

**Quaker Life Council Meeting Agenda**  
**Meeting Date: Saturday, February 20<sup>th</sup>, 2016**  
**11:00 am – 2:00 pm**

**Present:** Lane Taylor, Bryn Hammarstrom, Connie Webster, Tom Hughes, Jim Herr, Gray Goodman, Cate Marion, Kri Burkander (electronically), Pamela Draper (electronically)

**Ex-Officio:** Zachary Dutton, Penny Colgan-Davis,

**Regrets:** Shani Taylor, Kate Bregman, Deborah Saunders, others?

11:00 am: Worship

11:05 am: Introductions & Check-ins

11:15 am: Approval of the Agenda & February 16<sup>th</sup> Minutes

11:30 am: QLC Mapping Mini-Training

11:45 am: QLC Mapping Recommendations

-Up for Decision: Approving 5 Recommendations

12:00 pm: Break

12:10 pm: Continuation of QLC Mapping Recommendations Discussion

12:30 pm: Applications for New Work in PYM

-Today, we're considering 2 proposals:

1.) Middle East 2.) Retreat for Friends of Color

1:30 pm: Undoing Racism in the New Structure

1:55 pm: Closing Worship

The meeting began with a period of worship. Members introduced themselves and spoke about what made them smile.

Members reviewed the minutes from February 4<sup>th</sup> and approved them with amendments. The official name of the Climate Change Collaborative is the **Eco-Justice Collaborative**.

Members minuted thanks to member Tom Hughes for hosting QLC Friends at Reading Meetinghouse.

**Follow up on February 19 Meeting with Eco-Justice Collaborative:** Clerk of PYM and some members of QLC met with the Eco-Justice Collaborative to address the new structure of PYM. The meeting was inspiring and productive. The Collaborative wished to be informed when QLC was ready to examine the structure of funding for Committees, Collaboratives, and Sprints. **The QLC will examine the structure of funding in March.**

**QLC Mapping Mini-Training:** Zachary Dutton led members in an orientation on how QLC fits into the larger PYM structure. The PYM Website has the PYM HANDBOOK on-line. There is a clear table of contents with pages that can be clicked on. Many of the “pages” have helpful graphics. It is user-friendly.

Friends had questions about who the PYM contact people are for Committees, Collaboratives, and/or Sprints. In some cases the contact person would be a PYM staff. In other cases it would be a QLC member. **For now, QLC is the main body for clarifying the contact structure as well as funding structure.**

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**QLC Mapping Recommendations:** Zachary Dutton handed out an 11' by 14" visual graphic of the smaller version that was sent to all members.

Members approved the name of "Funding Committee" as the QLC committee charged with examining funding requests.

Clerk of PYM, Penny Colgan-Davis, after speaking to the Implementation Committee, asked how does QLC propose maintain good communication with a committee that does not have a QLC member on it? Presently, the Supportive Committees are not required to have QLC members.

Members considered the importance of having at least 1 QLC member on each of the Primary and Supportive Committees. Clerk Lane Taylor assured members that the biweekly meetings will move to monthly as members spend more time serving on one of the Primary or Supportive Committees.

The QLC examined the mapping sprint's recommendations in the following order:

1. Form and assign members to the following Committees, peopled primarily by QLC members:
  - a. Program Committee
  - b. Funding Committee
  - c. Governance Committee

**Friends approved.**

2. Form and assign members to the following Sprints
  - a. State of the Meeting
  - b. Library
  - c. QLC Communications

**Friends approved.**

3. Form and assign members to the following Committees, peopled primarily by others:
  - a. Several Supported Populations Committees starting with youth and Counseling
  - b. Communication and Publication Committee

**Friends tabled for a later date. Members who do NOT want to have 1 QLC member on each of the Supportive Committees need to come to the next meeting with a recommendation for an alternative structure.**

4. Work with Admin Council to include QLC representation on the budget subcommittee

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**Friends also approved**

- a. **State of the Meeting Reports Sprint**
- b. **Library Sprint**
- c. **QLC Communications Sprint**
- d. **Charge for the Committees and sprints with the following (as relevant):**
  - Research the past practices (Refer to the report for details)**
  - Get educated on the requirements of the scope of the work**
  - Define Interim Practices**
  - Report back to the council**
  - Follow the interim processes**
  - Define permanent processes for each task to sync with Council**

**Members agreed to consider later a structure that supports the anti-racism work of PYM because this issue will be coming to the QLC shortly.**

Members discussed methods of keeping in contact with committees.

**Applications for New Work in PYM**

**Entry #11: Middle East:** Members APPROVED this application as a COLLABORATIVE.

**Entry #10: Retreat for Friends of Color.** Currently it is a Sprint asking for \$8800 of support for two retreats at Pendle Hill. Members enthusiastically APPROVED funding \$4400 for one retreat. The committee would like to see a breakdown of expenses. The committee welcomes any information the collaborative would like to share about ideas that come out of the retreat. The QLC would like to consider the possibility of TWO retreats AFTER the committee is clearer about the structure of the Undoing Racism Primary Committee.

**Members approved moving the final agenda item, Undoing Racism in the New Structure, for the next meeting.**

Friends ended with a period of silence.

**Next Meetings:**

- a. **Thursday, March 3, 2016, 6:00-9:00 at Friends Center.**
- b. **Saturday, March 12, 2016, 11:00-2:00 at Arch Street**

Respectfully submitted,

Gray Goodman, Co-Recording Clerk

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**General Secretary Report on Staff Activity to Councils February 2016**

**Finances**

First Quarter report is complete. The bottom line is that our expenses and income are pretty much as expected. The income for the annual fund is at the same level it was this time last year which is a mixed bag as we came in short last year.

**Arch Street:** We rearranged expectations of expenses within the Arch Street Meeting House Preservation Trust budget based on final FY15 and FY16 Q1 numbers so that funds that we now expect not to have to spend on utilities and maintenance can be available for resource development planning.

**Covenant:** Several meetings in the last month have contacted us to say that they are increasing their covenant by the 1.5% we requested or more (one meeting may increase by 25%). This has triggered our Shovel Ready project (see below).

We sent the covenant letter out to meetings last month and have heard responses from record numbers of meetings (well over 20) acknowledging and commenting on the letter. That pretty much has never happened before.

**Program**

**Quarterly Meetings:** Penny and Christie hosted a morning gathering for Quarterly Meeting clerks and coordinators. They have tried to organize events for themselves in the recent past with little success. We offered to organize 2 gatherings and 2 phone calls each year through the GenSec office.

**School of the Spirit:** School of the Spirit's board met and reviewed the information we'd given them about changing the basis of our relationship. They have decided to move toward their own 501c3 status within the next year.

**Newsletters project:** We hired someone to work on a short term basis to sign up the PYM office for all MM and QM newsletters and to ensure that every MM and QM has a contact to receive info from PYM for their own newsletters. This is the shovel ready project. It will allow us to see when there is something happening in a meeting that other meetings should know about (managing that is phase two of the shovel ready project).

**Editors:** We contracted with two people this month to be available to formulate and/or edit stories for format and content for publication on our website. We don't have the staff capacity to do this ourselves. We've already used this resource for editing small articles and for rewriting a story to make it less like an announcement and more like an engaging story.

**March Continuing Sessions:** Continuing Sessions planning is underway for March. Publicity has started: several emails and a postcard and a feature in the new PYM print publication will be dedicated to Continuing Sessions. Additionally Christie is writing a letter to each meeting encouraging them to send 25% of their Sunday morning attenders.

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**Communications**

**Website:** It's refreshed! The news and the calendar and the front page are particularly stunning. The focus is to show all that is happening in the Quaker world in our footprint and help it look as lively as it is.

**New Print Publication:** We are replacing PYM Today, a journal format print publication that came out one time a year focusing nearly entirely on sessions, with a new 8 page color publication that will come out 3 times a year. It's name? Faith IN Practice. The first one will be in your mailbox in a month.

**Database Contracts:** All contracts for the database have been signed. Their staff person assigned to us became quite ill which delayed the start of our work with them but it is now starting to take off. We have all updates from meetings prepared for transfer and are now working on preparing for transfer events from the past couple of years that were never entered into the database because it was too cumbersome.

**Conference:** There is a national annual conference for communications professors that is meeting in Philadelphia next fall. We've been asked to help think about what we might contribute since Philadelphia is the hotbed of Quakerism in this country.

**Salem Quarter:** Salem Quarter is starting a quarterly meeting newsletter to share the information and stories of their meetings as a direct result of a meeting to their quarter from Penny and Christie the program Christie shared on communications.

**Staffing and Administration**

We are interviewing for three positions: Middle School Friends Coordinator (a 1 year interim position which gives us an opportunity to re-consider the staffing formulation of youth programs), part time Office Assistant and Community Engagement Fellow (a grant supported 20 month position to help us make our new structure fly).

Christie has been working with the ASMHPT to clearly identify the roles and responsibilities for the stakeholders in the meeting house (the staff, the Trust, the meeting, the Admin Council)

**General Secretary Visits and Connections**

Family Movie Night at Hockessin Giant FDS at PYM Family Overnight (led FDS) Religious Leaders of Greater Philadelphia Abington Meeting (led program on community that is inclusive of children and youth)