

Philadelphia Yearly Meeting Administrative Council
Saturday, May 21, 2022 (by Zoom)
Approved Minutes

Present: Andrew Anderson, Frank Barch (PYM Co-Clerk), Chuck Devers, Christie Duncan-Tessmer (General Secretary), Kruskal Hewitt, John Marquette, Linell McCurry (Associate Secretary for Business & Finance), Nikki Mosgrove, Carter Nash, Melissa Rycroft, tonya thames taylor, Cathy Toner (Recorder), Jim Waddington (Clerk, Administrative Council), Roy Zatcoff, Tom Zemaitis

Meeting began at 11:02am with a period of silent worship.

1. Appointment of Recording Clerk

Cathy Toner agreed to serve as recording clerk for this meeting.

2. Minutes of April 16, 2022

April's Council meeting minutes **were approved** with gratitude to Cathy Toner for recording.

3. Arch Street Meeting House Preservation Trust (ASMHPT) Report

Lisa Ogletree, ASMHPT Clerk, and Sean Connelly, Executive Director, introduced themselves to the group and shared key findings of the Partners for Sacred Places feasibility study for the Preservation Trust. Partners suggested a \$3 million capital campaign. Items that would be funded by the campaign:

- Adding fire suppression system to the building,
- Updating electrical system, including 3-phased power,
- Transition from old steam heat system to high efficiency hot water,
- Adding air conditioning,
- Enhance exhibits overall with updated lighting,
- Possible ADA and bathroom updates.

Arch Street Meeting House is a National Historic Landmark with thousands of visitors every year that promotes Quakerism and Quakers today. The Trust has already identified several grants and is applying for them. The campaign is expected to run for 3-5 years with a three-year silent phase to secure two-thirds of the funding.

The ASMHPT board is also strategizing to expand and diversify the board across multiple identities. The by-laws allow for 3-21 members, and it currently has nine. Lisa and Sean asked Admin Council to review the ASMHPT by-laws to address some concerns, specifically, that two-thirds of trustees shall be members of PYM. Should we allow other Quakers (outside of PYM) to serve, and if so, Admin Council would have to revise the by-laws. The board also

needs to add at least six members quickly, rather than waiting until November, as it is written in the by-laws. Admin Council supported the by-laws review and asked the Trust to provide a draft of proposed changes.

ASMHPT and PYM are also working on a shared services agreement. It will spell out who pays for what, e.g., common paymaster, and document internal transactions between PYM and ASMHPT. The additional detail will allow ASMHPT to file a full IRS Form 990, instead of Form 990-EZ, and share enhanced information with its donors in time for the capital campaign.

4. Governance Committee – Roy Zatcoff

- **At the Governance Committee’s request, Admin Council approved changing the name “Governance Committee” to “Governance Advisory Committee.”**
- Recommendation for Council reporting practices on accountability and self-evaluation: Governance wants Councils to report on three specific areas at Annual Sessions:
 - 1) Accomplishments of past year,
 - 2) Challenges or difficulties we may be having,
 - 3) Any solutions to manage challenges in coming year.

5. Granting Committee member needed – Jim Waddington

We appointed two new members, but still need a third one. We are specifically looking for people with experience in grant evaluation or grant awards.

6. Finance Committee Report

FY 2021 Audit Recap – Linell McCurry

- Assets grew by \$11 MM in fiscal year ended Sept. 30, 2021, mainly from investments.
- Revenue better than past years, thanks to gifts of support and ASMHPT fundraising.
- Expenses down from FY 2020 – did not distribute as many large grants.

FY 2022 Mid-year Update – Linell McCurry

- Revenue is in line with budget and expenses also, except for benefits.
- This is the last year to pay into the old defined benefit plan, frozen in June 2021; the new 403(b) plan has stabilized costs for retirement benefits.
- Still looking at healthcare options for coming year.

FY 23 Budget Update – Andrew Anderson

- Finance committee still working on proposed budget.
- Revenue line will be similar to this year, thanks to strong investment income.
- Still working through new PYM positions given the current employment market.

7. Follow up on Governance & Strategic Directions Sprint Report – Roy Zatcoff
 - Need to address findings and recommendations in the report – who do we want to take these on, and how should they do it?
 - We would like cross-council participation and would like to season the suggestions among Friends before bringing to the body of PYM.
 - Between now and our June meeting, please read summary of seven key findings and think about how we might find a way forward for each one of them. We will discuss in June.

8. Next Steps with Council Member Intervisitation – held over until the June Admin Council meeting.

9. The meeting closed with a period of worship.

Respectfully submitted,
Cathy J. Toner