

**Philadelphia Yearly Meeting Administrative Council**  
**Saturday, December 9, 2017**  
**Approved Minutes**

**Members present:** Julian Brelsford (on phone), Harry Bryans, Suzanne Day, Bruce Haines (clerking), Linda Lotz (on phone, co-recording clerk), Richard Morse (co-recording clerk, taking minutes) Terri Whiteford, Roy Zatcoff, Andrew Anderson, and Penny Colgan-Davis (*ex-officio, PYM Clerk*).

**Regrets:** tonya thames taylor and Ventina Hershey.

**Guests:** Ken Park, Granting Committee Clerk, who left after his presentation.

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

We began with worship at about 10 AM.

1. The **Agenda** was reviewed and approved.
2. **Granting Committee (GC) Annual Report by Ken Park, clerk of GC.** Documents, including the Granting Committee's Annual Report were distributed before the meeting. A few adjustments will be made to the annual report, but no substantive changes are anticipated. Then it will be distributed again to Administrative Council (AC) and posted on the website. Compliments were expressed about the quality of the report.

Ken reported the quantity of volunteers willing to serve on granting groups for the most part meets the needs. They are looking for new, and younger, people to add in to some granting groups that have a high average age. The term limit for granting groups is three 3-year terms. Most granting groups meet quarterly. This meeting schedule can result in a lag between receipt of investment income and grant dispersal that sometimes overlaps fiscal years. GC sees the need for more publicity on the availability of funds from the various granting programs. A new subcommittee dedicated to this task is forming.

While discussing GC's report, the John Martin Trust was mentioned by AC members. It was noted that the John Martin Trust is a trust under the care of the Monthly Meeting of Friends of Philadelphia (Arch St.) and not PYM.

3. **Minutes of November 18, 2017, Administrative Council meeting.** The title of "Office Assistant" in the second sentence of item 4a was changed to *Office Administrator*. The **minutes were approved** with that correction.
4. **Finance Committee.** Andrew Anderson reported on their meeting on Dec. 7. He reviewed the background, and explained the recommendation, on a proposed new policy for unrestricted bequests. The document was distributed before today's meeting and the policy page is quoted in its entirety below in italics:

### **Policy for Unrestricted Bequests**

- A. *When Philadelphia Yearly Meeting receives an unrestricted bequest of less than \$250,000:*
1. *A quarter (25%) of that bequest shall be set aside and placed in the Membership Development Support Fund:*
    - *Up to a limit of \$25,000 in unrestricted bequest funding per fiscal year, or*
    - *Up to a limit of \$75,000 in the market value of the Membership Support Fund at fiscal yearend, September 30.*
  2. *The remaining three-quarters (75%) of all unrestricted bequests of less than \$250,000 shall be placed in General Unrestricted Endowment.*
  3. *If the market value of the Membership Development Support Fund exceeds \$75,000 at fiscal yearend, September 30, during the next fiscal year that begins October 1, the entirety (100%) of unrestricted bequests of less than \$250,000 shall be placed in General Unrestricted Endowment.*
- B. *Administrative Council shall address larger unrestricted bequests on a case by case basis.*

The above **policy was approved.** *(Note: later discussion with Cliessa Nagle, PYM's Controller, resulted in suggested changes which will be considered at the next AC meeting.)*

5. **General Secretary's Report to the Council.** The written report will be distributed next week. Two people have just started in new positions. Job descriptions have been posted for two other positions with application deadlines of Dec. 15. In addition, the Director of Staffing & Inclusion (includes the human resources function) is about to be posted. This hybrid position combining both functions is not in the usual pattern. The intention for this hire is to take care of staff as a community. The position announcement will be distributed to AC as a request for support. If further dialogue is required, inform Bruce Haines of the need.

Christie is on a committee of the National Council of Churches that is working against racism. There will be an action on April 4, 2018, the 50<sup>th</sup> anniversary of the death of Martin Luther King, Jr., at the Washington Mall.

6. **Governance Committee** reported that they met on Dec. 8 and will have an item for approval at the next AC meeting.
7. **The AC meeting on January 20, 2018, and all future meetings, will be on the third Saturday of the month.** We will meet together at 10 AM together with Quaker Life and Nominating Councils for worship and to hear the General Secretary's report. Then each council will go to separate rooms for the rest of their meetings. The AC meeting will likely end around 1 PM, rather than the 12:30 time we have been aiming for.
8. **Closing Worship** started at 12:08 PM.

Richard Morse, recorder