

Philadelphia Yearly Meeting Administrative Council
Saturday, June 19, 2021 (via Zoom)
Approved Minutes

Present: Andrew Anderson, Frank Barch, Harry Bryans, Tony Capozzoli, Chuck Devers, Christie Duncan-Tessmer, Jeanne Elberfeld, John Marquette, Linell McCurry, JoAnn Seaver, tonya thames taylor, Cathy Toner, Jim Waddington (Clerk), Tom Zemaitis.

Regrets: Emily Blanck, Nikki Mosgrove, Roy Zatcoff.

1. We **approved** the minutes of May 15, 2021.

2. Committee Charges

Jim Waddington thanked Jeanne Elberfeld and Emily Blanck for their leadership and energy in organizing the work of committees to update their charges, and focusing on including diversity, equity and inclusion (“DEI”) statements in all committee charges.

Jeanne reported that all committees except for Granting have submitted charges that incorporate DEI statements. The Granting Committee has asked for more time to consider how best to incorporate DEI in the committee’s charge. Granting Committee expects to complete this work in the next 6 to 8 months.

We reviewed the proposed committee charges in detail. A few typographic errors were noted. Two committee charges in the working document did not seem to be the most current draft charges. The Clerks Group charge did not seem to contain a DEI statement. Jeanne will coordinate with committees, address the concerns raised, and bring a revised working document to the July Admin Council meeting.

3. Nominating Council At-Large Nomination

a. **We approved the nomination of Tacie Trull to Nominating Council.**

b. Jim indicated that Nominating Council, which should have 21 members, now has only a handful of Friends serving. Finding additional Friends to serve on Nominating Council has reached a point of urgency. Jim asked Admin Council members to make every effort to recruit additional people for Nominating Council.

4. FY22 Budget

Linell presented the FY 2022 Draft Budget. We approved releasing the draft budget, which will be forwarded to treasurers and clerks of monthly and quarterly meetings. Admin Council will review the budget again at its July meeting.

5. Communications policy proposal for groups in care of Councils

Jim presented a draft policy on communications. An earlier version had been reviewed at the May meeting. A few typographic errors were found and some edits were recommended. We **approved** the policy with these recommended changes and edits.

6. Gathering Feedback on the Draft Admin Council Assessment Process

We discussed the format and results of an evaluation which had been sent to all Admin Council members. The evaluation is meant to be a draft for an assessment process that would be used by Admin Council and other councils. Friends provided feedback on the process, discussing both broad goals, such as what the assessment information would be used for, and specifics, such as detail in questions on the assessment form. Friends indicated that in addition to self-assessment, focus should be placed on development and strategic planning. Jim thanked the Admin Council for being the “test case” for the draft assessment process and thanked council members for their feedback on the process.

Respectfully submitted,
Tony Capozzoli, recording clerk