

**Philadelphia Yearly Meeting Administrative Council**  
**November 20, 2021 (via Zoom)**  
**Approved Minutes**

Present: Andrew Anderson, Frank Barch, Chuck Devers, Christie Duncan-Tessmer, John Marquette (Recording Clerk), Linell McCurry, Nikki Mosgrove, Jim Waddington (Clerk), Roy Zatcoff, Tom Zemaitis

Regrets: Jeanne Elberfeld, tonya thames taylor, Cathy Toner

1. Clerk called Meeting of Admin Council into session at 11:51 am and we began with a period of worship.
2. John Marquette agreed to serve as recording clerk for this meeting.
3. Admin Council Minutes from October 16, 2021  
**October minutes were approved** with appreciation to Jeanne Elberfeld for serving as recording clerk.
4. FY 2022 Conflict of Interest Disclosure  
Council members were provided a link to the annual Conflict of Interest disclosure form. The ask is that members of Admin Council complete the form.
5. Release from Arch Street Meeting House Preservation Trust Board  
Alan Crosman was reappointed to the ASMHPT board in July, but he finds he is unable to continue his work and has asked to be released. **Admin Council released Alan Crosman from his service.**
6. Annual Election of Distribution Rate on PYM Funds Held at Friends Fiduciary  
Finance Committee recommended that PYM take the standard 4% distribution rate from Friends Fiduciary in calendar 2022. The Quaker Growth & Income Fund uses a standard 4% total return payout rate on a rolling three-year average of unit value. **Admin Council approved the recommendation for a 4% distribution rate for calendar 2022.**

It is, and has been, Philadelphia Yearly Meeting's longstanding policy to seek a total return for the investment assets held by it and entrusted to it, whether the return is to be derived from capital appreciation, earnings, or distributions with respect to the capital or both. PYM has elected to, and intends to continue to, be governed by Section 5548(c) of the Pennsylvania Nonprofit Corporation Law in the determination of "income" from such assets.

7. Preliminary Finance Committee Report on FY 2021, ended September 30  
Linell McCurry reported that the fiscal year closed in good shape and the audit is in process. The balance sheet is looking strong with growth in asset values driven by stock market gains, forgiveness of the PPP loan, and reduced pension liabilities. It was noted in discussion that investment gains are unrealized gains and that most of PYM's funds are restricted.
8. Minute on At Large PYM Membership and its responsibilities and benefits  
**Admin Council amended and approved the following minute:**  
*On July 30, 2021, Philadelphia Yearly Meeting in Annual Sessions heard with gratitude the report of the Membership & Belonging Sprint and approved its recommendation for a trial allowing PYM to offer at-large membership in the yearly meeting. Quaker Life Council will hold this trial under its care. Those who are accepted into at-large membership will be full members of Philadelphia Yearly Meeting. There will be no distinction between Friends who are at-large members and Friends who hold their membership in PYM monthly meetings.*

*Administrative Council affirms that full membership in PYM comes with all the responsibilities and benefits of membership. These include a) eligibility for service on councils, committees, on granting groups, and as PYM representatives to affiliated and external organizations, and b) grants from PYM funds where PYM sets the criteria for individual eligibility and defines PYM membership. Where PYM serves as a distribution committee for funds held by others, PYM must abide by the criteria set by those trustees, which may explicitly include membership in a monthly meeting.*

9. Review of Policies on Communication and Lobbying

General Secretary Christie Duncan-Tessmer provided a context/big-picture review: as we enter into two PYM-wide witnesses on climate change and racial justice, it has become clear that we need policy on how we hold our work together. There will be people active in the yearly meeting on both witnesses whose considered and deeply held views are in contradiction with one another. It is important that PYM be able to hold that diversity and hold a big picture. We began work several months ago on updated communications policies. We have now created a policy and guidelines on what is allowable as advocacy and what is not allowed because it constitutes lobbying.

A Friend with deep professional nonprofit experience noted that it was unusual that a non-profit did not already have such a policy on lobbying. It is our job as Admin Council to address these issues. After discussion, we agreed that additional seasoning will occur at the Admin Council Meeting in December. We will invite participation from Friends impacted by the guidelines on advocacy and lobbying. The guidelines will be brought back to Administrative Council for approval in January.

10. Advancing the charge from Annual Sessions on Deep Listening

Annual Sessions charged Admin Council to ensure a truth and transformation process unfolds over the course of the next year. In response to the charge, Admin will work with the presiding co-clerks to:

- a) To facilitate deep listening and greater capacity to honor multiple experiences and narratives about the same things at the same time. The process does not seek for us to reach agreement on particular things as a yearly meeting.
- b) To surface specific harms and the various harmful dynamics in our yearly meeting that perpetuate racism with the intention of embracing anti-racism and racial justice for our community.

The council will identify the necessary resources to support this work and will regularly communicate with PYM Friends about the process. Andrew Anderson offered to serve as a member of the working group. **We agreed that the Clerk of Admin Council, in cooperation with the Presiding Co-Clerks, will select a working group to identify the midwife candidates. The list will be presented no later than the January meeting with the hope that it can be presented earlier at the December meeting.**

11. Program Committee Minute

Jim Waddington, Clerk of Administrative Council, read a minute from QLC's Program Committee on the needs expressed to them by Young Adult Friends around staff support. In discussion, members of Admin recognized that young adults across the yearly meeting are the future of the Religious Society of Friends. Friends also saw governance concerns when matters under the purview of the General Secretary are brought to councils. Jim and presiding co-clerks Frank Barch and Jean-Marie Prestwidge Barch will communicate back to the Program Committee and Young Adult Friends on the issues raised during this meeting.

The meeting ended with closing worship at 1:15 pm.

Respectfully submitted,  
John Marquette, Recording Clerk pro tem