

## **General Secretary Report on Staff Activity to Councils**

### **Mid-January through Mid-March 2018**

#### **Business, Finances and Development**

- Wrote and designed the FY 17 simple annual report. It gets a little more substantial and meaningful each year and this year it's a four-page spread that can legitimately be called it an annual report. It will be mailed out major donors by the end of March
- Prepped a capital fund request to Finance Committee for funds to support hardware to support large screen video conferencing in the PYM office, the GenSec office and a second set-up for Arch Street. It was approved and these set ups should be in place within a month.
- Reviewed the first quarter finance reports in depth with the Controller and the Associate Secretary for Business and Finance.
- Began the first drafts of policies that will support an active planned giving campaign once they are threshed, approved and in place.
- Continued a conversation with the Charitable Services Committee about PYM's administrative fee and the in particular the fees on funds for which Fiduciary has the beneficial interest.
- Shepherded a policy through Finance Committee and Admin Council that decreases the admin fee on smaller funds.
- Hosted a lunch with Grace for major donors with Richard Downie - a specialist on Africa who has authored many pieces for The CSIS and the US Peace Institute. It was part of an effort to develop new ways to cultivate relationships.
- Continued the practice of Guild Dinners which allowed me to meet major donors and non-donors.

#### **Program**

- Attended the orientation and meeting for Historic Arch Street Meeting House Volunteers.
- The Friends in Fellowship events continued, including:
  - A presentation on [Quaker Farms, Gardens and Seeds](#) with a tour of Hunt Farm and worship at Schuylkill Meeting. There were 70 people in attendance from across 4 states.
  - A presentation on Native plantings in the Wissahickon and their importance in the eco-system.
  - [The Art of Persuasion](#) with Signe Wilkinson and Ramona Sharples. Two Friends who attended this did so because they met Signe at a Guild Dinner and made a connection with her.
- The final training for Peace & Justice Resource Friends wrapped up that initial stage of launching the program. The initial gathering of identified Worship & Care Resource Friends met.
- In alliance with students the PYM staff walked out to stand with the Friends Select students on the national walk out day to draw attention to gun violence.

#### **Communications & Technology**

- Revised plans to support the transition of the database as two key staff members are currently unavailable. We contracted with a Friend whose career has been in managing software development projects and the database is moving along at a normal pace.
- Began mapping a process for streamlining publicity for all types of PYM events using all types of communications channels. The variety of events and channels combined with staff running events from different departments has meant this has not been standardized but it's moving in that direction now.

### **Staffing & Administration**

- Naman Hampton, Director of Communications left employment with PYM to a new communications related position.
- We're nearing the end of the transitional steps to shift from a Director of Arch Street who is supervised by PYM staff to an Executive Director of the Historic Arch Street Meeting House who reports to the Arch Street Meeting House Preservation trust
- Dealt with a sensitive child safety background check issue. All is well.
- Dealt with several staff illness/injury issues
- Reviewed the data resulting from an initiative to have all staff electronically track their time at high-level categories. We're continuing for another month and then evaluating the system.
- Met with Naman's direct reports and to engage them in working as a team together supporting the communications continuity of our YM.
- Approved the matrix used to review applicants for the HR position. Phone interview screenings have been completed, the search committee is nearly in place. A good collection of strong and diverse candidates will be reviewed by the search committee. We're focusing on getting the process for Associate Secretary for Advancement & Relationship and the Community Engagement Coordinator to the same place.
- Progress continues on the staff handbook. Corrections and suggestions from the committee and staff have been integrated into the draft that will be reviewed thoroughly again by the committee next month.
- The interim Executive Assistant has been actively managing my calendar which is generally about 75% full of meetings.

### **Anti-Racism**

- I meet weekly with an anti-racism coach who comes out of the Mennonite tradition.
- I attended the Undoing Racism training offered by the NJ Episcopal Diocese.
- At the request of the NCC steering committee on Ending Racism I'm clerking the committee which is responsible for ensuring the anti-racism work of NCC has a plan going forward that will hold us accountable to the work after the April 4<sup>th</sup> event.
- I was also invited to speak at the April 4<sup>th</sup> event on the mall in DC.
- Met with the senior governance of PYM and with several PYM members individually about anti-racism work in the yearly meeting.
- Met for lunch with the chair of the Greater Philadelphia Black Clergy Caucus to talk about racism and religion and accountability.

- Communicated with the Councils, General Secretaries and General Superintendents of YM's across the US and Canada and the heads of Quaker organizations about the April 4<sup>th</sup> event. Began prepping a communication to PYM Friends about it. Began process of applying for a grant to support the cost of a bus.
- Attended NewCORE (Conversations on Race and Equality)

### Visits

- Attended Southern Quarterly Meeting
- Attended Germantown Meeting and spoke on my Middle East Trip
- Attended the Pipeline to Prison event at Willistown Meeting Attended worship at Schuylkill Meeting as part of the friends in Fellowship event.
- Tried to attend a Film showing and discussion at Third Haven but was defeated by the Nor'Easter
- Met with the other three GenSecs of YM's of comparable size to us via video (BYM, NYYM, NEYM).
- Met with the clerks of Wilmington Meeting
- Religious Leaders Council of Greater Philadelphia meeting
- Arch Street Meeting House Preservation Trust Board Meeting
- Friends Center Board Meeting
- Friends Fiduciary Board Meeting