

Philadelphia Yearly Meeting Administrative Council
Saturday, February 18, 2017
Approved Minutes

MEMBERS PRESENT: Andrew Anderson (Treasurer), Julian Brelsford, Harry Bryans, Penny Colgan-Davis (*ex-officio*, PYM Clerk), Suzanne Day, Bruce Haines (clerk), Ventina Hershey, Linda Lotz, Fred Melroy, Tom Peterson, and tonya thames taylor.

STAFF PRESENT: Christie Duncan-Tessmer (*ex-officio*) and Linell McCurry.

REGRETS: Richard Morse, Roy Zatcoff

1. **Opening Worship** - The Meeting opened in worship.
2. **Review and Approval Agenda and Minutes** - Bruce Haines, clerk, opened the meeting and noted that Joyce Moore asked to be released from service on the Council. The Council minuted its appreciation for her service, and agreed to refer this for action to the Nominating Council. The minutes of the January 2016 meeting were **Approved** with several changes.
3. **Financial Report (12/31/16)** – Linell reviewed the First Quarter statement, noting income was ahead of budget because of Friends Fiduciary’s December distribution. Expenses were on track; staff anticipated the year’s expenses will be slightly below budget. Several bequests were received, with additional bequests in the pipeline for 2017 and 2018. (Unrestricted bequests are invested in the unrestricted endowment to generate investment income in future years.)
4. **Finance Committee Review of FY 17 and FY 18 Budget** – Andrew reported the Finance Committee reviewed the anticipated variance to budget for this year and next, considering changes in the staff structure proposed by Christie. The committee was persuaded that PYM could afford these changes, and recommended to the Administrative Council that such changes would be “financially prudent.”

Finance Committee, February 9, 2017, Approved Minutes: Minute 3, Mid-Year Staffing Adjustments: Christie presented a multifaceted plan for enhancing the development effort, providing more administrative support, and making some salary adjustments for certain employees, as a matter of justice, to reflect regional salary averages. The additional cost in staff salary and benefits would be \$60,000 for the current fiscal year and be effective about April 1, 2017.

5. **Staff Restructuring** – Christie outlined several changes in the staff structure with the net effect of adding 1.4 full-time equivalents, effective April 1. The changes will take advantage of several current openings, address the need to improve fundraising efforts, and happen at the same time to promote synergies. Goals for the changes include integrating fundraising, communications and program tasks, increasing skills in dealing with diversity for staff and Councils, increasing administrative support, allowing Christie to step back from some day-to-day

operations, updating some salaries to match regional salaries for comparable positions, and decreasing overtime. Although the new rule on overtime compensation was suspended, Christie felt it was still important to follow.

Council members recalled that the new governance structure was implemented, along with the commitment to address racism, without making any staff changes. It is hoped that the proposed structure will provide better staff support going forward. And, between the development of a new fundraising strategy, coming out of work with a development consultant, and increased support for development efforts, Christie expected additional income should be received in the coming year.

The Administrative Council APPROVED the recommendation of the Finance Committee, and supported the addition of \$60,000 to FY 2017 spending.

6. ***Faith and Practice Finalization Sprint*** – The Council **APPROVED** the appointment of Andrew Thompson, a Young Adult Friend, to the sprint. Suzanne reported that the sprint, including Penny, Suzanne and Tonya from the Council, plus Andrew and Sally Jones, was scheduled to meet the next day. It was suggested that the sprint outline a process leading to the final approval and printing of the new *Faith and Practice*. This should include appreciation for, and dismissal of the committee which developed the latest revision.
7. **Update on Burlington Meeting House (BMH)** - Linell reported Burlington Quarter will discuss its interest in taking ownership of the BMH property from PYM during its meeting on March 19, at Crosswicks Meetinghouse. AC members were reminded that a Memorandum of Understanding signed in 2013 by PYM and the Trustees of Burlington Meeting House will expire on June 30, 2017. PYM will resume management of the property on July 1. (A committee composed of Suzanne, Richard Morse, Harry Bryans, Arthur Larrabee, and Jada Jackson have been monitoring the situation for the Administrative Council.)
8. **Upper Dublin Monthly Meeting** – Penny updated the Council on a recent discussion held during Abington Quarter, regarding the situation of Friend Avis Wanda McClinton and Upper Dublin Monthly Meeting. During that meeting, it was suggested that Abington Quarter engage a facilitator to mediate between the two parties, and that PYM initiate a self-audit. In addition, the Quarter asked Upper Dublin to delay revoking Avis' membership until the mediation could be held. The Quaker Life Council is exploring the creation of a committee to support the Abington Quarter process. Council members thanked Penny for this update.

Respectfully Submitted, Linda Lotz, Co-Recording Clerk