

General Secretary Report on Staff Activity to Councils Mid-April through Mid-May (update)

Business & Finances

- Completed the draft of the FY19 budget and presented it to Finance Committee which approved forwarding it to Admin Council.
 - Received, reviewed, redrafted as needed Arch Street Meeting House, program and staff sections of the budget for compilation with the full budget.
 - Made several adjustments to the presentation of the budget so that it is more transparent and in alignment with the presentation of the audit. These include presenting the restricted and unrestricted budgets side-by-side, adding the reserve income “below the line” and planning for a bottom-line of \$0.
- The Spring appeal went into the mail and will be hitting mailboxes in the next week. This is the appeal that is the simplest and includes only a letter, a small ever-green insert and an envelope.
- The annual mailing to monthly meeting treasurers went out. The cover letter from the PYM treasurer asks meetings to let the PYM office know what they expect their covenant to be in Fiscal Year 2019. Additionally the mailing included the annual report and several resources for meeting treasurers.
- Linell attended the annual meeting of Friends Insurance Group. We will be receiving a 7% rebate from last year’s premiums.

Program & Ministry

- Friends in Business was a successful event with one of our larger crowds. It was notable as well that there were more younger people in attendance than at previous events.
- Friends in Fellowship wrapped up with a bang:
 - The final event was held at Arch Street with the largest attendance (with the exception of the exceptional event at the farm) coming to hear about the human genome and health disparities with Lansdown MM member and NIH staff, Max Muenke.
 - Two “pop up” Friends in Fellowship events were held as breakfasts at Friends Center when the opportunities came up to talk with two fascinating people who were passing through Philadelphia: Don Bell who is working to increase diversity on Capitol Hill and Edward Mungai of the Climate Innovation Center in Kenya. We are planning to be prepared for further surprise events such as this at a variety of locations in the PYM geography.
 - A couple of the popular Friends in Fellowship presenters will reprise their talks as workshops at Annual Sessions this summer.
- Swatara, the first weekend in May, is a special gathering because it’s our youth programs “graduation” for MSF and Young Friends, and bridging event between programs. Of those able to attend, six PYM 8th Graders moved up to Young Friends, and five Young Friends in attendance, including a current YFs co-clerk, were welcomed into the YAF community.
- At their business meeting, Young Friends (high school age) affirmed names of new co-clerks for next year.
- Confirmed with the clerk of the Faith & Practice Printing Sprint about their needs and timeline. They are still on track for the print version to be available at Annual Sessions. In the meantime, it can be accessed online at www.pym.org/faith-and-practice.
- Annual Sessions: Registration technology is being tested, the schedule is being drafted, logistics are falling into place.

- The Newcomer's Forum was co-sponsored by PYM and Friends Journal at Kennett Meeting. Very new attenders to Quaker meetings were invited to reflect and respond as an interactive focus group on why they came to meeting and why they stayed. The event will yield resources and a QuakerSpeak video.
- Attended a session by the Jewish Federation that I was invited to, as a religious leader, about how to respond when activists are promoting BDS. Made contact with their Director of Interfaith Services and set up a lunch date to follow up.
- Hosted a dinner for the members of the Arch Street Meeting House Preservation Trust board and the members of the Monthly Meeting of Friends of Philadelphia to strengthen relationships among them.
- The Six, a group including two people from the Arch Street Meeting House Preservation Trust, two from PYM (Admin Council Clerk and GenSec) and two from the Monthly Meeting of Friends of Philadelphia (AKA Arch Street Meeting) held our second meeting to care for the multilayered relationships among us and our constituents. Highlights included receiving a letter about the meetings' ongoing concerns and the rest of us deeply listening and making a plan for the next opportunity for a wider group of us to meet for fellowship, learning and feedback.

Communications & Technology

- We completed the tedious and vital step of examining all of our data from the old database to determine what will move and how it will move to the new database. The next step, after one final *final* review will be for the new database to be built to receive the data. That requires an intense effort from the consulting company after which we will transfer the data and test it.
- Previewed and adjusted the presentation of the online giving aspect of the new database.
- The Grants staff worked with our database consultant to take the first steps to expand our new Salesforce database to track the activities of our granting groups.
- Revised the equipment plan for video-conferencing software to support meetings in Friends Center and Arch Street. Equipment should be in place and functional within a month.

Staffing & Administration

- Proceeded with filling the Associate Secretary for Advancement and Relationship position. The search committee includes a senior and a junior member of staff, the PYM treasurer, a member of the yearly meeting with a skill set in development and communications, the interim HR Consultant and the General Secretary. The committee:
 - Identified candidates to interview from the pool of applicants and confirmed and refined interview questions
 - Conducted first interviews with three candidates.
 - Held second interviews with the entire staff with two final candidates
 - Reviewed references and sample work submissions
 - Will be ready to make a final decision within the next week.
- Proceeded with filling the Director of Human Resources and Inclusion position. The search committee includes, a senior and a junior member of staff, a member of the Personnel Committee and a Friend in the yearly meeting with a skill set in anti-racism and inclusion, the interim HR Consultant and the General Secretary. The committee:
 - Identified candidates to interview from the pool of applicants and confirmed and refined interview questions
 - Conducted first interviews with three candidates.
 - Began narrowing the field of candidates for second interviews with all of staff next week and began making reference calls.

- Completed the process for filling the Community Engagement Coordinator position. Olivia Brangan will begin in this position on June 1st following a process that included a phone screening, electronic first interviews and in-person second interviews. The Search Committee included Associate Secretary for Program & Religious Life (PRL), a PRL staff member and two members of two different collaboratives
- Co-facilitators of the Young Friends (high school) program, Hannah and Kody, are moving on to new life events and ministries in the coming months. Young Friends were invited by the Young Engagement Coordinator to name two members of their community to participate in the search committee for new YFs program facilitator.
- The Youth Engagement Coordinator is forming a team of all of the staff who work with youth and as well as communications structures that keep them informed of the activity of staff and PYM.
- Met with the team that is supporting the Arch Street Meeting House Executive Director into her new role from Director.
- Took all the staff out for ice cream on the first beautiful day of Spring weather

Anti-Racism

- Met with my coach. We are focusing on a) identifying and examining patterns that I and the body engage in, places where I was able to break that pattern and where it flew into full force and b) increasing capacity for addressing racism in our community
- Met with the program director for Pennsylvania council of Churches. The recent bylaw changes effectively dropped nearly all black churches from membership because they hadn't been financially or otherwise involved. I'm concerned about this and together Carter Nash and I (Carter is on the Exec Committee of the PACC board and I'm on the board) have approached the staff about joining together to talk with these churches. That's in motion now.

Visits

- Attended Friend Fiduciary Annual Investor Meeting
- Attended National Council of Churches semiannual board meeting. Side-barred with staff regarding follow up and next steps on ACT Now. Stayed at the William Penn House (it was lovely telling the other heads of communication that I was sleeping in a bunkbed at a Quaker facility for \$55 😊)
- Attended monthly lunch with heads of Quaker organizations
- Attended Abington Monthly Meeting's memorial from Benjamin Lay
- Attended Haverford College's celebration of the Douglas and Dorothy Steer Professorship in Quaker Studies and met its first inhabitant, David Watt. Met and talked with an interesting range of people from meeting members to the Director of Admissions (a Quaker) to Hal Weaver and Emma Lapsansky, and made plans to follow up with most of them later.
- Participated in the interfaith walk for peace starting at ASMH
- Attended the Middle East Collaborative meeting
- Attended worship at Westtown Monthly Meeting
- Attended *Black Fire: An African-American Quaker Seeker-Activist in a White Supremacist Nation* at Pendle Hill