suzanne joined Jada Jackson, Patricia Finley, and Penny Colgan-Davis in this sprint. Suzanne reported that 13 of the 15 Quarters have appointed representatives for the Nominating Council. Up to 20 people, including the Quarter representatives and “at large” members, are envisioned. Recommendations for the at-large positions should go to Suzanne. AC will present the slate to PYM for approval at the Continuing Sessions in March.
8. **FY 2016 1st Quarter Financials** – Linell McCurry reviewed figures for October through December; other than lower utility bills for Arch Street Meetinghouse, everything was where it was expected. The six-month report, due in May, will provide a clearer picture of overall income and expenses for the year.

9. **PYM Fund Report** – Linell also reviewed the PYM Fund Report, noting which funds are held in various banks and Friends Fiduciary, as well as the various funds which are used to cover PYM operations. Funds for the various granting groups were also reviewed. Over a three-year period, the Financial Oversight Working Group - which included Joyce, Fred, and Ron - looked at all of PYM’s unrestricted and restricted funds where PYM is trustee; 63 were merged into 35 funds to reduce accounting work and provide larger and more manageable pools of funds. More recently, the four International Outreach Granting Group funds where Friends Fiduciary is trustee were consolidated into one. Interim Granting Committee will be reporting to the Administrative Council this spring.

Linell also explained that from 2009-11, PYM borrowed distributed but unused income belonging to one of the restricted funds to cover operating deficits, which has since been repaid. As part of our good order and process, PYM now has a bank line of credit and has rebuilt substantial operating reserves to assure this will not happen again.

The Administrative Council minuted its appreciation for those who took on the challenge during the financial crisis, when things were in disarray and sorted out the finances. Because of their fine work, PYM’s finances have a much stronger foundation today.

10. **General Secretary’s Report-** Christie presented an abbreviated report which opened with the initials BEDR standing for Broaden Engagement Deepen Relationship. This is a goal for the coming year and the PYM website will be a key to accomplishing the strategic direction as a whole. The video on the website will be changed three times a year and she noted that the total cost of the website updates was under \$1,000 as it was accomplished with support from the Friends Journal Staff. Other items of note on the website are the calendar and news which can be updated by all meetings throughout PYM. We hope it will become the “go-to” place for what is happening in Quakerism. Some contractors will be retained to assist with the editing of updates and posting. E-mail alerts will also be sent to Meetings about relevant updates and news.

Christie also reported that the appeal to Monthly Meetings in PYM to increase Covenants by 1.5% has been quite successful so far, with many agreeing to the increase and several increasing at an even greater amount.

11. **PYM Development Overview-** Jennie Sheeks, PYM Director of Development, next presented development plans for PYM. Her slide show gave some very informative discussion points centering around how individuals within PYM could be part of the program. The challenge she laid out was: how can you be part of this concept of change and evolution. How can PYM prompt a shift from the past adage “giving is what you do,” and the current adage “what is my gift for” to a goal of “giving is part of my worship.” We are now going to nurture covenants with meetings and have multiple separate individual appeals with an integrated approach to giving with all

staff being trained in the various means of approaching members and others. This is a far change from the "Quota Billing" that used to exist. This should also apply to members of the Councils, who should all make an effort to align the direction of PYM towards what really matters to Friends. In addition, all members of the AC should make an effort to contribute to PYM so that others can see our shared commitment. Currently, AC members have a contribution rate of 80%, so only three more need to contribute to making it 100%. Even if the amount is small this would be an important attainment. It was noted that the Quaker Life Council members are substantially below the AC level of participation and they should be encouraged to give as well and consider their own goal of 100% participation as a visible form of leadership.

12. **Closing-** Business was finished at 1:10 PM following closing worship. It was noted that the next AC Meeting will be March 12, 2016, at the Arch Street Meeting House due to Continuing Sessions on the 19th.

Respectfully Submitted
Linda Lotz and Fred Milroy, Co-Recording Clerks