

**Philadelphia Yearly Meeting Administrative Council**  
**Saturday, March 19, 2022 (by Zoom)**  
**Approved Minutes**

Present: Andrew Anderson, Frank Barch (PYM Co-Clerk), Chuck Devers, Christie Duncan-Tessmer (General Secretary), Jeanne Elberfeld, John Marquette (Recorder), Linell McCurry (Associate Secretary for Business & Finance), Nikki Musgrove, Melissa Rycroft (Rising Clerk), Cathy Toner, Jim Waddington (Clerk, Administrative Council), Roy Zatcoff, Tom Zemaitis

Meeting began at 10:02am with a period of silent worship.

1. John Marquette agreed to serve as recording clerk for this meeting.
2. Minutes of February 19, 2022  
**February's Council meeting minutes were approved** with gratitude to Cathy Toner for recording and Linell McCurry for formatting.
3. Climate Witness Stewards Duties & Charges Sprint  
Sprint Clerk Jeanne Elberfeld had provided a final version of Duties and Charges, amended as requested at the February Administrative Council Meeting. The Sprint's supplemental report was distributed shortly before the meeting.

Jeanne shared the Sprint's work in contacting and finding Friends willing to be nominated to serve as Climate Stewards. The goal was five to seven for an initial cohort. To date, three Friends are willing to be nominated. Those names were offered to Admin Council. Jeanne went over her supplemental report, which had several recommendations for the recruitment of additional Climate Witness Stewards, now and in the future.

- First, recruit for diversity. Many voices need to be heard, welcomed, and honored: young and seasoned; male, female, and gender neutral; scientists and organizers; white, black, and brown.
- Reach out to all Monthly Meetings within PYM to invite Friends to volunteer as they are led.
- Offer an outreach message at Continuing Sessions in the March 26 business session to introduce the role of Climate Witness Stewards and invite those with interest to identify themselves.
- Review past programming to identify Friends who have offered presentations on Climate Justice or other relevant topics.
- Allow Friends outside of PYM to serve as consultants.

Jeanne offered to be a contact for further recruitment efforts. Her concluding sentence expressed the view that the sprint had successfully concluded its work. She requested that it be laid down.

**Administrative Council gratefully accepted the report of the Sprint, accepted the Charge and recommendations as presented, and agreed to lay down the Sprint with deep gratitude. It noted Jeanne Elberfeld's great leadership and work.**

Admin Council will forward the completed charge to Quaker Life Council so there can be Council-wide unity at Annual Sessions.

4. Governance & Strategic Directions Sprint

Sprint Clerk Roy Zatcoff first reported on the Sprint to Admin Council in September 2021 and the Sprint was laid down. A report does need to be presented at either Continuing or Annual Sessions.

The Sprint's charge was to review PYM's seven Strategic Directions. The charge was not fully achieved. The Sprint struggled with evaluating the Strategic Directions in the absence of a PYM vision and mission statement. The September 2021 report recommended that PYM develop a simple, effective mission and vision statement. It recommended continuing to work on the Strategic Directions, considering material from the report, including more explicit language reflecting racial justice. Roy recommended that we devote a block of time to this on a council agenda or in a separate session.

In discussion, the Clerk noted that there are a large number of PYM Friends who are looking to see a review of the new structure that took effect October 1, 2015. Evaluating the current structure is a different topic that was not part of the Strategic Direction's Sprint's charge. Friends agreed the Governance Committee would be a more appropriate place to address PYM structure and that work was referred to Governance.

5. Arch Street Meeting House Preservation Trust (ASMHPPT) Capital Campaign

Christie Duncan-Tessmer reported the ASMHPPT is working on a feasibility study to look at a capital campaign. There is not a case statement yet; it's an opportunity to look at the physical plant, interpretation, and staffing. It appears to be a project that could be carried out with a campaign goal in the "low millions of dollars."

ASMHPPT, as a supporting organization to PYM, does its own fundraising. (In the rest of PYM, general fundraising done is done through the Annual Fund.) Sean Connolly, Executive Director at Arch Street, and Lisa Ogletree, ASMHPPT Clerk, could come to an Administrative Council meeting in May following the Trust's next board meeting.

6. Westtown Bylaws Change Review

PYM Co-Clerk Frank Barch introduced a letter and attachments from Westtown School asking PYM's consent to the elimination of the Prior Consent Provisions in Westtown's Bylaws. When Westtown and George School incorporated separately from PYM some 20 year ago, the Westtown Bylaws were not changed. They suggest a degree of control by PYM over the operations of Westtown School that PYM has not exercised. Eliminating Prior Consent would comport with current realities and make clear that Westtown is responsible for its internal governance and affairs. Westtown's request matches George School's current legal and structural separation from PYM.

Recording clerk read the draft minute dated March 19, 2022, to be presented at Continuing Sessions on March 26. **Friends approved the draft minute for presentation to Continuing Sessions.**

**Draft Minute on Westtown**

**The Administrative Council recommends that the yearly meeting bring an integrity to the gap between our practice and the bylaws of Westtown School regarding the school's governance. Philadelphia Yearly Meeting has, in fact, no authority or responsibility for the school committee or for Westtown School. Our practice has been to receive the names of PYM Friends whom Westtown has appointed to the school committee based on their skills and interest in Westtown. It has not been our practice to nominate and approve those names. On**

**occasion we have been inconsistent in how our role is reflected in the minutes of Annual Sessions. Those random reporting instances do not constitute our actual policy. The recommended change in Westtown's bylaws articulate the truth that PYM does not nominate, appoint, or approve school committee members.**

7. Council Member Visits to Meetings

The Clerk recalled work done by the council on strengths, weaknesses, opportunities, and threats to our organization. One of the main findings was being in greater communion with our monthly and quarterly meetings, especially now when the pandemic has significantly restricted our physical presence. Visitation would not be a council requirement. Some Friends feel less drawn to visitation and it needs to be Spirit-led.

Christie prepared a summary of conversations so far in a Word document and in a PowerPoint, our goals for connecting with meetings:

- Meetings will be deeply touched when council members show up
- Monthly and Quarterly Meetings will know that PYM is interested in their needs
- Meetings will reach out to the network of Friends and meetings that is PYM for guidance, support, answers, and information
- Annual and Continuing Sessions will have strong and enthusiastic attendance and will be experienced as a safe space to be fully self-expressed and to yield the sense of spirit in the community
- Nominating Council will report that all positions are filled – and there's a waiting list
- The website will show significant increase in web traffic and visit length

Friends discussed Council visitors visiting up to three meetings a year, but not our own meetings. Meetings excited about visitors would be visited first. Other thoughts on these touchpoints:

- At least three visits in a year's time
- Ministry of lunch - deep connection
- Not all visits need to be in person (phone calls, reading newsletters, emails, pot pie dinner)
- Long-term commitment - more like marriage than dating
- Using engagement with council member to build relationship with PYM
- Great when meeting wants to connect back
- What's important to the meeting is what we're looking for
- What are we doing when we're there?

A Friend noted that this was a follow on from the Strategic Directions Sprint. These are things that the sprint thought PYM could do better. Other Friends noted that it's really important work and a good place for us to devote energy and that they would be happy to work and to support it. Christie noted that staff is visiting all the time and that having notes available to share concerns discovered during contacts to share for visitation. Clerk reminded us that we have Zoom capabilities to do visitation. His participation with a quarterly meeting was helpful.

8. Meeting closed with silent worship at 11:51 am.

Respectfully submitted,  
John Marquette, Recorder