

Philadelphia Yearly Meeting Administrative Council
Saturday, March 12, 2016
Minutes

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

REGRETS: Ventina Hershey

Guest: Penny Cogan-Davis (Ex Officio)

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.
3. **Review and Approval of Minutes**- February 20, 2016 minutes were approved, after discussion concerning the Minute of appreciation to those who took on the challenge during the financial crisis. A change in the order of the presentation on development in paragraph 11 was also recommended and approved.
4. **General Secretary's Report**- Christie began her report by passing out and reviewing the new “Faith in Practice” that was mailed to PYM members last week. This 8-page color publication will replace PYM Today and be sent out 3 times a year. This publication is done in-house and saves thousands of dollars a year, which allows the increased frequency of publication. With much of PYM’s communications shifting to the internet, this publication is intended to reach out to those who prefer to receive information on paper. She went on to report on the hiring of three positions: Middle School Coordinator, part time Office Assistant and a grant supported position of Community Engagement Fellow with a term of 20 months. Staffing at Arch Street was also adjusted to bring about reduced overtime. In addition, the office at Cherry Street was rearranged to create a more efficient environment. Christie also reported on four Collaboratives and two Sprints that were approved by Quaker Life Council (QLC). In addition, the office has set up an internal notification system to ensure that all Collaborative participants receive a welcome note and information on how to access PYM systems and support. The Council minuted its appreciation for the development of the online collaboration tool.

A/C Minute: The Administrative Council noted its gratitude for the efforts of PYM Staff in developing the online collaboration tool, which are expected to make it easier for Friends' to participate in the new Collaboratives.

5. **Clerks Report-** Bruce reported that Wright Horne would be stepping down as Clerk of the Granting Group and he will work with our Governance Committee to try to bring forward the name of a replacement to our by April 9 meeting. Currently there are 12 members on the Group with staff support from Carol Walz.

He also recommended and the Council concurred that we should draft a Minute for Wright expressing both our sadness at his stepping down and our thanks for his great contributions in clerking this committee, especially during the transition. Bruce also discussed the possible confusion over the wording on the Financial Audit and recommended that going forward the descriptive "clean" be used in place of "unqualified". The Council agreed that this was a good change.

A/C Minute: The Council accepted the resignation of Wright Horne as clerk of the Interim Granting Group Committee with sadness, and deep appreciation for his efforts to bring together the various granting groups into a more engaged and efficient relationship.

6. **Nominating Sprint to Fill At-Large Vacancies on the Nominating Council –** Suzanne reported that with the nomination of two additional individuals for the Nominating Council representatives will now include all Quarters in PYM. She also presented the qualifications of three additional at-large nominees who will be the Council's presentation for approval at Continuing Sessions. The Council discussed and approved the nominees to be presented and expressed gratitude for all who worked on this Sprint.
7. **Conflict of Interest Policy-** Sue Petrocelli presented the revised policy which reflected the several changes made by the sprint in response to the Council's suggestions last month. Council approved the revised policy with a couple of minor wording changes and the addition of the wording "see attached annual disclosure". Council also expressed appreciation to the members of the Sprint for all of the hard work put into completing this project.
8. **Committee Check in-**
 - a. Finance- Ron discussed the responsibilities of the Committee which include: Budget (restricted & unrestricted) with tracking, Investments, Development (could be a subcommittee), Audit, Oversight of Reserves and "other," including Insurance, financial controls and banking relationships. He reported on the development of a pool of volunteer resources that could be called upon to assist the Committee. He also reviewed the budget

process for 2017 and the need to involve other stakeholders including one member each from: QLC, Interim Granting Committee and Property Committee. A series of Committee meetings have been set up to work through the Budget process.

- b. Governance - Bruce reported on the proposed work plan review for the Committee. The committee will be busy in developing and formulating a process for handoffs and formulating new policies and guidelines. The group is next scheduled to meet on March 17th.
 - c. Property - Harry, Linell and Richard reported for the Committee and distributed a summary of the properties that PYM is responsible for as follows: Arch Street, which is directly managed by the Arch Street Preservation Trust, Burlington Meeting House (through 2017), Friends Center and the Millington graveyard. Each property on the report contained a description and current status. Each property also has its own governance structure and the Committee is responsible to ensure that the relationship between this governance and PYM is maintained in good stead.
 - d. Communications Sprint- Working very hard on collaborative documents and crafting things that allow us to communicate without being together. Most committees and the Councils are starting to utilize these improvements. This was also partially included in the General Secretaries report.
9. **Proposal for PYM Annual Fund-** Bruce made a formal proposal that all members of the AC contribute to the PYM Annual Fund. It was reported that 80% of members already contribute and the proposal was **Approved**.
10. **Approach to PYM Session Minutes-** Bruce presented a proposed change to approving minutes at PYM. Currently it takes an inordinate amount of time to have minutes approved no matter how succinct they are and now that Interim Meeting has been laid down a new process is required. The Presiding Clerk, who has overseen this process will present it at March Continuing Sessions seeking approval to implement it on a trial basis for one year. The proposed process is quite similar to the process being used successfully by Britain Yearly Meeting. Members of the council shared feedback and the proposal will be presented for approval by the body on an experimental basis for the next year beginning at March Continuing Sessions.
11. **Closing-** Business was finished at 12:50 PM following closing worship. It was noted that the next AC Meeting will be April 9, 2016

Respectfully Submitted
Fred Melroy, Co-Recording Clerk