

**Philadelphia Yearly Meeting Administrative Council**  
**Saturday, May 19, 2018**  
**Approved Minutes**

Present: Harry Bryans, Suzanne Day, Christie Duncan-Tessmer (*ex-officio*), Bruce Haines (Clerk), Chris Lucca, Linell McCurry, Barry Sloan, tonya thames taylor, Roy Zatcoff (by telephone)

Regrets: Andrew Anderson, Tony Capozzoli, Erica Juran, Richard Morse

After the joint worship with Quaker Life and Nominating Councils and the General Secretary's monthly report, we started our meeting at about 11:50 AM.

1. **Minutes of April 19, 2018, were approved** with slight revisions and the council approved the agenda.
2. Arch Street Meeting House MOU  
The General Secretary shared a supplemental report focusing on the Draft Memorandum of Understanding being prepared for PYM and the Arch Street Meeting House Preservation Trust (ASMHP). Revisions requested in April have been made. No further revisions were suggested at this time, but this will be held over for approval until there can be feedback and input from the Monthly Meeting of Friends of Philadelphia which, although not a party to the MOU, has an interest in the functioning and good order of everything that happens at Arch Street.
3. Budget and Finance
  - a. In Andrew's absence, Linell presented the proposed FY 2019 Budget, as recommended by Finance Committee for Admin Council's consideration. She explained the new format is designed to increase transparency. The underlying spreadsheets are more detailed to comply with updated accounting regulations effective in 2019. The single page shows budgeted income (both restricted and unrestricted) as well as restricted and unrestricted expenses for FY 2019 and a current year projection. Then she walked the Council through key line item explanations. For example, line 28, Net Income Available Prior to Application of Reserves, is negative, indicating some expenses are covered from reserve funds, not from income lines.
  - b. Beyond specific details, what are concerns? These were recognized: Support from individuals is less than in recent past. Legacy donors and planned giving need to be cultivated. Many Monthly Meetings feel financially pressed. There is uncertainty about how new tax law will impact non-profit donations. Health care expenses for employees could vary from expected.
  - c. **Council appreciated the detail and approved the proposed FY 2019 budget being sent out to Monthly Meetings.**
  - d. Restricted Gifts Acceptance Policy: Linell explained revisions proposed to the current policy established by Interim Meeting in 2004. There was feedback and the policy will be brought back to June Council meeting for final approval.

4. Steering Committee for Multicultural Audit

Adding to what had been shared with the three Councils in their joint session, tonya explained how the Request for Proposal has developed and been posted to the PYM website. Following further feedback and revision by the Steering Committee, it will be sent to potential vendors.

5. Catered Meal Policy

There was threshing on this policy, which was shared by the General Secretary in our joint session with the other Councils. A policy to manage limited program funds is being developed at the request of Quaker Life Council's Program Committee because there is concern that program dollars could disappear too fast without guidelines. Administrative Council is supportive and shared feedback. A revised policy will come back for approval at a future meeting.

6. Governance Committee

Bruce Haines shared that the PYM presiding clerk's job description is broad and needs to be re-envisioned. A sprint to redefine the role would be warmly welcomed by Nominating Council. Administrative Council approved our clerk and the Administrative Council Governance Committee moving to convene a sprint of experienced Friends to do this with clear accountability and deliverables. Regardless of the progress of the sprint, Nominating Council seeks to bring a Friend forward to serve us as clerk as the first order of business at July sessions.

The meeting closed in silent worship at 1:40 PM.

Suzanne Day, Substitute Recording Clerk