

Philadelphia Yearly Meeting Administrative Council
Saturday, July 15, 2017
Approved Minutes

Members present: Julian Brelsford, Richard Morse, Penny Colgan-Davis (*ex-officio*, *PYM Clerk*), Suzanne Day (clerking this meeting), Bruce Haines (Clerk, by phone), Ventina Hershey (by phone), Linda Lotz, Tom Peterson, tonya thames taylor (by phone), and Roy Zatcoff (by phone).

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

Regrets: Andrew Anderson and Harry Bryans.

Following worship, Suzanne Day, acting as clerk, reviewed the agenda.

1. **Minutes** for the June 2017 Administrative Council meeting were approved, with several changes.

2. **General Secretary's Report**

a. *Contract for membership database* – During the June meeting, the Council encouraged Christie to ask contractors about the diversity of their staff. Kell Partners, which was selected to help PYM staff with the new membership database, recently recognized the need – and strongly desired – to increase racial diversity on their staff. Christie was pleased that PYM's query (as part of the contract selection process) encouraged this company to take active steps towards becoming more diverse. Re staffing: Miel Medley, the database manager, is working with Kell and a team of PYM staff. Naman Hampton supervises the overall effort. Special fundraising is underway to cover costs associated with the new software.

b. *Contract with AFSC for Human Resources assistance* – Until the new HR/Diversity position is filled, AFSC has agreed to help with searches, review resumes, and prepare staff for interviews. AFSC staff will also train staff on how to avoid bias in the hiring process. (Personnel Committee will be invited to the training.) A Memorandum of Understanding (MOU) is being prepared.

c. *Support for the General Secretary* – Christie proposed having two people with strong anti-racism skills, officially act as a sounding board to help her think through different activities. Council members recommended she draw on people within PYM's formal structure or seek advice informally. Council members supported Christie's intention to bring more diverse voices into PYM and her work.

d. *Staff Update* - Marille Thomas resigned effective July 31.

- e. *Middle East Trip* – In September, Christie will take part in a National Council of Churches delegation focusing on religious freedom and human rights, visiting Lebanon, Egypt, Israel and Palestine.

3. Finance Committee Report

- a. *2018 Budget* - Linell McCurry reviewed a comparison of the current expectation for FY 2017 and the proposed budget for 2018; figures in this document were very similar to what was reviewed in June as a draft budget and forwarded to Monthly Meetings. Projected bequest income was increased to \$50,000 based on pending and recent averages for these gifts. The new membership database will be depreciated beginning in FY 2018. Individual income for 2017 is up, reflecting the increased number of meetings with selected donors. PYM leaders are in dialogue with Green Street Monthly Meeting; it was hoped that the Meeting will make its 2017 contribution as originally planned.

Administrative Council approved the proposed budget for 2018 and released it for presentation during Annual Sessions.

- b. *Anna T. Jeanes Cremation Fund* – Based on a formal request by the Trustees of Green Street Monthly Meeting, Finance Committee recommended that ownership and administration of the Jeanes Cremation Fund be transferred from the Trustees to PYM. Doris Clinkscale, who for many years has faithfully administered the fund for the Trustees, has asked to be relieved of this duty; grants of several hundred dollars are provided as a contribution toward the cost of late PYM members' cremations. The principal value of the fund is about \$200,000 and is held at Friends Fiduciary.

Carol Walz, PYM's Grantmaking Director, already handles phone calls and email inquiries regarding the fund. If the transfer is approved, the fund would fall under the Granting Committee; applications for grants would initially be handled by staff. Ken Parks, the clerk of that committee, has been consulted regarding this proposal.

The Administrative Council gave a preliminary approval for the transfer of the Jeanes Cremation Fund from the Trustees of Green Street Monthly Meeting to PYM. Once details for the transfer have been worked out with Friends Fiduciary, a formal minute will be presented for Council's consideration.

4. Burlington Meeting House Sprint

Linell reported that Burlington Quarter's steering committee received the latest draft of the transfer agreement and will review it with their attorney. Almost all issues related to the transfer have been addressed, with specifics being close to what was presented to the Administrative Council earlier. The Council authorized the Sprint to address any details that might still need to be worked out, so the transfer can be presented Saturday morning at Annual Sessions.

5. Planning for Annual Sessions

Administrative Council will have 75 minutes on Saturday morning for reports and business.

Suggested topics:

- a. PYM is living through the formation of a new structure. Review the new structure relating to the A/C and how the Council works with the General Secretary. Use story about contractors and diversity as an example of the Council's work.
- b. Report on what has been accomplished, including tasks completed or underway by the committees under the care of the Council.
- c. Identify A/C members, i.e. the people behind the work being done.
- d. The Granting Group will report on its work, raise awareness of the various funds, and invite people to serve on the various granting groups and the overall committee.
- e. Burlington Meetinghouse property transfer, for approval.
- f. Papers on Leadings (see change recommended in Item 6)
- g. *What is coming up in the next year for the A/C? What is our vision for this work?*
- h. Invite people to volunteer on committees. (Suggestions: Present information about the Council and its committees' work so people can see where they would like to serve. Also: How has service on the Council impacted members' faith experience and their individual ministries?)
- i. Leave time for questions and discussion.

Also, explain:

- The Council is learning about institutional racism and trying to incorporate these learnings as the work goes forward.
- The inter-connectedness of issues, i.e. contractors and diversity, and the work of the various committees in the new structure.
- A/C is helping to provide a strong, stable base from which good decisions are being made.

6. Discussion on two documents on concerns and leadings:

The Quaker Process of Raising Concerns and
Queries on the Quaker Process of Raising Concerns.

These documents were created by a joint committee composed of Quaker Life Council and the Administrative Council members and clerked by Amy Taylor Brooks (with QLC).

The *Process* document begins with the individual experiencing what they believe is a leading, through action within his or her monthly meeting, and the gathering of wisdom and experience as the leading is further seasoned at the Quarterly level, before coming to the Yearly Meeting (if action by PYM is desired). *Queries* reviews some of the same information, in a different format.

Council members provided a lot of feedback, primarily addressing the process document. They asked that the committee clarify the difference between a concern and a leading; whether the

document was intended for an individual wanting support for their leading – or if it was more focused on how to bring a concern and a minute of action to PYM sessions; and what should happen if a quarter is moribund or a monthly meeting does not support the proposed actions arising from a leading. The process should provide for careful seasoning and building of support for PYM action, but not require so much time and energy that it shuts down a person with a leading. The agendas for sessions are already packed; where will time be found to address new minutes – and what should happen once a minute is adopted? Council members concluded that although much work has been done, some revisions are needed before the documents are presented for seasoning at Sessions. Therefore, they will not be part of the A/C presentation at Annual Sessions.

Next Meeting: September 16, 2017

L. Lotz