

**Philadelphia Yearly Meeting Administrative Council**  
**Saturday, May 21, 2016**  
**Minutes**

PRESENT: Andrew Anderson, Harry Bryans, Suzanne Day (Acting Clerk), Ventina Hershey, Linda Lotz (by phone), Joyce Moore, Tom Peterson, Susan Petrocelli, Ron Ploeg, and Roy Zatcoff (by Phone).

REGRETS: Julian Brelsford, Evan Draper, Bruce Haines (Clerk), Richard Morse, Ron Ploeg (Treasurer)

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

GUESTS: Penny Colgan-Davis and Wally Evans, Member of Interim Granting Committee as well as Clerk of Arch Street Preservation Trust.

1. **Opening Worship** - The Meeting opened in worship.
2. **Welcome and Introductions**- Suzanne as Acting Clerk welcomed everyone and introduced new Council Member Roy Zatcoff. She also introduced Wally Evans who is attending the meeting as the representative of Interim Granting Committee.
3. **Review and Approval Agenda and Minutes**- The minutes of the April meeting were approved with noted approval of the minute of appreciation for Patricia Finley.
4. **Presentation of Interim Granting Committee** - Wally Evans reported for the Committee which is made up of eight members and oversees distribution of PYM granting funds through 9 Granting Groups. (Full report is attached). The number of Groups had been reduced from 15 to 9 with two being laid down and 7 consolidated into 3. A standardization of meeting dates is underway so all Groups will meet on the same Saturday in March and September with a separate pot luck luncheon date which was in April of this year. The Committee is working on guidelines for membership with a maximum of 3 three year terms for any member on a particular Group. After the nine years a member must take at least a year off from membership with no guarantee of going back on the Group. In response to questions on this limitation Wally expressed that it was a work in progress but a definitive goal. The Committee is also working on a uniform application and checklist to simplify the process of applying for a grant and this would also be available through the PYM website.

After further discussion the Council expressed satisfaction with the progress of the Committee and based on Wally's request will pass on names of potential Group members. Also after discussion the Council approved the following Minute:

**Minute: Administrative Council approved dropping "Interim" from the name of Interim Granting Committee. The name will now be Granting Committee.**

5. **General Secretary's Report** – Christie began her report by thanking those present for participating in a test survey they were sent which seeks to find out why Friends gave last year but not this year. She explained that the goal of such outreach is to broaden engagement and deepen commitment creating an interaction between PYM functions and donations. This was most recently displayed with the mailing of the spring donation appeal which will be followed up with four weeks of e-mail appeals that match the mailed appeal. There is also a new tracking system that ensures regular communications with major donors. The Council provided positive feedback and discussion on these activities.

Christie announced the Program and Funding Committees are actively up and running within Quaker Life Council, with the latter Committee being referred to as FunComm. The goal is to get more Friends involved with PYM through threads, sprints and website usage. Christie went on to discuss how Children help overall enthusiasm within Meetings and how there are plans towards more youth programs. She suggested that Council Members may want to help with young people at Annual Sessions.

Christie also reported on the three-day Anti-racism training and the importance of addressing racism within the Yearly Meeting that all PYM staff participated in during the past week. There was a heartfelt discussion of the training and the Council expressed great interest and satisfaction with the overall program. At the conclusion of Christie's report, the Council, expressed great interest and satisfaction with the overall direction of PYM Program.

6. **Finance Committee Report/Budget Approval**– Linell presented the 2017 fiscal year budget covering the period 10/1/16- 9/30/17(attached) which had been approved by the Finance Committee on May 10<sup>th</sup>. There was a discussion of various items in budget which has an overall positive operating margin. Andrew mentioned that Lane Taylor and Penny participated in the Finance Committee meetings and their contributions were quite helpful and gave an added prospective. The Council approved the budget as submitted and went on to discuss how to communicate the Budget to the meetings and members prior to Annual Sessions so all participating would have time to review the Budget. It was decided that a letter would be sent to Treasurers and Clerks of Monthly Meeting with the Budget detail and explanation of line items including the Budget, 3-year projection, Notes to Budget and the Fiscal Year 2017 Friends Fiduciary distribution rate election. These items would then be posted on the PYM Website. It was also decided that the PYM

Treasurer would sign the letter and the names of all the members of the Finance Committee would be added.

- 7. Property Committee Report-** Harry summarized the comprehensive report on the Arch Street Meeting House Preservation Trust that Richard Morse had distributed to the Council prior to the meeting. It was noted that Arch Street serves many purposes and the site must be maintained in ways that promote the preservation of the structure and landscape as well as meet the need of those who use it. Harry drew a comparison with Christ Church that successfully combines revenue points with use by both religious and community groups. There was a discussion of the uses of Arch Street and general agreement that pricing for usage had to be competitive for all groups seeking to use it. It was noted that a consultant was engaged to assist in mapping the future of Arch Street.

The presentation turned to the status of Burlington Meeting House (BMH) and it was noted that the Trustees had met with the Property Committee as well as Christie last week. The finances have improved with about a hundred thousand dollars on hand to move forward. BMH manages the property under a May 2013 agreement with Interim Meeting that expires on June 30, 2017 and that date remains unchanged. Suzanne reported that she had attended the BMH Board meeting last Wednesday and a list of activities/ priorities to complete has been developed. All who met with the Trustees described them as a small hard working group that was extremely dedicated. After deliberation and discussion, it was decided to endorse and approve the Property Committee recommendation that an Ad Hoc Committee be set up to work with the BMH.

- 8. Annual Sessions Business Presentation-** Penny presented the question to the Council on how to better update Friends outside of a business presentation? "How can we best shape or use our time to seek discernment or otherwise get Friends/meetings charged up and engaged?" Towards this end Penny listed four queries to address in reaching an answer to the aforementioned questions. These queries created a detailed discussion on how to best demonstrate the business aspects including the budget. All agreed that the website was the most efficient way but not all would access it. Beach balls used last year were well received and each of the balls could be named and then reside for the day in area where questions could be written on them. It was noted that Ron had already discussed with the Finance Committee the best way to show revenue and spending in the Budget and it was thought that a modified presentation using candy as Linell did earlier with the Council was a good way to go. More thought and discussion will follow at the next meeting as all contemplate the best way to communicate.
- 9. Closing-** The meeting closed with worship about 12:35 PM.

Respectfully Submitted  
Fred Melroy, Co-Recording Clerk