

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

MEMBERS PRESENT: Andrew Anderson (Treasurer), Julian Brelsford (by Phone), Harry Bryans, Bruce Haines (clerk), Ventina Hershey (by Phone), Fred Melroy, Richard Morse, Tom Peterson, tonya thames taylor and Roy Zatcoff (by Phone).

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

REGRETS: Penny Colgan-Davis (*ex-officio*, PYM Clerk), Suzanne Day, and Linda Lotz.

- 1. Opening Worship** – The Meeting opened in worship.
- 2. Review and Approval Agenda and Minutes** – Bruce Haines, clerk, opened the meeting by reviewing the agenda and noting that items 3 and 4 would be reversed on the schedule. The minutes of the February 2017 meeting were **Approved** with two changes.
- 3. Financial Committee Report** – Andrew and Linell presented a recommendation from the Finance Committee that a free cash surplus of \$158,729 at the end of FY 2016 (Sept. 30, 2016), should be held in abeyance for possible needs during FY 2017. They noted that \$1.05 million was held in operating reserves at the time of this meeting, a little short of the goal of \$1.2 million. The Council **Approved** this action and the approval included the provision that the funds be accounted for separately so that they can be identified as to use.
- 4. General Secretary's Report** – Christie gave an update on the progress on the four basic areas of personnel changes that were to be effective April 1 as follows: 1. A full-time Associate Secretary for Advancement, addressing the need to improve fundraising efforts while at the same including integrating fundraising, communications and program tasks. 2. A 60-80% Director of Staffing and Inclusion who will assist in increasing skills in dealing with diversity for staff and Councils as well as updating and implementing personnel policies and procedures. 3. Changes in administrative support for increased efficiency. 4. Replacing the youth coordinator positions with program facilitator positions under the direction of a new, full-time Engagement Coordinator will allow PYM to create space for the expansion of the current set of programs we offer. An additional item of updating some salaries to match comparable positions in other groups, and managing overtime was also being addressed. Council Members asked questions of Christie concerning the changes and expressed satisfaction with her responses. It was noted and agreed to by Council Members that Christie was making these changes within the scope of her job description.
- 5. Update on the Burlington Meeting House** – Bruce and Linell reported that Burlington Quarter will discuss ownership of the Meeting House at its next meeting which is tomorrow at Crosswicks Meeting House. It is hoped there will be a

decision on Burlington Quarter's intentions as to the Meeting House at that time. Currently three trustees oversee the operation of the meeting house on behalf of PYM. However, one Trustee, Nancy Collier, has resigned effective March 15, 2017. Council appointed Bruce Haines to this role to facilitate negotiations with Burlington Quarter if that turns out to be the next step. Linell, Harry, and Richard will represent PYM at the March 19<sup>th</sup> Meeting.

- 6. Report from Governance Committee** – Bruce reported on the process being followed for developing the annual evaluation process for the General Secretary, which the Council **Approved** after a short discussion.

Bruce next presented the Governance Committee's work to date drafting the Admin Council handbook, including committee charges. The Council received his report and **Minuted great appreciation to Sue Petrocelli for the work she is doing on the Admin Council Handbook.**

- 7. Closing** – Business concluded at 12:25 pm following closing worship.

Respectfully Submitted

Fred Melroy,  
Co-Recording Clerk