

## General Secretary Report on Staff Activity to Councils Mid-March through Mid April

### Business, Finances and Development

- Completed and mailed the FY17 Annual Report
- Completed a projection for the FY 18 budget and reviewed it with Finance Committee
- Began constructing the FY19 budget
- Completed the Spring Appeal which will be mailed shortly.
- Prepped the communication to monthly meetings about their covenant for the upcoming year.
- Completed the steps required to be in a position to shift responsibility for direction of the staff work at the Arch Street Meeting House can be more closely tied to the Arch Street Meeting House Preservation Trust which holds care for the building and the activity within it.
- Proposed to Finance Committee policies on restricted giving that can replace outdated policies and that will support an active planned giving campaign.
- Moved two property issues forward. 1) made an agreement with the construction site that is adjacent to the Arch Street Meeting House so they can reach their site through our parking lot and they will replace a non-historic wall between our property and theirs. 2) came to an agreement about conservation work on a burial ground the yearly meeting owns in a small town in Delaware which will allow the space to be usable by the town as green space and will allow the town to take responsibility for maintenance of that space.
- Shifted to a new credit card processor for major events which will decrease our fees which is the culmination of many months research and work.

### Program

- Continuing Sessions! There was a smaller number of people and no first-timers but there were also many old-timers who travelled a long distance to Harrisburg for the meeting. The youth and some adults participated in the March for our Lives in Harrisburg. The meeting sent them off with prayers, song and advice.
- Planned and kickstarted publicity for the Newcomer's Forum, a grant supported collaboration between PYM and Friends Journal's QuakerSpeak project.
- Served on the planning committee for the Friends Fiduciary Corporation Annual Meeting
- The Friends in Fellowship events continued with a presentation on Holistic Health with a panel by Glenn Ellis, Medical Ethicist, Rober Smith, researcher and author and Katy Hawkins, yoga expert. There is one more planned for May 10<sup>th</sup>. We began constructing plans for a second year of this series.
- The first two cohorts of the Resource Friends structure of our governance are ready for launch will is in the planning stages.
- Staff and committee field trip to the College of New Jersey in preparation for our second year of annual sessions on that site.
- Pastoral Care Thread Gathering was held at Fallsington Meeting titled "In the Age of Guns, Violence and Nonviolence."
- Staff supported an Aging Concerns Facilitator Training for Concord Quarter



## **Communications & Technology**

- The transition from our present database to a new one that will serve the yearly meeting more comprehensively has been speeding along right on schedule.
- Supported the communications of the governance leadership to PYM Friends regarding the shift in clerk support for our community.

## **Staffing & Administration**

- Worked with the clerks of the councils to idea, problem solve and plan next steps for this period following the resignation of the clerk of the yearly meeting.
- The Director of Arch Street Meeting House position was upgraded to Executive Director following a significant amount of transitional work over the last year. The process included participation from PYM and ASMH staff, the Personnel Committee, the Administrative Council the Arch Street Meeting House Trust and a transition committee. As a result Lynne Calamia was offered and accepted the promotion from Director to Executive Director. This is directly related to the item under "Business" above regarding the relationship between PYM and the ASMH Preservation Trust.
- Progress continues on the staff handbook. The Personnel Committee completed their final review of the new draft. Next steps include final editing to include the approved changes, a review by the Admin Council, an employment lawyer and another review by staff.
- Three open staff positions are nearing the close of the search processes: Community Engagement Coordinator, Director of Staffing and Inclusion and Associate Secretary for Advancement and Relationship.
- Following several meetings and conversations I helped arrange a group of six people who are now jointly attending to the relationship, communication and points of collaboration between the Monthly Meeting of Friends of Philadelphia, the Arch Street Meeting House Preservation Trust and PYM.

## **Anti-Racism**

- I continue to meet with an anti-racism coach
- Act Now, Unite to End Racism, the NCC sponsored rally in DC was held on April 4<sup>th</sup>. Five full busses were sent from the PYM footprint and they were full of people from many faiths (apparently this is the only region whose buses were interfaith rather than only seating people from one denomination). All of the bus riders participated in an interfaith prayer at the same time. Oskar Castro, PYM Friend and Resource Friend for Social Justice and I spoke at the event which was projected on jumbotrons and livestreamed.

## **Visits**

- Arch Street Meeting House Preservation Trust Board Meeting
- Dinner with ASMHPT and MM of Friends of Philadelphia members
- ACT Now event in Washington DC
- Doylestown Monthly Meeting, worship and speaking on the Middle East trip followed by lunch
- Monthly Meeting of Friends of Philadelphia, worship and fellowship