

Philadelphia Yearly Meeting Administrative Council
Saturday, June 18, 2022
Approved Minutes

Present: Andrew Anderson, Frank Barch (PYM Co-Clerk), Chuck Devers, Christie Duncan-Tessmer (General Secretary), Jeanne Elberfeld, Kruskal Hewitt, John Marquette, Linell McCurry (Associate Secretary for Business), Nikki Mosgrove, Carter Nash, tonya thames taylor, Cathy Toner, Jim Waddington (Clerk), Roy Zatcoff

The June meeting of the Administrative Council opened at 11:45 AM with worship.

1. John Marquette agreed to serve as recording clerk for the June meeting.
2. Minutes of May 21, 2022
Friends approved the minutes of the May meeting as circulated.
3. PYM Strategic Directions Discussion
 - a) Christie Duncan-Tessmer gave a presentation on PYM Strategic Directions and Council Priorities. The seven Strategic Directions reflect several large themes:
 - Simplify and focus: use our finite resources to focus on God’s work and our community.
 - *Connect Friends and meetings* with one another to broaden community and deepen relationships and create increased sense of belonging among Friends.
 - *Facilitate PYM-wide corporate witness and social action*: refine corporate action by focusing on fewer, clearer goals, which may evolve over time.
 - *Ensure communities are welcoming and safe for all people*: dismantle barrier that impede experience of God among us and in ourselves. Friends made it clear that PYM needs this very much.
 - *Communicate clear messages* about Quakers and PYM.

A SWOT analysis (strengths, weaknesses, opportunities, threats) created council priorities:

 - *Simplify and focus*: council members want a balance of council time focused on concrete tasks as well as on self-assessment and introspection.
 - *Connect with one another*: emphasis and focus of perspective, priority, and energy to the monthly meetings informing the work of councils.
 - Welcoming and safe communities: council members want to empower monthly meetings and PYM gatherings to welcome diverse members of the community (all identities and peoples).
 - b) Sprint Clerk Roy Zatcoff presented a report that summarized the work of the Strategic Directions Sprint, which spent almost eight months looking at the seven strategic directions. The Sprint noted PYM has not adopted a written vision or mission statement and recommended that one be created. In terms of a framework, the report noted the vision/mission from Friends General

Conference (FGC) is closest is what a PYM statement might be. John Marquette read the FGC statement aloud for Administrative Council.

There was considerable discussion about the issues involved. One Friend recalled the difficulty of the FGC process. Another felt that such a statement could be perceived as leading to a creed. Others questioned the usefulness of mission statements in general. **Clerk Jim Waddington concluded that Administrative Council did not have unity on the development of a PYM vision/mission statement.**

Roy said the Sprint saw more that PYM could do with communications and intervisitation. He reported that the Sprint felt strongly about one other item, that the Strategic Directions needed a specific affirmation for racial justice. Friends agreed and noted a similar interest in adding LGBTQIA-inclusive language to the Strategic Directions.

4. Granting Committee Annual Report to Administrative Council

Clerk Ken Park joined the meeting to give the annual report of the Granting Committee. The report raised two issues, one regarding the composition of the Granting Committee and the other regarding creating a new racial justice focus of PYM's granting work. After brief discussion, these proposals were held over to Admin Council's July meeting. Friends thanked Ken for the Granting Committee's report.

5. Finance Committee FY 2023 Draft Budget

Finance recommended a FY 2023 Draft Budget for release to the monthly meetings. Andrew Anderson and Linell McCurry said the draft budget was close to the current year projection.

Total revenue is budgeted flat at \$4.3 million, with steady contribution income from gifts, meeting covenants, and Arch Street Meeting House Preservation Trust fundraising. Investment income should be slightly higher because distributions are based on a three-year average of market value. Administrative fees on restricted funds are budgeted lower because of current lower market values.

Total expenses are expected flat with the current fiscal year and the net balance is zero. Some open staff positions are still to be filled, which adds a little uncertainty around staff salaries and wages. Fixed asset depreciation is higher from capital improvements at Arch Street. Linell felt the budget will not likely change in any material way between now and Annual Sessions.

Administrative Council released the budget as presented for dissemination to meetings.

6. Establishing a Strategic Reserve

Finance Committee recommended the creation of a new reserve fund. A reserve fund is a special purpose savings account. Principal is unrestricted and the fund may be spent down on its designated purposes. The Strategic Reserve would be a funding source for discrete projects and initiatives guided by PYM Strategic Directions and by Admin Council-approved strategic priorities. Plans for projects and initiatives would have clear goals and metrics.

An additional purpose of the Strategic Reserve is to accept gifts that come in for the former Bequest Fund, which provided money for projects and initiatives and was active through 2007. The Bequest Fund was created from unrestricted bequests designated to it by the former Interim Meeting; it was eventually returned to unrestricted endowment. The new Strategic Reserve will align with current accounting practices. Funds will be spent within PYM's budget for discerned projects with a plan behind them. Finance Committee will offer operating guidelines for consideration in the Fall.

Administrative Council approved establishing a Strategic Reserve.

7. New Bequest Accepted

Finance Committee recommended acceptance of a restricted-purpose bequest to PYM from the estate of Ann Yasuhara for \$301,829. Principal is unrestricted; its use was directed to the work of the Bequest Fund. PYM's gift policy requires Administrative Council to accept bequests larger than \$250,000. **Administrative Council accepted the \$301,829 restricted-purpose bequest from the estate of Ann Yasuhara for use in the new Strategic Reserve, successor to the former Bequest Fund.** PYM also received \$150,915 in unrestricted funds from Ann's estate. Following the gift policy, the unrestricted bequest will be invested in unrestricted endowment.

8. Council Visitation

Clerk introduced the plan for Administrative Council visits to monthly and quarterly meetings. Christie elaborated on the plan, beginning with her visit to Salem Quarterly Meeting (the video of her visit is available on the "South Jersey Quakers" YouTube channel).

Friends' discussion was lively and Council members were interested and excited in moving forward on intervisitation.

The meeting ended with worship at 1:24 PM.

John Marquette, recorder