

Philadelphia Yearly Meeting Administrative Council
Saturday, April 17, 2021
Approved Minutes

Attending: Frank Barch, Emily Blanck (recording clerk), Harry Bryans, Sean Connolly, Chuck Devers, Christie Duncan-Tessmer, Jeanne Elberfeld, John Marquette, Linell McCurry, Nikki Mosgrove, JoAnn Seaver, Cathy Toner, Jim Waddington (clerk), and Roy Zatcoff

Regrets: Tony Capozzoli, tonya thames taylor, and Tom Zemaitis

1. Approval of minutes for March 20, 2021 and February 20, 2021.

The minutes of March 20, 2021 and February 20, 2021 were approved with gratitude to Emily Blanck for writing the minutes and Linell McCurry for her assistance.

2. Policy: Inability of PYM Staff to Implement a Board Directive

The clerks group developed a policy to clarify the policy when the PYM staff cannot implement a board directive from any of the minuting bodies. **Administrative council discussed the suggestions that arose during joint council meeting and approved the minute without edits.**

Philadelphia Yearly Meeting (PYM) Councils and the Body, from time to time, within their authority, approve Minutes of Action that call upon the PYM Staff to implement or participate in the implementation of the decision or action. Councils and the Body are acting in the role of a Governing Board in such instances, with the Staff acting in an executive role.

On occasion, it may not be possible for the PYM Staff to implement such directives in the expected manner, and/or in a reasonably expected timeframe. Should this occur, the PYM Staff will promptly inform the Clerk of the minuting body of the problem, providing an explanation and offering suggestions, if possible, for how to proceed. The Clerk and the Staff will work together to address the challenge, involving others within PYM as needed (eg: the members of the minuting body, other Councils or relevant Council committees, the PYM Treasurer, other clerks or holders of relevant expertise). The clerk, in collaboration with staff, will keep the minuting body informed.

3. Policy: Communications resources available to Admin Council Committees

In the PYM Governance Handbook, each entity in PYM's structure is listed and described, and included within the description are the resources. The concern today refers to the communications resources that committees have access to and the communications restrictions. In it, the policy states that the communications staff will review any material that PYM distributes and that they cannot distribute their communications outside of PYM channels without the approval of their council. Some issues with these policies have emerged in the last year, and the General Secretary is asking us to review the policy. We discussed the policy and changes to it. We will revisit this policy.

4. Sean Connolly Executive Director of Arch Street Meeting House shared a report.

In 2020 Arch Street completed a space plan, added new exhibits, and approved a collections management policy. They completed new lighting and exhibits in the East Room. In 2021, the Meeting House has reopened with more hours. The Preservation Trust has expanded staff, adding a membership and communications director. Arch Street published an annual report and has sponsored new programming at least once a month. Sean authored a three-hour Quaker themed field trip for schools that integrates a ASMH tour with a historic Philadelphia tour focused on Quakers, expanding outreach with both virtual and in-person education programs for schools. The new outdoor exhibit spaces should open in the Fall. Friends received the report with appreciation.

5. Update: Committees and Sprints

a. General Secretary Oversight & Evaluation Committee

The committee is evaluating and responding to surveys and staff interviews. Soon, they will have a report to come with the results.

b. Governance and Strategic Directions Sprint

Sprint has met regularly, more than once a month, and has designed a survey on the strategic directions to get feedback from PYM membership.

Closing Worship

Emily Blanck, Recording Clerk