

Philadelphia Yearly Meeting Administrative Council
Saturday, September 21, 2019
Approved Minutes

Present: Emily Blanck (recording clerk), Harry Bryans, Tony Capozzoli, Christie Duncan-Tessmer (*ex-officio*), Richard Morse, Nikki Mosgrove (Zoom), Jack Rhoads, tonya thames taylor (Zoom), Jim Waddington and Terri Whiteford (clerk)

Regrets: Andrew Anderson, Linell McCurry, Barry Sloane, Roy Zatcoff.

1. The **agenda** was reviewed, amended, and **approved**.
Amendments: Add recruitment for Granting groups; delete a report from Finance Committee about social impact investing, which will be covered in a future meeting.
2. The **minutes of July 20, 2019** were approved.
We discussed having a place to keep minutes and documents gathered and archived. Terri is working with staff to create a digital space for important papers and will provide an update at the November meeting.
3. Follow up from Annual Sessions
 - a) There was a charge from Annual Sessions to the Councils to revisit a multicultural audit, to review the 2016 Undoing Racism Group proposal, and to set up a Truth and Reconciliation process.
 - b) The council discussed the Undoing Racism Group proposal. The council reviewed the context, evaluated the utility of the proposal. We also discussed the multicultural audit recommendations.
 - c) **We approved creating a sprint charged to form recommendations about governance and education for structural change in order to realize our 2015 Minute addressing racism.** The sprint is charged to look at the Undoing Racism Group proposal, best practices, and similar structures for inspiration. The sprint should be trained by a consultant, such as Prototype Entities, to focus their work and perhaps to develop trainings and resources for monthly meetings. The sprint should report to Admin Council by February.
 - d) We are appointing a sprint of 5-7 individuals.
 - e) Minute of Appreciation to the PYM staff for bringing its anti-racism work forward as a model.
4. Arch Street Meeting House Preservation Trust Appointment
The council **approved the nomination of Prudence Haines** to serve on the Arch Street Meeting House Preservation Trust.
5. Governance Committee Merger
Council approved changing the charge of the Administrative Council's Governance Committee to merge it with the Quaker Life Council's Governance Committee.

6. Governance Committee Recommendation on Appointing Family Members
Council approved the Governance Committee's recommendation that Nominating Council should not name to a PYM leadership role, defined as the roles of clerk, assistant clerk, rising clerk, council member, and treasurer, a close relative, particularly the spouse, parent or child, of a PYM employee.

7. Conflict of Interest Policy
The **Council approved changes to the Conflict of Interest Policy**, which had been reviewed at the July 20 meeting. Governance Committee subsequently clarified language in the document and added material on compliance with Section 4958 of the Internal Revenue Code, which imposes penalties on the use of charitable assets as a means of private benefit. In practical terms, members of a granting group, or anyone else with the power to approve a grant on behalf of PYM, may not apply for or receive a grant from funds which they have sole or joint power to distribute and from which they approve grants. They may apply for and receive grants from other PYM funds where they do not have approval power. The new Conflict of Interest Policy goes into effect October 1, 2019.

8. General Secretary's Evaluation
General Secretary's evaluation forms have been collected and will be shared with the General Secretary in the afternoon of September 21.

9. Calendar 2020
The clerk has created a proposed calendar for 2020 establishing a plan for our work next year.

10. Recruiting Appointments for Committees, Councils, and Sprints
There are very many openings on our council, committees, and sprints. We need to plan for succession on these groups and review committee appointments on a regular basis. An Administrative Council member needs to be on all committees.

The council discussed strategies such as visiting meetings, sharing the benefits of service, such as teaching volunteers how to serve on a board, and taking advantage of thread gatherings. Moreover, the council would like to know more about how Nominating does their work.

Closing Worship began at 1:15 pm

Respectfully Submitted,
Emily Blanck