

Philadelphia Yearly Meeting Administrative Council
Saturday, February 17, 2018
Approved Minutes

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

Regrets: Ventina Hershey, tonya thames taylor (except for brief report during the three-Council part of the meeting), and Andrew Anderson.

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

Three-Council part of the meeting: We had shared worship and a report by the Christie Duncan-Tessmer, General Secretary, as well as an update on the work of the Multicultural Audit Steering Committee by tonya thames taylor.

AC's separate meeting started at about 11:18 AM.

1. **Agenda:** The draft agenda was reviewed and approved.
2. **Minutes from the January 20, 2018 meeting:** They were **approved** as circulated. Julian Brelsford volunteered to take minutes on March 17, 2018, since both Linda Lotz and Richard Morse will not be available.
3. **Governance Committee report:**
 - a. Bruce Haines brought a request for AC to nominate Susan Kight, of Camden Meeting in Southern Quarter, to Nominating Council. This will be at-large position for the moment. It is expected that Southern Quarter will appoint her when they next meet. This was **approved** and will be brought to Sessions on March 24, 2018.
 - b. The committee is under the weight of the need to find more at-large people for Nominating Committee, particularly Friends drawn from underrepresented Quarters, with other names being considered for proposal in the future.
4. **PYM Minutes Sprint:** The proposed PYM Sessions Minute that was distributed electronically beforehand was discussed by Terri Whiteford and **approved** by AC. It will be brought to Sessions on March 24, 2018. This Sprint's work is now completed. Assuming acceptance of its recommended policy on March 24, we will lay it down at our April meeting. A new sprint will likely be formed, including a few members from this sprint, to implement the new protocol.
5. **Council Review of PYM Long Range (Strategic) Plan for 2015-2020:** Documents about the plan were distributed previously:
 - a. Working Draft of Governance Handbook from the Implementation Committee that quoted extensively from the original approved plan document and added some detail.
 - b. AC Mapping Project written in December 2015 about the various committees of AC.
 - c. Primary Recommendations DRAFT GAMEPLANS.docx that described plans for AC committees.

Questions raised for future consideration were:

- (1) Where are we (AC) and where is PYM in achieving progress on the plan?
- (2) Is it time for a “check-in” on our own work: how is the new structure, and the council’s role in it, working for PYM? We are 3 years into our 5-year plan.
- (3) How are we doing as a council?
- (4) How do we assess where we are as a YM or as a council?

Bruce Haines suggested forming a sprint to examine how we should move forward on an evaluation of our progress in meeting the goals of the long-range plan. AC is responsible for strategic planning so we need to think about where we are and where we are going. This may be bigger than just AC. The Strategic Plan that was approved in 2015 took 3 years to produce. We would need broad participation beyond the AC. Governance Committee will think more about this. Penny Colgan-Davis suggested a day-long retreat with all 3 councils and some senior staff to think about this.

Development function: The current Finance Committee description currently includes oversight of the Development function. It was suggested, and there was enthusiasm for, separating out AC’s oversight responsibility of this function from under the Finance Committee. This question will be referred to Governance Committee for a specific recommendation.

Closing worship commenced at 12:25 PM.

Richard Morse, recording clerk