

Philadelphia Yearly Meeting Administrative Council
Saturday, March 20, 2021
Approved Minutes

Attending: Emily Blanck (recording clerk), Harry Bryans, Tony Capozzoli, Oskar Castro, Chuck Devers, Christie Duncan-Tessmer, Jeanne Elberfeld, Linda Lotz, John Marquette, Linell McCurry, Nikki Mosgrove, JoAnn Seaver, tonya thames taylor, Cathy Toner, Jim Waddington (clerk), and Tom Zemaitis
Regrets: Roy Zatcoff,

1. Opening worship for Admin Council (11:05)
2. Approval of minutes
The minutes of February 20, 2021, were **tabled until next month**.
3. Finance Committee report on Friends Pension: Friends 403(b) Plan Design
Friends General Conference and PYM co-sponsor the Friends Pension Plan and appoint a Committee to supervise and administer the Plan. In September, both Administrative Council and FGC governance authorized the Committee to work on freezing the defined benefit plan and replacing it with a 403(b) defined contribution program. The Pension Committee had presented a 10-point plan design to Finance Committee, which reviewed it and recommended it to Admin Council for approval. After questions and comments on the plan design, **the Council approved the Friends 403(b) Plan design as proposed**.
4. Personnel Committee, Annual Report
Committee clerk Linda Lotz reported on their activities. They welcomed Oskar Castro's change last fall from serving as a member of the committee to becoming PYM's Director of Human Resources & Inclusion. The position merges human resources and diversity and inclusion roles and requires skills in both fields. The committee has worked on new position descriptions and several policies this year. A new policy on short-term employment was approved by Admin Council in January. The report was received with appreciation.
5. Personnel Committee, Charge & Duties
Linda shared a draft of Personnel Committee's charge and duties. They still need to refine their language around duties related to reviewing staff compensation policies and to conform the location of and language around some additional duties. Council asked them to add a DEI statement and make the document evergreen by removing current members and their terms.
6. Update: Director of Human Resources and Inclusion
Oskar Castro, PYM's Director of Human Resources and Inclusion since the fall, is the first full-time person in that role. He shared that the recruitment of a children's program coordinator is close to completion. The short-term hire policy approved in January created new practices to seek broader networks of people to fill our positions. As new positions are developed, PYM is trying to mitigate bias in recruiting and hiring. Oskar is also watching for ways to help employees develop new skills.

Oskar has a concern for organizational culture, especially as staff are in a remote workplace environment that is shifting slowly back to in-person work with different demands for office collaboration. The staff is also doing DEI training, particularly working on microaggressions in the workplace. The staff DEI team has helped Oskar begin to substantially address DEI organizational culture. Friends appreciated Oskar's report.

7. Pamphlet update

Christie shared the draft of the pamphlet. It is geared towards educating Quakers about PYM and engaging with PYM. Christie and staff are putting a lot of thought into design because the graphics will be used for other purposes. Council members encouraged Christie to make the pamphlet invitational and engaging and discussed the impact of including or not including staff names and roles.

8. Committees

- a. Report on reviewing & completing Committee Charges (Jeanne Elberfeld & Emily Blanck)
The committees are working on their charges, especially adding the DEI statements.
- b. Appointment to Sessions Planning Committee Approved
Nikki Mosgrove, who already serves on the committee, has agreed to serve also as the liaison from Admin Council. Others are welcome to volunteer for this service.
- c. Nominating Council at large seats
We should hold this as an important goal. We are looking at the lists of recent attendees to thread gatherings.
- d. Bios for Admin Council members
Please submit your bios if you have not.

Closing Worship (1:00 pm)

Emily Blanck, Recording Clerk