

Philadelphia Yearly Meeting Administrative Council
Saturday, September 17, 2022
Approved Minutes
Hybrid Meeting Arch Street Meeting House and Zoom

Present: Andrew Anderson (Treasurer), Chuck Devers, Christie Duncan-Tessmer (General Secretary), Jeanne Elberfeld, Kruskal Hewitt, Neil Holzman, John Marquette, Linell McCurry (CFO), Carter Nash, Melissa Rycroft (Presiding Clerk), Cathy Toner, Jim Waddington (Clerk)

After a productive joint session with Quaker Life and Nominating Councils with a focus on orienting the “boards” of PYM led by Ginny Christensen, the meeting began with silent worship at 1:15 pm.

1. Clerk reviewed the agenda and **John Marquette agreed to serve as recording clerk.**
2. Approval of July minutes will be delayed until our October meeting.
3. Welcome to Neil Holzman
Clerk Jim Waddington and council members welcomed Neil Holzman, a member of Camden Friends Meeting in Delaware. His prior service was as clerk of Nominating Committee and as director of Friends Service for the Aging.
4. Governance Advisory Committee
Melissa Rycroft reported from Governance Advisory Committee. They have been working on a number of projects over the past couple of months, including a policy proposal on the naming and appointment of Assistant Clerks. A formalized practice eliminates assumptions made by all parties about current and future roles on councils and committees.

PYM Policy on Naming Assistant Clerks

Nominating Council shall name the assistant clerks of Quaker Life Council (“QLC”) and Administrative Council. Those named as assistant clerks shall be members of those respective councils. Administrative Council shall name the Nominating Council assistant clerk.

Clerks of councils may not themselves appoint assistant clerks. They may recommend names to Nominating Council.

Clerks of committees may not themselves appoint assistant clerks. They may recommend names to their respective council for approval.

The assistant clerk role is meant as a means to help share clerking workload when appropriate or necessary, for Nominating Council to evaluate further, and to help have candidates for a potential succession. It is not a “Rising” role, and a movement to being Clerk is a separate nominating process that might bring forth the assistant clerk or another candidate for Clerk.

Friends approved the recommended policy.

A Friend asked if the policy could be expanded to include the naming of recording clerks. A brief discussion noted that the roles were different. Melissa thanked the Friend for the suggestion and said Governance Advisory would consider the naming of recording clerks.

5. Finance Committee report on staff salaries and a cost-of-living adjustment (COLA)

Andrew Anderson reported on the Finance Committee meeting of September 1. The just approved FY 2023 budget has a 3% salary increase for staff below the executive level. Senior staff is budgeted for 2%. Following input from the General Secretary and CFO on the higher level of inflation over the past year, Finance Committee approved the following minute:

Finance united to release and authorize Christie and Linell to evaluate and implement a one-time payment to staff in recognition of the extraordinary circumstances of the last few years. It is anticipated that the payment would be within the current budget envelope and would be implemented in the current fiscal year. Finance Committee recognizes the General Secretary's authority to spend money within the budget envelope. Finance will update Admin Council for their awareness.

Andrew updated Council that before the end of September, PYM will make one-time payments for full-time and part-time staff, which in total equal 3% of FY 2022 payroll. Recently departed staff will receive a gift card for a smaller amount. The General Secretary periodically benchmarks PYM salaries against regional nonprofit salaries and adjusts them as PYM can afford. Friends expressed their interest in keeping staff as whole financially as possible given the effect of inflation.

6. Finance Committee report on Shared Services Agreement between PYM and Arch Street Meeting House Preservation Trust (ASMHPT)

Andrew reported Finance Committee recommends that Admin Council approve the agreement as presented. Christie described the process of developing the shared services agreement with the stakeholders' boards.

As ASMHPT reported to Admin Council in May, a shared services agreement documents internal transactions between PYM and ASMHPT, spelling out who pays for what and their financial responsibilities to each other. The additional detail will allow ASMHPT to file a full IRS Form 990 and share enhanced information with its donors in time for its capital campaign. The first part of the agreement describes the relationship and will run for five years, beginning October 1, 2022. The second part is a one-year schedule that will be updated each year and provide more flexibility over time.

Friends approved the Shared Services Agreement between PYM and Arch Street Meeting House Preservation Trust, subject to subsequent changes as recommended by legal counsel.

The Shared Services Agreement is attached to these minutes and is filed with the records of Administrative Council.

7. Council Self-Evaluations

Melissa reported on the progress of the council self-evaluations. They were completed and the data compiled. The first report covers all council members and the second is a report on each of the three councils. Friends serving on councils were honest on their feedback. The reports have been delivered to the clerks of the three councils to share with their council members.

8. Traveling minute for Admin members doing intervisitation with monthly and quarterly meetings

Jim discussed the traveling minute, to be drafted and issued by Administrative Council. The minute would be available for review before the next meeting. The presence or absence of a traveling minute ought not to be an impediment to doing the work, however. Melissa expressed her gratitude for the physical traveling minute, which is carried by the visitor and signed by meetings she visits.

9. The meeting closed with worship at 2:05 pm.

Faithfully submitted,

John Marquette
Recorder