

Philadelphia Yearly Meeting Administrative Council
Saturday, June 17, 2017
Approved Minutes

Members present: Richard Morse (taking minutes), Suzanne Day, Andrew Anderson, Penny Colgan-Davis (*ex-officio*, *PYM Clerk*), Harry Bryans, Tom Peterson, Julian Brelsford, tonya thames taylor, and Bruce Haines (clerk).

Staff present: Christie Duncan-Tessmer (*ex-officio*) and Linell McCurry.

Regrets: Linda Lotz, Ventina Hershey and Roy Zatzoff.

1. After worship, we had a brief check-in around the room.
2. **Review and approve documents:**
 - a. The agenda was APPROVED.
 - b. The revised April 15, 2017, Minutes were APPROVED.
 - c. May 15, 2017, Minutes were APPROVED.
3. **General Secretary's Report:** Christie Duncan-Tessmer's written report was emailed just before the meeting. She discussed the following highlights:
 - a. **Annual Fund** income compared to the previous year is on-track for this stage in the fiscal year (ending Sept. 30). A major donor to the Annual Fund died, so one large annual gift will no longer be received. Other smaller gifts have made up the difference with new efforts and creativity from the Interim Director of Development.
 - b. **Guild Dinners:** The close interrelatedness of organisms in a garden is a good analogy for development work at PYM. Christie saw this analogy in her own garden using "permaculture" style planting and cultivation. Nine Guild dinners have been held with a total of 55 people in last three months. They have been small groups of major donors with similar interests but including some others who are not major donors.
 - c. **The Annual Sessions** scheduled for July 26 to 30, 2017, and the June 24 Called Meeting are taking a lot of staff time at the moment.
 - d. **Resource Friends:** This idea from the Long Range Plan allows the community to identify Friends with gifts and skills in areas that most meetings need to address or support, such as pastoral care and care for youth. Program staff has been laying the groundwork for launching Resource Friends in consultation with Quaker Life Council. The final proposal for the plan, along with funding from the Strategic Directions Reserve was approved by QLC.
 - e. **Nitsche funds:** Theodore H. Nitsche died in 1979 and left a trust to benefit family until the last survivor died 1.5 years ago. The fund was held by two banks that finally released the funds to PYM after significant attorney effort. The approximately \$2.5 million corpus will net about \$90,000 annually. In the coming fiscal year, income will be used to support maintenance salaries at Arch St. Meeting House, as noted in the PYM budget.

- f. **Youth staffing:** The previous threshing about the original staffing change proposal in AC and elsewhere resulted in learning and revisions. As a result, a new plan with a new presentation and perspective was developed. There has also been discussion with staff and Quaker Life Council and one member of AC since then. Christie emphasized that “support for youth in PYM is paramount.” Many of the youth groups that have been meeting under PYM’s leadership in the past have been steadily decreasing in size for some time. We need to serve the people that are still participating in those groups and find new ways to reach more PYM youth in other venues.

A single full-time staff person with experience and maturity will be recruited to lead this effort and will be the main contact with monthly and quarterly meetings to support youth activities. This person will also supervise the part-time people working with youth and will attend, at least the beginning, all of PYM’s youth events. A question was raised starting with the observation that mega-churches have two threads in their youth programs. One is *coping* and the other is *leadership*.

Resource Friends can also contribute here. The cost is projected to be the same as in FY 16 budget.

4. **Burlington Meeting House (BMH):** The sprint on this pending transaction consists of Harry Bryans, Richard Morse, Linell McCurry and Penny Colgan-Davis.
 - a. **Update on Status of Proposed Conveyance of Burlington Meeting House to Burlington Quarterly Meeting (BQM):** Harry Bryans reported on a meeting of BQM on June 11 at Barnegat Monthly Meeting that was also attended by Linell McCurry, Ventina Hershey, and Christie Duncan-Tessmer. Harry distributed a summary of the agreement before this meeting. By the end of June, we expect to have a handshake on a final agreement to present to Annual Sessions with signing soon after. The expectation is that BMH will be off PYM’s balance sheet by the end of this FY (September 30).
 - b. **Should AC approve this agreement now?** Yes. AC approves the agreement draft presented with the understanding that there may be further negotiation. AC recommends this agreement to Annual Sessions for approval. AC releases and authorizes the sprint to modify the agreement as necessary so that final terms will be ready for Annual Sessions. Consideration of this agreement will be on Saturday morning of Sessions with the hope that more NJ people from BQM will attend. The context of the request for approval will be part of AC’s report at Sessions.

5. **Finance Committee report:**

- a. A request from the General Secretary was made to the Finance Committee for about \$70,000 from the Capital Reserve Fund for replacement of the existing Raiser’s Edge donor management software. A \$10,000 renewal fee is due in early FY 18 and previous efforts to improve or replace this software were not successful. A consultant has been identified, out of three who were considered, that has the strong recommendation from AFSC who use their system. Their bid was in the middle of the three and the low bidder

was only slightly lower. The Finance Committee was polled by email but due to limited time for threshing and achieving unity Finance brought the issue to AC for discussion and approval. The vendor's work would be completed by the end of October 2017 so that the Raiser's Edge support contract would not need to be renewed. The contract for this project is a minimum of \$56,000 but additional training could bring the total expenditure up to \$70,000. Administrative Council approved this capital expenditure but with the following concern:

Questions were raised about the apparent lack of diversity in the ownership of this Texas-based company from what could be seen on their website. The local people responding to the request for proposal included women and people of color but the problem is with the lack of diversity in the top leadership level visible on the company's website.

It was agreed that, as part of the contract negotiation for this work, PYM should tell the company that we want to work with them but that we need to see strong participation by people of color in fulfilling our contract. The Council APPROVED entering into the contract but asked a Sprint of tonya thames taylor, Penny Colgan-Davis, and Bruce Haines to work with the General Secretary to press the diversity issue with the company and the other final bidders, using their judgment to achieve the best result on this issue for PYM. Long-term, we need to look at our policy on this going forward with the intention of establishing permanent guidelines for engaging consultants and other important vendors.

- b. **Update on status of FY2018 Budget Preparation:** Updated actuarial estimate for PYM's employee pension fund will add \$40,000 to contribution costs for this FY. This can be accommodated in the budget with no change to the bottom line.
6. **Report on the Combined Baker Trusts:** Council appointed Linell McCurry as PYM's Trustee to the Trust.

We closed with worship at 1:04 PM.