

## **General Secretary Report on Staff Activity to Councils September, October 2017**

### **Business & Finances**

- Ended the fiscal year on 9/30. The annual fund received its last check dated 9/30 in the second week of October. The final annual fund figure is higher than the previous year for the first time since 2012.
- We reviewed donor patterns for the final annual fund campaign. The trend was that ~60% of contributions were an increase from the previous contribution and ~25% had no change. 20% of the contributions were from donors who had not given in the previous year. Note that all data extraction must be done by hand while we're in transition with databases.
- Successful completion of Burlington Meeting House transfer to Burlington Quarter who is energized by the opportunity of having the meetinghouse in its care.
- Reviewed the impact of the 1% Administrative Fee PYM receives from the restricted granting funds. Found that the cost of administering the granting program is still closely related to the income from the fee. Continued to explore possibilities for refining the policy in a way that attends to both the financial impact on the granting funds and the cost of administering the funds.
- Continued to manage processes for transferring the Niesche bequest to PYM from the banks that have held the funds while there were family members receiving the income. Half the money has arrived at Friends Fiduciary. The other half will be arriving soon.
- The Arch Street Meeting House Preservation Trust staff and leadership met with PYM staff to map out cooperative practices for fundraising and sharing resources to strengthen each of us and to avoid getting in one another's way.

### **Program**

- Launched Resource Friends with the first training for the first set of Resource Friends, with a focus on justice and effective action. The training was facilitated by Training for Change. This is a flagship program of the new structure for which groundwork was laid over the previous year.
- Set the groundwork for a series of events to take place this year: Friends in Fellowship. This will be eight evening events over the course of the year that invite Friends with similar professional (or otherwise) interests to come together in fellowship with hors d'oeuvres and a speaker. The subject areas include Medicine & Research, Law, Environment, Agriculture & Farming, Arts, Healing & Wellness.
- I served as a member of a delegation that the National Council of Churches sent to the Middle East. We visited religious and civic leaders in Lebanon, Egypt, Israel and Palestine. I wrote letters back to PYM while there which can be read at [www.pym.org/news](http://www.pym.org/news). I've spoken at several meetings about the trip and will continue to do so about the trip.
- Printed, bound and mailed a copy of the new approved Faith & Practice to every monthly meeting.
- Logistics planning and implementation for the Fall Continuing Sessions.
- Facilitated setting up logistics for the upcoming MM Clerks gathering and phone call
- Most members of the program staff attended the TransHealth conference.

## **Communications & Technology**

- Reviewed the timeline and needed resources for the successful transition to a new database. Adjusted the timeline, clarified priorities and added additional supports such as a closed door office space for the intensive data clean-up work.
- Renewed our contract with Raisers Edge, the data base we're transitioning away from, to ensure coverage and support through the transition period.
- Managed most data needs by referring to one mega-report and by hand while the database is in transition.
- We are continuing to move our data to the cloud with the goal of no longer needing to pay for servers and their maintenance. Accounting and staff document storage has already moved. The new database will be cloud-based.
- The sprint to publish the new Faith & Practice has formed and started their work with staff support from the Director of Communications & technology.
- Mailed to each monthly meeting the annual packet of information about events and programs offered through PYM.
- Continued to gather and write stories from monthly meetings to feature in the fall issue of Faith In Practice. There are a lot of good stories in our community
- Mapped out big picture of communications in the coming year. The database transition continues to be the biggest priority. Other priorities include refining and augmenting communications support for collaboratives, bridge contacts and resource Friends and laying technical foundations for more effective use of electronic communications and social media.

## **Staffing and Administration**

- AFSC has supported PYM's HR work around posting job openings and processing applications. Additionally we have contracted with an HR temporary staff firm and as a result Nikki Mora has started as PYM's temporary HR Coordinator
- Reviewed job descriptions of new positions with staff and moved closer to being ready to post the Associate Secretary position.
- Staff transitions in the last six weeks include: Richie Shultz left the position of Community Engagement Fellow, a grant funded position that ends Dec 31, for a full time position with another organization. The remainder of the grant will be staffed by Gage Beemish. Gage was our QVS Fellow for the past year, a position that ended after Annual Sessions. Hannah Mayer transitioned from the Young Friends Coordinator to the Young Friends Facilitator position. Tara Rubenstein's position as Interim Middle School Friends Coordinator ended Sept 30. Meg Rose's position as Interim Children's Program Coordinator ended and she was hired after a search process as the Young Adult Friends Engagement Coordinator.
- We are in the final stages of the search for the Youth Engagement Coordinator and nearing the final stages for the Office Administrator.
- Edits and updates to the Employee Handbook by HR staff is concluded. It will next be reviewed by staff and then it goes to the Personnel Committee. The grievance policy is being fast-tracked for approval ahead of the Employee Handbook.

## **Anti-Racism**

- Working with Pennsylvania Council of Churches regarding taking the initiative of being in relationship with the black churches, all of which have fallen away from relationship with PACC
- Unconscious Bias workshop by AFSC staff for staff involved in searches and the Personnel Committee
- Meeting with Green Street meeting members and PYM leadership regarding Green Street's minute
- In response to a request \$4,000 has been made available for a portion of the cost of registration for FGC's Friends of Color Retreat.
- Phone meetings with the staff and the Steering Committee for the National Council of Churches (NCC) initiative on addressing and ending racism in this country about the goals of the initiative. My participation has emphasized the importance of bringing in congregations and individuals who won't be travelling to DC and how to engage Quakers.

## **Visits and Meetings**

- NCC Delegation to the Middle East, Sept 7-16
- Meeting with Southern Quarter meetings at Third Haven for dinner and conversation about the delegation to the Middle East, Sept 19
- Superintendents and Secretaries Gathering at Quaker Haven Camp Sept 24-27
- Meeting for worship, Green Street Meeting, September 23
- Meeting for worship followed by Community Lunch with Darby Meeting, October 1
- Quakertown meeting in northern NJ to worship, join them for potluck and to present pictures and stories about my trip to the middle east, October 15
- Midweek worship with the worship group that meets at Middletown Preparative, October 19
- Phone call with the GenSecs of our closest yearly meetings: BYM, NYYM, NEYM
- Pennsylvania Council of Churches meeting in Harrisburg.
- Philadelphia Interfaith Religious Leaders Meeting
- A "meet and greet" for the new Head of Ramallah friends School at Pendle Hill with other PYM Friends who have an interest in the middle east, Palestine and RFS.
- Board meeting of Arch Street Meeting House Preservation Trust
- Phone meetings with the staff and the Steering Committee for the National Council of Churches (NCC) initiative on addressing and ending racism in this country
- Friends Center Board Meeting